

FEDERAL TRANSIT ADMINISTRATION  
SECTION 5310 PROGRAM

ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES

**Federal Fiscal Year 2018 Grant Cycle**

**APPLICATION INSTRUCTIONS PACKET  
&  
PROGRAM INFORMATION**



**State of Connecticut  
Department of Transportation**

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## **Packet Overview**

This packet contains updated information about the Section 5310 program. It also contains instructions on how to complete the application for FFY 2018 funding and supplemental documentation for awarded applicants. This application instructions packet does not contain the actual application and should **not** be submitted along with the application for Section 5310 funding. It is for review & instruction only. Please contact the Connecticut Department of Transportation (CTDOT) with any questions: [DOT.Section5310@ct.gov](mailto:DOT.Section5310@ct.gov).

## **Authorizing Legislation**

The Fixing America's Surface Transportation Act (FAST), signed into law on December 4, 2015, with an effective date of October 1, 2015, authorizes funding for federal surface transportation programs through Federal Fiscal Year 2020.

## **Section 5310 Program Overview**

The Section 5310 program is intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

## **Eligible Recipients**

Eligible subrecipients include private nonprofit organizations, states or local government authorities, or operators of public transportation.

Taxi companies that provide exclusive-ride service are not eligible recipients but may participate in the Section 5310 program as contractors. All taxi companies in Connecticut are considered providers of exclusive-ride service, as a taxicab driver shall not deny a passenger's right to refuse to share the vehicle with others.

Taxi companies wishing to apply for Section 5310 funding for an accessible vehicle should apply via a coordinating entity, such as a nonprofit organization or transit district. In addition to applying for capital funding on behalf of the taxi company, the coordinating entity should apply for operating funding to administer the purchase of the wheelchair accessible taxi(s) and a mandatory, complementary taxi voucher program. Via the taxi voucher program, passengers with a disability and/or those that use a wheelchair or mobility device ride in the accessible taxi at half the regular fare, with the remaining expense subsidized by federal funds. The administration costs may also cover sensitivity training for drivers of the accessible vehicles and the how to prepare reporting required by CTDOT.

## **Eligible Activities**

At least 55 percent of program funds must be used on capital or "traditional" 5310 projects.

- Traditional Section 5310 project examples include:

- Accessible buses; wheelchair lifts, ramps, and securement devices; transit-related information technology systems including scheduling/routing/one-call systems; and mobility management programs.
- Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses.

Of the remaining 45 percent of program funds, up to 10% may be used for State Administration. The rest is for other “nontraditional” projects. Under MAP-21, the program was modified to include projects eligible under the former Section 5317 New Freedom program, described as: Capital and operating expenses for new public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors.

- Nontraditional Section 5310 project examples include:
  - Travel training
  - Volunteer driver programs
  - Purchasing vehicles to support new accessible taxi programs
  - Mobility management programs

Appendix K contains additional detail on eligible Section 5310 project activities.

### Available Funding

Based on Census data, the federal formula funds are apportioned to the State of Connecticut based on the number of older adults and individuals with disabilities and allocated by area.

Funds apportioned to large UZAs may not be transferred to other areas, though Small Urban UZA and Rural funds may be pooled together if all objectives in those regions are met, as approved by the Commissioner of CTDOT.

The table below shows the final amount of funding available to applicants for FFY 2018, itemized by region and project category. Please note figures may not add due to rounding.

Region	FFY 2018 Final Funding	Traditional Minimum	Nontraditional Maximum	State Administration
Bridgeport--Stamford, CT	\$737,267	\$405,497	\$298,593	\$33,177
Hartford, CT	\$843,895	\$464,142	\$341,777	\$37,975
New Haven, CT	\$511,971	\$281,584	\$207,348	\$23,039
Norwich--New London, CT	\$187,781	\$103,280	\$76,051	\$8,450
Connecticut - Rural	\$295,965	\$172,746	\$110,897	\$12,322
Connecticut - Small Urban	\$193,946	\$193,947	\$0	\$0
Springfield, MA	\$91,411	\$50,276	\$37,021	\$4,113
Worcester, MA	\$30,089	\$16,549	\$12,186	\$1,354
<b>Total</b>	<b>\$2,892,325</b>	<b>\$1,688,020</b>	<b>\$1,083,875</b>	<b>\$120,430</b>

Interstate split agreements with Springfield, MA and Worcester, MA, as well as interstate funding obligations to New York and Rhode Island, are included in the Final Funding regional amounts. Up to 10 percent of the total fiscal year apportionment may be used by the State of Connecticut (only) to fund program administration costs including administration, planning, and technical assistance for projects funded under this program.

**Federal/Local Match Requirements**

Section 5310 funds may be used to finance capital and operating expenses. The federal share of eligible capital costs may not exceed 80 percent, and 50 percent for operating assistance. Recipients are responsible for a local match of at least 20% for capital costs and at least 50% for operating assistance.

Nonprofit organizations should note that awarded purchase of service projects and nontraditional capital purchases will need to be acquired via an FTA-compliant procurement process and will require a completed Authority for Expenditure (AFE) form. Procurement methods/processes and a template of the AFE form are outlined in the Procurement Policy & Procedures: Purchase of Service & Nontraditional Projects guide for nonprofit grantees, available on the CTDOT Section 5310 website, [www.ct.gov/dot/5310](http://www.ct.gov/dot/5310). Municipalities are exempt from the procurement guidelines and AFE requirement.

**How to Fill Out the Application**

There are three (3) different Section 5310 applications that may be filled out and submitted, depending on the type of project your organization is requesting funding for: Traditional Section 5310, Nontraditional Section 5310 Capital, and Nontraditional Section 5310 Operating.

If your organization is requesting funding for multiple projects that fall into different categories, an application must be submitted for each type of project. The table on the next page outlines the eligible project types and the corresponding application that should be filled out for each.

<b>Traditional 5310 Capital</b>	This application should be filled out if you are requesting funding for:  1. Accessible buses
<b>Nontraditional 5310 Capital</b>	This application should be filled out if you are requesting funding for:  1. Purchasing vehicles to support new accessible taxi programs  2. Mobility management programs  3. Equipment (i.e., kiosks, transit-related information technology systems including scheduling/routing/one-call systems).

<b>Section 5310 Operating</b>	<p>This application should be filled out if you are requesting funding for:</p> <ol style="list-style-type: none"> <li>1. Acquisition of transportation services under a contract, lease, or other arrangement (purchase of service).</li> <li>2. Travel training</li> <li>3. Volunteer driver programs</li> <li>4. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.</li> </ol>
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## How to Submit the Application

Applications must be received by both the Department of Transportation and the Regional Councils of Government no later than **4pm on Friday, April 12, 2019**. Applications that are late, incomplete or from a prior year will not be reviewed.

The application should be submitted via e-mail only, via one (1) attachment. Those applicants for whom this requirement causes undue hardship should contact CTDOT to discuss alternatives for submitting the application. Any and all supporting documentation must be included with the application at the time of submission. The application must be submitted only once.

Applications submitted via email must be sent by the applicant to both CTDOT **and** the appropriate RPO. Appendix H contains a listing of contact information for each RPO in the state.

CTDOT E-mail: [DOT.Section5310@ct.gov](mailto:DOT.Section5310@ct.gov)

## Section 5310 Application Guidelines – All Applicants

- Projects must be planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities
- Projects must address a gap or a strategy identified in the Locally Coordinated Human Services Transportation Plan (LOCHSTP). A copy of the 2007 LOCHSTP, as well as the 2009 update, may be found here: <http://www.ct.gov/dot/cwp/view.asp?a=1386&q=415016>
- Applicants may apply for multiple projects under traditional capital investment and nontraditional investment.
- Applications will be reviewed and prioritized for funding by CTDOT and the Regional Council of Governments utilizing a competitive selection process. CTDOT attempts to maximize funding of projects whenever possible.
- Applications must be completed in full; every question and section should be answered. If a particular question is not relevant to the applicant, the applicant should note that and explain why. **“N/A” is never an appropriate response.**

- All private nonprofit organizations that submit an application must be registered with the Secretary of the State's office.
- Applications must be submitted via email only as a single PDF. The application must be sent to CTDOT with a cc to the applicant's local Regional Council of Governments (RCOG). A list of RCOGs is included in [Appendix H](#).
- CTDOT's criteria for evaluating the applications can be found in [Appendix E](#).

## Section 5310 Application Guidelines – Applicants of Traditional Funding Only

### Replacement Vehicles

- In order to be eligible for replacement, a vehicle must have reached the end of its useful life prior to submittal of this application or the vehicle must have excessive maintenance costs that are documented and submitted with the application. Maintenance documentation should not be submitted if the vehicle being replaced has reached the end of its useful life (see Definitions, Useful Life). Vehicles to be replaced do not need to have been previously awarded under Section 5310.
- An applicant is not restricted to applying for a new (replacement) vehicle that conforms to the size and passenger capacity of the vehicle being replaced – the replacement may be a different size, a different type of vehicle or have different accessibility features than its predecessor.
- If awarded a new (replacement) vehicle, a recipient can continue to operate the vehicle that met the useful life requirements while operating the new vehicle. The 'replaced' vehicle does not have to be taken out of service simply because funding for a new vehicle has been awarded.
- Once a recipient has been awarded a new (replacement) vehicle, the vehicle that met the useful life requirements and was 'replaced' may no longer be used as an eligible vehicle to be replaced in future Section 5310 applications.

### Public Notice & Letters of Notification

- A Public Notice must be published (printed) in a major newspaper with the greatest appropriate readership in the proposed service area. The public notice must be published no later than **Friday, March 22, 2019**. Any public notice that appears after this date will render the grant application incomplete and ineligible for CTDOT/RPO review. Both a copy of the public notice and a copy of the paid invoice from the newspaper (tear sheet) must be attached to the application. The Public Notice only needs to be published one (1) time. A template for the Public Notice can be found in [Appendix L](#).
- Letters of notification must be sent to private and paratransit operators in the proposed service area one (1) week before the Public Notice is placed in a major newspaper. Private transit and paratransit operators include taxi operators, public transit operators; providers of ADA paratransit service, nonprofit organizations that provide transportation, municipalities or public entities that



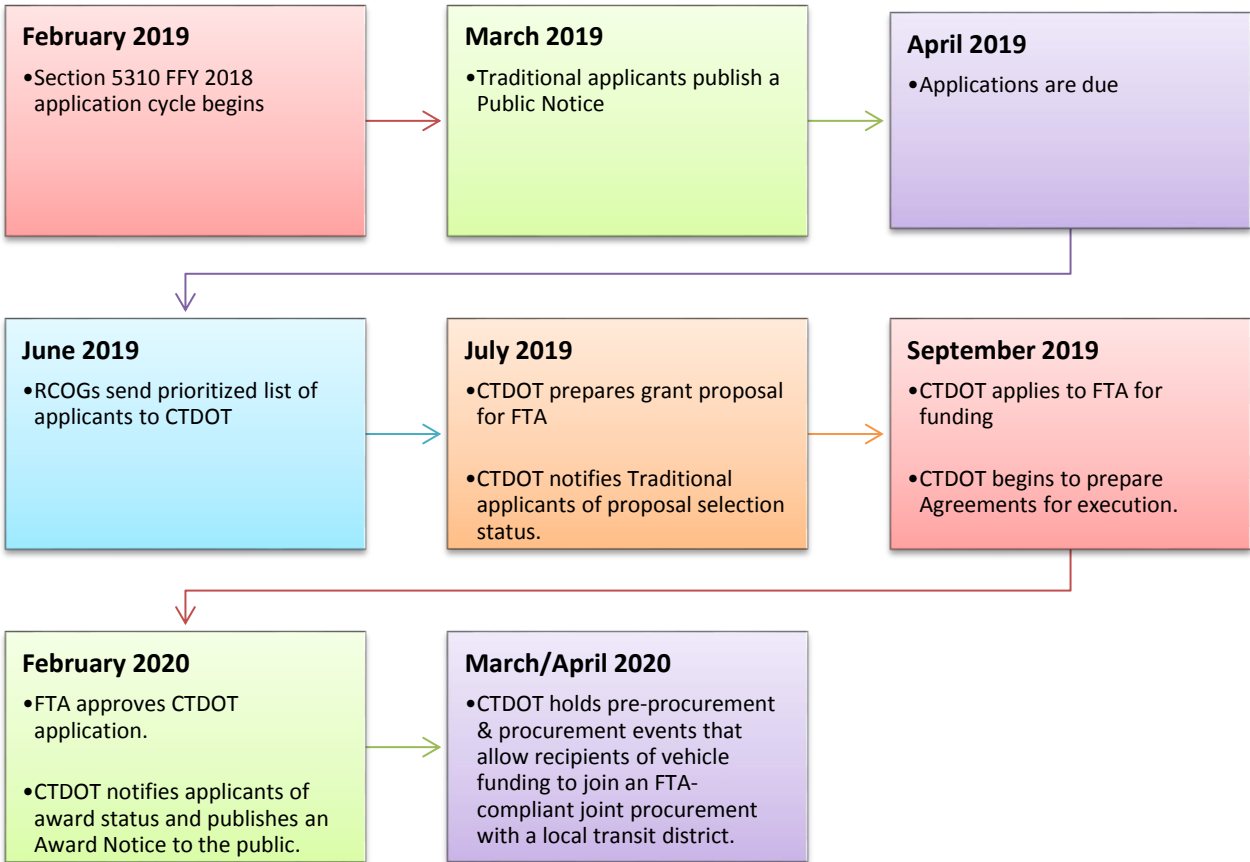
provide transportation and livery operators. A template for the letters of notification to transportation operators can be found in **Appendix M**.

- Letters of notification should be sent to all operators that provide transportation services within a 15 mile radius of the proposed service area. A copy of this letter as it was sent must be included with the application; CTDOT will not accept a listing of individuals to whom the letter was sent as sufficient confirmation. A minimum of five (5) letters (copies) should be included in the application but rural areas and/or those with limited existing transportation options may have less.

## **Section 5310 Program Guidelines – Awarded Recipients**

- Insurance requirements for vehicle grant or transportation service providers can be found in **Appendix G**.
- All recipients of vehicles under Section 5310 are required to submit quarterly operating/maintenance reports on all useful life vehicles. All recipients of operating funds under Section 5310 are required to submit an operations report on a monthly basis. The specific reporting requirements will be based on the project awarded.
- All recipients of vehicles under Section 5310 are subject to oversight by CTDOT to ensure program compliance with federal regulations. In addition to the quarterly reporting mentioned above, this includes an annual Use of Project Equipment certification, monitoring of awarded recipients and site visits on a regular, random basis.
- Recipients may not initiate service or purchase vehicles or equipment without a fully executed agreement. Once awarded and upon grant acceptance, CTDOT will send an agreement to be executed between the State and your agency/municipality. CTDOT is not able to reimburse vehicle cost prior to execution of the agreement.
- Donations may be collected from passengers riding a Section 5310 vehicle but recipients must not refuse a senior or individual with disability a ride if a passenger does not make a donation. Fares may not be charged to passengers riding a Section 5310 vehicle.
- For any vehicle purchased with Section 5310 funding, CTDOT must be listed as first lien holder on the motor vehicle registration. Vehicle titles will be retained by CTDOT until the useful life of the vehicle has lapsed. Vehicles must be registered in accordance with the rules and regulations of the CT Department of Motor Vehicles.
- The Connecticut Rural Transit Assistance Program (CTRTP) is a scholarship program is available to Section 5310 recipients for the purpose of sending administrative staff, drivers and/or maintenance personnel to training events, conferences, and seminars that are directly related to the operation and maintenance of Section 5310 vehicles and services. Scholarship funds are only available for the reimbursement of registration fees, travel/transportation, lodging and meals related to such training events, conferences and seminars, and may not exceed \$1,000 per trip per individual. The scholarship application and requirements are available at the following website [www.crrtap.com](http://www.crrtap.com).

## Section 5310 FFY 2018 Funding Cycle/Application Process Estimated Timeline



## **APPENDIX A – Definitions**

**Americans with Disabilities Act (ADA):** A wide-ranging civil rights law that prohibits discrimination based on disability and recognizes that people with disabilities have the same rights as other citizens to access services and facilities that are available to the public, including transportation.

**Applicant:** An entity that is seeking, but has not yet been awarded, Section 5310 funding.

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

**Capital Project:** A category of reimbursable project expenses that includes all activities identified in 49 U.S.C. 5302(3). Eligible activities under this project category are outlined in this Application Instructions packet.

**Coordinated Plan:** See definition of *LOCHSTP*, below.

**Disability:** The term disability has the same meaning as in section 3(1) of the ADA. The term “disability” means, with respect to an individual—

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment.

**Grant:** An award of financial assistance in the form of money, or property in lieu of money, by the State of Connecticut as received from the federal government.

**Grant Application:** A complete application for an award of financial assistance in the form of money, or property in lieu of money, by the State of Connecticut as received from the federal government.

**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 people with low incomes.

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

**Limited English Proficient Individual:** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.

**LOCHSTP (Locally Coordinated Public Transit Human Services Transportation 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 needs, and prioritizes transportation services for funding and implementation.

**Mobility Management:** Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.

Nonprofit Organization: A 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 which has been determined under state law to be nonprofit and for which the State of Connecticut has received documentation certifying the status of the nonprofit organization.

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, etc.

Paratransit Service: In the context of this Application Instructions packet, a specialized, door-to-door transport service required under the ADA for people with disabilities who are not able to ride fixed-route public transportation.

Passenger Trip: A one-way passenger trip consists of transporting one individual from a pick-up point to his/her destination. When an individual boards and disembarks from the vehicle, it is counted as one (1) trip. (e.g. ten individuals transported to a medical site and returned to their homes would constitute twenty 'one-way' passenger trips).

Public Transportation: Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

Recipient: An applicant that receives a grant under Section 5310.

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

Seniors: An individual who is 65 years of age or older.

Small Urbanized Areas: A UZA with a population of at least but less than 200,000, as determined by the Bureau of the Census.

Useful Life (of a vehicle): Defined as 4 years of age or 100,000 miles for a van or mini-van and 5 years of age or 150,000 miles for a bus or mini-bus. In order for a vehicle to be eligible for replacement in the Section 5310 program, a vehicle must have met its useful life and your organization must have the title to the vehicle. The exception is if the vehicle has required excessive maintenance, in which case copies of the repair bills and letters that have been submitted to the vendor or original manufacturer must be submitted with the application.

## **APPENDIX B – Community-Based Transportation Planning**

The Connecticut Department of Transportation and the Regional Councils of Governments throughout the state have worked together on a community planning process for Federal Transit Administration (FTA)-funded transportation of older adults (65+), persons with disabilities and individuals with low incomes. The resulting plan helps determine how those funds will be spent in Connecticut and was developed through a process that includes representatives of public, private and nonprofit human services transportation providers and participation by the public.

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### **Frequently Asked Questions**

#### **What is Human Services Transportation?**

For the purposes of this planning effort, it is defined as transportation services for persons with disabilities, older adults (65+), and individuals with lower incomes. This could include services provided by public transit agencies, municipalities, human service agencies and private providers such as taxi or medical livery companies.

#### **Why did we start doing community-based transportation planning?**

The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) was the authorizing legislation that preceded the FAST Act. It authorized funding for federal surface transportation programs for fiscal years 2013 through 2015 and required that projects selected for funding under the Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human services providers and other members of the public.” Community-based transportation planning continues to be a requirement under the FAST Act.

#### **How much funding is there?**

For FFY 2018, funding is approximately:

<b>Region</b>	<b>FFY 2018 Final Funding</b>
Bridgeport--Stamford, CT	\$737,267
Hartford, CT	\$843,895
New Haven, CT	\$511,971
Norwich--New London, CT	\$187,781
Connecticut - Rural	\$295,965
Connecticut - Small Urban	\$193,946
Springfield, MA	\$91,411
Worcester, MA	\$30,089
<b>Total</b>	<b>\$2,892,325</b>

**What can the communities and the state do with these funds?**

Support 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. Support public transportation projects that exceed the requirements of the ADA, Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit; and alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

**When did the planning process happen?**

The first plan was in place in spring 2007 and an update was completed in 2009.

**Can I still get involved? Why should I get involved now?**

As an agency, you are always representing the needs of the people your agency serves. As an individual, you can let us know your own needs and make those needs a part of any future planning process. If you already operate a Section 5310 vehicle or are interested in applying for one, you should be involved, since future program priorities are being considered.

**How do I get involved?**

Contact the Department at [dotadmin.ctrives@ct.gov](mailto:dotadmin.ctrives@ct.gov) or Transit Administrator, P.O. Box 317546, Newington, CT 06131 and we will direct your inquiry to the right place.

**Do I have to attend meetings to stay updated?**

No. We can keep you informed about what is going on in your region by adding your name to the mailing list for the region.

## APPENDIX C – Coordinated Service

Whenever possible, Section 5310 recipients should coordinate with other local providers of transportation services, in order to enhance opportunities for cost effective operations.

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Coordination is equal parts cooperation, calculation, negotiation and flexibility, resulting in reduced costs and fewer headaches in providing needed transportation services for your clients. Above all, coordination begins with...."we."

The concept of coordinated transportation can be likened to a pie - you can partake of one piece, several pieces, or the whole pie. How much coordination you want depends on your organizational structure, your budget and the transportation needs of your clients.

Below are a few of the more common coordination approaches and definitions.

### Ride Share:

Two or more separate agencies transporting to the same general vicinity alternate to pick up all clients in that area. Each agency retains management functions for vehicle operation, maintenance and administration of their own transportation system. Cost savings are realized from making fewer vehicle trips for the same number of passenger trips.

### Vehicle/Time Share:

One agency allows another agency to use a vehicle during idle times on a cost reimbursement basis. The agency retains management functions for vehicle operations, maintenance and administration of the transportation system. Costs to the owner agency are reduced by the income received from "renting" the vehicle to the other agency. The renting agency has fewer headaches since they won't need to purchase and maintain their own vehicle.

### Operations Coordination:

Two or more separate agencies combine or centralize all activities necessary to transport passengers (routing, scheduling, dispatching). Or, an agency contracts this function out to a specified transportation provider via a purchase of service agreement. Participating agencies retain management functions for maintenance and administration. Vehicle operations functions are delegated. Cost savings are realized either through increased productivity, which reduces cost per passenger, trip, a reduction in necessary staff positions or through the income received from the purchase of service agreement, depending on the type and extent of participation by the agency.

### Maintenance Coordination:

Two or more separate agencies combine or centralize all or part of activities related to taking care of vehicles (maintenance, parts purchasing, vehicle storage). Or, an agency contracts this function out to a specified transportation provider. Participating agencies retain management functions for operations and administration and any portion of maintenance responsibilities retained. Cost savings result from pooling space requirements for storage and bulk purchasing of parts as well as possible reduction of staff positions.

### Administrative Coordination:

Two or more separate agencies combine all activities related to ensuring that transportation is provided safely, reliably and efficiently under a single transportation manager, whose responsibilities include personnel (drivers, dispatchers), training, major purchases, or insurance. Or, an agency contracts this function out to a professional transportation manager or firm. Participating agencies may retain management functions related to operations and maintenance, although this approach is more successful when combined with operations and/or maintenance coordination.

### Coordinated Transportation System:

Combining all the parts shown previously by contracting with a separate organization for the complete responsibility of providing transportation services. The terms, cost, accountability and reporting requirements are spelled out in a negotiated purchase of service agreement, which also can include management of a participating agency's vehicles. Savings include increased productivity, which reduces cost per trip, as well as reductions in costs for transportation staff, overhead, maintenance, insurance and many other areas.

Additional resources include the following:

National Aging & Disability Transportation Center  
<http://www.nadtc.org/resources-publications/2728/>

Community Transportation Association of America  
<https://ctaa.org/resources/>

Massachusetts Human Service Transportation Office  
<https://www.mass.gov/files/documents/2016/07/rr/vs-agreements.pdf>



## **APPENDIX D – Estimating Costs of Providing Transportation Services**

In this section, passenger trip data plus the transportation expenses previously identified are combined to give you a general picture of the per-trip or per-vehicle hour cost of transportation.

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A detailed cost analysis is not always necessary for determining how much and what type of coordination best meets the needs of your organization. Employing several basic formulas will give you enough information to decide how coordinating will save you money.

To calculate the cost per trip and cost per hour, you will need to determine the annual number of passenger trips provided by your agency and the annual number of vehicle hours needed to provide those trips. A passenger trip is a one-way trip for one person from origin to destination. If your agency brings individuals from several locations to a common destination on a regularly-scheduled basis, you would count each client's one-way ride as a passenger trip. Rides back to the point of initial pickup are counted as another passenger trip for each client. A vehicle hour is the sum of the hours when a vehicle is being used to transport clients, plus the hours when a vehicle is not carrying passengers but has a driver on duty.

The formula for calculating cost per trip is the annual expense divided by the annual passenger trips. For example, if your agency provides 10,000 annual passenger trips at an annual cost of \$40,000, you have a current cost of \$4 per trip. To determine a starting point for negotiating costs under a coordination agreement, you will want to back out your unavoidable costs. Let's assume that \$2,000 of your annual expense is unavoidable, such as a share of the agency insurance premium, or agency overhead. Under coordination, you can negotiate a cost of up to \$3.80 per trip without any change to your current budget. If you purchase services from a transportation provider, you are freed from responsibilities like routing, scheduling, maintenance, hiring drivers and other activities involved in operating your own transportation system.

To calculate your cost per vehicle hour, divide the annual expense by the number of vehicle hours. Continuing the above example, let's assume that 2,000 vehicle hours are required to provide 10,000 passenger trips. Using \$40,000 as your annual cost, you would have a \$20 cost per vehicle hour. Under coordination, the cost per hour would be offset by the increased use of the vehicle made possible by contracting the vehicle management to a transportation provider. Under the terms of a purchase of service agreement, the transportation provider could also be responsible for all the costs associated with providing a fully-trained driver. This is particularly attractive to agencies that utilize professional or para-professional staff to also perform the duties of a driver.

## **APPENDIX E – Evaluation Criteria**

The following is a list of criteria that will be used to evaluate applications.

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### **Traditional Section 5310**

- Legal Notice, Complete Application and Submission Deadline. Application must be submitted prior to the deadline, signed and completed entirely, with one Legal Notice published within the required timeframe. *Maximum of 15 points.*
- Eligibility for Replacement & Service Initiation/Expansion. Vehicles proposed for replacement must be 4 years old for a van (mini-van) or have 100,000 miles, or 5 years old for a bus (mini-bus) or have 150,000 miles, or have documentation of excessive maintenance costs. Equal consideration will be given to applicants that do not have a vehicle to replace but are expanding service or starting a new service. *Maximum of 5 points.*
- Planning Process. Priority will be given to nonprofit organizations and local municipalities whose project serves a priority target group and fills a gap identified in the LOCHSTP process. *Maximum of 15 points.*
- Limited English Proficiency. Priority will be given to applicants that describe how people with Limited English Proficiency will be informed about the service. *Maximum of 5 points.*
- Utilization of Equipment. Effective utilization of the equipment should be demonstrated with reliable estimates of the number of individuals that will receive service, and the total number of passenger trips to be provided. Priority will be given to vehicles that will be utilized evenings, weekends, out of region, more than six hours per day, and/or are available for a coordinating entity. *Maximum of 20 points.*
- Degree of Need in the Applicant's Proposed Service Area for Transportation Services. Clear demonstration of the lack of accessible transportation through existing public and private transportation providers. *Maximum of 10 points.*
- Coordination. Priority will be given to applicants that coordinate with another organization on providing more/expanded service, use of the vehicle, client transport, driver training, fuel purchase, etc. *Maximum of 15 points.*
- Transportation Budget. Priority will be given to applicants that can attest to and correctly demonstrate having sufficient matching dollars to provide the local match, as well as enough operating income to cover estimated operating expenses. *Maximum of 15 points.*

## Nontraditional Section 5310

The proposed strategy must:

1. Serve the target population categories and address an identified gap.
2. Achieve efficiency in service delivery.
3. Not replace other funding programs or resources.
  - a. If the strategy has been funded in prior years by a different resource, in order to be eligible for FTA funding programs, the strategy must have been rejected for future funds or had funding for the specific strategy reduced.
4. Be able to start up in a reasonable period of time.
5. Provide regional/geographical equity.
  - a. Each community should be able to share in the benefits from these funds.
6. Maximize the use of available local, state and federal-funded public transportation resources.
  - a. This will allow CTDOT to make use of resources already in place and will prevent the creation of a secondary layer of services.
7. Be subcontracted with a subrecipient that has the technical and managerial capabilities to conduct the project.
8. Have appropriate resources available to provide the service.
  - a. This would include wheelchair accessible vehicles, and could possibly include resources such as dispatch capabilities or other resources as determined by the strategy.
9. Have an adequate plan to make the target population aware of the available service.

To receive “extra points”, the proposed strategy must:

- Provide continued operating funding for a service which is already in operation
- Provide a service where or when no other service is available
- Have matching funding available from sources other than CTDOT
- Coordinate with other public and private programs to maximize resources.
- Attain any other regionally determined productivity measures.

## APPENDIX F – Vehicle Procurement Options

The following information is provided to explain the options available for procurement of vehicles when Federal Transit Administration (FTA) funding is involved. It is NOT an official regulation, but an attempt to explain in plain language the options available to FTA grant subrecipients for the Sections 5310.

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Subrecipients can procure their vehicles through:

- Option A – Purchase from vehicle options available on contract procured using an FTA compliant competitive process
- Option B - Conducting a small purchase procurement for less than \$100,000
- Option C - Conducting a procurement for over \$100,000

Many of the requirements do not take effect until the procurement is greater than \$100,000. But, even though the Federal Grant awarded may be less than \$100,000, if the items being procured are included in a purchase for more than \$100,000, then option B can no longer be used.

**Option A** Purchasing a vehicle off of a contract procured using an FTA compliant competitive process

Some transit districts in Connecticut procure small buses and vans using a competitive process that is reviewed by FTA and include an allowance for other public and non-profit entities using FTA funding (grantees) to purchase off of their contract. The advantage is that the process is already in place, so it is relatively easy for the grantee to procure a vehicle without dealing with the extra burden of ensuring compliance with the federal procurement requirements. There may also be an advantage to being part of a larger vehicle order, with set prices which may be lower than if purchasing only one or two vehicles. Disadvantages are that grantees can only choose from the vehicle types (small bus or converted high-top vans) and options available on the contract.

**Option B** Conducting your own procurement for less than \$100,000

If the total procurement is not greater than \$100,000, the grant recipient may follow the **small purchase process** which is described below:

1. The Second Party shall develop a generic specification which will encourage participation by as many vendors as possible. Specifications must include all applicable federal mandates. The Second Party must ensure that the specifications have not been written with a specific vehicle or vendor in mind.
2. The Second Party shall select a minimum of three (3) (if available) reputable prospective manufacturers/vendors and shall secure formal written quotes from them. These quotes:
  - must be attached to the vehicle specifications.
  - must itemize any vehicle options.
  - must be signed by the manufacturer/vendor.
  - must include a statement with the price quote which attests that the prices are valid for a minimum of ninety (90) days.
3. The Second Party must be able to demonstrate that contact has been made with several

manufacturers/vendors extending beyond the Second Party's immediate area.

4. All information shall be forwarded to the State for comparison to price quotes received by purchasers of similar vehicles before initiating purchase. At this time the second party shall indicate the manufacturer/vendor from which the vehicle will be purchased. If bids come in over \$100,000, another procurement process must take place (See Option C), but documentation should still be forwarded to the State of the process that was followed and the bids received.
5. The State then can either provide a written approval or discuss the matter further with the Second Party until a resolution is reached and a written approval can be sent.
6. Once the procurement is approved by the State, a confirmed purchase order must be provided to the State within ninety (90) days, unless specified otherwise by the State. Purchase orders **must** state **model, make, year, delivery price, options floor plan and vehicle identification number**.

**Option C**      Conducting your own procurement for more than \$100,000

- Sealed Bids
- Competitive proposals
- Noncompetitive proposals (sole source)

For any of these processes, please review FTA's Best Practices Procurement and Lessons Learned Manual, which can be found at <https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>.

**Additional Options**

Additional options for procurement may be available, such as purchasing off of the contracts in place with the Connecticut Department of Administrative Services or by purchasing off of a contract in another state (similar to Option A.) Each of these options would require determining whether those contracts contain all the applicable FTA and State requirements.

**Documentation** – (How to satisfy an auditor, the State, and the FTA)

1. Vehicle procurement
  - a. The requisition (or purchase request).
  - b. What specifications were used?
  - c. When were quotes requested?
  - d. Who were the quotes requested from?
  - e. When were quotes received?
  - f. What quotes were received?
  - g. Copy of the written approval from the State.
  - h. Copy of the purchase order.

## 2. Reimbursement from the State

There must be a fully executed Agreement between the State and Second Party, and the vehicle must be delivered before payment can be requested. Information on the documentation required to request payment from the State for the vehicle is summarized below and is subject to change:

1. An executed Agreement between the State of Connecticut and the recipient.
2. A Receipt of Vehicle Delivery
3. A completed and signed Invoice Summary Processing (ISP)
4. A completed and signed Vehicle Acceptance Form.
5. A copy of the manufacturer/vendor invoice.
6. A completed Post-Delivery Federal Motor Vehicle Safety Standards (FMVSS) Certification Requirement form.
7. A completed Post-Delivery Purchaser's Requirements Certification form.
8. A completed Post-Delivery Buy America Certification Requirement.
9. A completed "Acord" Certificate of Liability Insurance form.
10. 2 copies off the Certificate of Origin(s) – one from the manufacturer and one from the procurer.

## **APPENDIX G – Vehicle Insurance**

Vehicle grantees must include the State of Connecticut as an additional insured on coverage. The “Acord” Certificate of Liability Insurance form must state: “The State of Connecticut is named as an additional insured as required by written contract” in the Description of Operations/Locations/Vehicles section. The following requirement will be included in the agreement between the State of Connecticut and applicants selected for funding.

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Automobile Liability Insurance: One Million Dollars (\$1,000,000) for vehicles with a seating capacity of ten (10) or less passengers, (b) One Million Five Hundred Thousand Dollars (\$1,500,000) for vehicles with a seating capacity of eleven (11) through fourteen (14) passengers, and (c) Five Million Dollars (\$5,000,000) for vehicles with a seating capacity of fifteen (15) passengers or more, for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and shall include comprehensive and collision to provide for repair and replacement of vehicle(s).

Commercial General Liability including Contractual Liability Insurance, providing for a total limit of not less than One Million Dollars (\$1,000,000) single limit for all damages arising out of bodily injuries to, or destruction of, property including the loss of use thereof in any one accident or occurrence. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of Two Million Dollars (\$2,000,000) for all damages during the policy period.

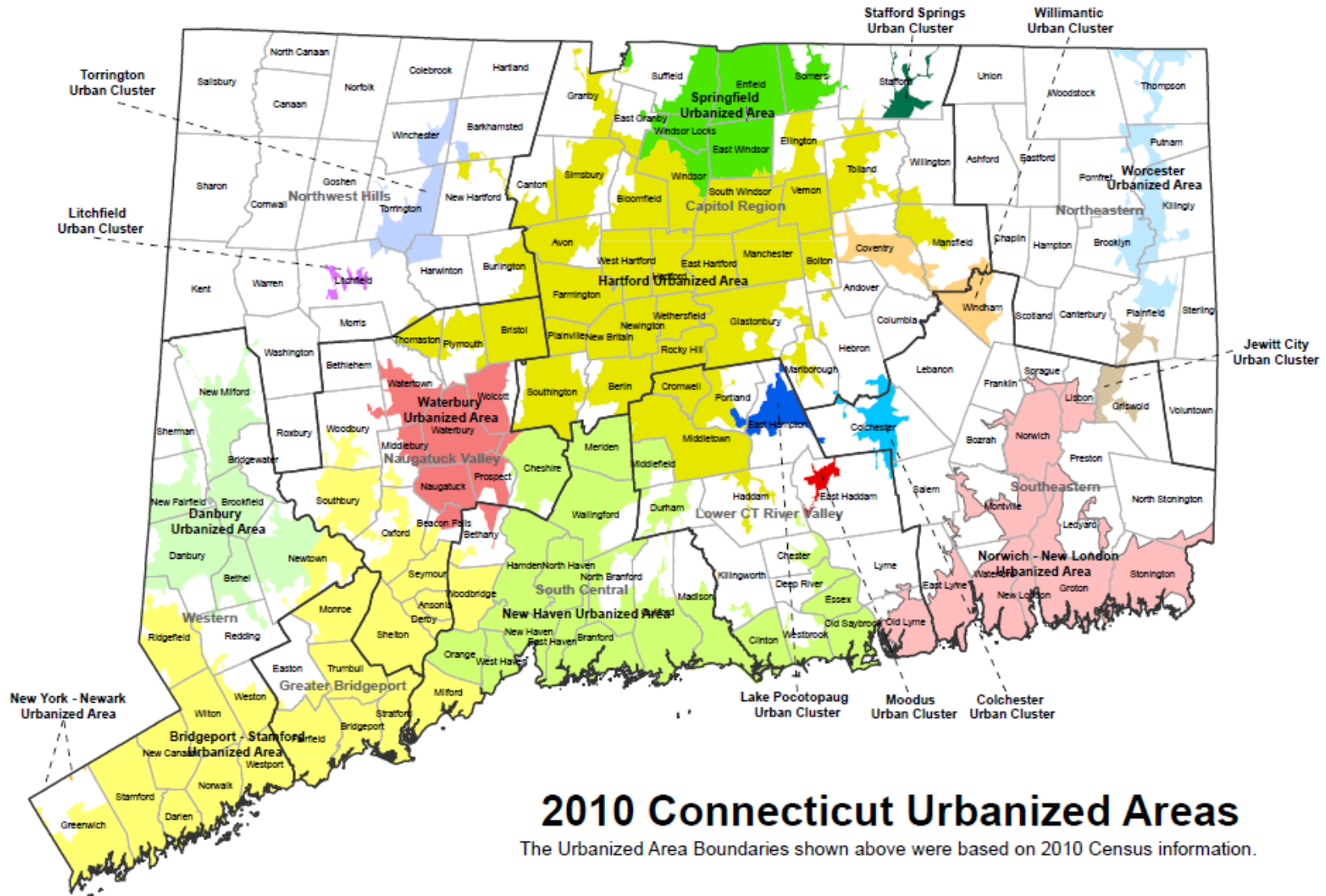
Workers’ Compensation Insurance shall also be carried in accordance with the requirements of the laws of the State of Connecticut and the laws of the United States respectively.

**Appendix H – Regional Councils of Government**

<b>RCOG</b>	<b>Address</b>	<b>Website</b>	<b>Section 5310 Contact</b>	<b>Telephone</b>	<b>Contact Email Address</b>
Capitol Regional Council of Governments	241 Main Street, 4th Floor Hartford, Connecticut 06106-5310	<a href="http://www.crcog.org">www.crcog.org</a>	Devon Lechtenberg	860 724-4279	<a href="mailto:dlechtenberg@crcog.org">dlechtenberg@crcog.org</a>
Connecticut Metropolitan Council of Governments	1000 Lafayette Boulevard Suite 925 Bridgeport, CT 06604	<a href="http://www.ctmetro.org">www.ctmetro.org</a>	Meghan Sloan	203-366-5405	<a href="mailto:msloan@ctmetro.org">msloan@ctmetro.org</a>
Lower Connecticut River Valley Council of Government	145 Dennison Road Essex, Connecticut 06426	<a href="http://www.rivercog.org">www.rivercog.org</a>	Robert Haramut	860-581-8554	<a href="mailto:rharamut@rivercog.org">rharamut@rivercog.org</a>
Naugatuck Valley Council of Governments	49 Leavenworth Street, Suite 303 Waterbury, Connecticut 06702	<a href="http://www.nvcogct.org">www.nvcogct.org</a>	Gabriel Filer	203-757-0535	<a href="mailto:gfiler@nvcogct.org">gfiler@nvcogct.org</a>
Northeastern Connecticut Council of Governments	125 Putnam Pike Dayville, Connecticut 06241	<a href="http://www.neccog.org">www.neccog.org</a>	Hoween Flexer	860-774-1253	<a href="mailto:hoween.flexer@neccog.org">hoween.flexer@neccog.org</a>
Northwest Hills Council of Governments	59 Torrington Road, Suite A-1 Goshen, CT 06756	<a href="http://www.northwesthillscog.org">www.northwesthillscog.org</a>	Richard Lynn	860-491-9884	<a href="mailto:rlynn@northwesthillscog.org">rlynn@northwesthillscog.org</a>
South Central Regional Council of Governments	127 Washington Avenue 4th Floor West North Haven, CT 06473	<a href="http://www.scrkog.org">www.scrkog.org</a>	James Rode	203-466-8623	<a href="mailto:jrode@scrkog.org">jrode@scrkog.org</a>
Southeastern Connecticut Council of Governments	5 Connecticut Avenue Norwich, Connecticut 06360	<a href="http://www.seccog.org">www.seccog.org</a>	Katherine Rattan	860-889-2324	<a href="mailto:krattan@seccog.org">krattan@seccog.org</a>
Western CT Council of Governments	1 Riverside Rd. Sandy Hook, CT 06482	<a href="http://www.westcog.org">www.westcog.org</a>	Kristin Hadjstylianos	475-323-2073	<a href="mailto:khadjstylianos@westcog.org">khadjstylianos@westcog.org</a>



**APPENDIX I – Regional Councils of Government & Urbanized Areas Map**

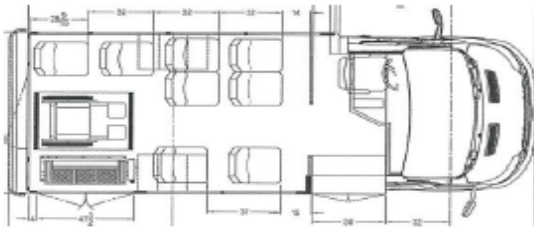


## APPENDIX J – Approximate Vehicle Pricing & Specifications

Please note that the prices listed below are estimates and are subject to change. Interested applicants may reach out to Matthews Buses directly via phone (860) 870-9379 or email [dgifford@matthewsbusescommercial.com](mailto:dgifford@matthewsbusescommercial.com) to obtain updated or additional information on vehicle pricing.



### CTDOT Section 5310 Grant Recipient Category Classifications



#### **Conf. A Mini Bus**

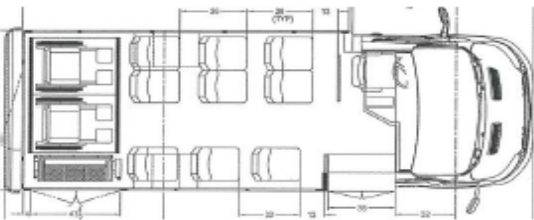
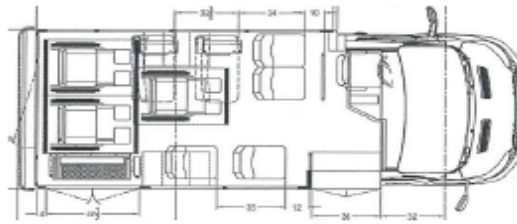
8 Seats, 1 WC, plus the Driver.  
No CDL license required.

\$59,000 to \$61,000 average

#### **Conf. B Mini Bus**

8 Seats, 3WC, plus the Driver.  
No CDL license required.

\$62,000 to \$64,000 average



#### **Conf. C Mini Bus**

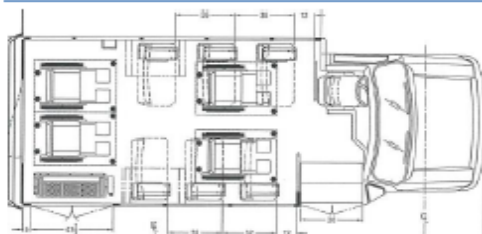
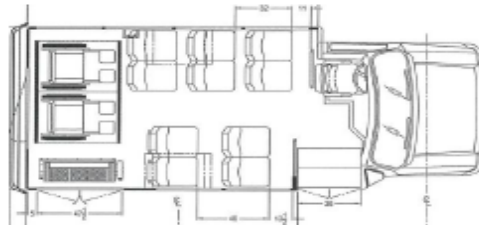
9 Seats, 2 WC, plus the Driver.  
No CDL license required.

\$59,000 to \$61,000 average

#### **Conf. D Bus**

10 Seats, 2 WC, plus the Driver.  
No CDL license required.

\$62,000 to \$64,000 average

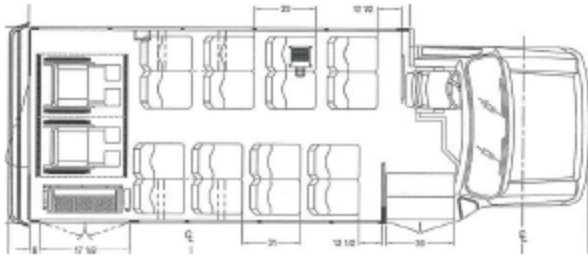


#### **Conf. E Bus**

12 Seats, 4 WC, plus the Driver.  
No CDL license required.

\$69,000 to \$71,000 average

## Conn DOT Section 5310 Grant Recipient Category Classifications



### Conf. F Bus

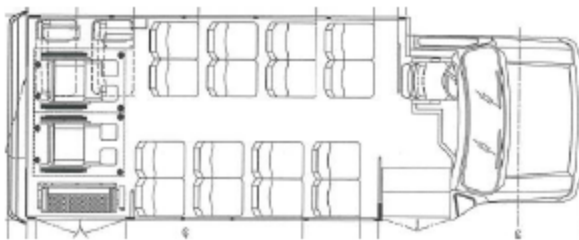
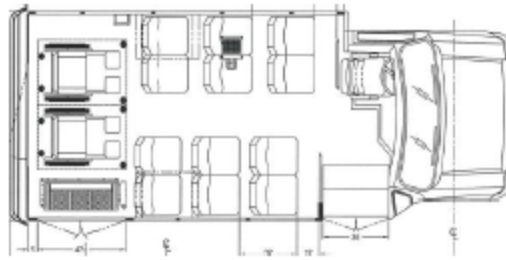
16 Seats, 2 WC, plus the Driver.  
CDL license required.

\$68,000 to \$70,000 average

### Conf. F-a Bus

12 Seats, 2WC, plus the Driver.  
No CDL license required.

\$67,000 to \$69,000 average



### Conf. G Bus

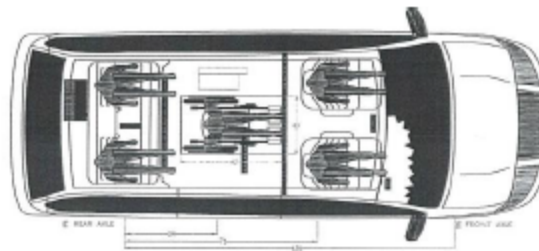
20 Seats, 2 WC, plus the Driver.  
CDL license required.

\$70,000 to \$72,000 average

### Conf. H Mini Van

4 Seats, 1 WC, plus the Driver.  
No CDL license required.

\$46,000 to \$48,000 average



These are representative floorplans that can be modified to suit a particular transportation application. Seats can be moved and wheelchair positions can be added. Average costs are based upon acquisitions in the 2018 model year. Subsequent years will incur an incremental price increase of approximately 2-3% per year.

## APPENDIX K – Eligible Project Activities Detail

### Traditional Section 5310

Examples of capital expenses that meet the 55 percent requirement include but are not limited to:

- a. Rolling stock and related activities for Section 5310-funded vehicles
  - 1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
  - 2) Vehicle rehabilitation or overhaul;
  - 3) Preventive maintenance;
  - 4) Radios and communication equipment; and
  - 5) Vehicle wheelchair lifts, ramps, and securement devices.
  
- b. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
  
- c. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - 1) 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;
  - 2) Support for short-term management activities to plan and implement coordinated services;
  - 3) The support of state and local coordination policy bodies and councils;
  - 4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - 5) 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;
  - 6) 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 arrangements for customers among supporting programs; and
  - 7) 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).

- d. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

### **Nontraditional Section 5310**

Up to 45 percent of a rural, small urbanized area or large urbanized area's annual apportionment may be utilized for, but not limited to, the following eligible capital and operating expenses:

- a. **Public Transportation Projects that Exceed the Requirements of the ADA.** The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
  - 1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
    - a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
    - b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
    - c) The incremental cost of providing same day service;
    - d) 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;
    - e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
    - f) 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
    - g) Installation of additional securement locations in public buses beyond what is required by the ADA.
  - 2) 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.
- b. **Public Transportation Projects that Improve Accessibility.** The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
  - 1) 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.
- c. **Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.** The following activities are examples of projects that are eligible public transportation alternatives.
  - 1) 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 provided 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.

- 2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
  - 3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- d. 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.

Operating assistance for required ADA complementary paratransit service is not an eligible expense.

**APPENDIX L – Traditional Applicant Public Notice Template**

A public notice must be published (printed) in a major newspaper with the greatest appropriate readership in the proposed service area no later than **March 22, 2019**. Any public notice that appears after this date will render the grant application incomplete and ineligible for CTDOT/RCOG review. Both a copy of the public notice and a copy of the paid invoice from the newspaper (tear sheet) must be attached to this application.

References in parentheses ( ) should be changed to reflect the information applicable to your organization and the proposed service.

The notice should be consistent with the following format:

Public Notice  
to  
Bus and Taxi Operators

(Name of Your Organization) is applying for a capital grant under Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Transit Act, as amended in the Fixing America’s Surface Transportation Act [FAST] legislation, to (replace/acquire) vehicles to be used in meeting the special transportation needs of seniors and/or individuals with disabilities in the (geographic area to be served).

Any interested transit or paratransit operator in the proposed service area may review the proposed application by contacting (Name, Address, and Phone Number of person in your organization to be contacted).

A public hearing will be held if requested by interested parties.

Any comments should then be sent to (Name of your Organization) with a copy to the (Regional Council of Governments). Comments must be received no later than seven (7) days following publication of the Legal Notice.

**APPENDIX M – Traditional Letter of Notification to Transportation Operators Template**

Below is a sample letter of notification that should be sent to transportation operators in your organization’s proposed service area at least one (1) week before the Public Notice is placed in a major newspaper. A copy of this letter as it was sent must be included with your application; CTDOT will not accept a listing of individuals to whom the letter was sent as sufficient confirmation.

Transportation operators include taxi operators; public transit operators; providers of ADA paratransit service; nonprofit organizations that provide transportation; municipalities, senior centers or public entities that provide transportation; and livery operators.

Letters of notification should be sent to all operators that provide transportation services within a 5-15 mile radius of your proposed service area. CTDOT would like to see a minimum of five (5) letters (copies) included in the application but recognizes rural areas and/or those with limited existing transportation options may have less.

If your organization needs help finding information on the transportation services available in your proposed service area, please consult the United Way 211 (<https://www.211.ct.org>) and/or your local mobility manager ([www.ct.gov/dot/mobility](http://www.ct.gov/dot/mobility)).

---

Date

Private Transit and  
Paratransit Operators  
Proposed Service Area, CT

To Whom It May Concern:

I have enclosed a copy of the legal notice that will appear on (date) in the (major newspaper in proposed service area).

Please call me if you have any questions.

Very truly yours,

Executive Director/Authorized Official  
Private Nonprofit Organization/ Public Body

Enclosure