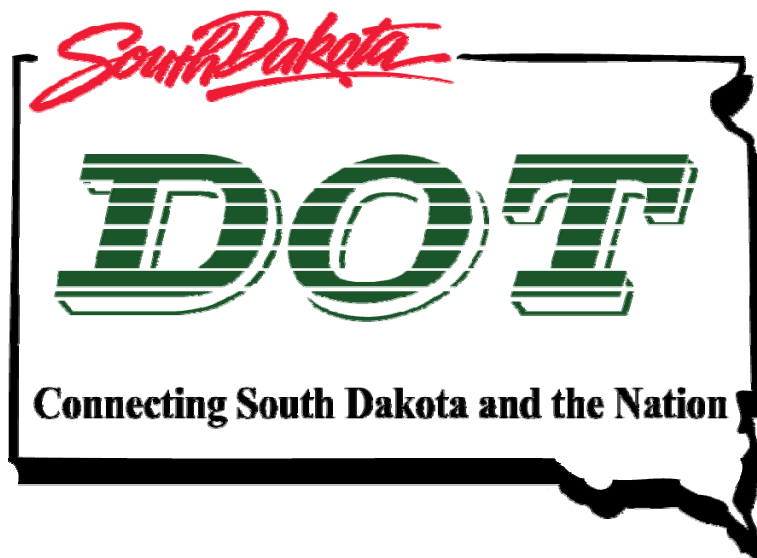


Capital Assistance Grant Application



**South Dakota Department of Transportation
Division of Finance and Management
Office of Local Transportation Programs
700 East Broadway Avenue
Pierre, SD 57501
605-773-3574
605-773-4169
605-773-7038**

REQUIREMENTS FOR CAPITAL ASSISTANCE GRANTS

COVER LETTER

1. In your cover letter please furnish the following: (*See Example A*)
 - A. The legal name of the transit organization.
 - B. The transportation services generally provided by the transit organization.
 - C. The number and detailed type of vehicle(s) requested in this grant application. Specifically mention if you are requesting a vehicle with a lift or ramp; how many passengers and wheelchair positions are needed, if child restraints are necessary, etc.
 - D. The source(s) of local match for capital and operating funds.

GENERAL INFORMATION

2. Legal name and address of the transit organization:

3. Name of person and phone number preparing the document:

4. State in which incorporated (Attach Articles of Incorporation if not already on file at SDDOT).

5. Attach a description of transportation currently being provided by other public, private for-profit and private agencies in the service area.
6. Attach evidence of efforts made to notify other providers of the transportation services. This includes:
 - A. Copies of the public notice given in area newspapers (*See Example B*).
 - B. A list of agencies and operators contacted.
 - C. Written comments from interested parties.
 - D. The procedure used to provide notice to private-for-profit providers of transportation services.

- E. Date of all forums, meetings, hearings, or other opportunities for involvement of the private sector early in the service development procedures.

TRANSPORTATION PROJECT

- 7. Attach a description of the transportation services currently being provided by the transit organization. This should include:
 - A. Days and hours of service.
 - B. Approximate number of persons using the current services per day and per month.
 - C. Current fare structure.
 - D. Total number of vehicles your organization currently operates.
 - E. Numbers, type of vehicles, current odometer reading and mileage per year for each vehicle providing transportation services.
 - F. Type of services provided (Demand responsive or fixed route).
- 8. Attach a description of any shortcomings of existing service in the area and how your project will overcome them.
- 9. Vehicle is intended to:

Replace Existing Services _____

Vehicle Year _____ Vehicle Type _____ Vehicle Mileage _____

Expand Existing Services _____ Start New Services _____

- 10. Estimated passenger trip and purpose of proposed vehicle for one year.

<u>Trip Purpose</u>	<u>Number</u>	<u>Passengers</u>	<u>Number</u>
Medical	_____	Elderly Persons	_____
Employment	_____	Persons with Disabilities	_____
Nutrition	_____	Youth	_____
Social-Recreation	_____	General Public	_____
Education	_____		
Shopping/Personal	_____		
Business	_____		
Other	_____		_____

Trip Purpose and Passengers must equal.

TOTAL 100%

Number of Non-ambulatory persons per day: _____.

This project was prepared in cooperation with local organizations and proposed services were coordinated with existing transportation operators.

11. Attach a detailed description of how this project is coordinated with existing transportation service operators. It is of utmost importance that you are very detailed and specific in listing your coordination efforts.
12. Attach a description of the type of services you are willing and able to provide to other agencies requiring transportation in order to eliminate duplication and fragmentation of services. Attach a description of the type of services you are currently providing to other agencies requiring transportation in order to eliminate duplication and fragmentation of services. It is of utmost importance that you are detailed in listing your efforts.
13. Attach your vehicle maintenance program, driver training and driver hiring requirements.

VERIFICATION

The board of directors, in approving the submission of this document, certifies:

1. The transit organization herein is a private non-profit agency that serves elderly persons and persons with disabilities; and
2. Sufficient funds will be available to provide the required local match and to operate the capital equipment; and
3. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this document; and
4. The vehicle(s) purchased under the grant will be maintained in accordance with detailed maintenance schedules provided by the manufacturer.
5. In connection with equipment and funding provided for this transportation project, the subgrantee agrees to meet the latest federal charter requirements. In connection with equipment and funding provided for this project, the subgrantee will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators. Vehicles must remain open to the public at all times and be clearly marked for public use.

I am an officer of _____ herein and am authorized to make this verification on its behalf. I hereby verify that the foregoing statements are true and correct to the best of my knowledge.

Signature

Date

Name (Printed)

Title (Printed)

**ASSURANCE OF COMPLIANCE WITH TITLE VI
OF THE CIVIL RIGHTS ACT OF 1964:**

NAME OF ORGANIZATION: _____

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department under Federal Transit Administration programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient by the Department under Federal Transit Administration program, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this assurance shall obligate the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Recipient for the period during of which the Federal financial assistance is extended to it by the Department under Federal Transit Administration programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department under Federal Transit Administration programs. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Recipient, its successors, transferees and assignees. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Signed by: _____
(President, Chairman of Board, or authorized official)

Date: _____

EXAMPLE A – Cover Letter

January 1, 2006

Jackie Mattheis
SD Department of Transportation
700 E. Broadway Ave.
Pierre, SD 57501-2586

Dear Mrs. Mattheis

BAD RIVER is a private non-profit organization serving rural South Dakotan needs for transportation services. The grant funds will purchase a vehicle necessary to replace a 1987 bus without a lift serving our area.

Presently, BAD RIVER provides services on a 24-hour per day, year-round basis to at least 1,000 individuals ranging in age from 18 to 70 years old. Sixty of these people live in and receive living skills training at our 5 community based residences.

The people served by BAD RIVER include the elderly, the developmentally disabled, youth and general public. The elderly are transported to medical services, nutritional programs, and a variety of other services. The developmentally disabled are transported to vocational training and educational services at the local Adjustment Training Center or to employment settings throughout the City of WEST. In addition, BAD RIVER provides many youth transportation to after school care facilities and summer recreation programs.

With the assistance of the Department of Transportation through the Federal Transit Administration Capital Grant Program(s), BAD RIVER will purchase one 14-passenger bus with a wheelchair lift. This grant will continue our transportation capability. BAD RIVER intends to replace the 1987 bus without a lift. This vehicle has been in service for 65 years and has over 265,000 miles. Also, we have experienced a greater need for adaptive transportation for the population we are currently serving and expect greater future need.

BAD RIVER understands that the capital grant is an 80/20 match program. The local 20% match will be met by local funds from a fundraising event held in December 2005. Operating funds are provided by income from purchase of service contracts with the State, private and local government donations as well as fares from riders.

Thank you for your consideration. If you have any questions, please feel free to call me or the BAD RIVER director.

Sincerely,

President of Board of Directors

EXAMPLE B

The following is a sample **Request to Publish** and a sample **Public Notice**. The Public Notice must be published in the official newspaper of the contracting corporation. If the contracting corporation has no official newspaper, the Public Notice is to be published in a legal newspaper with general circulation in the area. The Public Notice must be published two (2) times. You must submit the affidavit from the publishing newspaper to this office.

Written notice must be sent to all other public and private providers of transportation in the proposed service area. A minimum of fifteen (15) days response time must be provided.

Sample Request to Publish

Date:

Attn: Legal Advertisement Department

Please publish as a legal advertisement, the enclosed "PUBLIC NOTICE", for two consecutive issues, beginning immediately upon receipt of this letter.

After publishing, please furnish two (2) copies of your invoice, attaching thereto your affidavit of publication and circulation.

Thank you,

Sincerely,

Enclosures

Sample Public Notice

PUBLIC NOTICE

Under the Department of Transportation Capital Assistance Grant Programs for Rural Public and/or Special Transportation, BAD RIVER, 2000 30th Street, West, South Dakota 00000, presents notification of intent to purchase a vehicle. The proposed vehicle, a 14-passenger bus with wheelchair lift, will replace a vehicle that provides rural public and special transportation for elderly persons, persons with disabilities, youth and general public on a demand response basis.

Interested public or private transit or paratransit operators within the area are invited to comment on this proposal or to make a proposal to provide the necessary service by sending a written notice to BAD RIVER and the South Dakota Department of Transportation, 700 East Broadway Ave., Pierre, South Dakota 57501-2586, ATTN: Office of Air, Rail and Transit. Written notice and comments should be mailed no later than thirty (30) days following the appearance of this notice.

This is the Capital Assistance Grant Application
for the current year.

The applications will be distributed electronically, available on our internet site at <http://www.sddot.com/fpa/transit/rural.asp> and can be mailed out to you in hard copy format if neither of these options is available to you.

Below is the tentative calendar of dates that you will need to be aware of:

Capital Assistance Grants due to SDDOT	September 15, 2009
Providers notified of awards	October 15, 2009
Vehicle specs mailed to vendors	November 2, 2009
Vendors return specs with their bids// Vehicle Bid Letting	November 20, 2009
DOT awards vehicles to vendors	November 17, 2008

Depending on the vehicle type, it may take up to 6 months before you receive your vehicle – this is a rule of thumb and varies by vehicle and vendor.
This is a TENTATIVE list of dates and may be subject to change.

Jackie Mattheis or Melissa Hulls
South Dakota Department of Transportation
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