GOVERNMENT OF PUERTO RICO

HIGHWAY AND TRANSPORTATION AUTHORITY

FEDERAL COORDINATION OFFICE

PROGRAM 5310, APPLICATION

**Submittal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**





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PROGRAM GOALS AND OBJECTIVES

As established in the Moving Ahead for Progress in the 21st Century (MAP-21), codified in 49 USC Chapter 53 of the Federal Transit Act, as amended, through July 9, 2012, is the National policy that elderly persons and persons with disabilities have the same right as other citizens to utilize public transportation facilities and services available. Special efforts shall be made in the planning and design of transportation facilities and services to assured their availability to these citizens.

According to this public policy, the Puerto Rico Highway and Transportation Authority gives priority to projects that enhance the mobility of these citizens, especially in areas where the public transportation services to the elderly and the persons with disabilities are insufficient, inappropriate or unavailable.

The PRHTA has encouraged the subrecipients of this program to design and establish multipurpose transportation systems to be used by a variety of transportation disadvantaged groups beyond traditional public transportation services and Americans with disabilities Act (ADA) complementary paratransit services, and to coordinate with several agencies by integrating service needs among the clients of these agencies.

“The preparation of this document has been financed in part through a grant from U.S. Department of Transportation, Federal Transit Administration, under the Moving Ahead for Progress in the 21st Century (MAP – 21) authorized under 49 USC, Chapter 53.

ELIGIBLE RECIPIENTS

The following institutions are considered eligible recipients for this program:

1. Private Non-Profit Corporation

Any organization which is incorporated as a private non-profit corporation with the Puerto Rico Department of State. The organization doesn’t has to be a unit of state or municipality government or public corporation, board or commission established under the law of any state or municipality.

1. Public Bodies
2. Any public body are agency whom has been approved by the state to coordinate service for elderly persons and persons with disabilities

This category includes all public bodies that have at least one of the following characteristics:

1. Responsibility of establishing the government’s public policy related to the elderly persons and persons with disabilities services.
2. Have the responsibility of establishing goals and objectives for coordinated services.
3. Bring services directly to the elderly persons and persons with disabilities. Some examples of these public bodies are:
4. Department of Family
5. Department of Labor ( Vocational Rehabilitation )
6. Department of Health, Mental Health Division

b. Public Bodies would certifying that there are no non-profit organizations readily available in an area to provide Program 5310 service

This category include all public bodies that gives services to general public and that has a program that offer or brings services for the elderly persons and persons with disabilities.

These Public Bodies must held a public hearing to comply with the following requirements:

1. Notify through a public notice at least in one (1) newspaper the following:
2. The transit needs of elderly and persons with disabilities in their service area.
3. The availability of funds under Program 5310.
4. The opportunity for a private non-profit organization to provides Program 5310 services.
5. Invite general public, interested groups and private bus and “público” operators to submit comments and recommendations on the proposed project. The public body must bring fifteen (15) days from the date of this notice before held the public hearing. If any comments are received, a copy must be included with the application package.

If any private non-profit organization or other public body don’t notify their interest and availability to provide such services, then the public body qualifies to participate in the Program 5310.

The public body must certify to the Executive Director of Puerto Rico Highway and Transportation Authority that no non-profit corporations or associations are readily available in that area to provide the service. A copy of all their efforts to notify and invited interested groups should be included.

c. Requirements for all Public Bodies

All public body applicants must afford an adequate opportunity for a public hearing and such hearings must be held if someone with a significant economic, social, or environmental interest in the matter requests a hearing.

3. Requirements for all Applicants

1. Transportation Improvement Program Inclusion

Each applicant from an urbanized area is required to submit their Program 5310 application to their regional Metropolitan Planning Organization (MPO) member (Municipal Government) for the inclusion of their proposal in the Transportation Improvement Program (TIP).

1. Endorsements – as part of application an endorsement letter of the following public bodies are required:
2. The Office of the Ombudsman for the Pension and the Elderly
3. Department of Family
4. One (1) original application and one (1) copy
5. Transportation Service Area Map
6. Evidence of financial capability
7. If the clientele are persons with disabilities, the entity should be include a list that identifies the disabilities. (Please, don’t include names)
8. For private non-profit entities only.
9. Copy of Certification issued by the Department of State of the Commonwealth of P. R.
10. Upon approval of this application, the entity is responsible, among other requirements, for complying with the Puerto Rican Department of Treasury requirements applicable to the acquisition of these vehicles (vehicles tax fees).

The PRHTA recommends the entities to request Tax exemption, if applicable.

PROGRAM 5310 VEHICLES

Each applicant must selected vehicle type(s) and includes selection in Section II-2 on page one of application:

1. Paratransit Van – 10 adult passengers plus driver, fully automatic transmission, air-conditioning and wheelchair lift.

Estimated price: $87,000.

1. Mini Bus– 16 adult passenger plus driver, fully automatic transmission, air-conditioning and wheelchair lift.

Estimated price: $89,000.

* If the vehicle desired is not included in the above list, please call Puerto Rico Highway and Transportation Authority, Federal Coordination Office; telephone number (787) 721-8787, ext. 1600/1601 for additional information.

###

# GOVERMNT OF PUERTO RICO

**HIGHWAY AND TRANSPORTATION AUTHORITY**

 **PROGRAM 5310, APPLICATION**

## GENERAL INFORMATION

|  |
| --- |
| 1. Legal Name of Applicant Organization:
 |
| 1. Address:
2. Postal
3. Geographical
 | 1. Name of Project Director or Supervisor:

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Municipality
 | 1. Employer Identification Number (EIN):
 |
| 1. Services generally provided by Applicant:
 |

## TRANSPORTATION PROJECT

|  |  |
| --- | --- |
| 1. Name of geographical area(s) to be served
 | 2. Number and type of vehicle (s) requested: |
| 3. Type of service to be provided (Present by % of use) \_\_\_\_\_\_\_\_ Demand responsive \_\_\_\_\_\_\_\_ Fixed Route \_\_\_\_\_\_\_\_ Other (Specify) Vehicle’s intended to: \_\_\_\_\_\_\_\_ Replace existing in service \_\_\_\_\_\_\_\_ Expand existing service \_\_\_\_\_\_\_\_ Start new service | 1. Estimated number of elderly and persons with disabilities to use service:
* Elderly per day \_\_\_\_\_\_\_\_\_\_
* Elderly per month \_\_\_\_\_\_\_
* Persons with disabilities per day \_\_\_\_\_\_\_\_\_\_\_
* Persons with disabilities per month \_\_\_\_\_\_\_\_
 |
| 5. Specify clientele category: Total No. of clients: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Elderly \_\_\_\_\_\_\_\_ Physically Disabilities \_\_\_\_\_\_\_\_ Mentally Disabilities \_\_\_\_\_\_\_\_ Other (specify) |

**Name of Applicant form Page 1:**

**Submittal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## PROJECT JUSTIFICATION:

1. Purpose

Describe benefits to be derived from the service to be provided to the elderly and persons with disabilities users:

1. Identify shortcomings of existing services and how your program improve with the new vehicle(s):
2. Describe the transportation services now being provided to elderly and person with disabilities by applicant: (Include days an hours of service, no. of passengers and frequency of trips.)
3. Describe the transportation services now being provided to elderly and persons with disabilities by other agencies in service area: (Include days and hours of service, no. of passengers and frequency of trip.)
4. Describe any plans to combine above transportation services with existing services and how this project will coordinate with other providers: (List any agencies which the applicant has an interagency agreement with, and/or documentation or unsuccessful coordination efforts on a separate sheet.)

**Name of Applicant form Page 1:**

## DOCUMENTATION OF FINANCIAL AND MANAGEMENT CAPABILITY:

1. Sources of operating funds utilized by applicant during last full calendar year of operation (please specify year):

State Government $\_\_\_\_\_\_\_\_\_\_ Donations $\_\_\_\_\_\_\_\_\_\_\_

Municipal Government $ \_\_\_\_\_\_\_\_\_\_ Other (Specify) $\_\_\_\_\_\_\_\_\_\_\_

Total Operating Funds Available for FY/or CY $\_\_\_\_\_\_\_\_\_\_\_

1. Projected Annual Operating Expenses for Vehicle Requested in this Application. If more than one vehicle is requested, please indicate costs per vehicle.

A. Driver’s Salary\* $

b. Maintenance and repairs $

c. Fuel $

d. Other (insurance, license,

 etc.) $

 **TOTAL $**

\*If volunteer, put zero. If driver also performs other duties, i.e. dispatcher, office worker, etc. compute the salary with the percentage of time as driver.

* **FY: Fiscal Year**
* **CY: Calendar Year**

## ESTIMATED CAPITAL BUDGET FOR TRANSPORTATION PROGRAM

 **NUMBER UNIT COST TOTAL**

Estimated Vehicle Cost: \*

* Estimated Price of each Vehicle
* 10 Passenger Van
* 16 Passenger Mini Bus
* Total Estimated Vehicle Cost

Federal Amount Requested

(80% of Project)

Local Contribution (20% of Project)

\*Use total cost of vehicles requested. Do not show the 80% Federal Share.

(LETTERHEAD PAPER)

1. FINANCIAL AND MANEGEMENT CERTIFICATION:

I certify that, based on my experience with the \_\_\_\_\_\_\_\_\_\_\_\_\_ and a review of the organizations records, that the organization has the requisite financial and management capability to carry out the project.

Signed Date

 Chairperson or Official of the organization

 other that the operating director.

(LETTERHEAD PAPER)

1. VERIFICATION

I am an authorized officer of the applicant corporation herein and am duly authorized to apply on its behalf. The statements of the foregoing are true to my own knowledge.

I declare that the foregoing is true and correct.

Executed on, at .

 Date City and State

 Signature of Corporate Officer

 Title

(LETTERHEAD PAPER)

CHARTER SERVICE AGREEMENT

Subrecipients are prohibited from using Federally funded equipment or facilities to provide charter service except on an incidental basis or when one or more of the seven exceptions set forth in the charter service regulations at 49 CFR 604.9(b) apply. By signing this certification the Subrecipient assures that it will comply with these provisions. This means that vehicles acquired with FTA funds can only be used to the extent that there are no private charter service operators willing and able to provide the charter service the recipient wants to provide and unless one or more of the exceptions apply.

Violation of this agreement could require corrective measures as well as the imposition of penalties, including debarment from the recipient of further Federal assistance for transportation. If any Subrecipient plans to use FTA-financed vehicles for charter service, it is recommended that they first discuss this with PRTHA Non-Urbanized Area program officials to assure that the service qualifies under one of the exception clauses.

CHARTER BUS AGREEMENT BETWEEN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND THE FEDERAL TRANSIT ADMINISTRATION, FTA

(49 CFR Section 604.7)

I, , agree that and all

 (Name, Title) (Name of Applicant)

recipient’s trough will provide charter service that uses equipment of

 (Name of Applicant)

facilities provided under the Federal Transit Act, as amended, through 1992, (49 USC 1601 et.seq.) or under 23 USC 102(e)(4), 142(a) or 142(c), (the Acts) only to the extent that there are no private charter service operators willing and able to provide the charter service that and all

 (Name of Applicant)

recipients through desire to provide unless one or more of the exceptions

 (Name of Applicant)

in 49 CFR 604.9 applies.

I further agree that and all recipients through

 (Name of Applicant)

 will comply with the provisions in 49 CFR Part 604 before they

 (Name of Applicant)

provide any charter service using equipment or facilities provided under the Acts, that the requirements of 49 CFR Part 604 will apply to any such charter service that is provided and that the definitions in 49 CFR Part 604 apply to this agreement.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Applicant Federal Transit Administration, (FTA)

Name Regional Administrator

 Title Date

(LETTERHEAD PAPER)

SCHOOL TRANSPORTATION AGREEMENT

Subrecipients are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exception. In no case can Federally-funded equipment or facilities be used to provide exclusive school bus service. Head Start transportation is considered a human service and not school bus service.

The PRHTA will monitor compliance with this assurance once the Subrecipient has acquired the vehicles through site visit inspection of records and files.

SCHOOL BUS AGREEMENT

BETWEEN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NAME OF APPLICANT)

AND

THE FEDERAL TRANSIT ADMINISTRATION

(49 CFR 605.14)

I, hereby agree that and all

 (Name, Title) (Name of Applicant)

subrecipient thereon of will:

 (Name of Applicant)

1. Not engage in school bus operations in competition with private school bus operators, except to the extent permitted by an exception provided by 49 USC 5323(f), and implementing regulations.
2. Comply with the requirements of 49 CFR part 605 before providing any school bus service using equipment or facilities acquired with Federal assistance authorized by 49 USC ch 53 or Title 23 USC awarded by FTA for transportation projects.

The understands that the requirements of 49 CFR Part 605 will

(Name of Applicant)

apply to any such school bus service it provides, the definitions of 49 CFR Part 605 apply to this school bus agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the recipient of further federal assistance for mass transportation.

 NAME AND TITLE

 DATE

(LETTERHEAD PAPER)

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractors for a major third party contract), , certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded form covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for a otherwise criminally or civilly charge by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

(If the primary participant (applicant for an FTA grant of cooperative agreement, or potential third party contractor) is unable to certify of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), certifies of affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq. are applicable thereto.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Title of Authorized Official

The undersigned chief legal counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has authority under State and Local Law to comply with the subject assurances and that the certification above has been legally made.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicants’s Attorney

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

(LETTERHEAD PAPER)

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The Entity certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of a Federal Department or Agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension continuation, renewal, amendment, or modification thereof.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - - LLL, “Disclosure Form to report Lobbying”, in accordance with its instructions (as amended by “Government wide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipientes shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more that $100,000 for each such failure.

THE ENTITY, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY, IN ADDITION, THE ENTITY UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. § 3801 ET SEQ. APPLY TO THIS CERTIFICACTION AND DISCLOSURE, IF ANY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Entity Authorized Official.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Title of the Entity Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

EFFECTS ON PRIVATE MASS TRANSPORTATION COMPANIES

This assurance provides that if the Subrecipient plans to acquire property or an interest in property of a private mass transportation company or operate mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it must provide for the participation of private transportation companies to the maximum extent feasible and pay just compensation for any franchises or property acquired.

This assurance is particularly relevant to those projects that are establishing shuttle bus or trolley services which might compete with already existing services. The applicant must assure that público “rutas” and drivers affected by the new services have been incorporated in planning meetings and in the development of the project.

(LETTERHEAD PAPER)

PRIVATE SECTOR PARTICIPATION CERTIFICATION

As required by 49 U.S.C. 5323(a)(1)(b) or 5323 (a)(1)(c), the Subrecipient certifies that before it acquires property or an interest in property of a private mass transportation company or operates mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it has or will have:

1. Provided for the participation of private mass transportation companies to the maximum extent feasible; and
2. Paid or will pay just compensation under state or local law to a private mass transportation company for its franchises or property acquired.

 Date Signature

 Title of Authorized Representative

COMPLETE EXHIBITS A, B, C, D, E, AND D

Exhibit “A”

Supporting Document

VEHICLE INVENTORY

The currently

 (Name of applicant from Page 1)

 Owns or leases no vehicles.

 Operates the following fleet of vehicles:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number in fleet after acquisition of 5310 vehicles

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Model Year | Make | Mileage | Conditions | Seat. Cap. | (Check as appropriate) |
| Lift | Ramp | Lease | Own | 5310 |
|  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
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| 13 |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |

CIVIL RIGHTS

The PRHTA requires to all applicants for assistance of Program 5310 funds to following assurances: that no person, on the grounds of race, color, religion, sex or national origin, age or any disability will be excluded form participation in, or denied to benefits of, or be subject to discrimination under any project a program or activity funded in whole or in part by FTA.

All applicants must transmit to the PRHTA the following assurance related to Equal Employment Opportunity: they shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that they will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color religion, sex or national origin.

Also, FTA and both assurances may be available to the public upon request.

Each recipient shall make available to participate, beneficiaries, and other interested parties information regarding the recipient’s Title VI Program. At a minimum, this shall include the display of posters which summarize such requirements, e.g., Statement of Rights; Procedures for filing a complaint.

(LETTERHEAD PAPER)

1. ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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 Act 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 Act programs, this assurance shall obligate the Recipient, or in the case of any transfer of such 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 which the Federal financial assistance is extended to it by the Department under Federal Transit Act transportation 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 Act transportation programs. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation 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 comparable authorized official)

Date

(LETTERHEAD PAPER)

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED STATUTES AND REGULATIONS

The Applicant agrees to comply with all applicable civil rights statutes and implementing regulations including, but nor limited, to the following:

1. Nondiscrimination in Federal Transit Programs. The applicant agrees to comply, and assures to compliance of each third party contractor at any tier under the project, with the provisions of 49 U.S.C. Section 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.
2. Nondiscrimination –Title VI. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), 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. The applicant agrees to comply, and assures the compliance of each third party contractor at any tier of the Project, with all of the following requirements under Title VI of the Civil Rights Act of 1964:
3. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act. “49 CFR Part 21;
4. 49 U.S.C. 5332(c). Under this law, the Secretary of Transportation is required to take affirmative action to ensure that no person on the basis of race, color, creed, national origin, sex or age, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part by FTA;
5. FTA’s Circular 4702.1 “Title VI Program Guidelines for FTA Recipients.” This document provides information on how FTA will enforce Title VI in accordance with its responsibilities as set forth by the Title VI regulations issued by DOJ (28 CFR Part 42) and DOT (49 CFR Part 21);
6. U.S. DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations. This order describes the process that the Office of the Secretary of Transportation and each Operating Administration will use to incorporate environmental justice principles (as embodied in executive Order on Environmental Justice 12898) into existing programs, policies, and activities; and
7. U.S. DOT Policy Guidance Concerning recipients’ Responsibilities to Limited English Proficient (LEP) Persons. The guidance clarifies the responsibilities of recipients of Federal financial assistance from the U.S. Department of Transportation (DOT) and assists them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations.
8. Equal Employment Opportunity. The Applicant agrees to comply, and assures the compliance of each third party contractor and each Subrecipient at any tier of the Project, with all equal employment opportunity (EEO) requirements of Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e), and 49 U.S.C. 5332 and any implementing requirements FTA may issue.
9. Nondiscrimination on the Basis of Sex. The applicant agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended,(20 U.S.C. 1681 et seq.). with implementing U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, “49 CFR Part 25, and with any implementing directives that U.S. DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.
10. Nondiscrimination on the Basis of Age. The applicant agrees to comply with all applicable requirements of the Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.) and implementing regulations, which prohibit employment and other discrimination against individuals on the basis of age.
11. Nondiscrimination on the Basis of Disability. The applicant agrees to comply, and assures the compliance of each third party contractor at any tier of the Project, with the applicable laws and regulations, discussed below, for nondiscrimination on the basis of disability.
12. The rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1993, Section 503, requires firms holding Federal contracts or subcontracts of $10,000 or more to take affirmative action to hire and advance in employment individuals with disabilities.
13. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), prohibits discrimination on the basis of disability by recipients of Federal financial assistance.
14. The Americans with Disabilities Act of 1990 (ADA), as amended (42 .S.C. Section 12101 et seq.), prohibits discriminating against qualified individuals with disabilities in all programs, activities, and services of public entities, as well as imposes specific requirements on public and private providers of transportation.
15. U.S. Dot regulations implementing Section 504 and the ADA include 49 CFR Parts 27, 37, and 38. Among other provisions, the regulations: specify accessibility requirements for the design and construction of new transportation facilities; require that vehicles acquired be accessible to an usable by individuals with disabilities, including individuals using wheelchairs (with limited exceptions); require public entities providing fixed route service to provide complementary paratransit service to individuals with disabilities who cannot use the fixed route service; and include service requirements intended to ensure that individuals with disabilities are afforded equal opportunity to use transportation vehicles and facilities.
16. In addition, sub-recipients of any FTA funds should be aware that they also have responsibilities under Titles I, II, III, IV and V of the ADA in the areas of employment, public services, public accommodations, telecommunications, and other provision, many of which are subject to regulations issued by other Federal agencies.
17. The Religious Freedom Restoration Act of 1993 requires Federal, State and local governments to demonstrate a compelling government interest before substantially burdening and individual’s exercise of religion.
18. Executive Order 11141 prohibits age bias in employment by federal contractors.
19. Executive Order 11246, as amended by Executive Orders 11375, 12086, 11478, and 12106, prohibits employment discrimination on the basis of race, color, religion, national origin or sex in institutions or agencies with Federal contractors of over $10,000.
20. Department of Labor regulations (41 CFR part 60) require that when an agency provides Federal non-construction contracts of $50,000 or more and the recipient employs 50 or more employees, then the recipient is required to develop written affirmative action plan with employment goals. Federal agencies entering into construction contracts of $10,000 or more, must comply with the requirements set out in Executive Order 11246.
21. Disadvantaged Business Enterprise. To the extent required by Federal law, regulation, or directive, the Applicant/Sub-recipient agrees to take the following measures to facilitate participation by disadvantaged business enterprises (DBE) in the Project.
22. The Applicant/Sub-recipients agrees and assures that it will comply with the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Section 1101 (b), 23 U.S.C. Section 101 note, which requires DOT to ensure that not less than 10% of funds authorized for highway and transit financial assistance programs be expected through small business concerns owned and controlled by socially and economically disadvantaged individuals.
23. The Applicants/Sub-Recipients agrees that it will U.S. DOT regulations, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assitance Programs,” 49 CFR Part 26. Among other provisions, this regulation requires sub-recipients of DOT Federal financial assistance, namely State and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT –assisted contracts.
24. The Applicant agrees and assures that will comply with FTA’s Circular 4716.1A, “FTA Disadvantaged Business Enterprise Requirements for Recipients and Transit Vehicle Manufacturers” which enumerates the required components of a DBE program for vehicle manufacturers.
25. The Applicants agrees and assures that it shall not discriminate on the basis of race, color, sex, national origin, or disability in the award and performance of any third party contract, or subagreement supported with Federal assistance derived from U.S. DOT or in the administration of its DBE program and will comply with the requirements of 40 CFR Part 26. The Applicant/Sub-Recipients agrees to take all necessary and reasonable steps set forth in 49 CFR Art 26 to ensure nondiscrimination in the award and administration of all third party contracts and subagreements supported with Federal assistance derived from U.S. DOT. As required by 40 CFR Part 26 and approved by U.S. DOT, the Recipient’s DBE program is incorporated by reference and made part of the Grant Agreement or Cooperative. The Applicant /Sub-Recipient agrees that implementation of this DBE program is a legal obligation, and that failure to carry out its terms shall be treated as a violation of the Grant Agreement or Cooperative Agreement, Upon notification by U.S. DOT to the Applicant/Sub-Recipient of its failure to implement approved DBE program, U.S. DOT may impose sanctions as provided for under 49CFR Part 26 and may, in appropriate cases, refer to matter for enforcement under 18 U.S.C. 1001, and/or the Program Fraud Civil Remedies Act, (31 U.S.C. 3801 et seq.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title of Authorized Representative

EXHIBIT “B”

(LETTERHEAD PAPER)

ASSURANCE OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

As required by U.S. DOT Regulations, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefits from Federal Financial Assistance”, at 49 CFR 27.9, implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, the Applicant assures that, as a condition any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program of activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The Applicant assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 19873, as amended, and Americans with Disabilities Act of 1990, and any later amendments thereto, at 49 CFR parts 27, 37, and 38, and any applicable regulations and directives issued by other Federal departments or agencies.

 Date Signature

 Title of Authorized Representative

EXHIBIT “C”

(LETTERHEAD PAPER)

The who is hereby requesting federal assistance under Program 5310 of the Federal Transit Act for the acquisition of

Which will be equipped with wheelchair lift hereby certifies the following:

The clientele presently served includes persons with disabilities some of which need or use a wheelchair for its movement. Therefore, this Institution will utilize the vehicle being requested to provide generally equal service to handicapped persons who need wheelchair accessible vehicles.

 Date Signature

NOTA ACLARATORIA

Para que toda Institución sea elegible al Programa 5310, de la Administración Federal de Transporte Colectivo, es necesario que cumpla con una serie de requisitos previamente establecidos. Entre ellos, el someter documentación donde se indique que el(los) vehículo(s) solicitado(s) será(n) utilizado(s) para los propósitos del programa antes mencionado.

La Declaración (Religious Disclaimer) es un documento para garantizar que la institución solicitante no utilizará el vehículo o vehículos obtenido(s) bajo el referido programa federal en actividades con propósitos religiosos que pudiera constituir una violación a la Primera Enmienda de la Constitución de los Estados Unidos de Norte América.

EXHIBIT “D”

(LETTERHEAD PAPER)

The undersigned nonprofit organization acting by and through the undersigned authorized person, agrees as a condition of federal assistance under the authority of 49 USC Chapter 53, Section 5310, the Federal Transit Act , as amended, that it will not use the vehicle or vehicles procured or provided by such federal assistance in religious activities or proselytization for religious purposes, and disclaims any intent or purpose, to do any act which would be in actual or apparent violation of the First Amendment prohibitions of the United States Constitution.

 TITLE OF AUTHORIZED PERSON

EXHIBIT “E”

NAME OF APPLICANT FROM PAGE 1

PROJECT EVALUATION CRITERIA AND INPUT DATA

(The applicant will complete all items except those few specifically identified for completion by a representative of the Highway and Transportation Authority).

A. EXTENT AND URGENCY OF NEEDS

1. Are public transit service operated by a private operator of MBA \*within the area to be served by this project?

\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No

1. Is there a taxi system or “público” cars operating within the area to be served by this project?

\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No

1. Which statement best describes the transportation service that your institution provides (or proposes to provide) to elderly and handicapped persons who lack their own personal transportation? (Check one)

\_\_\_\_\_\_\_\_\_\_a) The elderly and handicapped within the institution’s service area must depend

almost entirely upon this institution for all their general transportation needs. (Local transit and taxi are non-existent, few other social service agencies offer transportation service to the elderly and handicapped).

\_\_\_\_\_\_\_\_\_\_b) The elderly and/or handicapped within the institution’s service must depend

upon this institution for some of their general transportation needs. In additional, depend upon the institution for transportation to utilize and/or participate in the service and activities of the institution.

\_\_\_\_\_\_\_\_\_\_c) The elderly and/or handicapped within the institution’s service area are provided

transportation by the institution only to the extent necessary for them to utilize/participate in the service/activities of the institution.

1. (Complete the following information)

a. How many elderly and/or handicapped persons will you serve per month with the vehicle (s) you have requested? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (This must be consistent with the data provided in Section 11-4 of the basic application form).

b. How many vehicles have your requested? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (This must be identical to the information provided in Section 11-2 of the application).

c. The average number of elderly and handicapped persons to be serve per month vehicle will, therefore, will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e., divide number of persons by number of vehicles 4a -4b).

1. Indicate what percent the listed trip types are the total trips taken by the elderly and handicapped persons that you will serve with the vehicles obtained from this application.

Medical/Health Care \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Vocational Rehabilitation, Training, School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Nutrition Centers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Shopping, Personal Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Social, Recreation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Other (Volunteer, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

 TOTAL 100 %

1. After acquisition of this vehicle, the size of the institution’s transportation fleet will consist of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vehicles.
2. Please indicate by a check if the vehicle to be acquired is:

\_\_\_\_\_\_\_ a) an addition to the fleet

\_\_\_\_\_\_\_ b) a replacement for an existing vehicle

If a vehicle is to be replacement, how may miles will it have been driven as of December 31,\_\_\_\_\_- (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

What is the vehicle type, passenger capacity and model year of the vehicle? (Also indicate if it was acquired through a prior Program 5310).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please indicate with a check the statement which best fits your institution’s situation. The vehicle(s) to be acquired through this application is/are considered:

\_\_\_\_\_\_\_\_\_\_\_ a) Necessary to meet objectives of the institution relative to the transportation of the

elderly and handicapped, however, if the vehicle cannot be obtained through the FTA Program 5310, the vehicle (s) are of such importance to the institution that institution funds will be redirected from other programs or activities to acquire the vehicle (s).

\_\_\_\_\_\_\_\_\_\_\_ b) Desirable in meeting the objectives of the institution relative to the transportation

of the elderly and handicapped, however, if the vehicles cannot be obtained through the FTA Program 5310, the importance to the institution is not sufficient to justify redirecting institution funds from other programs or activities to acquired the vehicle (s).

1. If the applicant is unsuccessful in obtaining vehicles for this project the probable consequences are: (Check one)

\_\_\_\_\_\_\_\_\_\_\_\_ a) Planned new programs cannot be started due to inadequate transportation.

\_\_\_\_\_\_\_\_\_\_\_\_ b) Existing programs can be maintained but no improvement made to the mobility of the elderly and handicapped.

\_\_\_\_\_\_\_\_\_\_\_\_ c) Existing programs must be curtailed due to inadequate transportation.

1. (TO BE COMPLETED BY A REPRESENTATIVE OF THE PRHTA) (Check One)

Based on the narrative provided in Section III of the application, what conclusions can be generally drawn as to the extent and urgency of the transportation needs of the elderly and/or handicapped clientele which are to be served by this project?

 a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Urgent

 b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moderate

 c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minimal

1. A. (TO BE COMPLETED BY A REPRESENTATIVE OF THE PRHTA) (Check One)

 \_\_\_\_\_\_\_\_\_\_\_\_\_ a) Institution had demonstrated past efforts by actively working with other

agencies to provide system wide coordinated service operation (example: shared vehicles, drivers, operating resources, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_ b) Institution has demonstrated a willingness to participate in system wide

coordinated system wide coordinated systems, however, efforts to date have not produced successful result.

 \_\_\_\_\_\_\_\_\_\_\_\_\_ c) Institution has not and does intend to participate to a coordinated system.

 The applicant seeks a vehicle solely for their own restricted use.

B. (VEHICLE UTILIZATION AND APPROPRIATENESS OF SERVICE)

 (To be completed by a representative of the PRHTA) (Check One)

1. Considering the type of clientele to be served, trip purpose, estimate of usage, indicate that appropriateness of the proposed solution to providing transportation service for the applicant’s elderly and handicapped clientele. (Refer to Section 1-4)

 a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Very appropriate

 b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moderate

 c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minimally appropriate

 d) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inappropriat

C. COORDINATION AND COOPERATION (TO BE COMPLETED BY A REPRESENTATIVE OF THE PRHTA) (CHECK ONE)

1) Based on information provided in (I) Section III-5 of the application.

2) Appropriate Exhibits, and

3) Such other information as may have to light while conducting the requires planning for this project, indicate the level of effort that the applicant has undertaken toward coordination and cooperation.

 a) \_\_\_\_\_\_\_\_\_\_\_\_\_ Major effort

 b) \_\_\_\_\_\_\_\_\_\_\_\_\_ Moderate effort

 c) \_\_\_\_\_\_\_\_\_\_\_\_\_ Minimal effort

 d) \_\_\_\_\_\_\_\_\_\_\_\_\_ No effort

 D. FINANCIAL AND MANAGEMENT CAPABILITIES

1) Your forecast of the amount of operating funds available for FY\_\_\_\_\_\_\_\_\_\_\_\_ is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Obtained from Section IV-1). Your estimate of the operating funds required for FY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Obtain from Section IV-2).

 Based on the data assembled and the analysis of your organization financial condition, both present and future which statement (a or b) appears to be the must correct. (Check one)

\_\_\_\_\_\_\_\_\_\_ a) The Organization’s ability to assure the availability of future operating expenses for its existing vehicle fleet as well as for the new vehicles it has requested is excellent because of the stability of its income sources.

\_\_\_\_\_\_\_\_\_\_ b) The organization’s ability to assure the availability of future operating expenses for its existing vehicle fleet as well as for the new vehicles it has requested is only fair because of the relative uncertainty of the stability of most the funding sources.

2. How many years of experiences (by December, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in operating transportation for the elderly and handicapped has the person responsible for transportation operations in your institution has? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 years. (If the person has not yet been hired, record zero years in the blank).

E. OPERATING PLAN

Indicate by a check the statement which best describes the applicant transportation program as it is or will be at the time the new vehicle(s) arrive(s).

1. Driver’s Training

\_\_\_\_\_\_\_\_\_\_ a. Drivers are given several hours of special training in the handling of elderly and/or handicapped riders.

\_\_\_\_\_\_\_\_\_\_ b. Drivers are given on-the-job training by the supervisor who accompanies the driver on the first few trips.

\_\_\_\_\_\_\_\_\_\_ c. Drivers are given no special training in the handling of elderly and/or handicapped drivers.

1. Maintenance

\_\_\_\_\_\_\_\_\_\_ a. The applicant has a documented preventive maintenance program for its vehicle(s) which is rigorously followed.

\_\_\_\_\_\_\_\_\_\_ b. The applicant has one person who is assigned for ensuring the vehicles area maintained properly as the need for maintenance arises.

\_\_\_\_\_\_\_\_\_\_ c. The drivers has primary responsibility for seeing that the vehicles are maintained.

1. Storage

\_\_\_\_\_\_\_\_\_\_ a. The applicant routinely provides inside storage for vehicles when not in service.

\_\_\_\_\_\_\_\_\_\_ b. The applicant has no provision for inside storage of vehicles when not in services, but has a secure compound for storage to protect against theft or vandalism.

\_\_\_\_\_\_\_\_\_\_ c. The applicant has no special provision for the storage of vehicles.

1. Driver Scheduling

\_\_\_\_\_\_\_\_\_\_ a. Drivers are scheduled to operate vehicles at least one week in advance.

\_\_\_\_\_\_\_\_\_\_ b. Drivers are scheduled to operate vehicles at least one day in advance.

\_\_\_\_\_\_\_\_\_\_ c. Drivers are scheduled to operate vehicles on short notice or as needed.

1. Dispatching

\_\_\_\_\_\_\_\_\_\_ a. One person is assigned as dispatcher/scheduler. That person is constantly aware of where the vehicles are supposed to be and who the drivers are. If a driver fails to report for work, the dispatcher can assign a replacement thus avoiding a missed trip or late schedule. He is constantly monitoring the operation.

\_\_\_\_\_\_\_\_\_\_ b. This is a part-time duty and other duties prevent the dispatcher/scheduler from maintaining close supervision and surveillance of the application.

\_\_\_\_\_\_\_\_\_\_ c. There is no one assigned this duty. It is handled on an “as needed” basis by whomever may be available.