



**FEDERAL SECTION 5310
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH
DISABILITIES PROGRAM**

CAPITAL FUNDING SOUTH BEND, INDIANA, URBANIZED AREA

PROJECT APPLICATION PACKAGE – 2024 Funding Cycle

April 15, 2024 – Call for Projects

**SUBMIT ONE HARD COPY APPLICATION AND ONE ELECTRONIC
APPLICATION BY **May 30, 2024****

Michiana Area Council of Governments (MACOG)
227 W. Jefferson Blvd, Rm. 1120
South Bend, IN 46601
574-287-1829

*Funding is provided through the Federal Transit Administration Section 5310 grant program.
The Catalog of Federal Domestic Assistance number is 50.51*

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SUBMIT ONE HARD COPY APPLICATION AND ONE ELECTRONIC APPLICATION BY 4:00 PM EST ON, May 30, 2024

INTRODUCTION – Section 5310 Capital Vehicle Grant Program

The purpose of this application package is to provide information, guidance, and a format for completing a Section 5310 Capital Grant Application request. The Michiana Council of Governments (MACOG) requires applicants to use this format when developing an application. **Applicants must submit one hard copy application with original signatures in a three-ring binder and one electronic (PDF) with scanned signatures.**

Answers should be clear, complete, and concise. Applicants that need assistance in completing the application may request help from MACOG by calling 574-287-1829.

A. Description of Section 5310 Program

The current Federal legislation which authorizes funding for transportation is Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law. This legislation requires the establishment of locally developed, coordinated public transit – human service transportation program known as the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. All projects selected for funding from this Federal Transit Administration (FTA) program must be derived from this coordinated plan and be competitively selected. The Michiana Area Council of Government (MACOG) has developed a Coordinated Public Transit – Human Services Transportation Plan for the Michiana region.

MACOG awards Section 5310 capital assistance grants to help agencies provide transportation services for seniors and disabled individuals where accessible public transit is not available, insufficient, or inappropriate. MACOG is currently seeking eligible capital equipment requests for the South Bend Urbanized Area from eligible sub-recipients for the acquisition of equipment to provide specialized transportation to seniors and individuals with disabilities. The requested capital equipment must serve the urbanized area and address at least one (1) of the Section 5310 Capital Funding strategies identified in the Coordinated Public Transit Human Services Transportation Plan for the Michiana region (available at www.macog.com). All projects must conform to the guidelines established by FTA funding under the Section 5310 Program. Projects which do not qualify for Section 5310 Capital Funding will be eliminated from consideration. MACOG is the designated recipient of the Section 5310 funds for the South Bend Urbanized Area. Therefore, any project(s) selected for funding will require the sub-recipient to enter into a contractual agreement with MACOG.

B. Eligible Sub-Recipients & Projects

There are two categories of sub-recipients eligible to receive Section 5310 funding:

1. Private, non-profit corporations (incorporated in Indiana through the Secretary of State).
2. Eligible local public bodies (defined as a “municipal corporation” in Indiana Code 36-1-2-10) that either 1) are approved by INDOT to coordinate services for seniors and individuals with disabilities, or 2) certify to INDOT that no non-profit corporations are readily available to provide the proposed service. **Public bodies**

interested in submitting a grant application must contact MACOG at 574-287-1829 immediately to request information and forms to determine eligibility.

Eligible capital equipment includes low floor mini-vans and small/medium/large transit vehicles. Either the Indiana Department of Transportation or MACOG will procure all requested equipment. Approximate delivery time of vehicles will be determined at the time of vehicle order. Section 5310 funds cover 80% of equipment cost. The remaining 20% cash comes from the grantee. **A total of \$849,461 in Section 5310 Capital funds is available.**

C. Local Matching Requirements

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

D. Title VI Rights/Nondiscrimination Plan

In addition, as of October 1, 2012, the Federal Transit Administration (FTA) Title VI Circular 4702.1B Requirements and Guidelines for Federal Transit Administration Recipients went into effect. This revised guidance affects all Section 5310 applicants and grantees. Title VI prohibits discrimination on the basis of race, color, or national origin in Federally-funded programs and activities. As such, all Section 5310 Grantees must have a completed Title VI Program Plan. All applicants receiving 5310 awards must submit their completed Title VI Program Plan to MACOG within 90 days of being awarded their Section 5310 request. Applicants failing to submit within 90 days will have their award rescinded. MACOG will provide all applicants with the appropriate guidance and templates to complete their Title VI Program Plan.

E. Transit Asset Management Plan (TAM Plan)

On July 26, 2016, the FTA published a final rule that requires public transportation providers to develop and implement transit asset management (TAM) plans. A sub-recipient that operates service that is open to the public or a segment of the general public (e.g. elderly persons or persons with disabilities) must comply with the final rule to develop TAM plans. Tier II providers (those transit operators that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue or have 100 or fewer vehicles in general demand responsive service during peak regular service hours) are eligible to participate in a group TAM plan that would be developed by a sponsor (e.g. state DOT). Tier I providers (those operators with 101 or more vehicles in revenue service during peak regular service or operators of fixed-guideway public transportation systems) are required to develop their own, individual TAM plan.

A non-profit sub-recipient under the Section 5310 program that operates a closed-door service (e.g. for members of a specific senior center or for participants in a specific sheltered workshop program only), is not a provider of public transportation and is not subject to the final rule (i.e., are not required to develop a TAM plan)

F. Application Timeline

To participate in the Section 5310 grant process, your organization must submit one complete bound (three-ring binder) application to MACOG no later than 4:00 PM on **May 30, 2024**. A separate electronic grant application (Microsoft Word) containing all Exhibits and Answer Templates is available on the MACOG website.

Organizations seeking funding under Section 5310 are invited to attend an Informational Meeting Session, with the option to join in-person or virtually, on Tuesday, April 30, 2024 at 01:00pm. The meeting will provide a general overview with the opportunity to ask questions about the Section 5310 grant funding and application process. The meeting will be held at the MACOG office located in the County-City Building at 227 W. Jefferson Blvd, Rm. 1120. For those who wish to attend the meeting virtually, please contact MACOG for information.

Please submit applications to:

MACOG
Attn: Section 5310 Program Manager
227 W. Jefferson Blvd, Rm. 1120
South Bend, IN 46601

<u>Activity</u>	<u>Responsibility</u>	<u>Time Frame</u>
Issue Call for Projects	MACOG	April 15, 2024
Informational Meeting	MACOG/Applicant	April 30, 2024
Applications Due	Applicant	May 30, 2024
Application Review	MACOG	June 2024
Recommendation to Policy Board	MACOG	July 10, 2024
Award Notification	MACOG	July 11, 2024
Federal Approval	FTA	September 2024
Title VI Program Plan Due	Grantee	September 2024
Execute Contracts/ MOU	MACOG / Grantee	September 2024
Order Vehicles	INDOT / MACOG	October 2024
Submit Local Share	Grantee	One Month before Delivery
Vehicle Delivery	Vendors	TBD
Annual Vehicle Reports	Grantee	Ongoing
Grantee Compliance Reviews	MACOG	Ongoing
TIP Amendments	MACOG	As needed

Dates are approximate

G. Project Selection and Evaluation Criteria

Complete applications will be reviewed and evaluated for funding by MACOG. This is a competitive process with an established procedure for evaluating Section 5310 Capital Grant Applications for the Michiana region. The process is designed to evaluate the vehicle being requested. Individual vehicles are ranked separately for the applications filed requesting multiple vehicles. Specific and objective criteria were developed to evaluate the proposals. The evaluation process awards points in the areas of reliability, coordination, project need and fiscal/managerial capabilities. The points are totaled and the vehicles ranked with the highest scoring vehicle ranked number one, the second

highest scoring vehicle ranked number two, and so on. In the event of a tie, the evaluation committee takes a vote to establish the ranking of the tied vehicles. Vehicles will be awarded according to the vehicle rankings until the available funding has been depleted. MACOG will then approve the prioritizations and vehicle awards and present them to the MACOG Policy Board for their approval and inclusion in the TIP. As the designated recipient, MACOG will process the selected vehicle(s) for Federal Transit Authority (FTA) approval on behalf of the applicants.

The Section 5310 Evaluation Criteria is included as Attachment 4

APPLICATION INSTRUCTIONS

All applications must be completed utilizing the Exhibits and Answer Templates provided in Microsoft Word Separately.

I. GENERAL INFORMATION

A. Application Checklist (Exhibit A)

Applications must be included in the completed **Application Checklist Form** and the application materials organized in the order listed.

B. Applicant Information (Exhibit B)

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

Item

- 1-4. General information – name of applicant organization, address, contact person, telephone number and email address.
5. Applicant type – check one.
6. Service area for requested equipment – List of name(s) of cities, towns and counties that will be served by **the requested equipment**.
7. Number and type of vehicles requested – summary of Estimated Capital Budget (Exhibit D). *Example: 2 vans – one each, mini-van and Type C Van*
8. Total project cost – total cost from Estimated Capital Budget (Exhibit D).
9. Type of service – Demand Response includes dial-a-ride, advance registration and door-to-door specialized service. Fixed Route refers to service following a set route or schedule.
10. Vehicle use – Applicants may request vehicles to replace existing equipment, for the expansion of services or to start new service.
11. **One-way passenger trips** – total number of one-way passenger trips provided during the calendar year. MACOG defines a one-way trip as one origin to destination trip for each passenger riding in a vehicle. *For example, taking a van with six passengers to the grocery and back to their homes counts as 12 one-way passenger trips.*

12. **Total Vehicle Miles** – The total distance traveled by active passenger vehicles (during the provision of passenger transportation service) during the past calendar year.
13. **Total Operating Expenses** – The total of all transportation operating costs incurred during the past calendar year, excluding expenses associated with capital grants. Expense figures may be unaudited.
14. Ridership characteristics – estimate the percentage, within each group, that your agency serves.

II. **PROJECT NEED INSTRUCTIONS – UTILIZE PROJECT NEED ANSWER TEMPLATE & SPECIFICED EXHIBITS**

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

Answer the following questions thoroughly, but briefly (maximum of 4 pages). All answers must be completed utilizing the Project Need Answer Template provided in Microsoft Word.

1. Provide a brief overview of your agency programs and service area. If contracting for service, also provide an explanation of the service provider arrangement.
2. Vehicle Usage Information: For b.-g., provide data for each requested vehicle separately, vehicle data, not agency data.
 - a. Describe the service your agency will provide with the requested equipment (type of service, service hours, days of service, trip purpose, rider eligibility and service area).
 - b. Estimate the number of unduplicated transportation clients per year.
 - c. Estimate the number of person trips provided per year.
 - d. Estimate the average number of hours the vehicle will be in service on a weekly basis (include the hours that the vehicle will be utilized by other agencies).
 - e. Estimate the average number of weekly one-way passenger trips (include all agencies using the vehicle).
 - f. Estimate the average number of passengers per vehicle trip and specify how many are wheelchair passengers (trip origin to trip destination).
 - g. Vehicle seating Capacity (with and without wheelchair spaces occupied).
3. **IF REQUESTING REPLACEMENT VEHICLES** – Demonstrate urgency of need for equipment requested: age/condition/mileage of vehicle(s) to be

replaced, condition of active vehicle fleet, availability of backup vehicles, accessibility needs (refer to Vehicle Inventory – Exhibit C).

4. **IF REQUESTING EXPANSION VEHICLES** – Provide the following information:
 - a. Provide documentation of how the need was identified. If applicable, provide the number of trip denials during the past year, or persons on waiting list. How many of these trip denials are individuals with disabilities?
 - b. How many annual one-way trips will the additional vehicle(s) provide?
 - c. How will your agency pay for the cost (driver wages, fuel, maintenance of operating the additional vehicle(s)?
5. Briefly describe how the proposed equipment helps to address any identified senior/disabled transportation service gaps/needs in your service area.
6. **Please provide the last six (6) digits of the Vehicle Serial Number for each vehicle your agency wants to replace.** These numbers must match the vehicle serial numbers on your Vehicle Inventory (Exhibit C).
7. If requesting a regular mini-van, Type B van or Small/Medium/Large Transit vehicle without a lift, provide a brief explanation why your agency is requesting a non-lift vehicle.

B. **Vehicle Inventory (Exhibit C):** For fleets larger than 10 vehicles, copy the form and continue the inventory.

1. Include all **active** passenger transportation vehicles in your fleet. Do not include vehicles that are inappropriate for passenger transportation, or are not in service.
2. **Mark vehicle(s) that this request would replace with an asterisk *.** Make sure to include the vehicle identification number in your Project Need.
3. Identify mileage on the odometer as of December 31, 2023.
4. Report current condition of the vehicle using the scale provided. Your application can discuss “potential” condition at the time of replacement in question 3 under Project Need.
5. Total seating capacity should reflect **active** vehicles. Do not include vehicles that are inappropriate for passenger transportation, or are not in service.

III. FISCAL/MANAGERIAL CAPABILITY INSTRUCTIONS – UTILIZE FISCAL/MANAGERIAL CAPABILITY ANSWER TEMPLATE & SPECIFIED EXHIBITS

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

Answer the following questions thoroughly, but briefly (max 4 pages). All answers must be completed utilizing the Project Need Answer Template. Attach other documentation as necessary.

A. **Fiscal/Managerial Documentation:**

1. Provide the previous calendar year's transportation service data:
 - Total one-way passenger trips
 - Total vehicle miles
 - Total operating expenses

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

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

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

2. **Using the above information, calculate and include operating cost per miles, as well as operating cost per one-way passenger trip.** You may also include other data that reflects the quality and effectiveness of your transportation services.

To calculate cost per miles: Divide the total cost of providing transportation service last year by the total vehicle miles traveled by the passenger vehicles in your fleet.

To calculate cost per one-way passenger trip: Divide the total cost of providing transportation service last year by the number of one-way passenger trips provided last year. Be sure to use passenger trip data (each time a person enters a vehicle to go somewhere) not the unduplicated client roster for this calculation.

3. List the number and type of personnel involved in operating and managing your transportation service. This includes all full/part-time/volunteer managers, drivers, dispatchers and mechanics that are employees of your organization or contracted to provide your transportation service.
4. Describe provisions made to assure proper maintenance of vehicles. Identify the person(s) or business responsible for providing vehicle maintenance. Describe your agency's preventative maintenance program or measures (attach preventative maintenance plan if available).

5. Describe provisions made to ensure safe operation of vehicle: Driver selection and training policies, recent driver training, safety standards, transportation service policies, insurance coverage, etc.
6. How does your agency advertise availability of vehicle for transportation? Provide documentation of written policies regarding transporting of service animals, personal care attendants and portable oxygen.
7. Identify source, amount, and status of 20% match for the requested equipment. Are other requests for this equipment pending?
8. Identify current/anticipated sources of operating funding available to support the operation of the requested equipment throughout its useful life.

B. Estimated Capital Budget (Exhibit D)

1. Eligible equipment under the Section 5310 program includes:
Modified low floor mini vans and small/medium/large transit vehicles, including accessibility modifications, such as raised roof, lowered step, wheelchair lift and wheelchair securement devices.
2. To help you in estimating your capital costs, we have provided you with estimates for each available vehicle type. This estimate is for vehicles of various model years – specific model year will be determined upon order. Approved applicants will be informed of any budget alterations once actual costs are known. *Local share payments are based on actual cost.*
3. Vehicle choices reflect an effort to meet applicant needs, given federal procurement guidelines. There might be other equipment more suited for your specific type of service. However, given the need to find a reasonable compromise, the vehicles described in Attachment 6 are the ONLY items available. Please use the considerations discussed in Attachment 6 to select the vehicle that will best meet your agency needs.
4. At this time, diesel or alternative-fuel vehicles will not be offered.
5. Information on any available vehicle options will be provided prior to ordering vehicles.
6. Regular mini-vans, Modified vans (Type B), Small/Medium/Large Transit Vehicles **without** lifts are available, as long as the applicant meets all requirements of the Americans with Disabilities Act (Exhibit G).
7. The local share will be 20% of the TOTAL capital budget. Organizations must document their ability to provide that dollar amount by listing the source(s) of these funds. The applicant must certify in the Authorizing Resolution (Exhibit F) that local funds are available to purchase the requested equipment.
8. Successful applicants must submit their local match before the purchase of equipment. MACOG will request local match funds one month before delivery.

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

C. **Estimated Operating Budget (Exhibit E)**

This should reflect all estimated total transportation operating costs incurred by your agency for ONE year.

This estimate of operating costs is not a request for funds. Operating expenses are not an eligible item under this portion of the Section 5310 program. Your organization will be operating this equipment for longer than one year. Therefore, your organization will need to plan for long-term (5+ years) operation as well.

D. **Recent Agency Financial Audit**

Provide a copy of your agency's most recent financial audit, or a *Waiver of Audit Requirement* from the State Board of Accounts.

IV. **COORDINATION INSTRUCTIONS – UTILIZE COORDINATION ANSWER TEMPLATE**

This section is your opportunity to demonstrate a strong working relationship with local public and private transportation providers in your service area. Applicants must work together with local transit and paratransit operators in developing a comprehensive transportation network in the project area. Applicants should also seek to coordinate services with other programs for seniors and individuals with disabilities. In addition, Federal legislation which authorized funding for transportation requires that all projects selected for funding from 5310 program must be derived from Coordinated Public Transit – Human Services Transportation Plan for the Michiana region. All vehicle requests must address at least one (1) of the Section 5310 strategies identified in the Coordinated Plan.

Answer the following questions thoroughly, but briefly (max 4 pages). All answers must be completed utilizing the Coordination Answer Template. Attach other documentation as necessary.

A. **Coordination Documentation:**

1. Identify the strategy(ies) in the Coordinated Plan that the requested vehicle(s) will address and describe how the vehicle request will address the need.
2. Do you participate in your local Transit Advisory Committee (TAC)? MACOG will verify your TAC attendance.
3. Discuss the level of coordination with other agencies anticipated with each requested vehicle.

4. Discuss the level of private sector involvement anticipated with each requested vehicle.
5. How many trips has your agency provided for other agencies in the past 24 months? Please list the agencies and the number of trips provided for each (if available).
6. Applicants should submit evidence of coordination with other non-profit, for-profit and public transportation providers. This includes service agreements, resource sharing, referral arrangements, coordinated vehicle dispatch, memorandum of understanding, coordination action plans, joint training, etc.

V. CERTIFICATIONS

A. Certificate of Incorporation

Private non-profit corporations must submit a Certificate of Incorporation to prove private non-profit status. **Send only the page containing the Indiana Secretary of State Deal and approval date.** Do not send amendment pages unless the amendment affects the official name or status of your organization.

A letter from the Federal Internal Revenue Service confirming your organization's 501(c) (3) status is not evidence of your agency's status as a not-for-profit corporation incorporated in the State of Indiana.

B. Authorizing Resolution (Exhibit F)

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

1. That sufficient funds are available to provide for the local match requirement (20% of capital costs). Applicants may provide local match from other federal programs that are eligible to be expended for transportation, other than USDOT/FTA programs.
2. The individual signing the application forms has the authority to act for the applicant organization.
3. The Board President or Chairperson must sign the Authorizing Resolution. A **public body** must also certify compliance with the FTA Section 13c Labor Protection requirements if it receives federal financial assistance under Sections 5309, 5307 or 5311. For Public Bodies, the following signatures are required (for the Authorizing Resolution):

<u>Public Body</u>	<u>Signatures</u>	<u>Attest</u>
County	Commissioners (majority)	Auditor
City	Mayor and Board (majority)	Clerk-Treasurer
Town	Pres & Board of Trustees (majority)	Clerk-Treasurer
Public Trans Corp	Board President	Board Secretary

C. **Standard Assurances (Exhibit G)**

1. All assurances associated with the Section 5310 application have been combined into one form. **Please read each item carefully before signing.** In addition, we recommend that your agency's legal counsel review these assurances.
2. Federal regulations require MACOG and each applicant follow the requirements of Exhibit G. Individuals who desire more information about these requirements may contact MACOG.

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

<u>Public Body</u>	<u>Signatures</u>	<u>Attest</u>
County	Commissioners (majority)	Auditor
City	Mayor and Board (majority)	Clerk-Treasurer
Town	Pres & Board of Trustees (majority)	Clerk-Treasurer
Public Trans Corp	Board President	Board Secretary

D. **Bankruptcy/Litigation Certification (Exhibit H)**

1. Federal regulations require the questions in Exhibit H be asked of each applicant. **Please read each item carefully before signing.**
2. Provide a brief explanation if your agency answers "yes" to any questions. Answering "yes" will not automatically disqualify your applications. MACOG will review each situation to gauge its relevance to your application.

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

<u>Public Body</u>	<u>Signatures</u>	<u>Attest</u>
County	Commissioners (majority)	Auditor
City	Mayor and Board (majority)	Clerk-Treasurer
Town	Pres & Board of Trustees (majority)	Clerk-Treasurer
Public Trans Corp	Board President	Board Secretary

APPLICATION PACKAGE ATTACHMENTS

FEDERAL SECTION 5310 GRANT PROGRAM

1. Definition of Terms
2. Urbanized Area Boundary
3. Coordinated Plan Section 5310 Strategies
4. Section 5310 Evaluation Criteria
5. Vehicle Selection Guide

ATTACHMENT 1 DEFINITION OF TERMS

This attachment identifies some common terms and definitions used in the Section 5310 program.

Eligible Applicant – a private non-profit corporation or eligible public body that provides, or wants to provide, transportation service to seniors or individuals with disabilities.

Private Non-Profit Corporation – an organization incorporated as a private non-profit corporation with the Indiana Secretary of State.

Eligible Public Body – to be eligible, a public body must either:

(a) provide MACOG / INDOT with letters from private non-profit organizations and for profit providers (that transport seniors and individuals with disabilities) in the proposed service area stating that they do not have the necessary resources to provide the proposed transportation service, and/or

(b) must be already, or plan to, receive federal and/or state funds to carry out human service programs. An example would be a county department on aging that the State has identified as the lead human service agency to provide services funded by multiple Federal or State human service programs.

The eligible public body must also meet the definition of a municipal corporation as defined in Indiana Code 36-1-2-10.

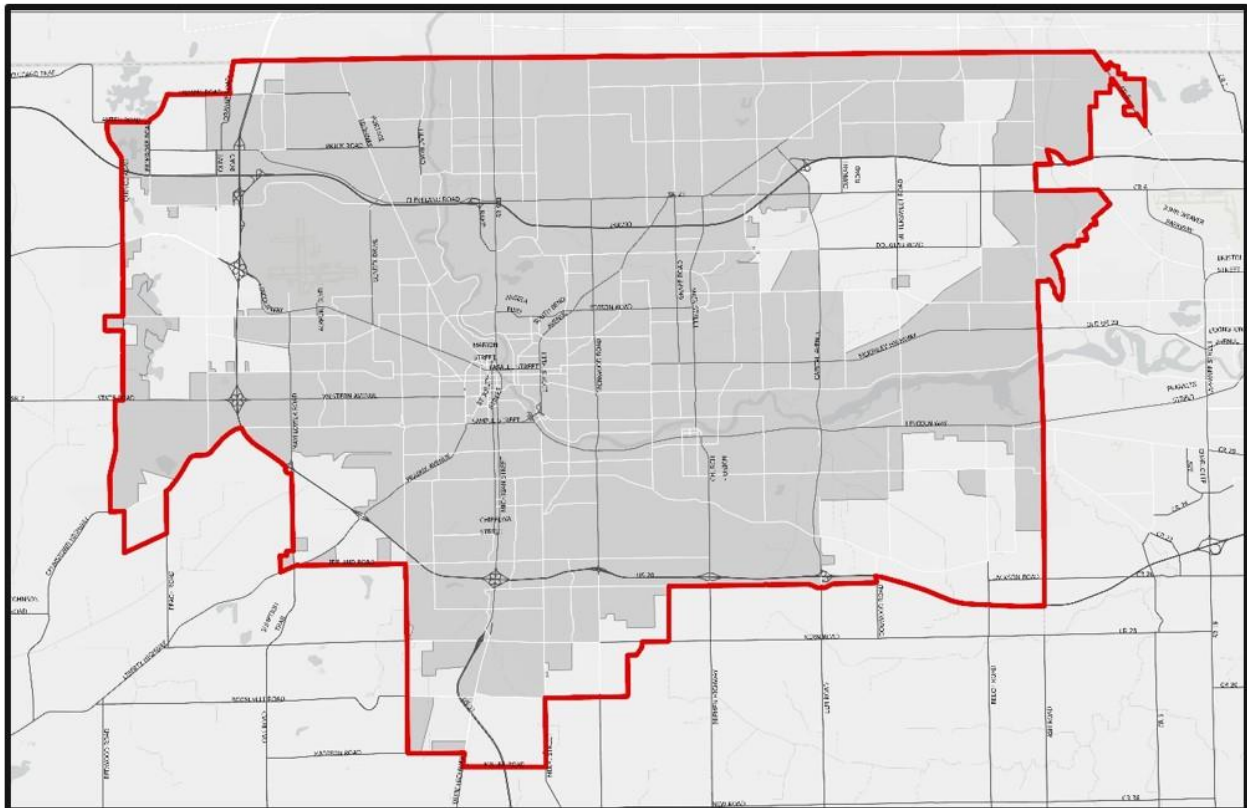
Senior – an individual who is 65 years of age or older.

Individual with a Disability – means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility. 49 U.S.C 5302(a)(5).

Operating Cost / Mile – Ratio equating total transportation service operating cost to total number of passenger service miles. The ratio may be influenced by high repair costs and gas mileage.

Operating Cost / Trip – Ratio equating total transportation service operating cost to total one-way passenger trips (each time a person enters a vehicle to go somewhere). The ratio may be influenced by the type of trip (in-town trips versus long distance medical trips).

ATTACHMENT 2 URBANIZED AREA BOUNDARY



Legend

- South Bend Urbanized Area Boundary
- Municipal Boundaries



South Bend Urbanized Area Boundary



Coordinate grid is based on Indiana East State Plane Coordinate System 1983 North American Datum.

Information shown on this map is not warranted for accuracy or merchantability. Further reproduction or distribution of this material is not authorized without the expressed written permission of MACOG.

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Date Printed: 4/11/2024

Source: MapSource, date of validity, and other relevant information.

ATTACHMENT 3
SECTION 5310 ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES PROGRAM CAPITAL FUNDING
STRATEGIES

1. Maintain existing service / fleets
2. Maintain and increase coordination / efficiency between all transportation providers
3. Expand existing service / fleets
4. Increase public awareness of available services and programs offered by providers that are available to them.

From the Coordinated Public Transit Human Services Transportation Plan for the Michiana Region

ATTACHMENT 4

Section 5310 Evaluation Criteria

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

=====

Project Need – (40 Total Possible Points)

If requesting replacement vehicles, describe extent and urgency of need for requested capital equipment: Overview of agency programs and service area. Description of proposed service. Age/miles/condition of vehicle(s) to be replaced, fleet condition, accessibility needs & availability of alternative vehicle funding sources.

If requesting expansion vehicles, documentation of need for expansion vehicles (waiting lists, trip denials, estimated trips, ability to pay for expanded services). Demonstration of how the proposed equipment helps address identified senior/disabled transportation service gaps/needs in the proposed service area.

Fiscal/Managerial Capability- (20 Total Possible Points)

Explain your agency's ability to comply with contract provisions, provide local capital match (20%), vehicle operation and maintenance funding, driver training, administrative oversight and organizational stability.

Coordination – (12 Total Possible Points)

Provide evidence of coordination efforts such as service agreements, resource sharing, referral arrangements, coordinated vehicle dispatch, memorandum of understanding, coordination action plans, joint training, etc., with other transportation providers. Application is derived from a local or statewide Coordinated Public Transit – Human Services Transportation Plan

Total Possible Points to be Scored = 72

ATTACHMENT 5 VEHICLE SELECTION GUIDE FOR SECTION 5310 APPLICANTS

UPDATED 2024 VEHICLE SPECIFICATIONS AND FLOOR PLANS

To access the document of updated specifications for the 5310 vehicles as of May 2024, please click on the following link:

https://drive.google.com/drive/folders/1NA8ZuE0e6NK2UDZ3eZ_uo4Ab_P2tU6DE?usp=s_haring

**Kindly note that the prices listed are subject to change in June 2024.*

Selecting the proper vehicle to meet your unique service needs is an involved process and one that deserves considerable thought, whether this is your first vehicle, a replacement purchase, or a fleet expansion. There are many issues that your agency must consider, most of them involving tradeoffs of one kind or another. The relative importance of each issue will vary by agency.

There are five primary issues that require consideration in selecting the proper vehicle:

- Accessibility
- Capacity
- Road Conditions
- Type of Service
- Vehicle cost

There are also secondary issues that will further influence the selection of a vehicle:

- Commercial Drivers' License
- Cost to Operate the Vehicle
- Level of Comfort
- Vehicle Storage

The following questions – through a process of elimination – are designed to help you decide which type of vehicle is appropriate. By answering the questions, you will be able to quickly eliminate from consideration those vehicles that are inconsistent with your agency's needs.

AVAILABLE VEHICLES

A variety of vehicle types and seating arrangements are offered to meet varying needs. Vehicles range from mini-vans configured to carry as few as four passengers, through the Large Transit Vehicles capable of carrying up to 16 adult passengers. This section offers a brief explanation of the vehicles offered through the Section 5310 program. **The vehicles mentioned in this guide are for the 2020-25 model years (subject to change based on availability at the time of order).** Further descriptions and dimensions are available in the various tables contained within this document.

Vehicles available through the Section 5310 program include:

- **Low floor minivan:** This vehicle has a capacity of three ambulatory passenger and one/two wheelchairs. A CDL is not required to operate this vehicle.
- **Small Transit Vehicle – (STV):** The Small Transit Vehicle (138 inch wheelbase) can accommodate up to 8 passengers, plus two wheelchair tie-downs. These vehicles are built on a body-on-van-chassis. The body is constructed using a steel cage and fiberglass panels. The STV **does not** require a CDL.
- **Medium Transit Vehicle (MTV):** The Medium Transit Vehicle (158 inch wheelbase) can accommodate up to 12 passengers, plus two wheelchair tie downs. These vehicles are built on a body-on-van-chassis. The body is constructed using a steel cage and fiberglass panels. The MTV ***may or may not*** require a CDL, depending on the seating configuration.
- **Large Transit Vehicle – (LTV):** A Large Transit Vehicle (178 inch wheelbase) can accommodate up to 16 passengers, plus two wheelchair tie-downs. These vehicles are built on a body-on-van-chassis. The body is constructed using a steel cage and fiberglass panels. The LTV **does** require a CDL.

PRIMARY ISSUES

1. **Do you need an accessible vehicle?** If your agency will use this vehicle to transport individuals with disabilities who use wheelchairs, your agency will need to purchase a vehicle with an accessible package including a lift or ramp, wheelchair tie downs, and other related equipment.

All Section 5310 applicants are required to purchase lift-equipped vehicles, unless the applicant can demonstrate that its system, when viewed in its entirety, provides equivalent levels of service to individuals with disabilities and other passengers. Standards for equivalent service include 1) response time, 2) fares, 3) geographic area of service, 4) hours and days of service, 5) trip purpose restrictions or priorities, 6) availability of information, 7) reservations capability, and 8) constraints on capacity or service ability.

Accessible vehicles purchased with Federal Section 5310 funding must meet all ADA standards. This means a minimum of two forward-facing tie-down positions for vehicles in excess of 22 feet (*Medium and Large Transit Vehicles*) and one forward-facing tie-down for vehicles under 22 feet (*Low floor mini-van and Small Transit Vehicle*).

The following vehicle types come standard with an accessibility package:

- Low floor mini-van
- Small, Medium or Large Transit Vehicles

The following vehicles can be ordered **without** an accessibility package:

- Small, Medium or Large Transit Vehicles*

**This vehicle appears on both lists because it can be ordered with or without the accessibility package*

2. **What are your capacity needs?** You must consider a number of items regarding vehicle capacity needs. Table One provides a summary of the various capacity configurations for each vehicle type.

Note: Available floor plans are shown on pages 24-27.

The following discussion will assist you in determining your capacity needs:

- *What is the maximum number of individuals this vehicle will transport at the same time on a regular basis?* It is important to determine what your routine needs are, rather than exceptions such as large group trips that occasionally occur. In most cases, alternatives are available to meet occasional large group needs. Options include: renting or leasing another vehicle; coordinating with or borrowing from another provider; contracting with a private provider; or using multiple smaller vehicles. Buying too large a vehicle can result in higher than necessary purchase price and fuel, maintenance and insurance costs.
- *What is the mix of clients this vehicle will transport?* You must determine how many ambulatory and non-ambulatory riders your agency will transport at the same time on a regular basis. Again, it is important to identify your standard needs, rather than occasional demands. Each accessible vehicle offers a variety of floor plans including single or multiple wheelchair tie downs.
- *Will the vehicle I select constantly be loaded to capacity?* While selecting too large a vehicle can be wasteful and more expensive to operate, the increased wear and tear of vehicles loaded to capacity can diminish the useful life of the vehicle. Vehicles loaded to capacity may also be less safe, as they take longer to stop and tend to handle more sluggishly.
- *What are my future needs?* The period from initial investigation until vehicle delivery can be as long as a year and a half. Once you receive your vehicle, it will be used for a number of years. Therefore, your capacity needs should reflect the anticipated future demand and rider mix.

TABLE ONE: ESTIMATED VEHICLE CAPACITIES (ambulatory seating and wheelchair tie-down combinations)

	# of Wheelchair Tie-down Positions				
	0	1	2	3	4
	# of Ambulatory Seats				
Low floor mini van	3	4	3	**	**
Small Transit Vehicle	13	**	8	**	**
Medium Transit Vehicle	16	**	12	**	**
Large Transit Vehicle	18	**	14	8	4

***Not available*

3. **On what type and condition of roads will the vehicle operate?** There are a number of environmental factors that must be taken into account when determining which vehicle

is right for your needs. Several scenarios are discussed below. While they are not all-inclusive, you should get an idea of how to determine which vehicles can handle your particular needs. Again, vehicle selection should be based on standard or recurring needs, not the occasional or potential occurrence.

- *Rural Areas* – These areas are general characterized by narrow, twisting roads and often involve travel on unimproved roads (i.e. gravel and dirt) surfaces. Travel distances tend to be greater and speeds higher than in other types of service areas. The largest vehicle the *Large Transit Vehicle* – is probably not suited for these conditions, since they are wider than other vehicles, making them less maneuverable and more unwieldy on small road.

Small, Medium and Large Transit Vehicles have high roofs (minimum 8 feet, 10 inches) which may preclude operation in areas where they are likely to encounter overhanging objects, such as tree limbs. The lowered floor height on the Low floor mini-van reduces ground clearance and may inhibit the ability to use this vehicle on unimproved road surfaces.

Suggested vehicles to serve rural areas include:

- Low floor mini-van*
**Not suggested where ground clearance must be considered*

- *Residential Areas* – Residential neighborhoods often have narrow, dead-end streets and cul-de-sacs. While height is generally not a problem, width and length can make for difficult maneuvering in tight areas, especially where backing up is required or where parked vehicles may be present. The *Large Transit Vehicle* therefore, is not well suited for serving many residential neighborhoods. All other vehicles should be fine in these areas.

Vehicles suggested to serve residential areas included:

- Low floor mini-van
- Small Transit Vehicle
- *Cities and Towns* – These areas generally have through streets (i.e. not dead-ends or cul-de-sacs) of sufficient width to accommodate the vehicle mentioned in this guide. However, height may be a problem in access parking garages, apartment building entrance overhangs and other similar structures. If height is not a problem, all vehicles should work well in these areas. If height needs to be restricted, the Low floor mini0van is suggested.

Suggested vehicles for cities and towns included:

- All vehicle types, expect where vehicle height is restricted to less than 8 feet, 10 inches.

4. **What type of service will the vehicle provide?** Generally speaking, there are two types of service provided, though combinations are possible. The type of service provided and the vehicle selected are also inter-related with the clientele served (e.g. seniors, individuals with disabilities, etc.) and the nature of the service area (rural, residential, city/town).

- *Demand Response* – also known as paratransit, this service involves door-to-door or curb-to-curb transportation with routings that change daily in response to rider demands. For the most part, clientele served include seniors and individuals with disabilities in both urban and rural areas. Since most demand response transportation involves many different origins and destinations and/or service to riders with special needs, in-vehicle ride times can be quite long and unpredictable. To avoid excessive ride times, fewer individuals must be served at one time, thereby making large capacity vehicles unnecessary and potentially wasteful.

Suggested vehicles for demand response included:

- Low floor mini-van
- Small Transit Vehicle
- *Repetitive Route* – This service operates over the same routes as long as the clientele is constant. A change in clients would mean a change in route times. Service involves many origins and one destination.

Suggested vehicles for repetitive service include:

- Small, Medium and Large Transit Vehicles

5. **How much will the vehicle cost?** Most Section 5310 applicants have limited budgets and are restricted in their spending to purchase new vehicles. Table Two shows the cost for each type, along with the grantee's local (20%) share. The prices listed are for the base vehicles.

TABLE TWO: MODEL YEAR 2024 BASE VEHICLE COSTS

Total Cost/Grantee's Share/ Federal Share)

	Total Cost	Grantee's Share	Federal Share
Low floor Mini Van	\$76,000	\$15,200	\$60,800
Low floor Mini Van (with foldable middle seat)	\$78,000	\$15,600	\$62,400
Small Transit Vehicle	\$135,000	\$27,060	\$108,240
Medium Transit Vehicle	\$140,000	\$28,000	\$112,000
Large Transit Vehicle	\$143,000	\$28,600	\$114,400

**The costs listed are approximate, and are subject to change.*

SECONDARY ISSUES

Depending on your situation, the secondary issues may prove to be the deciding factors regarding which vehicle you ultimately choose. Consequently, the implications of each issue should be given full consideration during the vehicle selection process.

6. **Will drivers need a Commercial Drivers' License (CDL)?** Drivers must obtain a CDL whenever they operate a vehicle originally configured to transport more than 15 persons including the driver. Obtaining a CDL is a time-consuming and rigorous process. Applicants using volunteer drivers or experiencing high driver turnover should strongly consider their ability to use CDL drivers.

If you cannot hire CDL drivers, the following vehicles are suggested:

- Low floor mini-van
- Small Transit Vehicle
- Medium Transit Vehicle (depending on configuration)

7. **How much will the vehicle cost to operate?** The heavier and higher the capacity of the vehicle, the more it will cost to operate. *Small, Medium and Large Transit Vehicles* tend to consumer more fuel, have higher maintenance costs, and are more expensive to insure than small ones. Additionally, the *Medium and Large Transit Vehicles* require drivers with CDLs, who may require higher wages.

If the lowest operating costs are an important issue, the following vehicles are suggested:

- Low floor mini-van

8. **What level of comfort do your clients need?** Passenger comfort and interior mobility are important considerations. The type of clients you serve (e.g. seniors, individuals with disabilities, etc.) and the type of service you operate (demand response or fixed route) will have a large bearing on your selection. Elements to consider included:

- *Interior mobility* – Generally, the smaller the vehicle, the more difficult it will be to maneuver within the vehicle and the fewer seating options available. The standard interior dimensions of the Low floor mini-van will often require passengers to disembark or climb over others to exit the vehicle in services where riders board and alight at different locations. Passengers will also need to stoop inside the *Low floor mini-van*.

For wheelchair users (especially those riders with large wheelchairs or whose foot rests stick out), maneuverability is more restricted in the *Low floor mini-van* than in larger vehicles. This may necessitate unloading one rider before unloading another, then reloading the one taken off first.

- *Step Height* – The height of the first step is an important consideration, especially when dealing with frail individuals.
- *Ride Quality* – This factor will depend on the vehicle size and number of riders transported at any given time. Small vehicles (*Low floor mini-van*) tend to provide a comfortable ride under most circumstances. Conversely, the *Small, Medium and Large Transit Vehicles* tend to provide a more jarring ride under light loads.
- *Flip Seats* – These are fold-down, usually forward-facing, installed at wheelchair tie down locations. They can be used to increase the seating capacity of the vehicle when the wheelchair tie-downs are not needed. Generally, they are less comfortable than standard seats and should be considered for occasional use only. The more

wheelchair tie-down positions ordered, the few standard seats are provided. Seniors may consider flip seats more uncomfortable than other clients.

If overall passenger comfort and interior mobility are essential to your vehicle selection, the *Small, Medium and Large Transit Vehicles* are suggested.

If overall passenger comfort and interior mobility are not essential to your vehicle selection, the *Low floor mini-van* is suggested.

The approximate vehicle interior dimensions and step height for each vehicle is shown in Table Three.

TABLE THREE: ESTIMATE VEHICLE INTERIOR DIMENSIONS AND STEP HEIGHT

	Interior Height	Interior Width	1 st Step Height
Low floor mini van	59"	64"	6"
Small Transit Vehicle	76"	82"	10.5"
Medium Transit Vehicle	81"	91"	11.5"
Large Transit Vehicle	81"	91"	11.5"

9. **Can you store and clean a large vehicle?** Large vehicles require more storage rooms. If you are storing the vehicle outside, make sure your lot is large enough. In addition, outside storage in winter may cause problems for operating hydraulic equipment, such as a lift. If storing in a garage, make sure the vehicle will clear the entrance on the top and sides, and that there is adequate room inside to store and maneuver the vehicle. The larger and higher vehicles will require a garage with a minimum of 10 feet high by 9 feet wide doors.

Also, consider how you will clean the vehicle. If you plan to order a *Small, Medium or Large Transit Vehicle*, washing the top may be a problem. Table Four shows approximate exterior vehicle dimensions.

If large vehicle storage is a problem, the applicant should consider any vehicle except the *Medium and Large Transit Vehicles*.

TABLE FOUR: ESTIMATED VEHICLE EXTERIOR DIMENSIONS

	Overall Length	Overall Width	Overall Height
Low floor mini van	17'	79"	75"
Small Transit Vehicle	21'	94"	109"
Medium Transit Vehicle	23'	98"	114"

Large Transit Vehicle	25'	98"	114"
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FINALIZING THE SELECTION

This guide has presented you with a significant amount of material to digest. We hope it has been helpful in selecting a vehicle that will match your specific needs. As with any discussion that must address a broad audience with diverse needs and requirements, there may be other factors that influence your decision making that have not been presented. If, after completing the vehicle selection questions, you are unable to make a final selection, please contact MACOG by calling 574-287-1829.

VEHICLE PROCUREMENT AND DELIVERY

As stated in the Section 5310 Program Guide and application, INDOT or MACOG and/or their designee is responsible for purchasing all equipment awarded through the Section 5310 program. Depending on the type of vehicle ordered, vehicle delivery may occur during the following year.