

MEMORANDUM

TO: Operators of Local Public Transportation Systems
All SC Councils of Governments
All SC Metropolitan Planning Organizations
South Carolina Association of Counties
Municipal Association of South Carolina
State Human Service Agencies
Transportation Association of South Carolina (TASC)

FROM: Diane Lackey, Transit Operations Manager

DATE: July 2, 2025

SUBJECT: Announcement of State Fiscal Year 2025-2026 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program - Call for Rural and Small Urban Projects

The South Carolina Department of Transportation (SCDOT) is pleased to announce the State Fiscal Year (SFY) 2025-2026 call for projects for rural and small urbanized area *Enhanced Mobility of Seniors and Individuals with Disabilities* (Section 5310) program.

The Governor of South Carolina has designated the South Carolina Department of Transportation (SCDOT), Office of Public Transit (OPT), as the designated recipient (DR) for both rural and small urban Section 5310 Federal Transit Administration (FTA) funds to administer in accordance with state and federal laws, statutes, and regulations. As it relates to the *Enhanced Mobility of Seniors and Individuals with Disabilities Program*, the Office of Public Transit is responsible for administering the Rural and Small Urban apportionments. The Large urbanized areas receive their funds directly from FTA. This call for projects announces FFY2023 Section 5310 lapsing funds in the following apportionment amounts:

Rural Apportionment: \$2,169,481
Small Urban Apportionment: \$2,068,693

This year's federal portion of eligible projects include:

Vehicle purchase:	Purpose-Built ADA Vehicle: \$100,000.00
	Cutaway ADA Vehicle: \$125,000.00
Purchase of Service:	\$50,000, \$75,000.00 or \$100,000
Mobility Management:	\$50,000, \$75,000.00 or \$100,000

Local matching funds are required for awarded eligible projects.



Matching Requirements

The matching requirements for the Section 5310 program are:

Capital assistance: 80 percent federal share; 20 percent local share
(Purchase of service and mobility management)
85 percent federal share; 15 percent local match (ADA vehicle purchase)

The SFY 2025-2026 Section 5310 Program Information and Application documents are located on the OPT Transit Programs web page: www.scdot.org/inside/inside-PublicTransit.html.

The 2025-2026 Section 5310 Application is due to the Office of Public Transit no later than July 25, 2025. The application must be submitted on or before the due date in order to be considered for funding. Documents not submitted to the OPT or received after the posted due dates will not be considered for funding. Applications for any or all programs can be submitted prior to the posted due dates. Applicants must submit a separate application for Rural or Small Urbanized area projects as appropriate.

The applications will be reviewed, evaluated and prioritized by the Council of Governments (COG). All COG Priority Authorization Forms must be submitted to SCDOT no later than **August 11, 2025**. SCDOT will review all COG prioritized recommendations for final determination, funding recommendation and FTA grant application.

It is anticipated that funding recommendations will be presented to the SCDOT Commission at its regularly scheduled meeting on **September 18, 2025** followed by appropriate public comment solicited through the SCDOT Public Comment process. All project awards are contingent upon FTA Grant Award to SCDOT. Successful applicants must submit required original signature documents prior to an agreement being issued. OPT will issue agreement documents for a two (2) year period of performance: **July 1, 2025 - June 30, 2027**.

For Additional Information

For questions or additional information, please contact Ms. Awanda Livingston, 5310 Program Manager, at (803) 737-0982 or email to livingstay@scdot.org.

DML/ayl

Ec: Office of Public Transit Staff, SCDOT

File: OPT



Federal Transit Administration

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Federal Fiscal Year 2023 Lapsing Funds)

State Fiscal Year 2025 – 2026

PROGRAM INFORMATION AND APPLICATION

Application Deadline: July 25, 2025

SUBMIT APPLICATIONS TO:

South Carolina Department of Transportation

Office of Public Transit (OPT)

955 Park Street, Room 201

Columbia, South Carolina 29201

Awanda Livingston 803-737-0982

LivingstAY@scdot.org

GENERAL INFORMATION

I. Introduction

The South Carolina Department of Transportation (SCDOT) Office of Public Transit (OPT) is pleased to announce the State Fiscal Year (SFY) 2025-2026 Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) call for projects.

This Program Announcement will utilize Federal Transit Administration's (FTA) Federal Fiscal Year (FFY) 2023 lapsing funds. The amount apportioned in this notice includes funding authorized under the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. 117-58) and is based on funding made available under the Consolidated Appropriations Act, 2023 (Pub. L. 117-328, Dec. 29, 2022).

II. Authority for the Program

Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to States, Designated Recipients, and State or local governmental authorities that operate a public transportation service (recipients) to improve mobility for seniors and individuals with disabilities.

The Governor of South Carolina has designated the South Carolina Department of Transportation (SCDOT), Office of Public Transit (OPT), as the designated recipient (DR) for rural and small urban to administer Federal Transit Administration (FTA) Section 5310 program funds to accordance with state and federal laws, statutes, and regulations. As it relates to the *Enhanced Mobility of Seniors and Individuals with Disabilities Program* the Office of Public Transit is responsible for administering the Rural and Small Urban apportionments. The Large urbanized areas receive their funds directly from FTA.

SCDOT provides funds for capital expenses to subrecipients for:

- Public transportation projects planned, designed, and carried out to meet the needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.).
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation (e.g., Mobility Management or Purchase of Service).

III. Program Goals

The goal of the Section 5310 program is to improve mobility for older adults and individuals with disabilities throughout the state and to enhance coordination of federally assisted programs and services in order to encourage the most efficient use of federal resources and achieve the national goal of improved mobility of elderly persons and persons with disabilities. In South Carolina, both private and public nonprofit agencies are encouraged to coordinate transportation services with agencies that provide transportation services to the general public. Projects funded with Section 5310 must be derived from a locally developed coordinated public transit-human service transportation plan. The program goals are:

- Ensure that older adults and people with disabilities have the same rights as all people to utilize transportation facilities and services.
- Make special efforts when planning and designing transportation facilities and services to ensure older adults and people with disabilities have transportation services that they can utilize effectively.
- Continue to provide services for the special needs of older adults and people with disabilities when general public transportation services are unavailable, insufficient or inappropriate.

IV. Program Measures

The Government Performance Results Act (GPRA) modernization act of 2010, pub. L. 111–352, requires FTA and other federal agencies to “establish performance goals to define the level of performance to be achieved in the agency annual performance plan” and to “establish a balanced set of performance indicators to be used in measuring or assessing progress toward each performance goal” included in the agency performance plan.

FTA conducts independent evaluations of the program focused on specific data elements to better understand the implementation strategies and related outcomes associated with the program. The following indicators are targeted to capture overarching program information as part of the Annual Report that each State and Designated Recipient submits to FTA.

Subrecipients must ensure that program measures are reported for Section 5310 funded projects selected. SCDOT collects the following quantitative and qualitative information annually from each subrecipient as required by FTA:

- **Traditional Section 5310 projects. (Vehicle Awards)**

Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support because of traditional Section 5310 projects implemented in the current reporting year; and

Ridership. Actual or estimated number of rides (as measured by one-way trips) provided

annually for individuals with disabilities and seniors on Section 5310- supported vehicles and services because of traditional Section 5310 projects implemented in the current reporting year.

- **Other Section 5310 projects. (Mobility Management / Purchase of Service)**

Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year;

Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year; and

Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities because of other Section 5310 projects implemented in the current reporting year.

V. **SCDOT's Eligible Projects**

Federal financial assistance under the Section 5310 program is provided for three types of projects under SCDOT-administered Section 5310 program, which is intended to address the special transportation needs of older adults and people with disabilities:

- **ADA Compliant Vehicle purchases** (for eligible 5310 subrecipients only)
- **Purchase of Service** (for eligible 5310 subrecipients only)
- **Mobility Management** (SCDOT will only provide Mobility Management for those subrecipients who have previously been approved. SCDOT will not consider new proposals for future Mobility Management projects).

VI. **Eligible Applicants / Subrecipients**

There are three categories of eligible subrecipients of Section 5310 Program funds in South Carolina:

- Private non-profit organizations. A non-profit organization is a corporation or association determined by the U. S. Department of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization;
- Governmental authorities that certify to the Governor of South Carolina that no

non-profit corporations or associations are readily available in an area to provide the service; and

- Council of Governments (COGs) approved by SCDOT Commission to coordinate services for Enhanced Mobility of Seniors and Individuals with Disabilities Program in the non-urbanized region.

Section 5310 subrecipients are required to comply with all Federal and State requirements imposed by FTA and SCDOT, either through Federal or State statutes, regulations, executive orders, directives, published policies, or other applicable requirements. Furthermore, applicants must submit an attorney's certification declaring the agency's legal status and attach a copy of their charter as listed with the South Carolina Secretary of State.

VII. Federal/Local Match Requirements

- ADA compliant replacement or expansion vehicles. The **Federal share is 85 percent** for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 U.S.C. 12101 et seq.). A revenue vehicle that complies with 49 CFR Part 38 are eligible for 85 percent Federal share. **Required Local share is 15 percent** for ADA compliant vehicles. Applicants must submit signed assurance of availability of total local match.
- Mobility Management and Purchase of Service. Eligible mobility management or purchase of service costs shall not exceed **80 percent Federal Share** of the net cost of the activity. The **local share is not less than 20 percent** of the net cost of the activity.

Sources of Local Share. The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a State or local service agency or private social service organization, or new capital. Some examples of these sources of local match include State or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions.

In addition, the local share may be derived from Federal programs that are eligible to be expended for transportation other than DOT programs or from DOT's Federal Lands Highway program. Examples of programs that are potential sources of local match include employment, training, aging, medical, community services, and rehabilitation services. Specific resources for finding program information about other Federal funding that can be used to meet local share requirements can be found on [FTA's Coordinating Council on Access and Mobility \(CCAM\) website](#).

VIII. Project Selection Criteria and Process

SCDOT has developed a uniform application and selection process under the Section 5310 and Section 5310 programs to be used in making funding decisions. To further this effort, SCDOT and the COGs consider a menu of selection criteria to be used uniformly across the 10 regions. At a minimum, the selection criteria will ensure that projects address:

- Correlation of project to the regional coordination plan implementation strategies;
- Gaps in current service provisions for targeted communities;
- Use of available resources and leveraging resources to the extent possible;
- Facilitation of coordination across public-private, inter-agency, and geographic boundaries; and
- Coordination with other Federal and/or State funding programs whenever possible.

Applicants are required to notify either their MPO (if in a MPO study area) or their COG of their intention to apply for funds. Applicants should request a letter of support from either the MPO or COG to forward with their formal application to SCDOT for funding. Proposed projects must be included in that local TIP. Once the project is approved by SCDOT, it will be included in the next revision of the STIP.

Although each applicant may apply for funding for more than one project either rural or urban, there is no grantee that one or both of the projects will be funded. Furthermore, because of limited funds, project(s) may not be fully funded up to the dollar amount requested by the applicant. COGs and SCDOT may identify contingency projects (noted as alternates) that could be funded, should any selected project be deleted from the statewide program of projects or funds returned to the grant.

COGs shall prioritize the applications based on the following Section 5310 Program criteria approved on October 18, 2007, by the SCDOT Commission.

Selection Criteria

Description of Project	Evaluation Criteria
1. Statement of Need and Organizational Capacity (20 Points)	
<ul style="list-style-type: none"> Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan. Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how) Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served. 	<ul style="list-style-type: none"> Does the project address a recognized need in the community? What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan? Which strategy(ies) does the project focus on from the Plan? Does the project increase or enhance availability of transportation of the targeted population? Does the project help meet transportation needs outside this population?
2. Project Budget and Cost Effectiveness (20 Points)	
<ul style="list-style-type: none"> Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project. Provide evidence of financial capability and the stability of the local share. Identify reasonable sources for on-going funding – clearly indicate all funding sources if there is more than one. 	<ul style="list-style-type: none"> Was a clearly defined budget submitted for each of the proposed projects? Does the project budget list the source(s) of local share? Is the local share stable? Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?
3. Coordination and Program Outreach (20 Points)	
<ul style="list-style-type: none"> Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include: <ul style="list-style-type: none"> ➤ Share vehicles with other agencies; ➤ Share dispatching or scheduling duties; ➤ Share in maintenance costs; ➤ Coordinate client trips; ➤ Coordinate staff training programs; ➤ Other strategies. Were private sector providers included in developing the project? If so, how? In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis. 	<ul style="list-style-type: none"> What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning) Does the project involve multiple partners? (More points awarded for greater partnership) Was private sector involvement explored? Does the project indicate how stakeholders will be involved throughout the project?

4. Implementation Plan (20 Points)	
<ul style="list-style-type: none"> • Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project. • Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation. • Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency's technical ability. • Description on how the agency will market the project to the target population and promote public awareness of the program. 	<ul style="list-style-type: none"> • Does the operational plan correspond with the project goals/objectives? • Does the implementation plan seem feasible? • Does the timeline seem feasible?
5. Customer Service and Accessibility (20 Points)	
<ul style="list-style-type: none"> • provide the number of years the applicant has provided services for its targeted clientele (elderly, low-income populations, and/or individuals with disabilities). • Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project? • List the training courses and the drivers who have completed these courses. • Describe the agency's vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> ➤ Pre-trip inspections ➤ Preventive maintenance ➤ Routine maintenance ➤ Contingency plan for when equipment is out of service 	<ul style="list-style-type: none"> • Does the applicant display sufficient experience in providing services for the targeted clientele? • Does the agency have adequate staff resources to handle the project? • If applicable, are drivers properly trained? • If applicable, does the agency display the ability to maintain vehicles?

IX. Award Process

SCDOT will ensure that the distribution of funds is fair and equitable, and must verify project eligibility prior to submitting a formal grant application to FTA. It is the responsibility of SCDOT to maintain appropriate oversight of all projects. The following documentation is required:

1. Project Description

- Applicant's request for vehicle purchase, purchase of services, or mobility management;
- Information about the proposed project;
- County government(s) designation of the applicant agency as an entity to provide transportation for seniors and individuals with disabilities within a respective service area, if any;

- Certification of source and availability of the agency's required local match; and
- Certification that all statutory and program requirements have been met.
- Project description outlining the public transportation program providing specific information relative to the performance of the project. The project description serves as the road map or guide for the project. A project description shall include the following:
 - Description of agency mission, objectives, and impact within the geographic area(s) to be served;
 - Scope of Service;
 - Description of routes, service, service frequency, and ridership;
 - Explanation of how the proposed project compares to applicant's previous year's project.

2. Project Budget

A detailed project budget must be included with the application. Budget information must include, but is not be limited to:

- Detailed project line items (per category)
- Federal and local match funding totals
- Detailed budget summary

3. Public Hearing Notification (Newspaper Advertisement) -

A description of public involvement in preparing the local application, including a copy of the opportunity for a public hearing notice, affidavit of publication, hearing minutes (if a public hearing is requested), and comments received.

Agencies applying for Section 5310 funds must provide an adequate opportunity for public review and comment on a proposed Section 5310 Purchase of Service or Vehicle Purchase project. Notice shall include a concise description of the proposed project and shall be published in a newspaper of general circulation in the geographic area the project will serve. A public hearing must be held only if requested of the applicant during the Public Notice period. A sample Public Notice is included in this document as Appendix B. If a public hearing is requested, minutes from that hearing must be included with the application for funding. A

copy of the official Public Notice is required and must be provided with the Certification and Assurances, if your project is selected.

4. Required Certifications

Subrecipients of Section 5310 Program funds are required to comply with all FTA requirements. Specifically, the applicant is required to sign FTA's "Certifications and Assurances" for the specific funding programs for which its organization is applying after receiving notification of award. An authorizing resolution between the governing body and SCDOT is also required following notification of award.

"Certifications and Assurances" are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant with original signature in hardcopy only. In addition and where noted, the "Certifications and Assurances" must be signed and dated by the local attorney and the agency's authorized official.

Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding.

All applicants must include the following certification and assurances in order to receive Federal funds for the purpose of providing rural public transportation:

- Roster of applicant's Board of Directors;
- A description of the extent of private sector participation in the application development and in the proposed transportation services;
- Evidence of the proposed project inclusion in the local Transportation Improvement Program (TIP), if applicable;
- A description of efforts to coordinate with human or social service agencies in the service area;
- An attorney affirmation;
- Signed assurances including:
 - 1) Affirmation of Applicant: Acceptance of FFY Certifications and Assurances
 - 2) Affirmation of Applicant's Attorney in Acceptance of Certifications and Assurances

- 3) Resolution by Board of Directors to Apply for Funding
- 4) Affirmation of Applicant's Attorney to Apply for Funding
- 5) Local Match Identification Form for FTA Program Funding
- 6) Certification for Civil Rights Complaint Status
- 7) Title VI Program Report (July 1– June 30)
- 8) DBE Good Faith Efforts Certification
- 9) Certification on Restrictions on Lobbying
- 10) Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions
- 11) Certification Regarding Debarment, Suspension, and other Responsibility Matters – Lower Tier Covered Transactions

5. Pre-Award and Post-Delivery Reviews

Successful applicants, who are eligible to acquire vehicles, are encouraged to purchase vehicles through the South Carolina State Contract following receipt of an executed sub-agreement and notice to proceed from SCDOT.

SCDOT shall conduct a pre-award review of all vehicles purchased using federal funds, as well as an on-site, post-delivery review of all vehicles received. The review will include inspection of complete certifications, compliance with bid specifications, Buy America, and the Federal Motor Vehicle Safety Standards (FMVSS) requirements.

X. Period of Performance

The period of performance for formula grant agreements is based on the State's Fiscal Year of July 1 – June 30. In some instances, depending on funding source/guidelines, the period of performance may vary and could extend beyond one state fiscal year. Period of performance is stated within the executed grant agreement between SCDOT and the subrecipient.

Grant agreement extension requests must be submitted in writing (with justification) to the Office of Public Transit for consideration and will be considered on a case-by-case basis.

SCDOT may establish different periods of performance for projects that are programmed for funding but have not yet met all the statutory or administrative requirements of the programs (Category B) pursuant to applicable FTA Circulars.

The period of performance for this call for projects is July 1, 2025 – June 30, 2027.

XI. Grievance or Protest Procedures

SCDOT encourages all COGs, or any private or public local transportation providers acting on its behalf, to have the SCDOT approved grievance procedures in place for resolving local disputes. SCDOT shall delegate grievance resolution authority to local COGs to resolve protests resulting from funding and/or project selection decisions at the local level.

The aggrieved agency shall submit a notice of complaint to its designated COG, in writing, within ten business days of notification of a funding decision.

COGs shall review the complaint and make a decision, in writing, within ten business days. Copies of all documents relating to material facts of the complaint shall be forwarded to SCDOT within ten business days of the resolution for filing.

If the aggrieved agency is not satisfied with the COG's decision at the local level, the agency shall file a direct appeal to SCDOT, in writing, within ten business days of receiving the COG's decision. SCDOT's Deputy Secretary for Intermodal & Freight Programs shall investigate the appeal and issue a written statement of finding within ten business days. This will complete the appeal process.

XII. Post Award Requirements (Vehicles)

Applicants selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program shall enter into an agreement with SCDOT. **No funds may be drawn down by successful applicants until all required documents are received and a signed executed agreement is in place. This documents include a signed Procurement Approval Form along with a submission of the vehicle specifications.**

XIII. Pre-Award Audit Requirements (FTA)

These occur **before contract award** and focus on verifying vendor compliance and technical capability.

Required by:

- **49 CFR § 663.21–663.29** (Pre-Award Buy America & Purchaser's Requirements Audit)
- **Purpose:**
- Ensure the manufacturer can meet **Buy America** requirements.
- Confirm that the vehicles meet **technical specifications** and contract terms.
- Assess the manufacturer's **capacity** to produce the rolling stock.

Key Pre-Award Elements:

1. Buy America Certification Review:

- Review of the manufacturer's documentation proving 70% domestic content (as of 2023) and final assembly in the U.S.

- Documentation includes cost breakdowns for components and subcomponents.

XIV. FTA post-delivery audit requirements for rolling stock purchases under 49 CFR part 663 involve ensuring compliance with Buy America, purchaser's requirements, and Federal Motor Vehicle Safety Standards (FMVSS) before title transfer. This includes verifying the actual buses meet Buy America domestic content and assembly requirements or that a waiver is applicable.

Post-Delivery Audit Details:

Buy America:

The recipient must verify that the delivered rolling stock (e.g., buses) complies with Buy America requirements, including domestic content and final assembly in the US.

Purchaser's Requirements:

The recipient must certify that the rolling stock meets the specific requirements outlined in the purchase contract.

FMVSS:

For rolling stock, the recipient must ensure compliance with or the inapplicability of the Federal Motor Vehicle Safety Standards.

Timing and Certification:

- The post-delivery audit must be completed before the title to the rolling stock is transferred to the recipient or before the vehicle is placed into revenue service.
- The recipient must certify compliance with the above requirements.
- If the pre-award review documentation is still valid and accurate, it can be used for the post-delivery review.

1. Vehicle Maintenance and Disposal

Successful applicants are required to certify that equipment purchased under the Section 5310 Program shall be used for transportation services-related activities only. In addition, subrecipients are required by SCDOT to have a comprehensive maintenance plan detailing the agency's maintenance procedures. All vehicles used for services beyond ADA must meet requirements set forth in the former Section 5317 circular.

At the end of a vehicle's useful life, Section 5310 Program subrecipients may dispose of the equipment, after notifying and receiving disposition instructions from SCDOT.

2. Vehicle Title Release

When a vehicle for which OPT holds the title has reached its useful life and the vehicle will no longer be used to provide public transportation services, the subrecipient must submit Form 700A to the appropriate Asset Manager to request release of the title. Submission of Form 700A must:

- 1) Include two appraisals from qualified businesses on business letterhead, except when the asset is being transferred;
- 2) Include completed “Vehicles” section that requires the vehicle description (make, model, and year), the VIN, original purchase date and price, contract and/or grant number, and the percentage of Federal participation;
- 3) Identify total vehicle mileage; and
- 4) Include in the “Reason for Release/Disposal” whether the vehicle will be sold due to replacement or other issue or will be retained for non-public transportation services or for scrap.

Once the title is released the public transportation subrecipient cannot use the vehicle to provide public transportation services. The vehicle can be used as part of the contingency fleet and in non-public transportation services.

3. Asset Sale

Outside of the application process, a subrecipient must obtain prior approval to dispose of a capital asset purchased with OPT-administered funds on Form 700A – Asset Release Request. The form must be submitted to an OPT Asset Manager along with two appraisals from qualified businesses on business letterhead. The Reason for Release/Disposal section of the form is to include a justification for disposal of assets that have reached their useful life or a justification for early disposal of an asset that has not met its useful life.

OPT approval of the sale of a vehicle due to replacement may require the subrecipient to sell the vehicle within 90 days after receipt of the title. If the vehicle is not sold within the specified time frame and no extension was granted by OPT, the title must be returned to OPT.

If sale proceeds are \$10,000 or less, the percentage of Federal interest associated with sale proceeds must be identified as program income on the Form 600 Request for Payment Invoice form when requesting reimbursement from OPT. However, if the vehicle was purchased using OPT funds and proceeds exceed \$10,000, the Federal share must be returned to OPT within 30 days of the sale, and OPT will return the money to FTA. The transaction to record the vehicle sale and resulting gain/loss must be in accordance with generally accepted accounting principles.

4. Transfer of Assets

Managing the transfer of federally-funded capital assets is part of SCDOT/OPT's management and oversight responsibilities. OPT has established uniform standards for the transfer of assets purchased with OPT-administered funds. OPT may confer with FTA on the transfer of assets. The transfer of assets requires that the transfer be supported with appropriate transfer documentation. If discrepancies exist between the language in this section and applicable Federal and State regulations and statutes, the Federal statute/regulation prevails. Direct recipients of FTA funds must comply with FTA requirements.

Asset transfers may be initiated when:

- OPT determines that the asset is underutilized and initiates the transfer process. For vehicles, OPT may consider excessive inventory or low usage of vehicles that are not part of the regular fleet; or
- An OPT subrecipient may submit a request to OPT to have the asset transferred.

Asset Transfer Approval Process:

The transferring agency must submit a request to transfer assets on Form 700A – Asset Release Request to the OPT Regional Program Manager. With Form 700A, subrecipients must submit:

- Two appraisals on vendor letterhead with the form; and
- Most recent fixed asset listing that identifies the federally required information for the assets to be transferred. The document must include the federal participation, OPT contract number, purchase price, vehicle identification number (VIN) for vehicles, serial number for equipment or physical address for facilities as well as depreciation.

The remaining useful life of the asset shall be transferred utilizing straight line depreciation.

The Regional Program Manager will coordinate with the appropriate Asset Manager. The Asset Manager will inspect the asset with the transferring agency to determine condition and reliability of the asset. OPT will determine if the asset can be transferred and if it can, will identify receiving agency. (Note: Recipient of transferred asset may be based on statewide needs.)

Transferring agency must submit to OPT:

- A resolution from the transferring agency governing body stating the need to transfer the assets; and
- A resolution from the receiving agency governing body stating their willingness to accept the asset being transferred and identifying the scope of work regarding asset usage.

The Regional Program Manager will forward the fixed asset listing, appraisals, and transfer information to the responsible financial analyst. The financial analyst will verify asset book value to be used as the value of the transferred asset. The Regional Program Manager will coordinate with the contract and grants manager. Assets transferred with a remaining Federal interest \$10,000 or more or have a remaining useful life are required to be added to an existing grant or to a new grant as a zero-dollar project. OPT will prepare an Asset Transfer Agreement that the receiving agency and OPT must sign and date. The Grant Manager shall update the appropriate grant accordingly.

5. Transfer of Vehicles

Upon completion of a successful inspection of the vehicle and OPT concurrence to allow the transfer, the asset manager will ensure the following:

- a. The Asset Manager will sign the vehicle title as lienholder and OPT as authorized agent thereby releasing the lien from the transferring agency.
- b. The transferring agency will complete and sign the title transferring the vehicle to the receiving agency and must identify SCDOT as lienholder on the back of the title. OPT will retain a copy of the old title that has been released.
- c. The receiving agency will sign the title; will complete and turn in the old title to the SC Department of Motor Vehicles (DMV); and will complete DMV Form 400 to obtain a new title for the vehicle that identifies SCDOT as the lienholder on the new title.
- d. The receiving agency must provide evidence of insurance to OPT prior to taking possession of the vehicle.

6. Accident Reporting Requirements

OPT places a high priority on the safety of transit personnel and patrons. OPT provides guidance to our subrecipient(s) to ensure compliance with all applicable laws and regulations. When an OPT-funded asset is involved in an accident

and/or OPT-funded equipment fails/malfunctions, the subrecipient must notify the OPT asset manager no later than 24 hours after the incident/accident.

What to Report

- An accident resulting in a fatality, to include equipment malfunction;
- An accident where immediate medical treatment is given at the scene or where persons are transported to a medical facility; (This includes equipment failure/malfunction.)
- An accident that results in a tow-away of OPT-funded vehicle;
- An accident resulting in property damage to OPT-funded assets greater than \$1,500; or
- An accident resulting in property damage to non-OPT-funded assets greater than \$1,500.

Supporting Documentation

The following documents must be sent to the asset manager:

- Agency internal accident report to include:
- Date, time and location(s) of the incident/accident
- A brief narrative of the incident/accident to include name(s) of injured, nature of injury, if and where medical care was provided
- A description of the asset(s) involved, e.g., vehicle make, model and year or facility address
- South Carolina DMV Form FR-10 for vehicle related incidents
- Insurance Settlements

When a vehicle funded through SCDOT has been in an accident, subrecipients must comply with OPT Accident Reporting Requirements. If the affected asset will be disposed of or taken out of service, subrecipients must comply with disposal of assets requirements. Direct recipients of FTA funding must follow FTA insurance settlement and asset disposal criteria.

If the OPT-funded asset has not met the useful life threshold, the subrecipient may be required to return to OPT a portion of the proceeds related to the remaining Federal and/or State interest or may be required to apply a portion of the proceeds to the public transportation program. The remaining Federal share will be based on the remaining book value or insurance proceeds, whichever is greater.

7. Insurance Proceeds

a. Insurance Proceeds – Asset Replacement

If an agency receives insurance proceeds for the replacement of an asset, the subrecipient may use the proceeds to purchase a similar asset with OPT concurrence, prior to asset replacement. Subrecipients must follow disposal requirements identified in the Disposition of Assets section of this chapter.

If the asset has not met the useful life threshold and a replacement is not purchased, the Federal percentage of participation of the purchase must be returned to OPT.

If the vehicle has met the useful life criteria but is not replaced, insurance proceeds are to be used in the public transit program.

When an OPT-funded vehicle that has not met the useful life threshold is declared a total loss by the insurance adjustor/company, the insurance proceeds, based on Federal and State percentages of participation in the purchase, will be returned to SCDOT.

If no local funds were used to purchase the vehicle, total proceeds received must be returned to OPT.

b. Insurance Proceeds – Asset Repair

If an agency receives insurance proceeds to repair an asset purchased with OPT-administered funds, the asset must be repaired to the point where it is safe and sound. If the subrecipient does not use the full amount of the settlement to repair the damages and that asset has not met its useful life, the remainder of the proceeds must be put back into the public transit program.

c. Insurance Proceeds

Refunded to OPT If the OPT-funded asset has not met its useful life and/or the insurance proceeds are more than \$10,000, then insurance proceeds may be required to be submitted to OPT. Insurance proceeds that are required to be refunded to OPT must be submitted by check to the Regional Program Manager. The check and appropriate information will be submitted to the OPT Grant Manager who will ensure appropriate records are updated.

8. Disposition of Rolling Stock Assets

Managing the disposition of assets purchased with OPT-administered funds is part of OPT's management and oversight responsibilities of subrecipients. The OPT has established uniform standards for disposal of assets and the release of vehicles purchased with OPT-administered funds. OPT reserves the right to conduct a vehicle analysis on a fleet when the

request for disposition involves vehicles. Asset transfers and dispositions due to accidents must also comply with asset disposal requirements as appropriate. Direct recipients of FTA funds must comply with FTA disposal requirements.

Disposition of assets must comply with the OPT Group Tier II TAM Plan, as appropriate. Transit systems are required to dispose of capital assets purchased, in part or in whole, with OPT-administered Federal funds that are no longer needed for the purpose for which they were acquired. Disposition could include the transfer of, sale of, and/or replacement of assets. This could include assets that are no longer used to capacity due to loss of contracts, service reductions, changes in the nature of services, or dissatisfaction with asset performance.

The request for capital asset disposal, asset transfers, and vehicle title release must be submitted to OPT Asset Manager using OPT Form 700A – Asset Release Request. The form is located on the OPT webpage.

The form must:

- Include two appraisals from qualified businesses on business letterhead, except when the asset is being transferred; and
- Be dated and signed by the executive director or a designee approved by the executive director.

The Asset Manager shall provide a written response on the status of the request to include use limitations for retained vehicles, and other guidance deemed necessary. The subrecipient must retain supporting disposal documentation based on OPT or the subrecipient's record retention policy, whichever is more stringent.

9. Maintenance

- a) **Maintenance Standards and Policies** - OPT requires all subrecipients who use assets purchased with OPT-administered funds to submit a comprehensive maintenance plan that includes, at a minimum, original equipment manufacturer (OEM) procedures for maintaining vehicles, facilities, and ADA accessibility features. The SCDOT Comprehensive Preventive Maintenance Program template is located on the OPT website.

Subrecipients shall allow OPT access to capital assets and maintenance records in order for OPT to monitor maintenance and performance. OPT shall have the right to perform announced and unannounced inspections and shall be permitted to view and copy maintenance records as deemed necessary. SCDOT may request subrecipient personnel to drive vehicles to evaluate the condition of vehicles and equipment.

- b) **Vehicle Maintenance Records** - Subrecipients shall maintain an up-to-date vehicle file for each vehicle containing, at a minimum, the following information:
- Make and model of vehicle;
 - Vehicle identification number (VIN) and fleet number for vehicle;
 - Serial number for equipment;
 - Vehicle repair work orders complete with date and vehicle mileage;
 - Preventive maintenance records complete with date and vehicle mileage;
 - Pre/post trip inspection sheets; and
 - Warranty work orders complete with date and vehicle mileage.
- c) **Preventative Maintenance Schedule** - The subrecipient shall ensure that capital assets under the agency's control are regularly checked, inspected, and maintained, to ensure capital assets are operated in a safe and effective manner. The preventive maintenance schedule shall indicate the types of inspection and maintenance to be performed and the date (mileage for vehicles), that these operations are due.

Vehicles are to be maintained in accordance with OEM (original equipment manufacturer) guidelines and warranty requirements as stated in the OEM's owner's manual. Facilities must comply with all applicable State and Federal regulations.

- d) **“Late” and “Missed” Preventative Maintenance (PM)** - The subrecipient shall perform all OEM-required preventive maintenance at OEM required intervals. Any PM that is more than 500 miles past the OEM required interval will be considered “LATE” PM. Any PM that is more than 1,000 miles past the OEM regular interval will be considered a “MISSED” PM.
- e) **Equipment Maintenance Standards** - All components of the vehicle bodies, installed equipment, and all mechanical, electrical, fluid, air, and/or hydraulic systems shall be maintained in a safe and fully functional condition. Subrecipients shall ensure, at a minimum, that:
- All ADA wheelchair lift-related equipment shall be cycled and inspected daily and PM will be performed to ensure all wheelchair lifts are operating with a high degree of safety. All PM will be performed at OEM recommended levels (e.g., 750 cycles, 1500 cycles, 3000 cycles, 4500 cycles, etc.)
 - Damage shall be repaired in a professional manner in accordance with industry standards. Damage includes, but is not limited to, body damage, glass, and all vehicle components.
 - Heating, ventilation, and air conditioning (HVAC) systems shall be maintained in accordance with industry standards to ensure passenger compartment temperature is comfortably maintained. Subrecipient shall maintain the A/C system in operable condition throughout the entire year.
 - Vehicle interior and exterior shall be routinely cleaned and maintained in a presentable and professional manner.
 - All emergency equipment shall be maintained in proper working condition according to all applicable State and Federal regulations.
- f) **Out of Service** - OPT shall consider a vehicle that is unfit for revenue service to be out of service. A vehicle that is found unfit for service will be taken out of service and shall not be returned to service until defects are corrected. A vehicle shall be considered unfit if any of the following conditions are found:
- Wheelchair lift or any ADA accessibility-related equipment is not functioning properly;
 - Air conditioning is not working according to industry standards;
 - Tires have a tread depth less than the State and Federal recommended levels;
 - Emergency equipment (e.g., exits, doors, windows, are inoperative); and/or
 - Any condition that does not comply with applicable federal and state

regulations.

XIII. Section 5310 Program Requirements

The purpose of the Section 5310 Program Requirements review area is to ensure that OPT expends Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. OPT approves all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. SCDOT holds the title to the leased vehicles.

OPT follows the CRCM for compliance with 5310 Program Requirements. In addition to the CRCM requirements, OPT incorporated the following:

Section 5310 Compliance Reviews – OPT staff conducts on-site reviews of Section 5310 subrecipients at least once every three years. OPT will give the subrecipient prior notification of each monitoring activity (on-site review) to be conducted. OPT staff notifies the subrecipient in writing of any deficiencies or findings noted during a monitoring visit and conducts follow-up visits to ensure that corrective actions are taken, as necessary.

Councils of Governments

<i>COG Regions</i>	<i>COG/Mailing Address</i>
<i>Appalachian COG</i> C Cherokee, Greenville, Oconee, Pickens, and Spartanburg Counties www.scacog.org	Steve Pelissier, Executive Director Executive Director, 20 Century Circle Post Office Box 6668 Greenville, SC 29606 (864) 242-9733 (864) 242-6957 (Fax) pelissier@scacog.org
<i>Berkeley-Charleston-Dorchester COG</i> Berkeley, Charleston and Dorchester Counties www.bcdco.com	Ronald E. Mitchum, Executive Director 1362 McMillan Avenue, Suite 100 North Charleston, SC 29405 (843) 529-0400 (843) 529-0305 (Fax) ronm@bcdco.com
<i>Catawba Regional COG</i> Chester, Lancaster, Union, and York Counties www.catawbacog.org	Randy Imler, Executive Director Post Office Box 450 Rock Hill, SC 29731 (803) 327-9041 (803) 327-1912 (Fax) rimbler@catawbacog.org
<i>Central Midlands COG</i> Fairfield, Lexington, Newberry, and Richland Counties www.centralmidlands.org	Britt Poole, Executive Director 236 Stoneridge Drive Columbia, SC 29210 (803) 376-5390 (803) 376-5394 (Fax) bpoole@cmcog.org
<i>Lowcountry COG</i> Beaufort, Colleton, Hampton, and Jasper Counties www.lowcountrycog.org	Sabrina P. Graham., Executive Director Post Office Box 98 Yemassee, SC 29945 (843) 726-5536 (843) 726-5165 (Fax) sgraham@Lowcountrycog.org
<i>Lower Savannah COG</i> Bamberg, Barnwell, Calhoun, and Orangeburg Counties www.lscog.org	Dr. William Molnar, Executive Director Post Office Box 850 Aiken, South Carolina 29802 (803) 649-7981 (803) 649-2248 (Fax) wmolnar@lscog.org
<i>Pee Dee COG</i> Chesterfield, Darlington, Dillon, Florence, Marion & Marlboro Counties www.peedeecog.org	Joette Dukes, Executive Director Post Office Box 5719 Florence, SC 29502 (843) 669-3138 (843) 669-4392 (Fax) j-dukes@peedeecog.org

<i>Santee Lynches Regional COG</i> Clarendon, Kershaw, Lee, and Sumter Counties www.slkog.org	Chris McKinney, Executive Director Post Office Box 1837 Sumter, SC 29151 (803) 803-774-1380 (803) 803-773-6902 (Fax) cmckinney@slkog.org
<i>Upper Savannah COG</i> Abbeville, Edgefield, Greenwood, Laurens, McCormick, and Saluda Counties www.uppersavannah.com	Patricia Hartung, Executive Director Post Office Box 1366 Greenwood, SC 29648 (864) 941-8050 (864) 941-8090 (Fax) pchartung@uppersavannah.com
<i>Waccamaw Regional COG</i> Georgetown, Horry and Williamsburg Counties www.wrcog.org	Sarah Penick Smith, Executive Director 1230 Highmarket Street Georgetown, SC 29440 (843) 436-6135 (843) 527-2302 (Fax) ssmith@wrcog.org

SCDOT Office of Public Transit

Enhanced Mobility for Seniors and Individuals with Disabilities Program (5310)

STATE FISCAL YEAR 2025–2026

Period of Performance: July 1, 2025 – June 30, 2027

Funding Source: FFY 2023 Section 5310 Lapsing Funds

APPLICANT INFORMATION

☐ New Applicant

☐ Recurring Applicant

- Agency Name: _____
- Authorized Representative: _____ SCEIS #: _____
- Contact Email: _____ Phone: _____
- Physical Address: _____
- Mailing Address: _____
- FEIN: _____ [SAM.Gov](#) Registered: Y _____ or N _____
- [SAM.Gov](#) Unique Entity #: _____ SAM Registration Date: _____

Agency Type:

☐ Private Non-Profit (501(c)(3))

☐ Tribal Government or Community

☐ Public

☐ Other Agency (Specify): _____

Choose One (1) Application Type below:

☐ Rural Application: _____ COG Name: _____

☐ Small Urban Application: _____ MPO Name: _____

FUNDING CATEGORIES

NOTE: Applicants must submit signed assurance of availability of total local match required for each item category

1. Vehicles (No More Than Two (2) Vehicles per Applicant)

Total Number of Vehicles: _____

Select vehicle type below. Local match is 15% of the purchase price.

VEHICLE TYPE	NUMBER OF EXPANSION	NUMBER OF REPLACEMENT	TOTAL FUNDS REQUIRED
<input type="checkbox"/> ADA Cutaway –			Federal Share = \$
Federal Share: \$125,000			Local Match = \$
Local Match (15%): \$ 22,059			Total Budget= \$
<input type="checkbox"/> ADA Purpose Built –			Federal Share = \$
Federal Share: \$100,000			Local Match = \$
Local Match (15%): \$17,647			Total Budget= \$
(Replacement vehicle type must include information of the replaced vehicle in the scope. See scope details.)			

2. Mobility Management (Select one amount. Local match is 20% of the total project cost.)

☐ \$100,000 Federal Share
Local Match (20%): 25,000
Federal Share: \$100,000

☐ \$75,000 Federal Share
Local Match (20%): \$18,750
Federal Share: \$75,000

☐ \$50,000 Federal Share
Local Match (20%): \$12,500
Federal Share: \$50,000

3. Purchase of Service (Select one amount. Local match is 20% of the total project cost.)

☐ \$100,000 Federal Share
Local Match (20%): \$25,000
Federal Share: \$100,000

☐ \$75,000 Federal Share
Local Match (20%): \$18,750
Federal Share: \$75,000

☐ \$50,000 Federal Share
Local Match (20%): \$12,500
Federal Share: \$50,000

SCOPE DETAILS:

Provide **detailed** information of the type of service provided, service areas (county/towns/cities), operation days/hours, replacement vehicle information (Year, make, model, VIN, and mileage).

Purpose:

Activities to be performed:

Expected outcomes:

Intended Beneficiaries:

Replacement Vehicle Information:

Year/Make/Model	VIN	Mileage

REQUIRED DOCUMENTS:

- ☐ Board membership list
- ☐ Copy of public notice
- ☐ [Copy of SAM.Gov Registration](#)
- ☐ Form SF424-Application for Federal Assistance (attached)
- ☐ Local Match Certification Form (attached)
- ☐ Budget

AUTHORIZING SIGNATURE:

By signing this agreement, the undersigned certifies that they are authorized to act on behalf of the agency listed above and agree to the terms of the Section 5310 State FY 2025–2026 Program.

Authorized Representative Signature: _____

Date: _____

Agencies selected and approved by COG/SCDOT and the Federal Transit Administration will be contacted and must complete additional Certifications and Assurance and SCDOT agreement contract documentation in order to develop the formal agreement and budget for the approved project. A fully executed agreement is required before mobility management, purchase of service tasks or vehicle purchase can commence.

SFY2025-2026(FFY2023)
LEGAL & AUTHORIZING SIGNATURES
Updated May 29, 2025

LOCAL MATCH IDENTIFICATION FOR FTA PROGRAM FUNDING

(Legal Name of Applicant)

Program (e.g., 5311, 5339, SMTF, 5310)*

Eligible Expense	Total Amount	Federal Share	SCDOT Share	Estimated Local Share
Administration	\$ _____	\$ _____ (80%)	\$ _____	\$ _____
Operations	\$ _____	\$ _____ (50%)	\$ _____	\$ _____
Capital (Non- ADA or CAA)	\$ _____	\$ _____ (80%)	\$ _____	\$ _____
Capital (ADA & CAA)	\$ _____	\$ _____ (85%)	\$ _____	\$ _____
Planning & Technical Assistance	\$ _____	\$ _____ (80%)	\$ _____	\$ _____
Mobility Management	\$ _____	\$ _____ (80%)	\$ _____	\$ _____
TOTAL	\$ _____ Funding Request	\$ _____ Federal Share	\$ _____ Estimated SCDOT Share	\$ _____ Estimated Local Share

The estimated total Local Match will be available from the following sources*:

<u>Source of Local Share</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Cash fares are not considered a source of local match.

TOTAL \$ _____

**complete a single local match form for each project award (e.g.: one for small urban 5310 and one for rural 5310)*

I, the undersigned representing (*legal name of agency*) _____ do hereby certify to the South Carolina Department of Transportation that the required estimated local match for the requested Federal and/or State administered program, which has a period of performance of **July 1, _____ – June 30, _____**, will be available by **July 1**. In kind match must be an allowable expense under the program and value documented for audit/compliance review.

Signature/Title of Authorized Representative

Printed Name/Title of Authorized Representative Date

Signature Agency Board Chairperson

Printed Name Board Chairperson Date

Sample Public Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed **SFY2018 - 2019** Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program Application to be submitted to the South Carolina Department of Transportation no later than _____ **(Date)**.

Those interested in attending a public hearing on this application should contact _____ *(name, title)* in writing on or before _____. The public hearing will be held on _____ *(date)* before the _____ *(body hosting public hearing)*. The contact address is: _____.

The Enhanced Mobility of Seniors and Individuals with Disabilities Program provides capital assistance for transportation options and services for the communities operating in _____ *(county, region)*. These services are currently provided using _____ *(types of vehicles)*. Services are rendered by _____ *(agency name)*.

The total estimated amount requested for the period ***July 1, 2018 through June 30, 2019.***

Project Category	Total Amount	Minimum Local Match
Purchase of Service	\$ _____	\$ _____ (20%)
OR		
Vehicle Purchase	\$ _____	\$ _____ (15%)
OR		
Operations	\$ _____	\$ _____ (50%)
<hr/>		
TOTAL	\$ _____	\$ _____
<hr/>		
	Total Federal Funding Request	Total Local Share

This application may be inspected at _____ *(location)* from _____ *to* _____ *(dates/times)*. Written comments should be directed to _____ *(name and address)* before _____ *(date)*.

Application for Federal Assistance SF-424

*1. Type of Submission: Preapplication Application Changed/Corrected Application	*2. Type of Application New Continuation Revision	* If Revision, select appropriate letter(s): * Other (Specify)
---	--	---

*3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN): *c. UEI:

d. Address:

*Street 1: _____
Street 2: _____
*City: _____
County/Parish: _____
*State: _____
*Province: _____
*Country: _____
*Zip / Postal Code: _____

e. Organizational Unit:

Department Name: Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *First Name: _____
Middle Name: _____
*Last Name: _____
Suffix: _____

Title:

Organizational Affiliation:

*Telephone Number: Fax Number:

*Email:

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant:

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**

Yes No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed: