

**FFY 2012 SECTION 5309
DISCRETIONARY
GRANT APPLICATION**

DATE

DIVISION OF INTERMODAL PROGRAMS

DISCRETIONARY CAPITAL PROGRAM APPLICATION PROCEDURES

Application Requirements

In order to participate in the Section 5309 Capital grant program, eligible recipients must complete the following application components and submit them to GDOT by the grant application deadline. Capital program grant application packages must be submitted to GDOT in order for this grant to be submitted to FTA. The grant application consists of the following documentation.

All applications should be completed in the order shown in this manual. Completed applications should have original signatures. **An original and one copy of the application should be submitted to GDOT with delivery confirmation no later than February 23, 2012.** Additionally, an electronic copy should be submitted to tyedwards@dot.ga.gov with an email receipt. Original copies should not be stapled, bound or folded and should be prepared on standard 8 1/2 by 11 paper size.

Instructions for Applications - The completed application should include only the items listed in the preceding section, unless additional documentation is requested. A brief description of each component is outlined below. The Department reserves the right to request additional documentation as needed.

EXHIBIT 1
SAMPLE LETTER OF TRANSMITTAL

The applicant should utilize this sample letter of transmittal to identify the type of grant and the amount of financial assistance requested. The applicant should also send this letter to their respective program coordinator. This letter should be submitted on original letterhead and signed by the person designated in accordance with the authorizing resolution for the agency. The transmittal letter should include contact information (e.g. applicant's name and title of point of contact, street address/P.O. Box, phone number and FAX number).

Date

Ms. Tyrhonda Edwards
Georgia Department of Transportation
Division of Intermodal
600 West Peachtree Street, NE
Atlanta, Georgia 30308-3607

Dear Ms. Edwards:

The (Applicant) is applying for a FTA Section 5309 Program grant to aid in the transit operation of the (Transit Agency). The capital assistance requested in this project has been reviewed and approved through the local transportation planning process and is listed in the current Transportation Improvement Program/Statewide Transportation Improvement Program. We are requesting federal assistance in the amount of \$_____ for capital assistance. State assistance in the amount of \$_____ is also requested, which will be matched with local assistance in the amount of \$_____.

We attest that all of the information contained in this Section 5309 request is correct and the applicant has the legal, financial and technical capacity to carry out the proposed project. If you have any questions on this request, please contact _____ (enter name/title of principal contact) at _____ (enter phone number).

Sincerely,

Signature and Title

EXHIBIT 2
SECTION 5309 PROGRAM FUNDING FORM (SAMPLE)
(Page 1 of 2)

The purpose of this form is to identify the amounts of federal, state and local funding requested. The Congressional District of the project, the project duration, and the Clearinghouse number and date approved should also be provided.

Name of Applicant: _____

Congressional District: _____

Project Start Date: _____

Project Completion Date: _____

Clearinghouse Number: _____

Approval Date: _____

Proposed Funding:

SCOPE		TOTAL AMOUNT	FEDERAL AMOUNT	STATE AMOUNT	LOCAL AMOUNT
No. __	SCOPE DESCRIPTION	\$ _____	\$ _____	\$ _____	\$ _____
	Budget Activity Code and Activity	\$ _____	\$ _____	\$ _____	\$ _____
	Budget Activity Code and Activity Description	\$ _____	\$ _____	\$ _____	\$ _____
	Budget Activity Code and Activity Description	\$ _____	\$ _____	\$ _____	\$ _____
No. __	SCOPE DESCRIPTION	\$ _____	\$ _____	\$ _____	\$ _____
	Budget Activity Code and Activity Description	\$ _____	\$ _____	\$ _____	\$ _____
	Budget Activity Code and Activity	\$ _____	\$ _____	\$ _____	\$ _____
	TOTAL CAPITAL	\$ _____	\$ _____	\$ _____	\$ _____

EXHIBIT 2
SECTION 5309 PROGRAM FUNDING FORM (SAMPLE)
(Page 2 of 2)

SCOPE		TOTAL	FEDERAL	STATE	LOCAL
	Budget Activity No.	100%	80%	10%	10%
111-01	BUS-ROLLING STOCK	\$601,000	\$480,800	\$60,100	\$60,100
	11.13.03 QTY 4 BUY 30-FT BUS FOR SERVICE EXPANSION	\$580,000	\$464,000	\$58,000	\$58,000
	11.32.06 QTY 5 ACQ FARE COLLECTION EQUIPMENT	\$5,000	\$4,000	\$500	\$500
	11.62.03 QTY 3 PURCHASE BUS RADIOS 30-FT BUSES	\$16,000	\$12,800	\$1,600	\$1,600
	11.13.03 QTY 4 BUY 30-FT BUS FOR SERVICE EXPANSION	\$25,000	\$20,000	\$2,500	\$2,500
113-01	BUS STATIONS/STOPS/TERMINALS	\$25,000	\$20,000	\$2,500	\$2,500
	11.13.10 QTY 5 PURCHASE PASSENGER AMMENITIES	\$25,000	\$20,000	\$2,500	\$2,500
	TOTAL CAPITAL	\$626,000	\$500,800	\$62,600	\$62,600

**ROLLING STOCK - BUSES TO BE
PURCHASED**

Size	Fuel Type

ROLLING STOCK - BUSES TO BE REPLACED

Make	Age	Size	Fuel Type	Mileage	Vehicle #	VIN #

**EXHIBIT 3
PROJECT DESCRIPTION**

Within this exhibit, the application should list and describe all projects and activities in sufficient detail for GDOT & FTA to concur that the grant request is eligible for funding. For bus purchases, please include the length or size of the bus.

**EXHIBIT 4
PROJECT JUSTIFICATION**

This exhibit should be brief yet descriptive of the capital projects requested. Detailed capital justifications will be requested if needed for project management and oversight.

EXHIBIT 5
PROJECT MILESTONE SCHEDULE (SAMPLE)
(Page 1 of 2)

A separate milestone schedule needs to be prepared for each capital item. For the estimated dates and budget amounts, *“varies”* is not an acceptable response. Milestones should be sensible for the particular item description. Should you need assistance developing your milestone schedule, please contact your GDOT Transit Coordinator immediately. Upon the final reimbursement, all funds should be exhausted or an explanation provided.

Grantee Name: ABC Transit

Contact Name: _____ Contact Phone: _____

Budget Activity No.	Budget Line Item Description	Budget Request
11.13.03	Purchase Three (3) 30ft Diesel Buses	\$ 1,000,000
	Estimated Completion Date	Amount Exhausted
RFB/IFB Out for Bid	7/1/2008	\$ 0.00
Contract Award	8/15/2008	\$ 10,000
Final specifications delivered to vendor	9/1/2008	\$ 50,000
Bus 1 delivered	8/1/2009	\$ 350,000
Bus 2 delivered	6/1/2010	\$ 550,000
Bus 3 delivered	3/1/2011	\$ 950,000
Final reimbursement submitted	5/1/2011	\$ 1,000,000
Budget Activity No.	Budget Line Item Description	Budget Request
11.32.03	Acquisition of Intermodal Facility	\$ 5,000,000
	Estimated Completion Date	Amount Exhausted
Applicant requests notice to proceed	7/1/2008	\$ 0.00
Applicant granted notice to proceed	9/15/2008	\$ 5,000
RFB/IFB Out for Bid	9/30/2008	\$ 5,000
Contract Awarded	11/1/2008	\$ 250,000
Phase I completed	11/1/2009	\$ 1,000,000
Phase II completed	6/30/20 10	\$ 3,000,000
Phase III completed	3/31/2011	\$ 4,000,000
Final reimbursement submitted	5/1/2011	\$ 5,000,000

** Please refer to Appendix C (Scope & Activity Line Item Codes) to construct your Budget Activity Numbers*

EXHIBIT 5
PROJECT MILESTONE SCHEDULE
(Page 2 of 2)

PROJECT NO.: _____
MOST RECENT AMENDMENT NO.: _____
TOTAL FTA SHARE: \$3,300,000

MILESTONE SCHEDULE

Line Item Description

Purchase Three (3) 30ft Diesel Buses

Milestone Description	Date
RFB/IFB Out for Bid	7/1/2008
Contract Award	8/15/2008
Final specifications delivered to vendor	9/1/2008
Bus 1 delivered	8/1/2009
Bus 2 delivered	6/1/2010
Bus 3 delivered	3/1/2011
Final reimbursement submitted	5/1/2011

Line Item Description

Acquisition of Intermodal Facility

Milestone Description	Date
Applicant requests notice to proceed	7/1/2008
Applicant granted notice to proceed	9/15/2008
RFB/IFB Out for Bid	9/30/2008
Contract Awarded	11/1/2008
Phase I completed	11/1/2009
Phase II completed	6/30/2010
Phase III completed	3/31/2011

Line Item Description

Purchase/Install Communications Equipment

Milestone Description	Date
RFB/IFB Out for Bid	7/1/2008
Contract Award	8/15/2008
Final specifications delivered to vendor	9/1/2008
Server room prepared	12/1/2008
Internal lines installed	1/15/2009
External networking completed	2/10/2009
Final reimbursement submitted	3/15/2009

EXHIBIT 6
PROJECT FINANCING/LOCAL SHARE COMMITMENT

Source and amount of funding must be identified for the total amount of local match for federal (and State) funds.

EXHIBIT 7
LABOR UNION DESCRIPTION(S)

Applicant must comply with the Davis-Bacon Act which covers the prevailing wage rates and required labor standards in order to obtain project funding through FTA as authorized under 49 U.S.C. 53. This is done when grantee signs a grant agreement with a Master Agreement attached specifying construction labor standards. Items required for this exhibit include: list of transit providers, list of union(s), a list of transit provider employees represented by union, and those not represented by a union.

- (a) List of Labor Union(s)
- (b) Name of contact person(s)
- (c) Address, phone number, fax and e-mail of contact person(s)
- (d) List of other transit providers

EXHIBIT 8
ENVIRONMENTAL REVIEW

Please submit the following information for this exhibit

- (a) Date of FTA's signing of Finding of No Significant Impact (FONSI), or
- (b) Date of FTA's signing of Record of Decision (ROD), or
- (c) Grant applicant's Categorical Exclusion (CE) recommendation if neither of the above two choices applies.

EXHIBIT 9
AIR QUALITY

Please submit the following information for this exhibit

- (a) Date of project level conformity determination by FTA, or
- (b) Applicant's recommendation concerning project's category of exemption

**EXHIBIT 10
TRANSCRIPT FOR PUBLIC HEARING, IF HELD**

Please attach affidavit for opportunity of public hearing or attach transcript if public hearing was held.

**EXHIBIT 11
STIP - DATE OF APPROVAL BY GDOT TRANSPORTATION BOARD**

Please note the date of approval and page number of the STIP which includes your project.

**EXHIBIT 12
INFORMATION CONFIRMING THAT CAPITAL FUNDS ARE PROGRAMMED**

Please note the date of approval and page number of the TIP which includes your project.

EXHIBIT 13
OPINION OF COUNSEL

Name of Applicant _____

Address of Applicant _____

Dear (Responsible Official for Applicant):

This communication will serve as the requisite opinion of counsel to be filed with the Georgia Department of Transportation and Federal Transit Administration, United States Department of Transportation, in connection with the application of (Name of Applicant) for Federal transportation assistance authorized by Title 49 U.S.C. Section 5309 and other Federal statutes authorizing activities administered by the Federal Transit Administration.

Citations to laws, regulations, etc. establishing the legal authority of (Name of Applicant) to carry out transportation projects for which Federal assistance is sought is set forth below:

- (1) _____ is authorized by (cite and quote from legal authority) to provide and assist transportation by _____.

- (2) The authority of (Name of Applicant) to provide funds for the local share of the project is set forth in (city source and provide a copy of, for example, the local ordinance passed by City Council or other governing body authorizing funding for the local share).

- (3) I have reviewed the pertinent federal, state, and local laws, and I have concluded there is no legal impediment to your filing an application for the project for which (Name of Applicant) seeks assistance. Furthermore, as a result of my examination, I find there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of (Name of Applicant) to carry out the project.

Sincerely,

Legal Counsel

EXHIBIT 14
FTA TITLE VI DATA COLLECTION AND REPORTING
(Page 1 of 4)

All applicants for FTA Urbanized Area Formula Program assistance must have completed civil rights program information as required in FTA Circular 4702.1A. The Title VI Status Report and Monitoring Plan must be included within this exhibit of the grant application.

All applicants for FTA funding are required to maintain and provide GDOT and FTA with certain Title VI information. The required information is outlined in Part 1 - General Requirements and Part 2 - Monitoring Procedures. Updated information should be provided to the Department as conditions warrant but at a minimum, Parts 1 and 2 should be updated annually. *The information should be relevant to the organizational entity actually submitting the application, not necessarily the larger agency or Department of which the entity is a part.*

Part 1 - General Reporting Requirements:

1. A list of any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include:
 - (a) The date the lawsuit or complaint was filed;
 - (b) A summary of the allegation; and
 - (c) The status of the lawsuit or complaint.
2. A description of all pending applications for financial assistance, and financial assistance currently provided by other federal agencies.
3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include:
 - (a) The purpose or reason for the review;
 - (b) The name of the agency or the organization that performed the review
 - (c) A summary of the findings and recommendations of the review; and
 - (d) A report on the status and/or disposition of such findings and recommendations.
4. Construction Projects - A fixed-facility impact analysis should be conducted to assess the effects on minority communities. If this information has been prepared as a result of an environmental assessment or environmental impact statement, the applicant, recipient, or subrecipient should reference the relevant information by document, page number(s), and date of submission to FTA.

FTA TITLE VI DATA COLLECTION AND REPORTING

(Page 2 of 4)

5. Changes in Service Feature – Provide a description of the type of service changes (e.g. route extensions, deletions, etc. including any changes as a result of contracting out transit service over the next three years and a statement of the effect of these changes on minority communities and minority transit users. In particular, the transit system must describe significant service charges relating to hours or days of operation, headways or fares, etc. and provide the schedule reflecting such changes.
 - (a) A discussion of the potential impact on minority communities and minority-owned businesses during and after construction;
 - (b) A discussion of all potential negative environmental impacts, such as noise, air, or water pollution;
 - (c) A detailed list of minority-owned businesses and households that will be affected by the construction project;
 - (d) A description of other significant changes or impacts on the minority community, such as increased traffic, reductions in the amount of available parking, etc.; and
 - (e) A description of the relocation program and/or other measures adopted by the applicant that will be used to mitigate any identified adverse social, economic, or environmental effect of the proposed construction project.
6. Information Dissemination - Provide a description of the methods used to inform minority communities of service changes (e.g. public notices, public hearings, or other formal or informal public discussions, presentations, meetings, etc.) relating to transit service and improvements.
7. Minority Representation on Decision-Making Bodies - Provide a racial breakdown of transit-related non-elected Boards, Advisory Councils or Committees which are integral parts of the transit agency's planning process, and provide a description of implementation of programs and other related activities. Provide a description of the efforts made to encourage minorities to participate on such Boards, Councils, or Committees.
8. Multilingual Requirements - Assess the bilingual needs of the service area. Where a significant number or portion of the population to be served needs service or information in a language other than English to participate in FTA assisted programs, the recipient shall take every reasonable step to provide information in appropriate languages.

EXHIBIT 14
FTA TITLE VI DATA COLLECTION AND REPORTING
(Page 3 of 4)

Part 2 - Data Collection Requirements:

Please supply documentation of level of service and quality of service monitoring activities as outlined in Part 2, for the past year.

Monitoring Procedures - For the purpose of this section, FTA is requiring that all grantees that provide public transit service develop and implement procedures to monitor their level and quality of transit service to determine compliance with Title VI. These comparisons of the level and quality of transit service provided to the minority community, against overall system averages, will measure the actual realization of established service policies and standards. FTA requests that the following methodologies be incorporated in the grantee's monitoring procedures for reviewing levels and quality of service:

1. ***Level of Service Methodology*** - For the purpose of this methodology, minority communities must be identified by census tracts or traffic analysis zones. Service provided to these communities will be measured in terms of the service policies and standards adopted by the recipient (i.e., vehicle load, vehicle assignment, headways, transit amenities, transit access, etc.). Recipients shall as a part of their internal monitoring procedure undertake the following:
 - (a) Select an appropriate sample size. At a minimum, the sample must include each tract or zone that has a minority population (minority census tract) that is equal to or above the total percentage of all minorities within the service area. In addition, at least ten percent (10%) of all the census tracts or traffic analysis zones in the service area should be monitored.
 - (b) Inventory the transit service provided in the selected sample areas.
 - (c) Assess the performance of each route operating within the selected areas for each of grantee's service standards and policies.
 - (d) Compare the transit service provided to minority areas to the recipient's service policies and standards, and review and take action in all cases in which the service to minority areas do not meet the stated service policy or standards of the grantee.
 - (e) Compare the average performance for each route in the transit system to the grantee's service policies and standards, and take action on the observed differences.

EXHIBIT 14
FTA TITLE VI DATA COLLECTION AND REPORTING
(Page 4 of 4)

2. *Quality of Service Methodology* - This methodology will determine whether the quality of service is consistent among different user groups and the degree to which transit service is responsive to minority needs. Recipients shall utilize the following methodology to assess equity in the quality of service provided:
- (a) Identify an appropriate number of minority census tracts or traffic analysis zones and a corresponding number of comparable nonminority census tracts or traffic analysis zones. The number of census tracts or analysis zones selected should be based on the population within the service area. For service areas with a population of 200,000 or below, at least three minority and nonminority census tracts or traffic analysis zones must be selected.
 - (b) Conduct a survey of transit riders in the identified areas to determine travel patterns (work trip destination) and opinions on the transit service provided. Census data may also be used to model transit travel patterns in an urbanized area.
 - (c) Summarize the travel patterns of transit users in the selected census tracts or traffic analysis zones, and summarize comments or opinions about the transit service.
 - (d) Using transit travel time and fare matrices, and/or other appropriate indices, information must be monitored for the top three most-traveled destinations. All values below emanate from the centroid of selected census tracts or traffic analysis zones to the centroid of destination:
 - i. Average peak hour travel time to destination;
 - ii. Number of transfers/bus stops before reaching destination;
 - iii. Total cost of trip to destination; and
 - iv. Cost per mile of trip to destination.
 - (e) In using this methodology, the grantee must compare the quality of service of minority census tracts or traffic analysis zones with nonminority census tracts or traffic analysis zones, and take action on the disparities.

EXHIBIT 15
GEORGIA INTERGOVERNMENTAL CONSULTATION PROCESS
(Page 1 of 2)

Please send completed form to: State Clearinghouse c/o Barbara Jackson, Office of Planning and Budget, 8th Floor, 270 Washington Street, S.W., Atlanta, Georgia 30334 Tel. (404) 656-3855 or Fax: (770) 344-3568. Do Not Send to the Regional Commissions (RC). If the project is to be located in a locale served by a Metropolitan Clearinghouse, a legible copy must be sent to the appropriate MPO for review and approval (except in Atlanta).

Applicant:

Project Name:

Applicant's Address:

Name and Title of Contact Person:

Phone:

Impacted City/Cities:

Impacted County/Counties:

Project Description (Nature, Purpose, Location):

Funding Federal Catalog Number: 20.500

Source	\$ Amount	Federal Program Name: Section 5309
Basic Federal Grant		Federal Agency Name: Federal Transit Administration. Robert Buckley Community Planner US Department of Transportation Federal Transit Administration, Region IV 230 Peachtree Street NW, Suite 800 Atlanta, GA 30303 Phone: (404)-865-5618 Fax (404) 865-5605 Robert. Buckley@dot.gov
State Matching Grant		
Local Matching Grant		
Total Cost		
Impacted Regional and Metropolitan Clearinghouse:		
Signature of Authorizing Official	Title	Date

EXHIBIT 15
GEORGIA INTERGOVERNMENTAL CONSULTATION PROCESS
(Page 2 of 2)

When completing the Intergovernmental Consultation Form, the applicant must be sure to include the following information:

1. Identification of the applicant.
2. Federal program title, number and agency under which assistance is sought as listed in the latest Catalog of Federal Domestic Assistance.
3. Geographic location of the proposed project by type accompanied by a map (physical development only).
4. Brief description of the proposed project by type, purpose, general size, or scale, estimated cost, beneficiaries or other characteristic details.

EXHIBIT 16
AUTHORIZING RESOLUTION

The resolution must be executed by the governing body of the applicant. The resolution authorizes the applicant to file a Section 5309 Capital Program Application with the Georgia Department of Transportation and the Federal Transit Administration and it also identifies the person authorized to execute a grant on behalf of the applicant.

Resolution No. _____

Resolution authorizing the filing of an application with the Federal Transit Administration, an operating administration of the United States Department of Transportation; and the Georgia Department of Transportation for Federal transportation assistance authorized by 49 U.S.C. chapter 53, Title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator and the Georgia Department of Transportation are authorized to award Federal financial assistance for transportation projects;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration and the Georgia Department of Transportation required for the project;

NOW, THEREFORE, BE IT RESOLVED BY (Governing Body of Applicant)

1. That (Title of Designated Official) is authorized to execute and file an application for Federal assistance on behalf of (Legal Name of Applicant) with the Federal Transit Administration and the Georgia Department of Transportation for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Georgia Department of Transportation, the Designated Recipient as defined by 49 U.S.C. Section 5307(a) (2), will apply on behalf of the Applicant for Section 5309 Capital Program funds.
2. That (Title of Designated Official) is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration and Georgia Department of Transportation require before awarding a Federal assistance grant or cooperative agreement.
3. That (Title of Designated Official) is authorized to execute grant and cooperative agreements with the Federal Transit Administration and the Georgia Department of Transportation on behalf of (Legal Name of Applicant).

CERTIFICATION

The undersigned duly qualified (Title of Designated Official), acting on behalf of the (Legal Name of Applicant), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the (Governing Body of Applicant) held on (Month, Day, Year).

If applicant has an official seal, impress here.

Signature of Recording Officer

Title of Recording Office

Date

EXHIBIT 17

**FEDERAL FISCAL YEAR 2012 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT
ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. _____

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

Description

- | | | |
|-----|--|-------|
| 01. | Assurances Required For Each Applicant. | _____ |
| 02. | Lobbying. | _____ |
| 03. | Procurement Compliance. | _____ |
| 04. | Protections for Private Providers of Public Transportation. | _____ |
| 05. | Public Hearing. | _____ |
| 06. | Acquisition of Rolling Stock for Use in Revenue Service. | _____ |
| 07. | Acquisition of Capital Assets by Lease. | _____ |
| 08. | Bus Testing. | _____ |
| 09. | Charter Service Agreement. | _____ |
| 10. | School Transportation Agreement. | _____ |
| 11. | Demand Responsive Service. | _____ |
| 12. | Alcohol Misuse and Prohibited Drug Use. | _____ |
| 13. | Interest and Other Financing Costs. | _____ |
| 14. | Intelligent Transportation Systems. | _____ |
| 15. | Urbanized Area Formula Program. | _____ |
| 16. | Clean Fuels Grant Program. | _____ |
| 17. | Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program. | _____ |
| 18. | Nonurbanized Area Formula Program for States. | _____ |
| 19. | Job Access and Reverse Commute (JARC) Program. | _____ |
| 20. | New Freedom Program. | _____ |
| 21. | Paul S. Sarbanes Transit in Parks Program. | _____ |
| 22. | Tribal Transit Program. | _____ |
| 23. | TIFIA Projects | _____ |
| 24. | Deposits of Federal Financial Funding to a State Infrastructure Banks. | _____ |

FEDERAL FISCAL YEAR 2012 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: _____

Name and Relationship of Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives, and with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2012.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or later, seek FTA assistance during Federal Fiscal Year 2012.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature: _____ Date: _____

Name: _____

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature: _____ Date: _____

Name: _____

Attorney for Applicant

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

* Federal Register/Vol. 76, No. 211/Tuesday, 11/01/2011/pg. 67522/(See Appendix A of this document).

Anti-Drug Program Certification

(Official Letter Head)

I, _____ (Name of Official) _____, _____ (Title) _____

Certify that _____ (Name of Organization) _____ and its contractors as required under 49 of U.S Code(U.S.C) Parts 655 and 40 for the section 53 _____ program, has established and implemented an anti-drug and alcohol misuse prevention program in accordance with the above federal regulations.

I further certify that the following statements are true:

- (a) Random testing of safety sensitive employees will be conducted in a manner consistent with requirements of 49 CFR Parts 655 and 40 and that these tests will be spread reasonably throughout the calendar year to include all workdays and hours of service and shall be unpredictable.

- (b) Employee training will be conducted in a manner consistent with requirements of 49 CFR Parts 655 and 40.

Signature of Recipient/Subrecipient

Signature of Contractor

Date: _____

Date: _____

EXHIBIT 19
CERTIFICATION OF NO INTENT OF CHARTER SERVICE

Applicants must complete this exhibit to certify that the applicant does not intend to run charter services with FTA funding.

_____ (Name of Organization) certifies that it does not intend to provide charter service with FTA funded equipment or facilities during the operating period of this application. Should the Applicant decide to provide charter service, the Applicant will notify the Georgia Department of Transportation no less than 90 days prior to implementation of this service.

Signature of Authorized Officer

Name and Title of Authorized Officer

Date

EXHIBIT 20
SOLE-SOURCE, SINGLE-BID AND BRAND-NAME PROCUREMENT
CERTIFICATION

The Federal Transit Administration (FTA) requires full and open competition in procurements for goods and services and encourages grantees to award contracts to the lowest responsive and responsible bidder. However, sole-source, single-bid, and brand-name or equal awards can be used. In such situations, the grantee should have appropriate documentation for the award which is described below. As part of the application process, all applicants must certify that they are in compliance with this requirement by completing this exhibit.

Sole-Source:

In the case of a sole-source award, the documentation should be a sole-source justification, which includes a cost analysis.

Single-Bid:

With a single-bid, the documentation should include a cost analysis, as well as an explanation as to why a single bid was obtained.

Brand-Name:

For brand-name or equal awards, the procurement specification should list the product's salient characteristics and allow an equal product to be offered.

I hereby assure that the FTA requirements for single bid, sole source and brand name or equal procurements are understood and will be followed for procurements involving FTA funds.

Signature of Official

Title of Official

Date

EXHIBIT 21
AMERICANS WITH DISABILITIES ACT (ADA) UPDATE (2011)

In order to be eligible to receive federal funding, applicants must submit an updated ADA plan annually in this exhibit of the application.

Transit Agency:		
Six Service Criteria		Y/N
1. Service Area	Service to all origins and destinations within the defined area	
	Coordination with contiguous/overlapping service areas	
2. Response Time	Requests accepted during normal business hours on "next day" basis	
	Requests accepted on all days prior to days of service (e.g. weekends/holidays)	
	Requests accepted at least 14 days in advance	
	Trips scheduled within one hour of requested pickup time	
3. Fares	No more than twice the base fixed fare for eligible individuals	
	Compliance with companion fare requirement	
	Compliance with personal care attendant fare requirement	
4. Days & Hours of Service	Paratransit provided during all days and hours when fixed route service is in operation	
5. Trip Purposes	No restriction on types of trip purposes	
	No restriction by trip purpose in scheduling	
6. Capacity Constraints	No restrictions on the number of trips an individual will be provided	
	No waiting list for access to the service	
	No substantial numbers of significantly untimely pickups for initial or return trips	
	No substantial number of trip denials or missed trips	
	No substantial trips not meeting on-time performance	
	No substantial numbers of trips with excessive trip lengths	
	When capacity is unavailable, subscription trips are less than 50%	
CERTIFICATION OF PARATRANSIT PLAN		
The (transit agency name) hereby certifies that it has completed the 2012 Paratransit Review, as required under 49 CFR 37.139(j) and finds it to be in conformance with the transportation plan developed under 49 CFR part 613 and 23 CFR part 450 (the FTA/FHWA joint planning regulation). This certification is valid for one year.		
Signed by:		
Title:		
Date:		

EXHIBIT 22

NTD CLOSEOUT LETTER

Please submit a copy of the most recent NTD closeout letter.

**EXHIBIT 23
APPLICATION CHECKLIST**

This is provided to each applicant to ensure the application includes all necessary components. The completed checklist form must be signed and returned as the first page of all applications submitted.

Please check off items as being completed:

- Exhibit 1 – Sample Letter of Transmittal _____
- Exhibit 2 – Section 5309 Program Funding Form (Sample) _____
- Exhibit 3 – Project Description _____
- Exhibit 4 – Project Justification _____
- Exhibit 5 – Project Milestone Schedule _____
- Exhibit 6 – Project Financing/Local Share Commitment _____
- Exhibit 7 – Labor Union Description(s) _____
- Exhibit 8 – Environmental Review _____
- Exhibit 9 – Air Quality _____
- Exhibit 10 – Transcript for Public Hearing, if held _____
- Exhibit 11 – STIP – Date of Approval by GDOT Transportation Board _____
- Exhibit 12 – Information Confirming That Capital Funds Are Programmed _____
- Exhibit 13 – Opinion of Counsel _____
- Exhibit 14 – FTA Title VI Data Collection and Reporting _____
- Exhibit 15 – Georgia Intergovernmental Consultation Process _____
- Exhibit 16 – Authorizing Resolution _____
- Exhibit 17 – Federal FY 2012 Certifications and Assurances for FTA Assistance _____
- Exhibit 18 – Anti-Drug Program Certification _____
- Exhibit 19 – Certification of No Intent of Charter Service _____
- Exhibit 20 – Sole-Source, Single-Bid and Brand-Name Procurement Certification _____
- Exhibit 21 – Americans with Disabilities Act (ADA) Update _____
- Exhibit 22 – NTD Closeout Letter _____
- Exhibit 23 – Application Checklist _____

Signed by Official

Title of Official

Date

APPENDIX A

APPENDIX B