Georgia Department of Transportation
Division of Intermodal
600 W. Peachtree Street, N.W.
Atlanta, Georgia  30308

5311 (f) Intercity Bus Application
FY2018

Application Deadline:  May 15, 2018
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Definition and Characteristics of Intercity Bus Service</td>
<td>4</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>4</td>
</tr>
<tr>
<td>Available Funding</td>
<td>5</td>
</tr>
<tr>
<td>Eligible Activities</td>
<td>5</td>
</tr>
<tr>
<td>Contacts for Questions / Technical Assistance</td>
<td>5</td>
</tr>
<tr>
<td>Application Evaluation Criteria</td>
<td>6</td>
</tr>
<tr>
<td>Application Due Date</td>
<td>6</td>
</tr>
<tr>
<td>Review and Selection Process</td>
<td>6</td>
</tr>
<tr>
<td>Notification of Award</td>
<td>6</td>
</tr>
<tr>
<td>Award Compliance &amp; Oversight Requirements</td>
<td>7-9</td>
</tr>
<tr>
<td>Threshold Requirements for Application Eligibility</td>
<td>10-11</td>
</tr>
</tbody>
</table>

## Required Exhibits

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit 1</td>
<td>Completed Application and Budget</td>
<td>11-18</td>
</tr>
<tr>
<td>Exhibit 2</td>
<td>Sample Letter of Transmittal</td>
<td>15</td>
</tr>
<tr>
<td>Exhibit 3</td>
<td>Section 5311(f) Opinion of Counsel</td>
<td>16</td>
</tr>
<tr>
<td>Exhibit 3A</td>
<td>Listing of Recipients, Public Transportation Providers &amp; Labor Representation</td>
<td>17</td>
</tr>
<tr>
<td>Exhibit 4</td>
<td>Federal Transit Administration Civil Rights Assurance</td>
<td>18</td>
</tr>
<tr>
<td>Exhibit 5</td>
<td>Drug-Free Workplace Act Certification for a Public or Private Entity</td>
<td>19</td>
</tr>
<tr>
<td>Exhibit 6</td>
<td>Anti-Drug Program Certification</td>
<td>20</td>
</tr>
<tr>
<td>Exhibit 7A</td>
<td>Federal FY 18 Certifications and Assurances for FTA Assistance</td>
<td>21</td>
</tr>
<tr>
<td>Exhibit 7B</td>
<td>Affirmation of Applicant’s Attorney – Certs &amp; Assurances</td>
<td>22</td>
</tr>
<tr>
<td>Exhibit 8</td>
<td>Authorizing Resolution</td>
<td>23</td>
</tr>
<tr>
<td>Exhibit 9</td>
<td>Protection of the Environment</td>
<td>24</td>
</tr>
<tr>
<td>Exhibit 10</td>
<td>Section 5311(f) Grant Application Checklist</td>
<td>25</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Intercity Bus Program, known as Section 5311(f), is part of the Formula Grants for Rural Areas - Section 5311. The program was started in 1991 as Section 18(I) under the Intermodal Surface Transportation Efficiency Act (ISTEA) and it designated federal funds specifically for intercity transportation in rural areas. These funds are awarded on a competitive basis for transit projects that develop and support intercity bus transportation in rural areas of the state. States are required to expend at least 15 percent of their annual Section 5311 apportionment to support intercity bus service unless the Governor certifies that the state’s intercity bus service needs are adequately met. Georgia continues to commit the minimum 15% toward development of intercity bus transportation in our state.

The Georgia Department of Transportation’s Office of Intermodal Programs is the designated state agency to implement the Section 5311(f) program as part of its responsibilities to manage the Section 5311 program.

The national objectives of the Intercity Bus Program include the following:

1. Support the connection between rural areas and the larger regional or national system of intercity bus service.

2. Support services to meet the intercity travel needs of residents in rural areas.

3. Support the infrastructure of the intercity bus network through planning and marketing assistance and capital investment in facilities.
DEFINITION OF INTERCITY BUS SERVICE

The FTA defines intercity bus service as:

Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.

CHARACTERISTICS OF INTERCITY BUS SERVICE

- Operates between two or more cities, towns, or isolated clusters;
- Operates on a fixed schedule;
- Carries the general public and is not subject to preconditions for passenger transport;
- Regularly scheduled bus service;
- Available to the general public;
- Makes limited stops;
- Operates on fixed routes;
- Connects two or more urban areas not in close proximity;
- Makes meaningful rural connections (if available);
- Predominantly passenger service (any package/goods service incidental);
- Not a commuter service; and
- Not air, water, or rail service (bus only).

ELIGIBLE APPLICANTS FOR THE INTERCITY BUS PROGRAM

Eligible Applicants includes a state or local governmental authority, a nonprofit organization, or an operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient. All eligible applicants must demonstrate project eligibility for existing intercity bus services within Georgia and any proposed expansions.
AVAILABLE INTERCITY BUS SERVICE ALLOCATION

As required by FTA, GDOT has set aside 15% of its annual Section 5311, Nonurbanized Area Formula Program apportionment with the intent of expending the funds on intercity bus needs. Completion of the consultation process and study for Georgia indicated that intercity bus needs are not currently met. Further, it was recommended that GDOT commit to the full utilization of its Section 5311(f) allocation to support the intercity bus network. Therefore, this announcement provides funding totaling as follows:

<table>
<thead>
<tr>
<th>Grant Breakdown</th>
<th>Intercity Bus Program Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA-18-X031</td>
<td>$261,939</td>
</tr>
<tr>
<td>GA-18-X032</td>
<td>$3,827,071</td>
</tr>
<tr>
<td>GA-18-X033</td>
<td>$8,366,964</td>
</tr>
<tr>
<td>GA-2016-006</td>
<td>$3,278,681</td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE</strong></td>
<td><strong>$15,734,655</strong></td>
</tr>
</tbody>
</table>

*ELIGIBLE PROJECTS AND ACTIVITIES:

Eligible activities include but may not be limited to:

1) Intercity Bus shelters, joint-use stops and depots, benches, security camera(s), ADA accessibility accommodations, passenger ticketing window accommodation/installation, terminal signage
2) Purchase of new or replacement ADA accessible vehicles or vehicle-related equipment
3) Construction and/or purchase of facilities for use in public transportation
4) Improvements to existing intercity terminal facilities
5) Modification to transit facilities to facilitate shared use by intercity bus, intercity rail, and rural transit operators
6) Purchase and installation of transit security technology (facility and/or vehicles)

*Charter and tour services are not eligible for FTA Assistance

CONTACTS AND TECHNICAL ASSISTANCE

Contact the GDOT Office of Intermodal for proposal-specific information and issues or general program information. Contact information:

Pat Downs, Grants and Contracts Manager

OR

Lisa Rudder, Fleet Manager

*downs@dot.ga.gov

Phone: (404) 532-0073

*rudder@dot.ga.gov

Phone: (404) 631-1232
APPLICATION EVALUATION CRITERIA

Once an application has been determined to have met the threshold submission requirements the criteria below will be used to competitively score each application. Highest scoring applications will be selected for funding.

i. Identified need for vehicle/equipment
ii. Meaningful connection with existing intercity bus network
iii. Ability of vehicle/equipment to improve intercity bus service in Georgia
iv. Project meets overall intercity program objectives
v. Financial solvency of the intercity bus operator, including adequate insurance coverage
vi. Maintenance capability of provider
vii. Safety record of provider

APPLICATION DUE DATE

Applications for the Intercity Bus Program are due on May 15, 2018 no later than 4 PM. Eligible applicants may email on original signature hard copy of the grant application plus two (2) paper copies, and one (1) electronic copy of the grant application to pdowns@dot.ga.gov or mail completed application to the address below:

Georgia Department of Transportation
Office of Intermodal - Intercity Bus Program
600 West Peachtree Street
Atlanta, GA 30308
Attn: Pat Downs

**Submissions after the stated deadline will not be accepted.

REVIEW AND SELECTION PROCESS

Members of the evaluation team reserve the right to screen and rate the proposals received and to seek clarification from any applicant about statements made in the application. GDOT reserves the right to request additional documentation contained within the application proposal. Incomplete or non-responsive applications will be disqualified.

NOTIFICATION OF AWARD

Upon recommendation of the evaluation team, GDOT will announce the final selections and amount of funding for each recommended project. Notification letters will be sent via email to all applicants. A listing of all applications receiving awards will be posted to our website. GDOT expects to announce the selected projects and notify successful applicants no later than June 15, 2018.
AWARD COMPLIANCE & OVERSIGHT REQUIREMENTS

Contract Requirements
Applicants selected for funding must include documentation necessary to meet the requirements of FTA’s Nonurbanized Area Formula Program (Title 49, United States Code, Section 5311). Technical assistance regarding these requirements is available from GDOT Transit Staff.

If selected, applicants will contract for project funds with GDOT and adhere to all requirements of FTA and GDOT grants and contracts administration such as: procurement, civil rights, Americans with Disabilities Act, Buy-America, labor protections, etc. Technical assistance regarding post-award requirement is provided by GDOT Office of Public Transit staff and is addressed within the Georgia Department of Transportation State Management Plan.

Buy America

The applicant agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. part 661, which provide that Federal funds may not be obligated unless all steel, iron, and manufactured products used in FTA funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver.

FTA’s Buy America law and regulations apply to projects that involve the purchase of more than $150,000 of iron, steel, manufactured goods, or rolling stock to be delivered to the recipient to be used in an FTA assisted project.

Under the GDOT Intercity Bus Program, FTA’s Buy America regulations, 49 CFR part 661, apply to the procurement of vehicles and/or the incremental capital costs of making vehicles accessible.

Section 3011 of the FAST Act (Pub. L. 114–94, enacted December 4, 2015) amended the rolling stock waiver in 49 U.S.C. 5323(j)(2)(C) to require a two-step increase in the domestic content of rolling stock as follows: When procuring rolling stock with FTA financial assistance (including train control, communication, traction power, and rolling stock prototypes), the cost of components and subcomponents produced in the United States for fiscal years 2018 and 2017, is more than 60 percent of the cost of all components of the rolling stock; for fiscal years 2018 and 2019, is more than 65 percent of the cost of all components of the rolling stock; and for fiscal year 2020 and each fiscal year thereafter, is more than 70 percent of the cost of all components of the rolling stock. Final assembly for rolling stock also must occur in the U.S. Additionally, rolling stock procurements are subject to the pre-award and post-delivery Buy America audit provisions set forth in 49 U.S.C. § 5323(m) and 49 CFR part 663.

For any FTA assisted project, the steel, iron, and manufactured products acquired for use in the construction project must be produced in the United States, unless FTA has granted a waiver. See 49 U.S.C. § 5323(j); 49 C.F.R. part 661

Generally, Buy America applies to all vehicle procurement and accessibility equipment acquired with FTA funds, i.e., all of the manufacturing processes for the product take place in the United States. Specifically regarding ADA retrofits, the lift, the moveable seats, and the securement devices will each be considered components for purposes of this program; accordingly, and as stated under other FTA guidance, as components, each must be manufactured in the United States regardless of the origin of its respective subcomponents.
It should also be noted that FTA has issued a general public interest waiver for all purchases under the Federal "$small purchase" threshold, which is currently $100,000. (See 49 CFR 661.7, Appendix A (e)). The small purchase waiver applies only to the incremental cost of the accessibility features where retrofits are awarded. Where more than one bus is being made accessible, the grantee must calculate the incremental cost increase of the entire procurement when determining if the small purchase waiver applies. For example, if $30,000 is the incremental cost for the accessibility features eligible under this program per bus (regardless of the Federal share contribution), then a procurement of three buses with a total such cost of $90,000, would qualify for the small purchase waiver. No special application to GDOT would be required. States may not split procurements that exceed this threshold in order to avoid Buy America requirements. For construction projects and projects involving the installation of manufactured products, the small purchase limitation is based on the total value of the project and not the value of the steel, iron and manufactured products purchased for the project. The grantee must obtain a certification from the bus or component manufacturer that all items included in the incremental cost for which the applicant is applying for funds meet Buy America requirements.

The Buy America regulations can be found at https://www.transit.dot.gov/regulations-and-guidance/buy-america/buy-america

**Labor Protection**

Compliance with fair labor protection is required. All applicants must agree in writing to accept the standard terms and conditions of the Section 5333(b) labor warranty for the Section 5311(f) Program which are outlined in Exhibit 3A and 3B.

**Planning**

GDOT will notify affected District offices and ensure that successful projects are properly identified in the local Rural Transportation Improvement Program (RTIP) and Statewide Transportation Improvement Program (STIP) document.

**Standard Assurances**

The Applicant assures that it will comply with all applicable Federal and State statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant/GDOT contract. The Applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the executed contract agreement issued for its project with GDOT. The Applicant understands that Federal and State laws, regulations, policies, and administrative practices might be modified from time to time and affect the implementation of the project. The Applicant agrees that the most recent Federal requirements will apply to the project, unless FTA or GDOT issues a written determination otherwise. Certifications and Assurances for contracts to be awarded under this program during Federal Fiscal Year (FFY) 2018 will require signature authority and compliance with FTA Certifications and Assurances for FFY 2018. GDOT will issue and provide technical assistance for FFY2018 Certifications and Assurances to successful applicants prior to GDOT contract execution Consistent with previous assurance requirements, every applicant must submit Standard Certification 01, "For Each Applicant." Each applicant for more than $100,000 must provide both Certification 01, and, 02, the "Lobbying Certification." Model language is provided in Appendix B, Assurance, to this document.
Reporting & Financial Reimbursement

Post-award reporting requirements include submission of quarterly Federal Financial Reports and Milestone Reports as required by GDOT. Documentation, specific technical assistance and approval from GDOT are required in ALL procurement and purchase activity. Supporting documentation is required for any reimbursement for approved purchases. Procurement or purchases made prior to receipt of an executed contract will not be eligible for reimbursement.
THRESHOLD REQUIREMENTS FOR APPLICATION ELIGIBILITY

The following items are required to be completed and submitted at the time the application is filed. Failure to meet these threshold requirements will result in the application being denied as incomplete.

1. **Letter of Transmittal** - The applicant must submit a transmittal letter on letterhead attesting to the availability of the 20% match and the accuracy of the information contained in the application. The letter must be signed by an authorized official of the organization. Under MAP-21 subrecipient may use the unsubsidized portion of privately provided intercity bus service that connects feeder service to be used as in-kind match for Intercity Bus projects.

2. **Opinion of Counsel** – The applicant counsel should provide an opinion that the applicant has the legal capability to carry out the programs, to contract with the State, to submit application(s), to participate financially in the project and that there are no known legal impediments that may adversely affect the proposed project (Exhibit 2).

3. **Labor Protection** – Compliance with fair labor protection is required. All applicants must agree in writing to accept the standard terms and conditions of the Section 5333(b) labor warranty for the Section 5311(f) Program. (Exhibit 3A and 3B)

4. **Civil Rights Requirements** – The following is the necessary documentation for Civil Rights (Exhibit 4)

   A. **FTA Civil Rights Assurance** – Must be filed with each grant application (Exhibit 4).
   B. **Section 504/ADA Assurance** – Applicants must assure that they will comply with all applicable provisions of the Section 504 Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990. These two Acts prohibit discrimination based on age or disability by any program or activity receiving Federal funds administered by the FTA or the U.S. Department of Transportation.

Intercity bus operators are subject to the Department of Transportation’s (DOT) Americans with Disabilities Act of 1990 (ADA) over-the-road bus regulations, at 49 CFR part 37, subpart H (49 CFR 37.181 et seq.). Effective October 29, 2012, 100 percent of over-the-road buses operated by large operators (Class I motor carriers) that provide fixed-route service—service operated along a prescribed route according to a fixed schedule—must be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Small operators must either ensure their vehicles are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, or must ensure that equivalent service, as defined in 49 CFR 37.105, is provided to individuals with disabilities. Generally, over-the-road buses that comply with 49 CFR part 38, subpart G (49 CFR 38.151 et seq.) will be considered accessible. In the event the intercity bus service is provided by a public entity or under contract to a public entity, the vehicles must be compliant with both 49 CFR 38.23 and subpart G of part 38. Complementary paratransit service is not required for intercity bus service.

C. **U.S. Department of Transportation Title VI Assurance** Applicants must file with each application a signed U.S. DOT Title VI Assurance (Exhibit 4).
   a. **Data Collection and Reporting Requirements for Title VI as Listed Below**

   **The Federal Transit Administration Circular 4702.1B - Title VI Requirements and Guidelines for Recipients** requires that recipients maintain current files on information outlined below. Recipients should update information as conditions warrant. A status report is due in each year’s application. A list of any active lawsuits or complaints naming the party which alleges discrimination on the basis of race, color, or national origin with respect to service or other transportation transit benefits. The list should include the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have been entered into consent decree.
A. A description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies relevant to the Section 5311(f) program.

B. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include the purpose or reason for the review; the names of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and a report on the status and/or disposition of such findings and recommendations.

C. Applicants must submit a Title VI Plan (new under MAP 21) to Georgia Department of Transportation, Division of Intermodal (please contact Byron Browning, Title VI Compliance bbrowning@dot.ga.gov or for more information regarding Title VI compliance).

5. Certificate of Operation and Insurance – The operator of Intercity Bus routes in interstate and/or intrastate service is required to obtain an operating certificate from the Surface Transportation Board (STB)/U.S. DOT and/or state regulatory agency. More information may be obtained by contacting the appropriate state regulatory agency (for example, the public service commission). Providers must have the requisite operating authority and insurance for services assisted under Section 5311(f), as determined by Federal or State regulatory authorities. Applicants must submit a copy of operating certificate from the Georgia Public Service Commission (PSC) with each application. (CERTIFICATE).

6. Drug-Free Workplace Certification – The U.S. Department of Transportation requires recipients to sign a drug free workplace certification. Applicants must certify their intent to maintain a drug free workplace by signing and submitting the certification with each application. U.S. DOT regulations require the recipients to develop a policy that prohibits the use of drugs in the workplace. Employees must be made aware of the policy and be given a copy. Violation of this policy is grounds for dismissal. (Exhibit 5)

7. Drug and Alcohol Program Certification – The annual MIS report for Intercity Bus providers is due each year by the end of February. The certification must be authorized by the Agency’s governing board or other authorized official and signed by someone specifically authorized to do so. Copies of annual reports and other information on the FTA Drug and Alcohol Testing Programs may be obtained from the Office of Intermodal Programs. A sample certification for the Anti-Drug Program Certification is included (Exhibit 6)

8. FTA Fiscal Year 2018 Certifications and Assurances – The applicant is authorized to make and sign the Certifications and Assurances. (Exhibit 7)
2018 5311(f) APPLICATION/PROPOSAL

A. APPLICATION FORMAT:

The responsive application must respond to the following in the stated order:

I. COMPANY IDENTIFICATION

a. Company Name
b. Dun and Bradstreet Number (DUNS)
c. USDOT #
d. Point of Contact
   i. Address
   ii. Phone
   iii. Email
e. Description and map/printed timetable of intercity service activities, routes and established stops
f. Website showing routes and schedules of regularly scheduled intercity fixed-route service
g. Number of buses in fleet used for intercity fixed-route service in Georgia
h. Number of buses used in Georgia intercity fixed-route service that are ADA accessible
i. Number of buses used in Georgia intercity fixed-route service that have bicycle racks

II. PROJECT IDENTIFICATION AND COMMUNITIES TARGETED, IF AWARDED

a. Project Description/Overview
b. Rural communities impacted
c. Urbanized community connections
d. Routes traveled
e. Describe how award will benefit Georgia’s travel experience/mobility
f. Service improvement assumptions for project
(Exhibit 1)

III. PROJECT SCOPE AND FEASIBILITY GUIDANCE

(Please explain with supporting data why this activity/project is needed)

**NOTE:** All capital awards must follow federal/state procurement policies and processes

a. For new or replacement vehicles:
   i. Description and specifications of vehicle to be purchased
   ii. For replacement of vehicle:
      a. Description of vehicle to be replaced
      b. VIN of vehicle to be replaced
      c. Age and miles of vehicle that will be replaced with date of recording
      d. General seating capacity
      e. ADA seating capacity (number of ADA accessible seats/stations in vehicle)
   iii. Number of originating passengers estimated within Georgia per month
   iv. Number of terminating passengers estimated within Georgia per month
   v. Percent of total vehicle miles within Georgia for route(s) that vehicle will be utilized
   vi. Copy of Preventive Maintenance schedule plan for vehicles
   vii. Copy of Safety Training Program for vehicle operations
   viii. Proof of adequate insurance and level of insurance

b. For vehicle-related ADA equipment/bike racks (as applicable):
   i. How the awarded equipment will enhance services to Georgia routes
   ii. Current number of ADA-accessible vehicles, boardings and seats
   iii. Estimated number of trips/passengers denied due to inaccessibility of vehicles or ADA-accessible seats
   iv. Estimated number of ADA-accessible boardings and seating that will be available if awarded
   v. Estimated enhancement to service if bike racks are installed on vehicles
   vi. Description, VIN, miles and age of vehicle(s) that will be enhanced with ADA or bicycle equipment
   vii. Copy of ADA or vehicle equipment preventive maintenance schedule

c. For transit terminal / ticketing passenger amenity upgrades or other enhancements:

   **Note:** GDOT will participate in enhancements to existing terminal or passenger facilities only within Georgia AND that are owned/operated by the applicant
   
   i. A description of items requested and how the items will enhance intercity passenger services
   ii. A description of how items will be maintained
   iii. Proof of building ownership
iv. Copy of current bus terminal license agreement with agent for specific contracted location (as applicable)
v. Proof of adequate property insurance
vi. Proof of preventive maintenance schedule for equipment requested

d. **Vehicle/Facility Preventative Maintenance**

   *Note: Preventive maintenance awards will be for assets funded through GDOT only and that GDOT currently holds title or federal/state interest*

   i. **Description of each capital asset to be maintained:**
      a. VIN
      b. Purchase Date
      c. If facility-related, location and ownership information
      d. Brief description of preventive maintenance activities requesting support under this application
      e. Provide copy of preventive maintenance plan(s) for capital asset and/or rolling stock

IV. **SPECIFIC BENEFITS/SERVICE IMPROVEMENTS EXPECTED**

   a. Describe how award will improve or enhance services in Georgia, new connections, safety improvements, improved information related to service, increased ridership, etc.
**PROJECT BUDGET** (*Please attach additional details to support budget request*)

### Capital Project – Intercity Program

<table>
<thead>
<tr>
<th>ALs</th>
<th>Line Item(s)</th>
<th>Quantity</th>
<th>Estimated Amount</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.12.08</td>
<td>Rolling Stock - Bus - Intercity (Replacement)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.13.08</td>
<td>Rolling Stock – Bus - Intercity (Expansion)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.34.07</td>
<td>Station Stops / Terminals (Surveillance / Security System)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.34.09</td>
<td>Station Stops/Terminals – Signage</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.34.10</td>
<td>Station Stops / Terminals (Passenger Shelters/Benches)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.34.20</td>
<td>Station Stops/Terminals (Misc.) – Passenger Ticketing Window Installation</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.34.20</td>
<td>Station Stops/Terminals (Misc.) – Passenger Ticketing Window Enhancements – ADA Access</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.92.06</td>
<td>Transit Enhancements: Bicycle Equipment on Buses (Acquisition)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.92.09</td>
<td>Transit Enhancements: Enhanced ADA Access (Acquisition)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
<tr>
<td>11.94.09</td>
<td>Transit Enhancements: Enhanced ADA Access (Rehab / Renovation)</td>
<td></td>
<td>$0</td>
<td>Provide specifications on separate sheet</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED AMOUNT**: $0

### V. ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.12.08**  Rolling Stock - Bus - Intercity (Replacement)

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. Project Procurement (RFP / IFB) Solicitation:

b. Est. Project Procurement Contract Award

c. Est. Capital Asset Received:

d. Est. Capital Asset Placed Into Service:
### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.13.08**  Rolling Stock – Bus - Intercity (Expansion)

<table>
<thead>
<tr>
<th>Event</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Project Procurement (RFP / IFB) Solicitation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Est. Project Procurement Contract Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Est. Capital Asset Received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Est. Capital Asset Placed Into Service:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.34.07**  Station Stops / Terminals (Surveillance / Security System)

<table>
<thead>
<tr>
<th>Event</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Project Procurement (RFP / IFB) Solicitation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Est. Project Procurement Contract Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Est. Capital Asset Received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Est. Capital Asset Placed Into Service:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.34.09**  Station Stops/Terminals – Signage

<table>
<thead>
<tr>
<th>Event</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Project Procurement (RFP / IFB) Solicitation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Est. Project Procurement Contract Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Est. Capital Asset Received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Est. Capital Asset Placed Into Service:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.34.10** Station Stops / Terminals (Passenger Shelters/Benches)

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:

### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.34.20** Station Stops/Terminals (Misc.) – Passenger Ticketing Window Installation

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:

### ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.34.20** Station Stops/Terminals (Misc.) – Passenger Ticketing Window Enhancements – ADA Access

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:
## ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.92.06**  Transit Enhancements: Bicycle Equipment on Buses (Acquisition)

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:

## ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.92.09**  Transit Enhancements: Enhanced ADA Access (Acquisition)

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:

## ESTIMATED PROJECT MILESTONES AND DATES

**ALI 11.94.09**  Transit Enhancements: Enhanced ADA Access (Rehab / Renovation)

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a. Project Procurement (RFP / IFB) Solicitation:
- b. Est. Project Procurement Contract Award
- c. Est. Capital Asset Received:
- d. Est. Capital Asset Placed Into Service:
Exhibit 2

SAMPLE LETTER OF TRANSMITTAL

Date ____________________________

Ms. Carol Comer, Director
Office of Intermodal Programs
Georgia Department of Transportation
One Georgia Center
600 West Peachtree St. Atlanta, Georgia 30308

Dear Ms. Comer:

The (Applicant) is applying for a FTA Non-Urbanized Area Formula Program – Title 49 U.S.C. Section 5311(f) Intercity Bus - (capital) funds to assist in the transit operation of the (private carrier). The capital assistance requested in this project has been reviewed and approved by the local transportation planning process and is listed in the current Statewide Transportation Improvement Program.

We are requesting federal assistance (80 percent) in the amount of $ XXXXXXXX for capital assistance. The remaining 20 percent will be provided by (private carrier) in the amount of $ XXXXXXXX.

We attest that all of the information contained in this Non-Urbanized Area Formula Program 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 (principal contact) at (phone number).

Sincerely,

_____________________________

Signature of Designated Official

_____________________________

Title
EXHIBIT 3
SECTION 5311(F), OPINION OF COUNSEL

Date __________________________

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 Federal Transit Administration, United States Department of Transportation, in connection with the application of (Name of Applicant) for Federal transportation assistance pursuant to the provisions of Section 5311(f), Title 49 U.S.C. Section 53, for capital assistance projects. I understand that the Georgia Department of Transportation has been duly designated a recipient in accordance with the provisions of Section 5311(f) and that the Federal Transit Administration has concurred in that designation. The legal authority for the (APPLICANT’s) ability to carry out the project directly, by lease, contract or otherwise is set forth below:

1. The (APPLICANT) is authorized under (cite and quote from legal authority) to provide and assist public transportation by acquisition, construction and operation of existing or new transit facilities.

2. I have reviewed the pertinent Federal, state, and local laws, and I am of the opinion that there is no legal impediment to our making this application for the project for which (Name of Applicant) seeks Section 5311(f) assistance. Furthermore, as a result of my examination, I find that 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 3A

FTA SECTION 5333 (b) ASSURANCE

By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (signing the Special Warranty for the Non-Urbanized Area Program; (2) agreeing to the alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL."

__________ (hereinafter referred to as the “Recipient”) HEREBY ASSURE that the “Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program” has been reviewed and certifies to the Georgia Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of the an application to the Georgia Department of Transportation under the FTA Section 5311 Program.

Executed this__________day of______, 20____.

Signature of Authorized Officer
________________________________________

Title of Authorized Officer
________________________________________

Listing of Recipients, Project Description, Eligible Surface Public Transportation Providers and Labor Representation

<table>
<thead>
<tr>
<th>Identify Recipients of Transportation Assistance under this Application</th>
<th>Site Project by Name, Description and Provider</th>
<th>Identify Other Eligible Surface Public Transportation</th>
<th>Identify Union Representation of Employees, If Any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT 4
FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The (Legal Name of Applicant) __________ HEREBY CERTIFIES THAT, as a condition to receiving Federal financial assistance under the Federal Transit Act it will ensure that:

1. No person on the basis of race, color, or national origin, will be subjected to discrimination in the level and quality of transportation services and transit related benefits.

2. The (Legal Name of Applicant) will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the Department of Transportation’s Title VI regulation, 49 CFR Part 21.7(a).

3. The (Legal Name of Applicant) will make it known to the public that those persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the recipient.

DATE: ______________________________

Signature of Authorized Officer

______________________________

Name and Title of Authorized Officer

______________________________
EXHIBIT 5

DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

1. The (Legal Name of Applicant) certifies that it will provide a drug-free workplace as specified in U.S. Department of Transportation’s (DOT) rule, 49 CFR Part 40 and 655, which describes required procedures for conducting workplace drug and alcohol testing for FTA programs.

   A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
   B. Establishing an ongoing drug-free awareness program to inform employees about: The dangers of drug abuse in the workplace;
   C. The Applicant’s policy of maintaining a drug-free workplace;
   D. Any available drug counseling, rehabilitation, and employee assistance programs; and, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
   E. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (A);
   F. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant or cooperative agreement, the employee will:
      a. Abide by the terms of the statement; and
      b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
   G. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant or cooperative agreement;
   H. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
      a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
      b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
   I. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

2. The Applicant’s headquarters is located at the following address.

   Name of Applicant:  
   Address:  
   City: County: State:  
   Zip Code:  

   Signature of Authorized Official  

   Title of Authorized Official  

   __________________________  __________________________  
   Name of Applicant  

   __________________________  
   Date
EXHIBIT 6

ANTI-DRUG PROGRAM CERTIFICATION
(Alcohol Misuse and Prohibited Drug Use)

I, ________________________, ______________________,
(Name of Official) (Title)

Certify that ______________________
(Name of Organization)

and its contractors, as required, for the Section 5311(f) Intercity Bus Program, has established and
implemented an alcohol misuse prevention program in accordance with the terms of 49 CFR, Part 656. I
further certify that the employee training conducted under this part meets the requirements of 49 CFR,
Part 655.

Sincerely,

____________________________
(Signature of Official)

____________________________
(Date)
EXHIBIT 7A

FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: ________________________________

The Applicant agrees to comply with applicable provisions of Categories 01 – 21.

OR

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Required Certifications and Assurances for Each Applicant.</td>
</tr>
<tr>
<td>02.</td>
<td>Lobbying.</td>
</tr>
<tr>
<td>03.</td>
<td>Private Sector Protection.</td>
</tr>
<tr>
<td>04.</td>
<td>Rolling Stock Reviews and Bus Testing.</td>
</tr>
<tr>
<td>05.</td>
<td>Demand Responsive Service.</td>
</tr>
<tr>
<td>06.</td>
<td>Intelligent Transportation Systems.</td>
</tr>
<tr>
<td>07.</td>
<td>Interest and Financing Costs Acquisition of Capital Assets by Lease.</td>
</tr>
<tr>
<td>09.</td>
<td>Alcohol and Controlled Substances Testing.</td>
</tr>
<tr>
<td>11.</td>
<td>State of Good Repair Program</td>
</tr>
<tr>
<td>12.</td>
<td>Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grants Program.</td>
</tr>
<tr>
<td>13.</td>
<td>Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.</td>
</tr>
<tr>
<td>14.</td>
<td>Enhanced Mobility of Seniors and Individuals with Disabilities Programs.</td>
</tr>
<tr>
<td>15.</td>
<td>Rural Areas and Appalachian Development Programs.</td>
</tr>
<tr>
<td>16.</td>
<td>Tribal Transit Programs (Public Transportation on Indian Reservations Programs).</td>
</tr>
<tr>
<td>17.</td>
<td>State Safety Oversight Grant Program.</td>
</tr>
<tr>
<td>18.</td>
<td>Public Transportation Emergency Relief Program.</td>
</tr>
<tr>
<td>19.</td>
<td>Expedited Project Delivery Pilot Program.</td>
</tr>
<tr>
<td>20.</td>
<td>Infrastructure Finance Programs.</td>
</tr>
</tbody>
</table>
EXHIBIT 7B
FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

AFFIRMATION OF APPLICANT

Name of the Applicant:

Name and Relationship of the Authorized Representative:

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted 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 provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 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 accurate.

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 it.

I further affirm 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 its FTA assisted Award.

Signature ____________________________________________

Date: _______________________

Name ____________________________________________ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.
EXHIBIT 8

RESOLUTION FORM

WHEREAS, the U S Department of Transportation provides grants to states through the Federal Transit Administration (FTA) for operating and capital assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C9040.1G); and

WHEREAS, the Georgia Department of Transportation has been designated by the Governor of the State of Georgia to administer FTA Section 5311 (f) grants in Georgia; and

WHEREAS, the Applicant, desires to apply for said financial assistance to assist with project description; and

WHEREAS, the Applicant has coordinated with other transportation providers and users in the region; and

WHEREAS, the Applicant has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Georgia Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED BY the Applicant

1. Authorizes Applicant to submit a 2018 Federal Transit Administration Section 5311(f) application to the Georgia Department of Transportation;

2. (Authorized Individual by Name and Title) is authorized to sign the application, accept the funding award, and expend FTA funds pursuant to an executed contract, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS __________, 20____

By: ____________________________
   (Signature, Authorized Official)

______________________________
   (Typed Name and Title)

ATTEST:

______________________________ (seal)
EXHIBIT 9

APPLIES TO APPLICANTS REQUESTING CAPITAL ASSISTANCE FOR FACILITIES

Protection of the Environment

Most transit projects funded under Section 5311 [including 5311(f)] will be classified by FTA as categorical exclusions. Examples of categorical exclusions include operating assistance, purchase of transit vehicles, and purchase of office equipment.

If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. The Department should be contacted to determine if additional evaluation is needed. If it is needed, information such as an Environmental Assessment or Environmental Impact Statement (as determined by GDOT) should be included with an application for Section 5311(f) Assistance. This information may be separately bound and identified as Exhibit 9-A
Exhibit 10
CHECKLIST

SECTION 5311(F) GRANT APPLICATION

Applicant: ____________________________

Prepared by: __________________________ Phone: __________________________

Please verify ALL items are completed / Attached

1. Grant Application SF-424
2. Letter of Transmittal (Exhibit 1)
3. Opinion of Counsel (Exhibit 2)
4. Special Section 5333(b) Warranty for Application to the Small Urban and Rural Program (Exhibit 3A)
5. Listing of Recipients, Eligible Surface Public Transportation Providers and Labor Representation (Exhibit 3B)
6. Federal Transit Administration Civil Rights Assurance (Exhibit 4)
7. Drug-Free Workplace Act Certification for a Public or Private Entity (Exhibit 5)
8. Anti-Drug Program Certification (Exhibit 6)
9. Federal FY18 Certifications and Assurances (Exhibit 7A)
10. Affirmation of Attorney FTA Certs & Assurances Exhibit 7B)
11. Authorizing Resolution (Exhibit 8)
12. Protection of the Environment – Capital Projects (Exhibit 9)
13. Completed Checklist (Exhibit 10)