



September 28, 2016

Subject: Call for FTA Section 5311 Projects - FY2018 Grant Application Package

To: Public Transportation Partners

From: Jamie A. Cochran, FAICP – Transit Program Manager

Copies: Carol Comer – Intermodal Division Director, Nancy Cobb – Intermodal Administrator, and Robert Hiatt – President, Georgia Transit Association, Leigh Ann Trainer, GA Department of Human Services, Georgia Center for Non-Profits

The Georgia Department of Transportation (GDOT) is pleased to announce its annual call for applications for its FY 2018 transit funding under the Federal Transit Administration's (FTA's) Section 5311 Program entitled "Formula Grants for Rural Areas". This program provides capital, planning, and operating assistance to eligible recipients to support public transportation in rural areas with populations of less than 50,000, where many citizens often rely on public transit to reach their destinations. The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance (RTAP) Program.

Under the FTA Section 5311 program, eligible recipients include states and federally recognized Indian Tribes, state or local government authorities, nonprofit organizations, and operators of public transportation or intercity bus service. Eligible activities include planning, capital, operating, job access and reverse commute projects, mobility management activities, and the acquisition of public transportation services.

For the first time, GDOT is allowing eligible private non-profit organizations interested apply for funding for areas of Georgia where no local government jurisdiction or other organization is providing rural public transit services. ***In order to qualify for funding, private non-profit organizations must obtain a letter from both the local government jurisdiction (city or county, as appropriate) and the Regional Commission(s) for the proposed service area. The original signature letters should communicate the following points and be included in the Applicant's completed grant application.***

- The organization (City, County, or Regional Commission) that it is not interested in providing the proposed public transportation service for the period from July 1, 2017 through June 30, 2018.
- The organization supports the provision of public transportation services in the proposed service area.

The deadline for submittal of completed application to the GDOT General Office (GO) in Atlanta is November 29, 2016. You may submit your application earlier than the deadline; however, **failure to submit your application by the deadline may jeopardize your grant application.**

The grant application has been prepared in **fillable** Microsoft Word format for ease of entering text and numerical information. The grant application file can be opened and the Applicant may enter all information directly into the file. The Applicant may supplement the application package with additional information;

however, this is not required. GDOT encourages all applicants to present their information in concise, easy to understand format.

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GDOT has established evaluation criteria as shown in Table 1 to evaluate requests for grant assistance for this program, including (1) applications from currently operating systems; and (2) applications from new systems.

Table 1: Grant Application Evaluation Criteria

Currently Operating Transit Systems	Proposed New Systems
<ul style="list-style-type: none"> ▪ Contract/Project Management Performance, including reimbursements, procurements, and other contract-related activities (20%) 	<ul style="list-style-type: none"> ▪ Proposed System Start-Up Plan (40%)
<ul style="list-style-type: none"> ▪ Compliance Review Performance (30%) 	<ul style="list-style-type: none"> ▪ Level of City/County/Regional Commission Support (20%)
<ul style="list-style-type: none"> ▪ Quality of National Transit Database (NTD) Reporting Activities (20%) 	<ul style="list-style-type: none"> ▪ Transit Asset Management Program/ Vehicle Maintenance Program (25%)
<ul style="list-style-type: none"> ▪ Transit Asset Management (Maintenance) Activities (30%) 	<ul style="list-style-type: none"> ▪ Track Record in Operating Similar Services (15%)

All potential subrecipients (grant applicants), should comply with the following instructions and complete all sections of the grant application as outlined in the instructions. **If you have any questions or need technical assistance, please contact your local GDOT District Public Transportation Coordinator.** The contact information for these individuals is provided in the attached Section 5311 grant application package (see Appendix). Table 2 describes the required steps for successfully applying for Section 5311 grant funding. The grant application packages describes the requirements for each of these actions in detail.

Table 2: Steps in the Section 5311 Grant Application Process

Step	Required Action
1	Review the entire grant application package.
2	Arrange for the following activities, including all required signatures, so that you can submit this grant application by the November 29, 2016 deadline. <ul style="list-style-type: none"> ▪ Review of the Federal Transit Administration (FTA) Certifications and Assurances documents ▪ Provision of an Authorizing Resolution ▪ Placement and Publication of a Public Notice
3	Completion of the “Project Budget” for the grant application. This form must be submitted to GDOT (both the General Office in Atlanta and to the District Public Transportation Specialist in the appropriate district) by October 20, 2016.
4	Completion of the entire grant application package by November 29, 2016. Please use the Section 5311 Grant Application Checklist in Appendix A to check the completeness of your submittal before sending it to GDOT.

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When your grant application is complete, please submit the following documents to GDOT as shown below by November 29, 2016.

Completed Grant Application Format	Send To:
Original signature hard copy of the grant application plus two (2) paper copies plus one (1) electronic copy of the grant application	Ms. Jamie A. Cochran, FAICP GDOT Intermodal Office - Transit Program One Georgia Center 600 W. Peachtree Street – 9 th Floor Atlanta, Georgia 30308 E-Mail: jacochran@dot.ga.gov
Electronic copy of the completed grant application	GDOT District Public Transportation Specialist

All applications are subject to review and availability of funding. **Please contact your District Public Transportation Coordinator if you have any questions, comments or concerns (see Appendix).**

Thank you for all that you do in support of public transportation on behalf of our Georgia citizens.

JAC:c