

**KYOVA PLANNING AREA OF THE HUNTINGTON, WV-  
KY-OH URBANIZED AREA  
SECTION 5310 SENIORS AND  
INDIVIDUALS WITH DISABILITIES PROGRAM  
PROGRAM MANAGEMENT PLAN (PMP)**

**Administered jointly by the  
KYOVA Interstate Planning Commission and  
the Tri-State Transit Authority**

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## INTRODUCTION

On December 4, 2015, the President signed the Fixing America's Surface Transportation (FAST) Act, reauthorizing surface transportation programs through Fiscal Year 2020. This included Section 5310 from the previous transportation act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). The Section 5310 program provides federal capital and operating assistance grants to meet the special needs of elderly persons and persons with disabilities where public mass transportation services are unavailable, insufficient, or inappropriate [49 U.S.C. 5310 / Fixing America's Surface Transportation Act 3006 (FAST)]. The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

The Section 5310 program supplements other Federal Transit Administration (FTA) operating and capital assistance programs by funding equipment for transporting elderly persons and persons with disabilities. Eligible applicants include: (1) designated recipients of FTA Section 5307 funding; (2) private non-profit organizations, if public transportation service provided by local governmental authorities is unavailable, insufficient, or inappropriate; and (3) governmental authorities that certify that no non-profit organizations are readily available in an area to provide the special services; and (4) governmental authorities approved by KYOVA Interstate Planning Commission to coordinate services for seniors and individuals with disabilities.

Eligible Section 5310 project examples include but are not limited to: purchase of buses and vans; wheelchair lifts, ramps, and securement devices; mobility management programs, acquisition of transportation services under a contract, lease, or other arrangement; improving signage, or way-finding technology; building an accessible path to a bus stop, including curb cuts; program administration costs; and purchasing of vehicles to support rides sharing and/or vanpooling programs.

The projects selected for Section 5310 funding must be included in a locally developed coordinated public transit-human services transportation plan, developed, and approved by local transit providers and human service agencies with input from local seniors and individuals with disabilities. Section 5310 funds passed to subrecipients must be allocated on a fair and equitable basis, which includes a competitive process for grants. With prior approval from TTA, any recipient may transfer acquired facilities and equipment under Section 5310 to any other eligible recipient if both recipients consent to the transfer and the facility or equipment will continue to be used as required under the Section 5310 guidelines.

Regulations established under MAP-21 and carried forward with the FAST Act required recipients and subrecipients of Section 5310 to provide four performance measurements for approved projects. (1) improvements to the geographic coverage and or service times that increase the availability of transportation for seniors and individuals with disabilities; (2) ridership; (3) access improvements to transit services; and (4) other measures as identified by the Secretary of Transportation.

The KYOVA Interstate Planning Commission, serving as the Metropolitan Planning Organization for the West Virginia counties of Cabell and Wayne, the Kentucky counties of Boyd and Greenup, and Lawrence County, Ohio of the Huntington, WV-KY-OH Urbanized Area (UZA), receives capital and operating funds to distribute to eligible transportation providers. A minimum of 55% of the Section 5310 funds available to the KYOVA region must be used for capital projects. Capital project costs are split on an 80 percent federal and 20 percent local (non-federal) matching basis. The cost of operating projects will be split on a 50 percent federal and 50 percent local (non-federal) matching basis. Program administration costs may be funded at 100 percent federal share.

The Governors of West Virginia, Kentucky and Ohio have designated the Tri-State Transit Authority (TTA) as the recipient agency of the Huntington, WV-KY-OH Urbanized Area (UZA) Section 5310 allocation. Jointly with TTA, KYOVA will solicit Section 5310 applications, select projects, execute grant awards, buy equipment, and monitor vehicle operations. KYOVA will prepare a Section 5310 Program Application Packet to provide agencies requesting funding with information and guidance on the Section 5310 Program. The Section 5310 Program Management Plan (PMP) for the KYOVA region describes the policies and procedures used to implement the Section 5310 program which will be a part of the Application Package. TTA will administer the Section 5310 funds, procure vehicles and equipment for Section 5310 sub recipients as necessary, and perform the follow-up monitoring of the Section 5310 subrecipient programs.

The Section 5310 applicant must meet all requirements outlined by the Federal Transit Administration (FTA) and all requirements identified for Section 5310 recipients under the FAST Act. Eligible subrecipients are applicants recognized as nonprofit organizations or public agencies providing transit service that go beyond the ADA and have the legal capacity to contract for federal funding.

## **A. PROGRAM GOALS AND OBJECTIVES**

The goal of the Section 5310 Program for the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area is to purchase equipment for agencies serving seniors and individuals with disabilities in the most cost-effective manner, given the available resources. This equipment is to meet the special transportation needs and enhance mobility for seniors and individuals with disabilities throughout the KYOVA planning area within the Huntington, WV-KY-OH Transportation Management Area (TMA). This program requires coordination with other federally assisted programs and services to make the most efficient use of Federal resources.

The Section 5310 Program provides funding of contracted services projects to purchase transportation services from agencies to enhance/expand transportation services for seniors and individuals with disabilities. As funding allows, mobility management projects, and operating assistance can be funded during the locally developed public transit-human services coordination plans or updates as need is determined.

The objectives of the 5310 Program are to:

- make sure that equipment purchased with Section 5310 funds meets the needs of the passengers and complies with all federal regulations;
- improve the access of elderly persons and persons with disabilities to shopping, education, employment, health care, recreation, and all other community services;
- promote safe, effective, and efficient delivery of transportation services for elderly persons and persons with disabilities;
- assist in the maintenance, development, and improvement of transportation services for elderly persons and persons with disabilities; and
- promote the maximum feasible coordination of Section 5310 funded services with other Federal/State funding programs and local transportation providers.
- make driver training and safety an intricate part of the Section 5310 Program;
- give priority to the purchase of vehicles and communication equipment;
- provide funding for contracted services to purchase transportation services;
- and as funds allow, fund mobility management projects and operating assistance.

The TTA, as the designated recipient for the KYOVA planning area of the Huntington, WV-KY-OH TMA, participates in the local metropolitan planning organization's TIP. All of TTA's projects are listed in the STIP and made public for comment. All approved applicants must have participated in the development and updates of locally developed public transit-human services coordination plans.

All Section 5310 applicants are required, as part of the application process, to receive a Positive Intergovernmental Review from their local planning and development council or metropolitan planning organization. Typically, during this process, the planning agencies notify all local elected officials of the proposed projects and request their sign-off. No applicant is funded without a positive local intergovernmental review. Contact KYOVA Interstate Planning Commission for detailed requirements as each state (West Virginia, Kentucky, and Ohio) are different.

### **KYOVA's Transit Planning Process**

KYOVA conducts a consultation process with local officials through the development of its Metropolitan Transportation Plan (MTP), the long-range transportation plan for the region. Transit is one element of this multimodal long-range transportation plan and all providers of public transportation service were provided an opportunity to participate in the planning process. Human service agency transportation service was also an integral part of the Transit Element of the MTP. This included agencies that have received vehicles and other assistance through the Section 5310 program, as well as agencies that have not. The MTP is updated every five (5) years, however new projects are added through Amendments or Administrative Modifications on a regular basis.

In addition, KYOVA's Board of Directors is comprised of local officials that reside throughout the Tri-State region. Tri-State Transit Authority's General Manager/CEO is a member of KYOVA's Policy Board.

## **B. ROLES AND RESPONSIBILITIES**

### **Subrecipient**

The subrecipient is responsible for completing the Section 5310 grant application and support documentation as described in the KYOVA call for projects. The subrecipient must also accept responsibility for operation and maintenance of any vehicles purchased through this program.

Applicants must provide proof that local funds exist or will be provided in whole or part from other non-federal, state, local, or private sources to provide the required match for approved projects at the rate of 20 percent for capital funding and 50 percent for operating funding. Additionally, applicants must:

1. Possess the ability to operate and maintain capital and operating projects awarded through the Section 5310 program;
2. Be registered nonprofit corporations or public bodies who have participated in an approved Coordination or Mobility Management project;
3. Possess the necessary fiscal and managerial capabilities to implement and manage the proposed project;
4. Possess the necessary operating funds to operate capital projects awarded under Section 5310;
5. Comply with all Federal requirements regarding transporting seniors and individuals with disabilities;
6. Follow the requirements established regarding the participation of disadvantaged business enterprises;
7. Assure that the proposed service provides a transportation improvement which is currently unavailable, insufficient, or inappropriate to meet the needs of seniors or individuals with disabilities;
8. Make provisions to ensure that private transit operators have had the opportunity to participate in the planning and provision of any proposed special transportation for seniors or individuals with disabilities;
9. Certify that all of the following are in place and have been fulfilled:
  - Drug-free workplace;
  - A procurement system that meets all requirements of FTA, federal laws and third-party contracting requirements;
  - Non-procurement suspension and debarment certification;
  - Bus testing certification for new bus models;
  - Pre-award and post-delivery review certification;
  - Lobbying certification for each application exceeding \$100,000; and
  - "Buy America" provisions.

All subrecipients must comply and adhere to the requirements detailed above.

### **KYOVA Interstate Planning Commission**

All applicants for Section 5310 funding must submit their application to KYOVA for inclusion in the Transportation Improvement Program (TIP). The purpose of the TIP is to describe and prioritize all publicly funded highway and transit projects into a single, comprehensive document.

KYOVA will review each application in relation to the Goals and Objectives of the MTP and TIP and will prioritize any two or more Section 5310 applications from the KYOVA planning area within the Huntington, WV-KY-OH, Urbanized Area. KYOVA is also responsible for development of the Public Transportation Human Services Coordination Plan.

KYOVA, jointly with TTA administers the Section 5310 program for the KYOVA planning area within the Huntington, WV-KY-OH Urbanized Area (UZA) and is responsible for the following activities:

1. Developing program criteria;
2. Soliciting, reviewing, and approving applications;
3. Regularly scheduled “call for projects” from eligible applicants seeking Section 5310 federal funds;
4. Developing a prioritization (scoring) process for reviewing applications for Section 5310 funds;
5. Hosting a Section 5310 Program workshop to review application process and deadlines associated with the Call for Projects. TTA will present the procurement process and information at the Section 5310 workshop;
6. MAP-21 expanded eligibility of Section 5310 funds to be used for operating costs for transportation services, in addition to capital costs. KYOVA and TTA will determine the annual percentage of Section 5310 funds allocated to the type of project. Not less than 55 percent of Section 5310 funding in any given year must be allocated to capital projects;
7. Updating the Public Transit-Human Services Coordination Plan (Coordinated Plan) for the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area (UZA), as needed. The FAST Act requires all projects funded through Section 5310 to be included in the Coordinated Plan. KYOVA staff will take the opportunity to solicit additional private non-profit agencies for inclusion in the Coordinated Plan at the Section 5310 Workshop and through other means; and
8. Certifying that projects selected for Section 5310 funding are included in the Coordinated Plan.

### **Tri-State Transit Authority (TTA)**

As the Designated Recipient of the Section 5310 funds for the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area, TTA has overall responsibility to administer the Section 5310 Program. TTA will be directly responsible for the following activities:

1. Serve as the Designated Recipient for Section 5310 federal funds for the KYOVA Planning Area within the Huntington, WV-KY-OH Urbanized Area (UZA);

2. Presenting information on the types of vehicles available through the program at the Section 5310 workshop(s);
3. Vehicle procurements (and any required paperwork) for subrecipients awarded under the Section 5310 funds through KYOVA's call for projects;
4. Collecting local (non-federal) match from the private non-profit agencies for the vehicles awarded Section 5310 funding;
5. Assist in the development of improved public transportation facilities, services, equipment, techniques and methods, with the cooperation of transportation carriers, both public and private;
6. Enhance the mobility of all residents of the designated urbanized area, particularly those who by age, income or physical limitation experience serious transportation disadvantages;
7. Manage publicly funded transportation resources in a cost-effective manner and endeavor to achieve an increased ridership with available resources;
8. Establish a system to adequately coordinate and distribute publicly funded transportation services within the state, including, but not limited to, transportation services for senior citizens, for disabled citizens and for private nonprofit organizations and to establish a pilot project or projects as an initial part of implementing a system of coordination and distribution;
9. Maintain a cooperative working relationship with public and private transportation providers, private nonprofit organizations, local planning and development councils, other state agencies and the federal government;
10. Coordinate and assist various public and private transportation entities in strengthening their development and operation of public transportation facilities and services; and
11. Follow-up on vehicle procurements as required by the Federal Transit Administration, such as annual vehicle inspections and certification that the agency is performing proper vehicle maintenance awarded the vehicle. This information will be forwarded to KYOVA for inclusion in the progress reports.

### **Federal Transit Administration (FTA)**

The Federal Transit Administration (FTA) is the federal agency responsible for oversight of the Section 5310 program. FTA has issued guidelines (Circular FTA 90701.G) which KYOVA and TTA use for administering the Section 5310 program.

## **C. COORDINATION**

KYOVA Interstate Planning Commission will use the following state and local mechanisms to affect coordination:

1. **Transportation Providers Coordination Meetings**  
The Transportation Providers meet on a regular basis to coordinate and discuss transportation activities. Included with this group are the major transit providers, 5310 providers, state DOT Transit divisions, community/senior citizen agencies,

EasterSeals, etc. The overall mission is to ensure transportation services within the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area.

## 2. Public Transit – Human Services Transportation Coordination Plan

The foundation for maximizing transportation resources is the Local Coordination Plan. The process followed in developing this Plan determines what projects are eligible for Section 5310 funding. It also accomplished the following:

- Served as a forum for dialogue with community representatives on key issues, strategies, and plans for implementation of the local Coordination Plan;
- Engaged in outreach efforts that enhance the coordinated process and identified the opportunities that are available in building a coordinated system; and
- Reviewed and prioritized the potential Section 5310 projects and their ability to address any identified elderly/disabled transportation service gaps/needs within the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area (UZA).
- All developed/updated plans are reviewed by KYOVA and TTA insuring that stakeholders, including individuals with disabilities, low income and older adults utilizing transportation services, were included in the process.

## 3. Public Notice

KYOVA will afford an opportunity for a public meeting on the intended distribution of Section 5310 funds. KYOVA will hold the meeting if anyone with a significant economic, social, or environmental interest in the application requests. If a meeting is warranted, it may be held in an open house format.

## 4. Leasing Vehicles

As part of the coordination process, applicants may request that their agency lease the proposed vehicle(s) to another public or private non-profit transportation provider. This is allowed as long as the applicant maintains control and responsibility for the operation of the vehicle. The intention to lease the vehicle must be included in the agency's application for Section 5310 funding.

Such an agreement should specify that the leased vehicle be used to provide transportation service to older adults and people with disabilities, that the vehicle may be used for incidental purposes only after the needs of these individuals have been met, and that the subrecipient must retain title to the vehicle.

Acquisition of transportation services under a contract, lease, or other arrangement is an eligible activity. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year.

#### 5. Private Sector Participation

KYOVA and TTA encourage all applicants to maximize opportunities for participation by private public transportation providers. This includes:

- Soliciting participation in local transportation advisory committees;
- Notifying private providers of pending grant applications; and
- Leasing of vehicles.

### **D. ELIGIBLE SUBRECIPIENTS**

#### **Private non-profit corporation**

A private non-profit corporation that provides or desires to provide transportation services to elderly persons and/or persons with disabilities is an eligible subrecipient. This is defined as an organization incorporated as a private non-profit corporation with their State and receiving tax exempt status, from the Secretary of the Treasury, under 26 U.S.C. Section 501(c)3. Non-profit corporations must certify their non-profit status by providing a copy of their Certificate of Incorporation filed with their Secretary of State, at the time of application for grant funds.

#### **State or Local Public Body**

A State or Local Public Body is eligible if it provides service to senior citizens and/or persons with disabilities. Also, a Local Public Body is eligible if it is approved by KYOVA to coordinate services for elderly persons and persons with disabilities. An example of an eligible public body would be a city/county department on aging or a public transit authority.

The designated recipient may apply directly to FTA for a Section 5310 grant for itself and on behalf of subrecipients. FTA regulations state that the designated recipient for Section 5310 in an urbanized area over 200,000 in population may or may not be the same agency as the designated recipient for Section 5307 funds.

#### **Operators of Public Transportation not a Recipient of Section 5310 Funds**

There is more than one recipient of FTA Section 5307 funding in the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area (UZA). Public transportation providers who are recipients of Section 5307 funds but not of Section 5310 funds are eligible to apply for Section 5310 funds. This may also include private sector entities that provide public transportation service.

### **E. LOCAL SHARE AND LOCAL FUNDING REQUIREMENTS**

It is required that the applicant provide 20 percent of the total cost of capital expenses and 50 percent of the cost of operating expenses as described in the application. To help the applicant in determining the amount of local share for vehicles, TTA provides cost estimates in the application package. TTA bases these estimates on the expected cost of the equipment at the time of purchase.

The applicant must provide the local (non-U.S. Department of Transportation federal funds) share as cash match to TTA before procurement. The following are examples of eligible sources for match funding:

- Grant or appropriation from a unit of government;
- Non-U.S. Department of Transportation federal funding (e.g., the Older Americans Act Title IIIB Support Services);
- Income from purchase of service contracts;
- Grants from service groups, foundations, individuals, United Way, etc.;
- Revenue generated from advertising; and
- Local fund-raising efforts.

Applicants must certify the availability of their share with a resolution passed by their Board of Directors or Governing Board. All applicants must list the funding source(s) dedicated to the project.

Section 5310 applicants must submit an annual operating budget, as well as their most recent audit, with their application to demonstrate they have the fiscal resources to utilize the equipment or provide the services as proposed. This will be part of the evaluation criteria for approval of the grant application. It is required that Section 5310 subrecipients provide the local share before TTA procures vehicles or any other equipment in the application.

## **F. PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS**

KYOVA Interstate Planning Commission will conduct a preliminary review to ensure each application has all the necessary information. The application is then forwarded to TTA where it begins review/comment and scoring. Funds are awarded to the top-ranked applications until available funding runs out. Partial grants may be awarded to applicants, such as for those requesting two or more vehicles.

Applicants are expected to submit a complete application. Failure to address every requirement will exclude the application from consideration. Applicants not approved for funding may appeal the decision to the KYOVA Executive Director. The following criteria will be used for the evaluation and selection of applications for Section 5310 assistance.

Weight	Evaluation Criteria
0-10 points	<u>Coordination:</u> Application is derived from the KYOVA Coordinated Public Transit – Human Services Transportation Plan. Application addresses elderly/disabled transportation service gaps/needs in proposed service area. Document lack of existing transit services and lack of existing transit providers, including private for-profit, private nonprofit and public providers.
0-10 points	<u>Project Need:</u> Extent and urgency of need for requested funding as demonstrated by: an overview of agency programs and service area; description of proposed service; Age/miles/condition of vehicle(s) to be replaced (if applicable); accessibility needs and availability of alternative funding sources. Documentation of need for new or expanded service using such items as waiting lists, trip denials, estimated trips, etc.
0-10 points	<u>Fiscal and Management Capability:</u> Capability to provide transportation to seniors and disabled persons within service area. Ability to comply with contract provisions, provide local match, vehicle operation and maintenance funding. Ability to develop and implement a preventative maintenance plan, provide driver training, advertise service, and provide administrative oversight and organizational stability.
0-10 points	<u>Utilization:</u> Extent to which the project will be used to improve or maintain existing transportation services. Factors include projected days and times of service, number of trips provided, and number of revenue miles and hours operated.
Maximum Total – 40 points	

The above criteria will be used to evaluate each request from applicants. Insufficient documentation will merit a "0" poor/incomplete rating. The application review process is designed to identify projects based on merit.

## SECTION 5310 GRANT APPLICATION PROCESS

Section 5310 grant application process involves two stages – the application stage and the grant implementation stage.

### Application Stage

The Application Stage (applicant) includes the following steps:

- Review Section 5310 packet material to assure the program will assist in meeting your transportation needs.
- Contact by the applicant organization with the various local and State governmental agencies necessary to fulfill all planning and State application requirements.

- If requesting an expansion vehicle, the applicant organization must contact ALL public transit providers, ALL taxi companies, and All paratransit providers in the organization's proposed service area currently receiving Section 5310 funds in order to reach agreement on duplication and/or conflicts in service. This process is called *obtaining sign-off documents*.
- The applicant organization must assure that all private sector agencies in your area have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
- Submission of your organization's completed application to KYOVA Interstate Planning Commission. NO application is considered for funding without coordination documentation.

### **Grant Implementation Stage**

The following steps are required after review of all qualified applications:

- KYOVA Interstate Planning Commission submits recommended applications to State and Federal agencies as appropriate for grant approval.
- Grant approval received by Tri-State Transit Authority (TTA).
- Vehicle(s)/equipment ordered by Tri-State Transit Authority (TTA) and delivered to TTA at 1120 Virginia Avenue West, Huntington, West Virginia, 25704. Upon deliver to TTA, they will conduct an inspection to verify the vehicle is delivered, appointed as specified, and meets all post-delivery FTA requirements.
- Approved agencies notified to pick up new vehicle at Tri-State Transit Authority (TTA). At this time, the agency receiving the vehicle/equipment will be required to provide proof of insurance and will sign Project Grant Agreement to provide transportation services as described in their original Section 5310 Application.
- Approved agency provides transportation services.
- Agency maintains, on-site, required records relating to: preventative maintenance schedule, completed Daily Vehicle Inspection Report Forms, completed Comprehensive Maintenance Record Forms with invoice backup, current proof of insurance reflecting Tri-State Transit Authority (TTA) as co-insured, and the agency's written safety plan documenting procedures to be followed in the event of a vehicle accident, breakdown, or other emergency.
- Agency reports monthly to Tri-State Transit Authority (TTA) on the vehicle's usage, preventative maintenance records and ridership for its useful life.
- Agency will contact KYOVA Interstate Planning Commission and Tri-State Transit Authority (TTA) if any circumstances will prohibit them from providing service as agreed.

### **VEHICLE REQUIREMENTS (IF APPLICABLE)**

#### **Title and Ownership of Vehicle**

Title to and ownership of any vehicle, during its useful life, shall remain at all times with TTA. The actual title will read *Tri-State Transit Authority c/o the approved agency*.

This helps to protect the federal interest in the vehicle, as well as to prevent the agency from having to pay any use tax on the original cost of the vehicle.

### **Useful Life**

Useful life of the vehicle will adhere to the FTA requirements regarding useful life of the vehicles, per the 5010.1D Circular or any subsequent guidance issued by FTA regarding useful life.

### **Selling Replaced Vehicles**

If an agency states in their Section 5310 Application that they are replacing equipment, the agency is required to furnish written documentation (such as a copy of the bill of sale, signed over title, etc.), verifying that the equipment was replaced. This documentation must be received by TTA within sixty (60) days of receiving the new equipment. An agency must sell the replaced equipment. It is not acceptable for the equipment to be transferred to another program under the agency. Eighty (80) percent of the proceeds of the sale go to the 5310 program, and twenty (20) percent can be kept by the agency.

### **Restrictions**

The following are restrictions to the Section 5310 program for vehicles:

1. No modifications are to be made on any equipment purchased with Section 5310 funds without prior approval from Tri-State Transit Authority (TTA); and
2. Under no circumstances is any equipment purchased with Section 5310 funds to be used as collateral to obtain a loan.

### **Insurance Requirements**

Agencies are required to maintain an amount of insurance that will adequately cover the actual value of the project equipment should it be damaged or destroyed. Agencies are to list TTA as co-insured on any policy relating to said equipment. This action is necessary to protect the Federal interest in the equipment. The agency shall provide TTA with a proof of insurance, reflecting that TTA is co-insured, upon each renewal of the policy.

### **Monthly Reports**

For the purpose of program measurement, agencies are required to input a *Section 5310 Monthly Reporting Form* on every active Section 5310 vehicle in their fleet. The *Section 5310 Monthly Reporting Form* is required to be submitted to TTA on or before the 10th day of each month reflecting the past month's data. For example, May's report entry is due on or before June 10th. The report must be inputted by this date to avoid penalty points toward your next Section 5310 Application.

Agencies are required to input a *Section 5310 Monthly Reporting Form* until the vehicle has reached its useful life. TTA will notify agencies when the useful life has been met on their vehicle. The notification will state that the vehicle has been turned over to the agency and that monthly reporting entries are no longer necessary.

### **Penalties for Late Reporting**

Agencies failing to input their *Section 5310 Monthly Reporting Form* on or before the 15th day of the month will have the following points deducted from their next Section 5310 Application:

- 1 Late Submission – No penalty
- 2 Late Submissions – 3 points deducted
- 3 Late Submissions – 7 points deducted
- 4 Late Submissions – 15 points deducted
- 5 Late Submissions – 30 points deducted
- 6 or more Late Submissions – Agency Not Funded Next Application Cycle

These penalties are assessed for late submissions during the period listed in the current Section 5310 Application. Late submissions do not have to be consecutive to have points deducted from an agency's funding request.

### **Driver Training**

The Americans with Disabilities Act requires that all drivers be trained in the safe and proper ways to transport disabled persons. To meet this requirement, TTA/KYOVA requires all drivers to be trained and certified in PASS (Passenger Service and Safety Certification) program. The PASS Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one-day version is required of all Section 5310 drivers; however, drivers are encouraged to become PASS certified, which involves a two-day course. All applicants must meet this qualification before delivery can be taken of any vehicle.

Funded agencies must maintain certified drivers. All new hires are to be "PASS" certified within 60 days of employment. Section 5310 vehicles are to be operated only by persons who have the required training.

### **Valid Driver's License**

Each agency is responsible for ensuring that all drivers have valid and appropriate driver's license as required by the State Division of Motor Vehicles.

### **Commercial Driver License (CDL)**

A Commercial Driver License (CDL) is required when a vehicle is designed to transport 16 or more persons (including the driver).

Class D License Program (West Virginia agencies)

The West Virginia Division of Motor Vehicles requires a Class D License if an individual meets the following:

*Any person eighteen (18) years and older with at least one-year driving experience who operates motor vehicles which transport persons or property for compensation. This affects individuals whose primary job, duty or function would be the operation of a motor vehicle.*

Class D vehicles must have a gross vehicle weight rating (GVWR) of less than 26,001 pounds, a passenger capacity of 15 or less passengers, including the driver, and cannot transport hazardous materials that require the vehicle to be placarded.

NOTE: Anyone who operates motor vehicles which transport persons or property on a volunteer basis are NOT required to obtain the Class D License, nor are individuals who operate emergency vehicles, such as ambulances, rescue equipment, law enforcement and firefighters. Those persons for which the operation of a motor vehicle is incidental to their job duties or functions would NOT be required to obtain a Class D License.

Anyone with questions concerning the Class D License should contact the Division of Motor Vehicles at West Virginia DMV at 304-558-3900 or 1-800-642-9066, Kentucky DMV at 502-564-1257 or Ohio DMV at 614-752-7580.

### **Drug and Alcohol Testing**

Any driver holding a CDL license may be required to submit to Drug and Alcohol Testing under the Omnibus Transportation Employee Testing Act of 1991. For Drugs, the testing required is: pre-employment; reasonable suspicion; post-accident; random; return-to-duty and follow-up. For Alcohol, the testing required is: reasonable suspicion; post-accident; random; return-to-duty and follow-up.

Individuals, who are required to possess CDL's by virtue of State or local law or by employer policy, but not by Federal regulation, are not subject to the provisions of these regulations. Any person who operates a commercial motor vehicle less than 26,001 GVWR is not required to be tested for controlled substances and/or alcohol under these rules unless the vehicle is designed to transport 16 or more passengers including the driver or is required to be placarded for hazardous materials transportation under Federal law. For additional information, contact the Division of Motor Vehicles at West Virginia DMV at 304-558-3900 or 1-800-642-9066, Kentucky DMV at 502-564-1257 or Ohio DMV at 614-752-7580.

### **Properly Maintained Vehicle**

Each agency shall be responsible for maintaining all equipment in the best working condition possible, allowing for normal wear and tear. The agency shall establish a preventative maintenance program that at least meets the manufacturer's minimum requirements. The preventative maintenance plan shall include the maintenance of lifts, ramps, and securement systems. The preventative maintenance program shall

be utilized and maintained by the agency, and records of maintenance kept in a file on site and available for review by personnel from Tri-State Transit Authority (TTA) or the Federal Transit Administration during periodic on-site reviews. TTA will provide a monthly preventative maintenance spreadsheet that will need to be submitted by the 10<sup>th</sup> day of each month.

### **Daily Vehicle Inspection Report**

Drivers are required to perform a daily inspection of their vehicle which includes the cycling of the wheelchair lift, ramp and checking securement systems. Inspections are to be performed utilizing the Daily Vehicle Inspection Report Form. Vehicles should meet an acceptable level of both interior and exterior cleanliness. Completed forms shall be maintained by the agency on site and available for review by personnel from TTA or the Federal Transit Administration during periodic on-site reviews. During on-site reviews, documentation will be checked to see how soon issues noted on the *Daily Vehicle Inspection Report Form* are resolved or repaired.

### **Comprehensive Maintenance Records**

A *Comprehensive Maintenance Record Form* is required to be maintained for each piece of equipment. All preventative maintenance, repairs, etc. shall be recorded on the *Comprehensive Maintenance Record Form*, thereby providing a complete history of the equipment's maintenance and repairs. The *Comprehensive Maintenance Record Form* shall include preventative maintenance and repairs of lifts, ramps, and securement systems, including no charge items. Copies of invoices for preventative maintenance and repairs shall be maintained with the form. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from TTA/KYOVA or the Federal Transit Administration during periodic on-site reviews.

### **Written Emergency Procedures**

Each agency shall develop and implement written emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown, or other emergency.

### **Report of Accident/Incident**

Each agency is to immediately report to Tri-State Transit Authority (TTA) when equipment is involved in an accident or an incident. The verbal report shall be followed by a written report that can be included on the *Section 5310 Monthly Reporting Form* entry. Records are to be maintained in the agency's files regarding all accidents or incidents for review by personnel from Tri-State Transit Authority (TTA) or the Federal Transit Administration during periodic on-site reviews.

### **Requirements for Other Equipment**

- Computer equipment – primarily awarded to assist with scheduling and dispatch functions. This may include hardware and basic software packages. Computer systems are purchased by the agency and invoices are submitted to Tri-State Transit Authority (TTA) for reimbursement. The agency will be reimbursed for 80 percent of the purchase price of the computer. Participants are responsible for 20 percent of the purchase price of the computer.

\*NOTE: Computer purchases must follow the procurement procedures of your agency.

- Computer Equipment as needed for the efficient operation of a multi vehicle (more than five) operation. This may include radio and other communication equipment.
- There must be an agency purchasing policy and procedure in place. The policy and procedure should clearly define the price point when the agency may get quotes to purchase an item and state clearly when the agency must obtain sealed bids to purchase items. If a sealed bid is required, Tri-State Transit Authority (TTA) must approve the bid before it is published to ensure all federally required clauses are included as specified in FTA Circular 4220.1F.

## **PROJECT REQUIREMENTS AND ELIGIBILITY<sup>1</sup>**

### **Eligible Capital Expenses that Meet the 55 Percent Requirement**

(please refer to FTA Circular 9070.1G Sections 14 and 15 for detailed information)

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement include, but are not limited to:

- Rolling Stock and related activities
  - Acquisition of expansion or replacement buses or vans, and related procurements, testing, inspection, and acceptance costs;
  - Vehicle rehabilitation, or overhaul
  - Preventative Maintenance;
  - Radios and communication equipment; and
  - Vehicle wheelchair lifts, ramps, and securement devices.
- Passenger Facilities
  - Purchase and installation of benches, shelters, and other passenger amenities.
- Support Facilities
  - Extended warranties that do not exceed the industry standard;
  - Computer hardware and software;
  - Transit-related intelligent transportation system (ITS);
  - Dispatch systems; and
  - Fare collection systems.
- Lease of Equipment when lease is more cost-effective than purchase.
- Acquisition of transportation services under a contract, lease, or other arrangement.

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<sup>1</sup> FTA Circular 9070.1G dated July 7, 2014

- May include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient.
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. For example, a non-profit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of the service. These activities may include:
  - The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
  - Support for short-term management activities to plan and implement coordinated services;
  - The support of state and local coordination policy bodies and councils;
  - The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems;
  - The deployment and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - Operational planning for acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching, and monitoring technologies, as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems.
- Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in Section 5 of FTA Circular 9070.1G.

### **Other Eligible Capital and Operating Expenses**

- Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:
  - Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
  - Public transportation projects (capital and operating) that exceed the requirements of ADA;

- Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation. Public Transportation Projects that exceed requirements of ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
  - Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
    - Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
    - Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route service;
    - The incremental cost of providing same day service;
    - The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
    - Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
    - Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR Part 38 (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), and labor cost of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service to accommodate lifts with a heavier design load; and
    - Installation of additional securement locations in public buses beyond what is required by ADA.
  - Feeder services
    - Accessible "feeder" service (transit service that provides access) to commuter, rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Public transportation Projects that Improve Accessibility
 

The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

  - Making accessibility improvements to transit and intermodal stations not designed as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so

long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities, so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

- Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
  - Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
  - Improving signage or wayfinding technology;
  - Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
- Travel training  
Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.
    - Purchasing vehicles to support accessible taxi, ride-share, and/or vanpooling programs
    - Mobility management
    - Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.
    - Supporting volunteer driver and aide programs  
Volunteer programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions mileage reimbursement, and insurance associated with volunteer driver programs.

## **GENERAL REQUIREMENTS**

### **Indemnification**

The recipient agency shall indemnify, and hold harmless KYOVA and TTA and their agents, servants, and employees from any and all claims, suits, proceedings, losses, expenses, damages, and liabilities, including, but not limited to attorney's fees and court costs caused directly or indirectly by, or arising out of, agency's use of the equipment purchased with Section 5310 funds. KYOVA and TTA shall not be liable for any loss or damage to any cargo or other property, real or personal, left stored, loaded or transported in or upon the equipment funded with Section 5310 funds, at any time or any place, including, without limitation, while located at any garage or other premises operated by

the recipient agency and under any circumstances whatsoever, whether or not due to negligence of KYOVA and/or TTA, and the recipient agency shall waive all claims against KYOVA and/or TTA by reason thereof and shall indemnify, defend and hold KYOVA and TTA harmless from and against any and all claims, suits, actions or proceedings based upon or arising out of such loss or damage.

### **Certifications**

The application packet includes various certifications. Agencies receiving equipment and/or operating funds under the Section 5310 Program are required to abide by the signed certifications regarding areas such as the Americans With Disabilities Act (ADA) - Certification of Equivalent Service; Certification of Compliance With Title VI of the Civil Rights Act of 1964, as amended; Equal Employment Opportunities; Certification of Special Efforts to Provide Transportation That Handicapped Persons Can Use; Assurance Concerning Nondiscrimination on the Basis of Disability in Federally-Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance; School Transportation Operations Agreement; Energy Conservation; No Federal Government Obligations to Third Parties; Program Fraud and False or Fraudulent Statements or Related Acts; Debarment, Suspension, and Other Responsibility Matters, etc.

Any complaints received by an approved agency regarding the above shall be reported to the KYOVA Interstate Planning Commission and Tri-State Transit Authority (TTA).

### **School Bus Service**

Grantees are prohibited from providing exclusive school bus service unless the service qualified under an allowable exemption and is approved by the FTA Administrator. In no case can federally funded equipment or facilities be used to provide exclusive school bus service. Head Start transportation is considered human service transportation, not school bus service.

### **Charter**

Section 5310 recipients may only provide charter services for program purposes which is defined in 49 CFR Part 604 as transportation that serves the needs of either human service agencies or targeted populations (seniors or individuals with disabilities). The agency's service only qualifies for the exemption contained in 49 CFR 604.2(e) if the service is designed to serve the needs of targeted populations.

Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not "for program purposes and must meet the requirements of the FTA's Charter Rule." As examples, the following are considered charters and fall under the FTA Charter Rule:

1. An individual chartering a vehicle to take his relatives including elderly aunts and a cousin who is a disabled veteran to a family reunion; or
2. A charter for the Boy Scouts or a school group that includes grandparents.

## **Title VI**

Grantees must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating, or denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. KYOVA and TTA administer the Section 5310 Program without regard to race, color, and national origin. In addition to complying with the requirements itself, recipients of Section 5310 vehicles meet Title VI requirements. Recipients must:

- Notify clients that the agency will operate programs without regard to race, color, and national origin;
- Describe the procedures that members of the public should follow to request additional information on the agency's nondiscrimination obligations;
- Describe the procedures that members of the public should follow to file a discrimination complaint against the agency.

To help agencies meet their requirements, TTA will provide Title VI signs/stickers that are to be posted in Section 5310 vehicles at all times. It is the responsibility of the Agency to contact TTA if sign/sticker requires replacement due to damage or loss.

Besides posting this information on the vehicles, subrecipients should include this statement on either its agency's website or in the agency's brochures. *"In accordance with the Civil Rights Act of 1964, (Your agency's name), does not discriminate on the basis of race, color or national origin. For more information about these protections or to file a complaint, please contact (insert Contact person)."* The contact person information must be kept up-to-date.

The Tri-State Transit Authority (TTA) must report Title VI complaints to FTA. Therefore, TTA requires that subrecipients report any Title VI complaints within 24 hours to the TTA General Manager.

## **Limited English Proficiency (LEP)**

Grantees must provide meaningful access to individuals who are Limited English Proficient (LEP). LEP includes persons who are illiterate. Each grantee must determine what steps are necessary to provide meaningful access based on the following four factors:

1. The number and proportion of LEP persons served or encountered in the eligible service population;
2. The frequency with which LEP individuals come into contact with the program, activity, or service;
3. The nature and importance of the program, activity or service provided by the program; and
4. The resources available to the recipient and costs.

## **Equal Employment Opportunity**

Grantees may not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, or disability. Grantees can demonstrate compliance with these requirements in several ways:

- Have the Board adopt an EEO policy statement;
- Post the EEO statement in conspicuous and accessible places;
- Include an EEO statement on employment applications and want ads; and/or
- Provide sensitivity training to employees.

Title I of the ADA prohibits discrimination in employment and requires grantees to make reasonable accommodations for qualified employees and applicants.

### **Sensitive Security Information**

Each agency must protect, and take measures to ensure that its sub agreement at each tier protect, "sensitive security information" made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, "Protection of Sensitive Security Information," 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, "Protection of Sensitive Security Information," 49 CFR Part 1520.

### **Accessibility**

Each agency must agree that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101 et seq. and DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37; and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 CFR Part 1192 and 49 CFR Part 38.

### **Trafficking in Persons**

Agency agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement.

Agency agrees to inform TTA of any information it receives from any source alleging a violation of a prohibition in the current FTA Master Agreement.

### **Environmental Justice**

Agency agrees to facilitate compliance with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

### **Application of Federal, State, and Local Laws and Regulations**

Agency agrees to comply with changing federal, state, and local requirements. The agency shall note that federal, state, and local requirements may change, and the changed requirements will apply to the Project as required.

### **Federal Regulation Changes**

Agency shall always comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between TTA and FTA, as they may be amended or promulgated from time to time during the term of this Project. The agency's failure to so comply shall constitute a material breach of the Project.

### **No Federal Government Obligations to Third Parties**

Agency agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to the Tri-State Transit Authority (TTA), the agency or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

### **Program Fraud and False or Fraudulent Statements or Related Acts**

Agency acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the Project, the agency certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, and pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the agency further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the agency to the extent the Federal Government deems appropriate.

## **G. ANNUAL PROGRAM OF PROJECTS DEVELOPMENT AND APPROVAL PROCESS**

Annually all former and present Section 5310 recipients and known paratransit agencies, both prospective and those that have previously requested notification of the next funding cycle, are contacted notifying them of the Section 5310 Vehicle and Communication Equipment Application, Purchase of Transportation Services Application, and Mobility Management Grant availability. A workshop is held to review the application process. Agencies unable to attend the workshop may contact KYOVA Interstate Planning Commission and request a mailed copy of the applications on or after the release date. Applications are also included on the KYOVA Interstate Planning Commission website ([www.kyovaipc.org](http://www.kyovaipc.org)).

Application Packets are released annually. Agencies are afforded adequate time to complete the process. The application packet contains all the information needed to

complete the application. A timetable is shown in the application packet for the agency to follow. To view a copy of the application packet see Appendix A.

The application packet was developed to be a basic fill in the blank application making it easier for agencies to apply for funding. The application packet is available in both hardcopy and electronic format. The uniformity of the applications aids in their scoring. Instructions for agencies to follow regarding all aspects of the application are included in the packet. All agencies are encouraged to call if they have questions.

Agencies are advised to do the following steps:

- Review the application packet to determine if the Section 5310 Program can assist in meeting their transportation needs.
- Review their current equipment and determine the appropriate type of equipment to request with their Section 5310 Application.
- Contact their local planning and development council or metropolitan planning commission, as well as, local and state governmental agencies necessary to fulfill all planning and state application requirements.
- Participate in the development and updates of locally developed public transit-human services coordination plans.
- Assure that all transportation providers, regardless of funding source, in their area have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed expansion of transportation services.
- Have the completed application reviewed by their local planning and development council or metropolitan planning commission on the basis of proposed service funding, suitability, and need; and
- Submit their completed application to KYOVA Interstate Planning Commission by the deadline.

Once an agency has submitted their application(s) to KYOVA Interstate Planning Commission, it is reviewed for completeness and scored by KYOVA and TTA. If any documentation is missing, agencies will be given an opportunity to submit the omitted documents.

Applications received after the deadline, are considered for funding only after all other on-time requests have been met. KYOVA Interstate Planning Commission is not responsible for any late, lost or misdirected mail. Missing documentation does not include sign-offs from other transit providers or a positive Local Intergovernmental Review from the agency's local planning and development council or metropolitan planning commission which must be submitted with the application.

Applications received are reviewed by KYOVA Interstate Planning Commission and Tri-State Transit Authority (TTA) to verify that the agency did participate in the development or update of the locally developed public transit-human services coordination plan.

Applications are scored on the basis of need, vehicle utilization, coordination efforts, fiscal and managerial capabilities. Past recipient's reporting performance is considered. Penalties for late or incomplete/incorrect reporting are shown in the application packet.

Application scores are then ranked from highest to lowest. Agencies receiving the highest scores are included in the consolidated application submitted to the Federal Transit Administration. Agencies are approved, based on high scores, until all the Section 5310 allocations are utilized.

All former and present Section 5310 recipients, known paratransit agencies, agencies that have previously requested notification of the next funding cycle, regional planning and development councils, as well as, metropolitan planning commissions are contacted notifying them of the Section 5310 Purchase of Transportation Services (contracted services) Application availability.

All agencies are encouraged to contact KYOVA Interstate Planning Commission or Tri-State Transit Authority (TTA) if they have any questions.

## **H. ADMINISTRATION, PLANNING AND TECHNICAL ASSISTANCE**

Tri-State Transit Authority (TTA), as the designated recipient, utilizes the administrative funds to provide general administrative and overhead costs, staff salaries, office supplies, development of specifications for vehicles and equipment, on line inspections of vehicles as they are being built, and cost of storage required while vehicle is being finalized for pick up by approved applicant. Administrative functions are jointly shared with KYOVA Interstate Planning Commission as outlined in the current Memorandum of Understanding between the two agencies.

## **I. PRIVATE SECTOR PARTICIPATION**

When the coordinated plan is updated, KYOVA Interstate Planning Commission posts a notification on its website. The notice provides private transportation operators or potential new businesses an opportunity to provide input concerning the development of local transportation plans and/or programs. Comments are accepted for at least fifteen days from the date of posting.

Public and private providers of transit and paratransit services; regional, county and local governments; citizen and consumer groups or individuals, including minorities, the economically disadvantaged, persons with disabilities; and labor organizations are given a fair and timely opportunity to participate in the development of all proposed expanded transportation service.

Public, private, and paratransit operators are offered a chance to participate to the maximum extent feasible in the development of the transportation program, in the provision of any expanded special transportation services for seniors and individuals with disabilities and are afforded an opportunity to provide the same type of service that is proposed in an agency's Section 5310 application. This is accomplished through the sign-off process for expansion vehicles.

When requesting expansion vehicles, all public, private and paratransit operators in an agency's proposed service area currently receiving Section 5310 funds must be sent a *sign-off* form by registered mail. The registered mail receipts must be included in an agency's application packet. Each provider has 30 days to respond to the request. Failure of an agency to reply to the request is considered to be a "no" objection to the proposed transportation service.

Each sign-off form requests that any organization making an objection, requesting any restriction or having an interest in providing or participating in the coordination of the proposed service, send a copy of their sign-off to KYOVA.

Once the KYOVA Interstate Planning Commission receives a sign-off form, the applying agency is contacted. Their responsibilities are explained, and they are referred to the "How To Resolve Objections" Section of the application packet. The "How to Resolve Objections" material is made available to private providers at their request.

Section 5310 applications are not accepted unless all objections to the application have been resolved by the application deadline or an agency has requested that the "Special Transit Advisory Committee (STAC)" be convened. KYOVA Interstate Planning Commission and Tri-State Transit Authority (TTA) will form the STAC when a dispute or objection to a proposed project cannot be resolved at the local level. STAC is composed of members who will be representatives of the following groups: public transit, private transit, paratransit, a governmental agency representative and a consumer.

Copies of the KYOVA Coordinated Public Transit-Human Services Transportation Plan are available at the KYOVA Interstate Planning Commission's office and are posted on the KYOVA website. Within the document there is a listings of known transit providers located within the KYOVA Planning Area of the Huntington, WV-KY-OH Urbanized Area. The listing, however, does not relieve the applying agencies from locating other providers on their own. (See Appendix C.)

## **J. CIVIL RIGHTS**

Agencies are made aware of their responsibilities under Title VI, EEO, DBE and Limited English Proficiency requirements through the certifications required as part of

the application process. These requirements are also brought to the attention of all potential applicants at Section 5310 Workshops.

All Section 5310 Applications contain an Appendix with the Title VI Nondiscrimination and Limited English Proficiency Plan Template. The template is required to be completed and submitted with the application. All applicants are required to have an approved Title VI/Limited English Plan to be eligible for 5310 funding. The plans are good for three (3) years. Additionally, the Section 5310 project grant agreement, signed when approved applicants receive equipment, contains clauses regarding these requirements.

Any complaints received by Tri-State Transit Authority (TTA) concerning discrimination are promptly investigated. TTA works with the individual parties involved in the dispute to find a solution. TTA maintains on file a record of all complaints alleging discrimination. The file includes a statement as to the outcome/resolution of each complaint.

During onsite visits with agencies, funded by Section 5310 funds, display of Title VI notices is checked, discussions are held with agency personnel to insure their continued compliance with applicable requirements. The major federal funding agency for any recipient has the primary responsibility of oversight for these requirements. TTA maintains and submits, as needed, the required one-time submission regarding all of the requirements.

Some minority populations are located in areas with little or no transportation services. These areas are strongly encouraged to apply for funding. TTA works with these agencies to ensure that they meet all the program requirements.

These outreach efforts assist TTA in ensuring that there is equity in the distribution of benefits among groups within the state, as required by Title VI. The annual program of projects includes a variety of agencies from a wide geographic area.

## **K. SECTION 504 AND ADA REPORTING**

Agencies are made aware of their responsibilities under ADA and Section 504 requirements through the certifications required as part of the application process. A certification is completed stating the applicant is providing service provisions required by ADA. These requirements are also brought to the attention of all potential applicants at Section 5310 Workshops.

Each applicant is required to describe how individuals with disabilities (persons who use wheelchairs, have visual impairments, hearing impairments, communication disabilities, etc.) are able to access transportation services. They are also asked if they have ever received a request from an individual with disabilities and how it was handled.

It is stressed in the application packet, at the Section 5310 Workshops, in the Section 5310 project grant agreement, contracts and in the Project Guide that recipients must fully comply with 504 and ADA. All Section 5310 recipients operate demand-responsive routes.

As stated in ADA, TTA views the agency in its entirety and determines the number of ADA vehicles needed for an agency. Taken into consideration are how an agency's vehicles are deployed and other ADA accessible vehicles in the service area.

All applicants are required to have in their policies and procedures an ADA Reasonable Modification Policy and a complaint process for employees and passengers to address ADA complaints. Any complaints received by TTA concerning ADA and 504 service are promptly investigated. TTA works with the individual parties involved in the dispute to find a solution. Often, a Section 5310 agency is the only transit provider in the county.

TTA maintains on file a record of all complaints received concerning ADA and 504 service. The file includes a statement as to the outcome/resolution of each complaint. TTA maintains and submits, as needed, the required one-time submission regarding all the requirements. TTA assists with ADA compliance by purchasing ADA accessible vehicles for all approved agencies and funding a driver training program that meets ADA requirements.

Recipients are required to cycle their wheelchair lifts/ramps daily to ensure that they are kept in good working order. The recipient is required to certify monthly that the lift/ramp has been cycled daily.

During onsite inspections performed by TTA personnel, all lifts/ramps and tie downs are inspected to insure they are in working order. Maintenance records are inspected for documentation that the accessibility equipment is being maintained properly. Also, ADA Reasonable Modification Policies, complaint processes for employees and passengers to address ADA complaints and the ADA service provisions checklist is reviewed.

TTA requires that all drivers of Section 5310 vehicles be trained in Passenger Service and Safety (PASS). This is a driver training course designed to teach safety and sensitivity techniques to drivers transporting seniors and individuals with disabilities. Currently, Section 5310 recipients provide no fixed route service, so no ADA plans or reports are required.

## **L. PROGRAM MEASURES**

TTA collects the required data for program measurement from the Section 5310 Application Packets, Section 5310 Monthly Reporting Forms (Vehicles), Monthly

Section 5310 Expenditure Report Forms (Purchase of Transportation Services) and during onsite visits.

## **M. PROGRAM MANAGEMENT**

### **Procurement**

TTA procures all equipment purchased under the Section 5310 Program. Specifications are reviewed yearly to ensure that they include the latest technological developments and are in compliance with federal regulations. TTA ensures that all relevant federal clauses are included in the bid proposals.

### **Financial Management**

TTA expends and accounts for grant funds in accordance with West Virginia State Law which requires detailed records sufficient to permit tracing of funds to a level adequate to establishing propriety of expenditures and to permit preparation of reports. All payments from FTA are requested utilizing the Electronic Clearing House Operation (ECHO) System. TTA follows the requirements established in FTA's ECHO System Operations Manual. Also, financial records with supporting documentation and any other records are retained by TTA for a period of at least three (3) years from the date of submission of the final financial status report.

### **Property Management**

The Automated Vehicle Inventory System (AVIS) establishes a permanent property record for each piece of equipment purchased under an FTA grant. This system assists TTA in complying with FTA property management standards and provided equipment data for the WV Statewide Transit Asset Management (TAM) Plan.

Property records include information such as a description of the property, an equipment identification number, acquisition date, acquisition cost, vehicle condition, FTA grant number and federal share of acquisition costs. Many other data fields are also included in the program to aid in the day-to-day management of property.

The system also provides TTA with a management tool to assist in the identification of equipment by either a specific federal grant or by an individual local agency. A series of reports can be generated based on grant requirements or other program management needs.

At the present time, an agency can replace a vehicle only when it has at least 100,000 miles on it. Agencies with low mileage and aged vehicles (For Example: 48,000 miles on a ten (10) year old van.) are notified that it is unlikely that they will receive additional funding from the program due to lack of usage.

TTA reserves the right to remove a vehicle from any agency that puts less than 10,000 miles a year on their vehicle.

### **Vehicle Use**

Agencies receiving funding from Section 5310 may coordinate and assist in providing meal delivery service for homebound persons on a regular basis. This service can not conflict with the provision of transit services or result in a reduction of service to passengers. TTA strongly discourages the use of Section 5310 vehicles for the provision of in-home services.

After the needs of seniors and individuals with disabilities are met, the vehicle may be used for transporting the general public on a space available basis.

### **Maintenance and Disposition**

Documentation of extraordinary repairs (i.e.: engine or transmission replacement; water, oil or fuel pump replacements, etc.) are used as justification for seeking a replacement vehicle prior to 100,000 miles. Documentation must be submitted with the Section 5310 Application.

TTA requires each approved agency to establish a written preventative maintenance program that at least meets the manufacturer's requirements. Guidance on establishing a preventative maintenance program may be found in the Section 5310 Project Guide. Agencies are required to maintain comprehensive maintenance records for review during onsite visits by TTA.

When the useful life of a vehicle is met (100,000 miles or four years), TTA notifies agencies that the vehicle is theirs and that reports are no longer required.

All agencies are required to carry insurance in an amount sufficient to adequately cover the actual value of the equipment. TTA is listed as co-insured on all policies to protect the federal interest. Should an agency wreck a vehicle, the insurance proceeds are used to either fix the vehicle or if the vehicle is totaled the proceeds are used toward the purchase of another vehicle, with FTA approval, when funds permit.

### **Accounting Systems**

TTA is required to follow the accounting system as prescribed by the State of West Virginia. A computerized accounting system is utilized which categorizes expenditures and revenues by grant, object code and activity. This detail of transactions permits TTA to accurately account for and trace grant revenues and expenditures to the required level and assists in the preparation of reports.

- **Audit**

TTA is audited annually, performed by an independent CPA firm. The audit is performed pursuant to the requirements of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. TTA resolves audit findings as they occur and notifies FTA of any problems.

- **Subrecipient Audits and Project Monitoring**

Contracted services or operating contracts are executed for a one (1) year period, based on TTA's fiscal year of July 1 through June 30, except in the case of repeat recipients who receive an "adverse opinion" on the annual audit for the previous year. When an "adverse opinion" is received by an organization, TTA executes a six month contracted services or operating contract and during that period, the agency is once again audited. The results of this audit will determine an organization's eligibility to receive continued and/or further contracted services or operating assistance.

For contracted services, recipient organizations receive funding on a monthly reimbursement basis. Reimbursements are made for actual expenditures and are limited to those expenses described in the Financial Information Funding Proposal of the Section 5310 Purchase of Transportation Services (Contracted Services) Application.

Each recipient under the contracted services program submits their Section 5310 Expenditure Report Form monthly to request reimbursement based on their contracted rate which can be based on the number of service miles, number of service hours or number of passenger trips. Where the matching revenues were from are also provided.

In addition to requesting their contracted services reimbursement, recipients are required to report monthly operating statistics, which include: total passenger trips; trip purposes; total service miles; and coordination efforts.

For operating assistance, recipient organizations receive funding on a monthly reimbursement basis. Reimbursements are made for actual expenditures and are limited to those expenses described in their Section 5310 Operating Assistance Application.

For operating assistance, Monthly Project Expenditure Reports detailing by line item the expenses incurred during the given month and where the matching revenues were from. In addition to the financial reporting information, recipients are required to report monthly operating statistics, which include: total passenger trips; trip purposes, total service miles; and coordination efforts.

A requirement of the Section 5310 program is an annual audit. Recipients are required to have an annual audit which shall be competitively procured and conducted in accordance with, at a minimum, generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) #34. If the sub-recipient expends more than \$750,000 in federal funds during the contract period, then it shall arrange for a single audit to be performed in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Costs of audits made in accordance with 2 CFR Part 200 are allowable charges to the contract either as a direct cost or an allocated

indirect cost. Private, nonprofits receiving funding under the Section 5310 program are responsible for procuring their own audit through competitive bid.

All recipients are bound by contract and are accountable to the Tri-State Transit Authority for all financial aspects of the project. Should the annual audit show that overpayments were made or there were ineligible expenses reported, the recipients, under the terms of the contract, are responsible for refunding to TTA any such costs. Upon receipt of the annual audit, TTA's Comptroller reviews it, internal control and compliance findings are resolved, and the federal share of any questioned costs are recovered and credited back to FTA.

- **Closeout**

All grants are closed out with FTA immediately after all work activities for the program of projects are completed. A final financial status report, final budget, final milestone report and a revised program of projects are submitted to FTA.

- **Project Monitoring**

Each month agencies are required to enter the Section 5310 Monthly Reporting Form electronically. The report details how many passengers are carried, how many miles are traveled, maintenance costs, etc. Agencies must detail any reason why a vehicle is not operated during the month. This report has become the TTA's major monitoring tool.

Agencies are required to explain low mileage and or low passenger counts. Miles reported on the forms are used to calculate the official mileage. This is the mileage figure used to determine if the useful life of 100,000 miles has been met. Information from this report is also used to monitor maintenance expenditures.

TTA reserves the right to remove a vehicle from any agency that puts less than 10,000 miles a year on their vehicle. TTA conducts onsite reviews of 100% of the Section 5310 recipients per fiscal year. During onsite reviews, TTA documents the usage and condition of all Section 5310 vehicles and checks their maintenance records. A copy of TTA's Onsite Review Form is in Appendix D.

- **Project Management**

TTA reserves the right to waive or change any requirements or policies that would best serve the interests of the TMA and/or the program

## **N. OTHER PROVISIONS**

Section 5310 is exempt from Section 5333(b) of the Federal Transit Act. In 1974, the Secretary of Transportation determined that it was not "necessary or appropriate" to apply the conditions of Section 5333(b) to organization recipients under the Section 5310 Program.

Vehicles, communication systems, contracted services, mobility management and other related equipment items routinely purchased under the Section 5310 Program are

considered categorical exclusions from FTA's requirements to prepare environmental documentation.

TTA follows procedures regarding Buy America Provisions, pre-award and post-delivery audits by:

After selection of a vendor, but prior to signing a contract, the vendor furnishes to TTA documentation proving that at least the required %, at the time of purchase, of the equipment components are domestic and that the equipment's final assembly will be in the United States. TTA audits the documentation verifying that the provisions are met.

TTA also ensures that the proposed equipment meets the specifications and that the manufacturer is responsible with the capability to produce equipment that meets the specifications. A self-certification is received from the manufacturer stating that equipment built by them will meet the Federal Motor Vehicle Safety Standards.

TTA may contract and provide a resident inspector at the manufacturing site during production. The inspector monitors production of equipment and ensures compliance with the specifications issuing reports on the production.

During manufacture and after delivery but before acceptance the vendor furnishes to TTA documentation proving that at least the required %, at the time of purchase, of the completed equipment components were domestic, that the equipment's final assembly was in the United States and that the vehicle did meet the Federal Motor Vehicle Safety Standards.

TTA audits this documentation to ensure compliance and receives and reviews the resident inspector's reports. After delivery, TTA performs a visual inspection and a road test verifying that the equipment was constructed and operates in accordance with the specifications.

All documentation, written reports and certifications are signed, dated and filed to be available for review by FTA.

Prior to award, TTA verifies that the manufacturer is an approved Transit Vehicle Manufacturer eligible to build FTA funded transit vehicles. TTA reports transit vehicle procurement awards within 30 days of making an award using the online Transit Vehicle Award Reporting Form.

TTA only purchases vehicles with passenger counts of 15 or less including the driver. Therefore, the Commercial Driver's License is not applicable.

As required, when contracts are bid, the Restrictions on Lobbying and the Debarment, Suspension and Other Responsibility Matters Certifications are required in the bids. All responsive bidders are checked on the <https://www.sam.gov> to verify they are not on the debarred list.

Section 5310 recipients may only provide charter services for "program purposes" which is defined in 49 CFR Part 604 as "transportation that serves the needs of either human service agencies or targeted populations (seniors and/or individuals with disabilities). So,

their services only qualify for the exemption contained in 49 CFR 604.2(e) if the service is designed to serve the targeted populations.

Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not “for program purposes” and must meet the requirements of the Federal Transit Administration’s Charter Rule. As examples, the following are considered charters and fall under the FTA Charter Rule: (1) an individual chartering a vehicle to take his relatives including elderly aunts and a cousin who is a disabled veteran to a family reunion; or (2) a charter for the Boy Scouts or a school group that includes grandparents.

Agencies are made aware of their responsibilities of the Prohibition on Exclusive School Transportation utilizing a certification required as part of the application process. The requirements are also brought to the attention of potential applicants at the yearly Section 5310 Workshop. Additionally, the Section 5310 project grant agreement, signed when equipment is received by approved applicants, contains clauses concerning the requirements.

Drug & Alcohol Testing is not applicable to the drivers of 15 passenger vehicles unless they have Commercial Driver's License (CDL). With CDL's, the drivers are covered under FHWA regulations.

Transit Asset Management (TAM) Plan: Section 5310 Application Packets contain a description of the TAM Plan requirements. Definitions are provided as to whether an agency is an open or closed transportation provider. TTA's Asset Management Plan Certification is completed by the applicant. Using the definitions, the applicant selects the appropriate definition of the transportation services their agency provides and signs the certification. As required, all open-door transportation providers are included in the state's TAM Plan.

During onsite visits with agencies that have equipment funded by Section 5310 funds, discussions are held with agency personnel to insure their continued compliance with applicable requirements. The major federal funding agency for any recipient has the primary responsibility of oversight for these requirements.

# **APPENDIX A**

Application Packets  
5310 Grant Program  
FY 2018 Section 5310

Vehicle and Communication Equipment

Application Packet

Or

Purchase of Transportation Services

Application Packet

Or

Mobility Management Grant

Application Packet

**SECTION 5310  
APPLICATION PACKET  
FOR VEHICLES, COMMUNICATIONS  
EQUIPMENT, & COMPUTER  
HARDWARE/SOFTWARE  
FOR THE HUNTINGTON, WV-KY-OH  
URBANIZED AREA**



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## **GENERAL INFORMATION**

Section 5310 formula grant assistance program for the enhanced mobility of seniors and individuals with disabilities is available from the Federal Transit Administration through Title 49 U.S.C. 5310 (CFDA Number 20.513), as amended by MAP-21. The Federal Transit Administration (FTA) as well as KYOVA Interstate Planning Commission and the Tri-State Transit Authority (TTA) refer to this program as “the Section 5310 Program.” The goal of the Section 5310 Program is to enhance mobility for seniors and individuals with disabilities throughout the country.

Towards this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the specialized transportation needs of seniors and individuals with disabilities in all areas: urbanized, small urban, and rural. FTA, on behalf of the U.S. Secretary of Transportation, apportions the funds appropriated annually to the States and Urbanized Areas based on an administrative formula that considers the number of seniors and individuals with disabilities in a State or Urbanized Area (UZA). The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources.

FTA regulations require Tri-State Transit Authority to prepare and submit a Section 5310 Application on behalf of all recommended agencies within the Huntington, WV-KY-OH Urbanized Area. Accordingly, TTA and KYOVA Interstate Planning Commission are responsible for notifying potential applicants and eligible local entities of funding availability; developing project selection criteria; preparing the application packet; determining an applicant’s eligibility; and selecting projects for inclusion in the 5310 Application. Upon FTA approval of the 5310 application, TTA will procure all vehicles and equipment. TTA is required to ensure that all approved agencies comply with federal requirements.

The 2018 Section 5310 Program Application Packet has been prepared to provide agencies requesting funding with information and guidance on the Section 5310 Program. Included is information on how to comply with program rules and regulations, preventative maintenance requirements, and reporting obligations.

Eligible applicants include (1) designated recipients of FTA Section 5307 funding; (2) Private non-profit organizations, if public transportation service provided by State and local governmental authorities is unavailable, insufficient, or inappropriate; (3) governmental authorities that certify to the Governor that no non-profit organizations are readily available in an area to provide the special services; and (4) governmental authorities approved by the state to coordinate services for seniors and individuals with disabilities.

Section 5310 funds are available for the purchase of equipment, such as handicapped accessible vans and communication equipment used in the transportation of seniors and individuals with disabilities. Transportation services can be provided to the general public after the needs of seniors and individuals with disabilities are met. Section 5310 funds are available on an 80% Federal, 20% local matching basis. Applicant organizations must provide the remaining 20% in cash from non-Federal sources, or if applicable, allowable federal sources.

Applying agencies must demonstrate that they have the resources to provide operating expenses for the life of the equipment and the managerial capabilities to carry out the project. The Section 5310 Program is jointly administered by the FTA, Tri-State Transit Authority and KYOVA Interstate Planning Commission.

It is imperative that each applicant adhere to the established guidelines and the calendar provided in this packet. TTA is unable to guarantee that every request for funds will be met.

## ***ELIGIBLE SUBRECIPIENTS***

Any private non-profit organization that desires to provide transportation services for seniors and individuals with disabilities is eligible to apply for funds. Private and nonprofit organizations are defined in the following manner:

**Private:** non-public, to wit: bodies which are not municipalities or other political subdivisions of states; are not public agencies or instrumentalities of one or more states, are not Indian tribes (except private non-profits that are formed by Indian tribes); are not public corporations, boards or commissions established under the laws of any state; or are not subject to control by public authority, state or municipal.

**Non-Profit Organization:** a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one which has been determined under State law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.

Section 5310 funds may also go to governmental authorities that certify to the Governor that no non-profit corporations or associations are readily available in an area to provide the special services; and governmental authorities approved by their State to coordinate services for seniors and individuals with disabilities. Local governmental authorities eligible to apply for Section 5310 funds are coordinators of services for seniors and individuals with disabilities designated by their State to coordinate human service activities in a particular area.

Governmental authorities certifying that there are no non-profit organizations readily available in an area to provide Section 5310 service must demonstrate through a survey and a written plan that all avenues have been exhausted in trying to locate a readily available non-profit organization. **Approval to apply for a Section 5310 vehicle would have to be given prior to the grant application cycle.**

Governmental authorities (FTA Section 5307 or 5311 recipients) requesting designation from their State as the coordinator of services for seniors and individuals with disabilities must apply for approval to submit a Section 5310 application prior to the start of the annual grant application cycle. NOTE: Section 5307 and 5311 recipients must coordinate with private non-profit providers of services under Section 5310.

**Governmental authorities requesting approval to submit a Section 5310 Application, must submit an operation plan addressing the following:**

- The designation of a facilitator or coordinator of the plan at the local level. An MPO or a local planning and development council could serve in this capacity or the governmental authority can suggest a facilitator to whom all parties have agreed.
- Address the effects the proposed plan will have on ADA requirements of the governmental authority.
- Indicate the level of coordination – Does the plan include central dispatching, pooled maintenance, etc.?
- Indicate the agency(ies) responsible for the operation of the vehicle.

- Will all vehicles carry the same system name or will individual identities be maintained?
- List of transportation providers included and not included in the plan with an explanation as to why an agency has chosen not to be part of the plan.
- Is the coordination effort only for FTA funded projects? How will other transportation funding sources be considered in the plan?
- List of funding sources.
- How is the vehicle to be maintained?
- A copy of a written agreement reached by all parties addressing the following:
  - Ongoing coordination process to assess the level of service and how to meet any unmet needs of seniors and individuals with disabilities.
  - The ongoing involvement of private providers.
  - Early planning notification to all transit providers including affording an opportunity for a public hearing.
  - Explanation of proposed service, in what geographic areas, providing transportation services to what seniors and individuals with disabilities.
  - Will the vehicle be limited to a particular client group and/or a geographic area?

A governmental authority approved for funding must agree to:

- Purchase of the vehicle being requested by TTA.
- Upon receipt of the vehicle, sign TTA’s non-negotiable standard Section 5310 Project Grant Agreement.
- Be responsible for the successful completion of the project.
- Abide by the Section 5310 reporting requirements and be subject to the Section 5310 Late Reporting Penalty System.

Dispose of any Section 5310 vehicle in accordance with TTA’s procedures. A governmental authority is subject to all of TTA’s Section 5310 requirements. The Manager of TTA reserves the right to waive or change any requirements or policies relating to public bodies that would best serve the interests of the program.

## ***EXCEPTIONS***

Because of the responsibilities of public transportation providers under the Americans with Disabilities Act (ADA), TTA is reluctant to accept any applications for the expansion of services in counties that currently have public transit providers. Should an agency want to expand services in one of these counties, they should submit a one-page description of the project prior to the grant application cycle for review by TTA. Additionally, they will need to provide a letter of support for the project from the local public transportation provider.

Given the various funding resources available to private non-profit hospitals and nursing homes, TTA has determined that these agencies will not be considered for funding under the 5310 program.

## ***COORDINATION AND LOCALLY DEVELOPED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLANS***

Lack of transportation can be a major obstacle for individuals with disabilities, older adults, children and youth, and other populations that need various social and health services. Interagency partnerships are

essential to coordinate travel needs to help increase the quality of life for these populations, as well as for the agencies to provide their services effectively and efficiently. A major goal of coordination is to provide more rides for targeted populations using the same or fewer assets.

Federal transit law requires locally developed coordinated public transit human services transportation plans as a condition for funding under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

By identifying both the transportation needs and issues of a particular area and the transportation services to meet these needs, locally developed coordinated plans can help reduce or eliminate many transportation problems, such as duplication of services and underutilization of resources, and actually help extend or expand service to meet unmet transportation needs.

In compliance with 49 U.S.C. 5310(d) (2) (B), TTA must certify that (1) projects it has selected or will select for assistance under the Section 5310 Program were derived from a locally developed, coordinated public transit-human services transportation plan: and (2) the plan was developed through a process that included representatives of public, private, and non-profit transportation and human services providers and participation by the public.

A coordination plan has been prepared for the Huntington, WV- Ashland, KY- Ironton, OH area, and updates will be filed as needed, approximately every four years. Section 5310 applicants should participate in any coordination meetings, development of plans, or ongoing plan updates. Additionally, each agency should coordinate its services to the maximum extent feasible.

## ***ELIGIBLE PASSENGERS***

### **Seniors**

Section 5310 vehicles are for transporting seniors and individuals with disabilities. Seniors include, at a minimum, all persons 65 years of age or older. Grantees may use a definition that extends eligibility for service to younger (e.g. 62 and older, 60 and over) persons.

### **Individual with a Disability**

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

A disability substantially limits one or more of the major life activities of such an individual. It also includes a record of such impairment of being regarded as having such an impairment. An individual with a disability does not include an individual who is currently engaging in the illegal use of drugs.

### **General Public**

After the needs of seniors and individuals with disabilities are met, the vehicle may be used for transporting the general public. TTA encourages the transporting of additional persons so that the vehicle is fully utilized. This effort helps foster coordination efforts.

## ***ELIGIBLE EQUIPMENT UNDER SECTION 5310 PROGRAM***

The Section 5310 Program provides 80% of the equipment cost to purchase cutaway vans, with or without lifts; narrow body cutaway vans, with or without lifts; 12 passenger vans; minivans; minivans with foldaway ramps; and communications equipment. The Americans with Disabilities Act requires that all agencies operating the demand responsive service provide equivalent service for individuals with disabilities. In order to provide equivalent service, as a rule of thumb, 50% of an agency's fleet must be ADA accessible vehicles.

Vehicles with lifts/ramps meeting ADA specifications will be procured for agencies unable to meet this requirement. Agencies who have equipment to provide equivalent service can request a non-accessible vehicle. Each agency's needs will be evaluated on a case by case basis by the review committee.

## ***AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS***

Agencies providing transportation services to individuals with disabilities, including individuals who use wheelchairs, must ensure that the service offered is equivalent to the level and quality of service offered to individuals without disabilities. Equivalent service takes into consideration response time, fares, hours, and days of operation, restrictions on trip purpose, geographic service area and constraints on capacity or service availability.

Agencies providing transportation services must ensure that they meet the following service provisions as required by the ADA:

1. Maintain, lifts, and other accessibility equipment in operating condition. Lift/ ramps must be cycled and tie-downs checked daily.
2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment.
3. Deploy lifts and ramps at any designated stops.
4. Provide service to persons using respirators or portable oxygen or mobility aids.
5. Provide service to individuals who use wheelchairs to board and ride accessible vehicles. A wheelchair is defined as "a mobility aid belonging to any class of three or more wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered." If the wheelchair lift/ramp can accommodate a mobility device that does not meet the definition, agencies should still provide the service.
6. Allow adequate time for vehicle boarding and disembarking.
7. Transport service animals. (Passengers are not required to provide any type of certification).
8. Train personnel to proficiency so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way.
9. Display the blue accessibility symbol on all accessible vehicles.
10. Make information available in an accessible format upon request and have adequate telephone capacity, both voice and TDD.
11. Allow ambulatory passengers use of lifts or ramps upon request.

Applying agencies must take the ADA regulations into consideration when deciding the type of equipment needed, as well as the proposed service to be provided.

Approved agencies are required to develop ADA policies and procedures, including complaint processes for passengers and employees.

## ***VEHICLE USAGE***

Agencies funded under the Section 5310 Program are required to provide transportation services to seniors and individuals with disabilities originally designated in their application and within the geographical area described in their Section 5310 application for the duration of their vehicle's useful life.

### ***MEAL DELIVERY FOR HOMEBOUND INDIVIDUALS***

Agencies receiving assistance under Section 5310 may coordinate and assist in regularly providing meal delivery service for homebound individuals, if the delivery service does not conflict with or reduce services to seniors and individuals with disabilities as proposed in the original Section 5310 application.

### ***IN HOME SERVICES***

Providing in home services with a Section 5310 vehicle could result in a reduction of service to and interfere with transportation services for senior and individuals with disabilities; therefore, TTA discourages the use of vehicles for this activity.

### ***INCIDENTAL USAGE***

Incidental Use is the use of equipment or facilities purchased under the Section 5310 program during those periods when the equipment is not used for specific grant-related purposes. This type of use is allowed, but should be kept to a minimum and must not interfere with any transportation for seniors and individuals with disabilities.

### ***OUT-OF-STATE USAGE***

Agencies receiving assistance under the Section 5310 Program are to use the vehicle to provide transportation services to seniors and individuals with disabilities within the geographical area described in TTA's Section 5310 Application. **Out-of-state trips are strictly forbidden under the Section 5310 Program. Please note: Agencies located in border counties, a 50-mile radius is allowed for "incidental" trips.**

### ***FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION REQUIREMENTS***

Agencies providing transportation services across the state lines could be required to be licensed by the Federal Motor Carrier Safety Administration, as well as meet other requirements. It is the responsibility of the agency to determine if these requirements apply to your transportation program. Two exceptions to the applicability of Federal motor carrier licensing are:

- Transportation performed by the Federal government, a state, or any political subdivision of a state, or an agency established under a compact between states that has been approved by the Congress of the United States; and
- The operation of commercial motor vehicles designed or used to transport between 9-15 passengers (including a driver) for direct compensation, provided the vehicle is not being operated beyond a 75 air mile radius (86.3 statute miles or 138.9 km) from the driver's normal work reporting location, and provided the vehicle does not otherwise meet the definition of a

commercial motor vehicle, except that motor carriers operating such vehicles are required to comply with §390.15, 390.19, and 390.21(a) and (b)(2).

For more information on these requirements, an agency can contact the Federal Motor Carrier Safety Administration's website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

## ***LOW USAGE***

Normally, an actively used vehicle will accrue 100,000 miles after 4 years of operation.

TTA reserves the right to remove a vehicle from any agency that puts less than 10,000 a year on their vehicle.

## ***LEASING SECTION 5310 TO ANOTHER AGENCY***

Vehicles acquired under 5310 may be used only in the following ways:

1. By the private, non-profit organization as described in its application.
2. By several private, non-profit organizations in coordinated service for a variety of seniors and individuals with disabilities. It is understood that, at a minimum, the service, which was proposed by the private, non-profit organization in its grant application, will be provided and that the originally designated clientele will be served.
3. By a private, for-profit operator, by lease or other contractual agreement with the private non-profit organization. FTA will permit vehicles acquired by non-profit agencies to be leased to private, for-profit companies where such arrangements provide for more efficient and effective service for seniors and individuals with disabilities.
4. By a public body when the private, non-profit organization elects to lease a vehicle to the public body rather than provide the service itself because the public body may be a more efficient provider; however, control over service, clientele, and vehicles remains with the private, non-profit organization.

Under all lease arrangements and effective policy control of vehicle usage must remain with the grant recipient. **BEFORE ENTERING INTO ANY CONTRACTUAL ARRANGEMENTS, PRIOR APPROVAL IS REQUIRED FROM TTA.**

## ***SERVICE CONTRACTS***

There are no restrictions regarding a grant recipient contracting with a public body or a private for profit operator for maintenance, repair, garaging, or assistance in routing and scheduling.

## ***SECTION 5310 PROJECT GRANT AGREEMENT***

Once an agency is approved for funding and upon receipt of equipment, the agency is required to enter into an agreement with TTA that states the terms and conditions under which the equipment is to be operated. The agreement ensures grant compliance. Some of the significant requirements are:

1. The agency is responsible for operating and using the equipment as proposed in the Section 5310 Application.
2. The agency is required to maintain financial, maintenance and operating records on the equipment. Also, the agency is required to report each month on vehicle usage for the useful life of the vehicle.

## ***AGENCY FISCAL AND MANAGERIAL CAPABILITIES***

Each recipient must demonstrate on an ongoing basis their fiscal and managerial capabilities to implement and carry out the project, which includes but is not limited to:

1. Demonstrating the financial and technical capacity to carry out the program including the safety and security aspects of the project.
2. Providing administrative and management support of the project implementation including sufficient administrative oversight to ensure that vehicles are being properly maintained and operated in a safe manner.
3. Ensuring that personnel are adequately trained in the safe operation of the equipment.
4. Accounting for project property and maintaining property inventory cards that contain all required information.
5. Demonstrating and retaining satisfactory continuing control over the use of project property.
6. Preparing and submitting required reports in a timely manner ensuring accuracy of the information.
7. Ensuring compliance with all FTA, federal requirements, or TTA requirements that are applicable to the project.
8. Ensuring local match funds are available and that operating funds are available for the life of the project.
9. Updating and retaining required reports and records for availability during audits or oversight reviews.
10. Documenting that equipment is in good working order and is being maintained in accordance with the manufacturer's recommendations.
11. Ensuring periodic reviews by project supervisor or agency management that maintenance procedures are being followed.
12. Ensuring that ADA equipment is in good working order and documentation is maintained verifying that the lift ramps and tie downs are in good working order.
13. Develop and implement sound financial procedures ensuring that the agency has an adequate financial system.
14. Keeping expenditures within the latest approved budget in accordance with project guidelines and eligible expense, if applicable.

## ***PROJECT SELECTION***

Once an agency has submitted their application to TTA, it is reviewed for completeness. The application is then evaluated based on need, vehicle utilization, coordination efforts, fiscal and managerial capabilities and the proposed operating plan. Past recipients reporting performance is taken into consideration in any funding request. If an application has missing documentation, the agency is given an opportunity to submit the omitted documents. No application is considered for funding without a positive Local Intergovernmental Review or proper sign-off and coordination documentation.

Any application received after the grant application deadline will be considered for funding ONLY after all other on-time requests have been met.

Equipment prices will determine whether or not an agency can be funded.

## ***OBJECTION RESOLUTION***

Applications that do not have transit provider objections resolved on or before August 17, 2018, or have not requested a meeting of the Special Transit Advisory Committee, on or before August 17, 2018, **WILL NOT** be considered for funding.

## ***PSC COMPLAINT***

An agency that has a PSC Complaint filed against it or pending before that Public Service Commission (PSC) cannot be considered for funding unless the issue is resolved prior to the August 17, 2018 deadline. Motor vehicles designated for use and operation by local county aging programs are exempt from PSC regulations.

## ***SECTION 5310 GRANT APPLICATION PROCESS***

Section 5310 grant application process involves two stages – the pre-grant approval stage and the grant implementation stage.

### ***PRE-GRANT APPROVAL STAGE***

1. Review of the enclosed material by your organization to assure the Section 5310 Program will assist in meeting your transportation needs.
2. Analysis of your organization's current equipment and the determination of the appropriate equipment to be requested in your organization's grant application.
3. Contact by your organization with the various local and State governmental agencies necessary to fulfill all planning and State application requirements.
4. If requesting an expansion vehicle, contact ALL rural and small urban transit providers, ALL taxi companies, and ALL paratransit providers in your organization's proposed service area in order to reach agreement on duplication and/or conflicts in services. This process is called obtaining sign-off documentation.
5. Your organization must assure that all private sector agencies in your area have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
6. Submission of your organization's completed application to KYOVA. No application is considered for funding without a positive Local Intergovernmental Review and proper sign-off and coordination documentation.

### ***GRANT IMPLEMENTATION STAGE***

1. Submission of TTA/KYOVA recommended applications to the federal Transit Administration for grant approval.
2. Grant approval received by TTA from the Federal Transit Administration.
3. Vehicle bid out by TTA, ordered and delivered to the approved agencies.
4. Approved agencies notified to come to TTA to pick up the new vehicle. Agency provides required proof of insurance and signs Project Grant Agreement agreeing to provide transportation services as described in their original Section 5310 Application.
5. Approved agency provides transportation services.
6. Agency maintains, on site, required records relating to: preventative maintenance schedule, completed, daily Vehicle Inspection Report Forms, completed Comprehensive Maintenance Record

Forms, with invoice backup, current proof of insurance reflecting the TTA as co-insured, and the agency's written safety plan documenting procedures to be followed in the event of a vehicle accident, breakdown, or other emergency situation.

7. Agency reports monthly to TTA on the vehicle's usage for its useful life.

## ***TITLE AND OWNERSHIP OF VEHICLE***

Title to and ownership of any vehicle during its useful life shall remain at all times with TTA. The actual title will read Tri-State Transit Authority c/o the approved agency. This helps to protect the Federal interest in the vehicle.

## ***USEFUL LIFE***

Useful life of the vehicle will adhere to the 5010.1D Circular or any subsequent guidance issued by FTA regarding useful life.

## ***SELLING OF VEHICLE THAT WAS LISTED IN SECTION 5310 APPLICATION AS BEING REPLACED***

If an agency states in their Section 5310 application that they are replacing equipment, the agency is required to furnish written documentation (such as a copy of the bill of sale, signed over title, etc.) verifying that the equipment was replaced. This documentation must be received by TTA within 60 days of receiving the new equipment.

An agency must sell the replaced equipment. It is not acceptable for the equipment to be transferred to another program under the agency.

## ***RESTRICTIONS***

1. No modifications are to be made to any equipment purchased with the Section 5310 funds without prior approval from TTA.
2. Under no circumstances is any equipment purchased with Section 5310 funds to be used as collateral in order to obtain a loan.

## ***INSURANCE REQUIREMENTS***

Agencies are required to maintain an amount of insurance that will adequately cover the actual value of the project equipment should it be damaged or destroyed. Agencies are to list TTA as co-insured on any policy related to said equipment. This action is necessary in order to protect the federal interest in the equipment. The agency shall provide TTA with a proof of insurance, reflecting that TTA is the coinsured, upon each renewal of the policy.

## ***MONTHLY REPORTS***

Agencies are required to input a *Section 5310 Monthly Reporting Form* on every active Section 5310 vehicle in their fleet.

The *Section 5310 Monthly Reporting Form* is required to be submitted to TTA on or before the 10th day of each month reflecting the past month's data. For example, May's report entry is due on or before June 10. The report must be received by this date in order to avoid penalty points toward your next Section 5310 Application. Reports will be submitted electronically and uploaded to centralized database. If the agency is unable to submit electronically, that should be noted on their application so that the exception can be noted. TTA will maintain these records and upload to NTD as required, if required.

Agencies are required to input a *Section 5310 Monthly Reporting Form* until the vehicle has reached its useful life. TTA will notify agencies when the useful life has been met on their vehicle. The notification will state that the vehicle has been turned over to the agency and that monthly reporting entries are no longer necessary.

## **LATE MONTHLY REPORTS**

The procedures for dealing with delinquent Section 5310 monthly reporting entries are as follows:

1. On the 20<sup>th</sup> day of the month, a phone call is made reminding the agency off the delinquent report entry. This is when an agency may begin accumulating penalty points.
2. On the 25<sup>th</sup> day of the month, a first memo is sent to the agency.
3. On the 10<sup>th</sup> day of the next month, a second memo is sent to the agency informing them of the consequences of delinquent reporting.
4. On the 20<sup>th</sup> day of the next month, a third and final letter is sent to the agency informing them that if the report is not received in the TTA office within 30 days, their Project Grant Agreement will be terminated and their Section 5310 vehicle will be removed.

If a Section 5310 vehicle sits idle, a blank report must be inputted along with an explanation as to why the vehicle was not operated. If a report is not inputted on behalf of the vehicle by the fifteenth day of the month, it will be considered late and penalty points will be assessed.

## **DRIVER TRAINING**

The Americans with Disabilities Act requires that all drivers be trained in the safe and proper ways to transport disabled persons. In order to meet this requirement, TTA requires all drivers to be trained and certified in PASS (Passenger Service and Safety Certification). The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one-day version is required of all 5310 drivers; however, drivers are encouraged to become PASS certified which involves a two-day course. All applicants must meet this qualification before delivery can be taken of any vehicle. There may be a charge for course materials; please check with your trainer.

Funded agencies must maintain certified drivers. All new hires are to be PASS certified within 60 days of employment. Section 5310 vehicles are to be operated only by persons who have the required training.

## **VALID DRIVER'S LICENSE**

Each agency is responsible for ensuring that all drivers have valid and appropriate driver's license as required by TTA.

## **COMMERCIAL DRIVER LICENSE (CDL)**

A Commercial Driver License (CDL) is required when a vehicle is designed to transport 16 or more persons (including the driver).

## **CLASS D LICENSE PROGRAM**

TTA requires a Class D License if an individual meets the following:

- Any person eighteen (18) years and older with at least one year driving experience who operates motor vehicles weight rating (GVWR) of less than 26,001 pounds, a passenger capacity of 15 or less passengers, including the driver, and cannot transport hazardous materials that require the vehicle to be placarded.

*NOTE: Anyone who operates motor vehicles which transport persons or property on a volunteer basis are NOT required to obtain the Class D License, nor are individuals who operate emergency vehicles, such as ambulances, rescue equipment, law enforcement and firefighters.*

- Those persons for which the operation of a motor vehicle is incidental to their job duties or functions would NOT be required to obtain a Class D License.

Anyone with questions concerning the Class D License should contact their local Division of Motor Vehicles.

## **DRUG AND ALCOHOL TESTING**

Any driver holding a CDL license could be required to submit to Drug and Alcohol testing under the Omnibus Transportation Employee Testing Act of 1991. For Drugs, the testing required is pre-employment; reasonable suspicion; post-accident; random; return to duty; and follow up. For alcohol, the testing required is: reasonable suspicion; post-accident; random; return to duty; and follow up. Individuals who are required to possess CDLs by virtue of state or local law or by employer policy, but not by Federal regulation, are not subject to the provisions of these regulations.

Any person who operates a commercial motor vehicle less than 26,001 GVWR is not required to be tested for controlled substances and/or alcohol under these rules unless the vehicle is designed to transport 16 or more passengers including the driver or is required to be placarded for hazardous materials transportation under Federal law. For additional information, contact your local Division of Motor Vehicles.

## **PROPERLY MAINTAINED VEHICLES**

Each agency shall be responsible for maintaining all equipment in the best working condition possible, allowing for normal wear and tear. The agency shall establish preventative maintenance program that at least meets the manufacturer's minimum requirements. The preventative maintenance plan shall include the maintenance of lifts, ramps, and securement systems. The preventative maintenance program shall be utilized and maintained by the agency, in a file, on site, available for review by personnel from TTA or FTA during periodic onsite reviews.

## ***DAILY VEHICLE INSPECTION REPORT***

Drivers are required to perform a daily inspection of their vehicle, which includes the cycling of the wheelchair lift or ramp and checking securement systems. Inspections are to be performed utilizing the Daily Vehicle Inspection Report Form. Vehicles should meet an acceptable level of both interior and exterior cleanliness. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from TTA or FTA during periodic onsite reviews. During on site reviews, documentation will be checked to see how soon issues noted on the Daily Vehicle Inspection Report Form are resolved or repaired.

## ***COMPREHENSIVE MAINTENANCE RECORDS***

A Comprehensive Maintenance Record Form is required to be maintained for each piece of equipment. All preventative maintenance, repairs, etc. shall be recorded on the Comprehensive Maintenance Record Form thereby providing a complete history of the vehicles maintenance and repairs. The Comprehensive Maintenance Record Form shall include preventative maintenance and repairs of lifts, ramps, and securement systems, including no charge items. Copies of invoices for preventative maintenance and repairs shall be maintained with the form. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from TTA or FTA during periodic onsite reviews.

## ***WRITTEN EMERGENCY PROCEDURES***

Each agency shall develop and implement written emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown, or other emergency situation.

## ***REPORT OF AN ACCIDENT/ INCIDENT***

Each agency is to immediately report to TTA when equipment is involved in an accident or incident. The verbal report shall be followed by a written report that can be included on the Section 5310 Monthly Reporting Form entry. Records are to be maintained in the agency's files regarding all accidents or incidents for review by personnel from TTA or FTA during periodic onsite reviews.

## ***INDEMNIFICATION***

The recipient agency shall indemnify, and hold harmless TTA and its agents, servants and employees from any and all claims, suits, proceedings, losses, expenses, damages and liabilities, including, but not limited to attorney's fees and court costs caused directly or indirectly by, or arising out of, agency's use of the equipment purchased with Section 5310 funds. TTA shall not be liable for any loss or damage to any cargo or other property, real or personal, left stored, loaded or transported in or upon the equipment funded with Section 5310 funds, at any time or any place, including, without limitation, while located at any garage or other premises operated by the recipient agency and under any circumstances whatsoever, whether or not due to negligence of TTA, and the recipient agency shall waive all claims against TTA by reason thereof and shall indemnify, defend and hold TTA harmless from and against any and all claims, suits, actions or proceedings based upon or arising out of such loss or damage.

## ***CERTIFICATIONS***

In this application packet, your agency is signing various certifications. Agencies receiving equipment under the Section 5310 Program are required to abide by the signed certifications regarding areas, such as the Americans with Disabilities Act – Certification of Equivalent Service; Certification of Compliance with Title VI of the Civil Rights Act of 1964, as amended; Equal Employment Opportunities; Certification of Special Efforts to provide Transportation that Handicapped Persons Can Use; Assurance Concerning Nondiscrimination on the Basis of Disability in Federally-Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance; School Transportation Operations Agreement; Energy Conservation; No Federal Government Obligations to Third Parties; Program Fraud and False or Fraudulent Statements or Related Acts; Debarment, Suspension, and Other Responsibility Matters, etc.

Any complaints received by an approved agency regarding the above shall be reported to TTA.

## ***OTHER FEDERAL REQUIREMENTS***

### ***SCHOOL BUS SERVICE***

Grantees are prohibited from providing exclusive school bus service unless the service qualified under an allowable exemption and is approved by the FTA Administrator. In no case can federally funded equipment or facilities be used to provide exclusive school bus service. Head Start transportation is considered human service transportation, not school bus service.

### ***CHARTER***

Section 5310 recipients may only provide charter services for program purposes, which is defined in 49 CFR Part 604 as transportation that serves the needs of either human service agencies or targeted populations (seniors or individuals with disabilities). The agency's service only qualifies for the exemption contained in 49 CFR 604.2(e) if the service is designed to serve the needs of targeted populations.

Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not for program purposes and must meet the requirements of the FTA's Charter Rule. As examples, the following are considered charters and fall under the FTA Charter Rule:

1. An individual chartering a vehicle to take his relatives, including elderly aunts and a cousin who is a disabled veteran, to a family reunion; or
2. A charter for the Boy Scouts or a school group that includes grandparents.

### ***TITLE VI***

Grantees must ensure that no person shall, on the grounds of race, color or national origin, be excluded from participating, or denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. TTA and KYOVA administers the Section 5310 Program without regard to race, color and national origin. To find out more information on TTA's Title VI responsibilities or to file a Title VI complaint, please contact:

**Tri-State Transit Authority  
1120 Virginia Avenue, West  
PO Box 7965  
Huntington, WV 25779  
Phone: (304) 529-6094**

In addition to complying with the requirements itself, TTA must ensure that recipients of Section 5310 vehicles meet Title VI requirements. Recipients must:

- notify clients that the agency will operate programs without regard to race, color and national origin;
- describe the procedures that members of the public should follow in order to request additional information on the agency's nondiscrimination obligations;
- describe the procedures that members of the public should follow to file a discrimination complaint against the agency.
- The complete requirements are available under Appendix A of this application packet.

**Appendix A must be completed and submitted as part of your application packet.**

To help agencies meet their requirements, TTA will provide Title VI signs/stickers that are to be posted in Section 5310 vehicles at all times. If the sign/sticker becomes damaged or is lost, please contact TTA for a replacement.

Besides posting this information on the vehicles, your agency should include this information on either your agency's web site or in your agency's brochures.

*(Your agency's name) operates its programs and services without regard to race, color and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at (insert contact phone number).*

Remember to keep the contact information updated. TTA must report Title VI complaints to FTA; **therefore, TTA requires that you report any Title VI complaints within 24 hours.**

### **LIMITED ENGLISH PROFICIENCY (LEP)**

Grantees must provide meaningful access to individuals who are limited English proficient (LEP). LEP includes persons who are illiterate. Each grantee must determine what steps are necessary to provide meaningful access based on four factors:

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity or service provided by the program.
4. The resources available to the recipient and costs.

The complete requirements are available under Appendix A of this application packet.

***Appendix A must be completed and submitted as part of your application packet. If your agency completed the required Title VI Plan in 2013, it is good for three years. Please reference in application.***

## ***EQUAL EMPLOYMENT OPPORTUNITY***

Grantees may not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, or disability. Grantees can demonstrate compliance with these requirements in several ways:

1. Have the Board adopt an EEO policy statement.
2. Post the EEO statement in conspicuous and accessible places.
3. Include an EEO statement on employment applications and want ads.
4. Provide sensitivity training to employees.

Title I of the ADA prohibits discrimination in employment and requires grantees to make reasonable accommodations for qualified employees and applicants.

## ***SENSITIVE SECURITY INFORMATION***

Each agency must protect, and take measures to ensure that its sub agreement at each tier protects sensitive security information made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, Protection of Sensitive Security Information, 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, Protection of Sensitive Security Information, 49 CFR Part 1520.

## ***ACCESSIBILITY***

Agency agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101 et seq. and DOT regulations, Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37; and Joint ATBCB/DOT regulations, Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CFR Part 38.

## ***TRAFFICKING-IN-PERSONS***

Agency agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement. Agency agrees to inform TTA of any information it receives from any source alleging a violation of a prohibition in the current FTA Master Agreement.

## ***ENVIRONMENTAL JUSTICE***

Agency agrees to facilitate compliance with the policies of Executive Order No. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

## ***ENERGY CONSERVATION***

Agency agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

## ***APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS***

Agency agrees to comply with changing federal, state and local requirements. The agency shall note that federal, state and local requirements may change and the changed requirements will apply to the Project as required.

## ***FEDERAL REGULATION CHANGES***

Agency shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between the TTA and FTA, as they may be amended or promulgated from time to time during the term of this Project. The agency's failure to so comply shall constitute a material breach of the Project.

## ***NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES***

Agency agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to TTA, agency, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

## ***PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS***

Agency acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, Program Fraud Civil Remedies, || 49 C.F.R. Part 31, apply to its actions pertaining to this Project.

Upon execution of the Project, the agency certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the agency further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the agency to the extent the Federal Government deems appropriate.

## ***SEAT BELT USAGE***

Pursuant to Executive Order No. 13043, April 16, 1997, 23 U.S.C. § 402, agency is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

### ***DISTRACTED DRIVING, INCLUDING TEXT MESSAGING WHILE DRIVING***

Pursuant to Executive Order No. 13513, Federal Leadership on Reducing Text Messaging While Driving, || October 1, 2009, 23 U.S.C. § 402 note and DOT Order 3902.10, Text Messaging while Driving, December 30, 2009, the RECIPIENT is encouraged to adopt on-the-job policies and programs for its employees when operating company-owned, rented, or personally operated vehicles to reduce text messaging while driving and avoid distracted driving. This Special Condition is to be included in each third party sub-agreement at each tier financed with Federal funds.

### ***AUDITS***

Agency is required to report any audit findings that involve Section 5310 funded equipment immediately to TTA.

### ***ON-SITE MONITORING REVIEWS***

To ensure compliance with the various program requirements, TTA or its representative(s) and/or the FTA will periodically conduct on-site reviews. These reviews will also confirm the existence, condition and proper maintenance of funded equipment.

At a minimum, during these reviews the agency will be required to produce their preventive maintenance schedule; completed daily vehicle inspection reports also known as the pre-trip|| inspection; completed comprehensive maintenance record forms with invoice backup; current proof of insurance reflecting TTA as co-insured and the agency's written safety plan documenting procedures to be followed in the event of a vehicle accident, breakdown or other emergency situation. The actual equipment will be inspected to verify usage reported, as well as its condition. Agencies will also be reviewed for the appropriate postings and other program requirements.

In addition to these inspections, upon request by TTA, agencies on a periodic basis may be required to submit their comprehensive vehicle maintenance records for a desk review.

***Failure to take corrective action of any deficiencies found during a review will result in an agency's suspension from the Section 5310 Program until the agency can adequately demonstrate that procedures have been put into place.***

### ***PROJECT COMPLETION***

TTA will notify an agency in writing when a vehicle has reached its useful life. At that time, the agency will receive a title for the vehicle signed over to them. The agency will be responsible for paying the Division of Motor Vehicles (DMV) a 5% use tax on the fair market value, determined by the Division of Motor Vehicles, of the vehicle at the time the title is transferred.

An agency can continue to use the van as needed. When the van is disposed of, the agency will retain all of the proceeds from its sale.

Agencies should keep in mind that with the passage of the Americans with Disabilities Act (ADA) any agency providing transportation services, when viewed in its entirety, must provide a level of service to individuals with disabilities, including individuals who use wheelchairs, equivalent to the level of service provided to individuals without disabilities. This is a requirement for any transit provider regardless of their funding sources.

Should circumstances arise (major mechanical problems, wrecked, etc.) where a vehicle purchased with Section 5310 funds needs to be disposed of **prior to meeting its useful life**, permission must first be obtained from the Manager of TTA.

## ***TECHNICAL ASSISTANCE AND TRAINING***

### ***PASS PROGRAM***

TTA offers the PASS (Passenger Service and Safety Certification) program to all 5310 recipients. The PASS Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities.

PASS Instructors are located at other agencies as well. Instructor courses are offered approximately every three years. If your agency has a trained instructor, you are required to open your PASS training to other agencies in the region.

### ***LATE APPLICATION SUBMISSION***

Applications that are received after **4:00 p.m. on August 17, 2018**, will be considered for funding only after all other agencies on-time requests have been met. TTA and KYOVA **WILL NOT** be responsible for late, lost or misdirected mail.

## **APPLICATION INSTRUCTIONS**

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY.**

**Applications received by KYOVA that do not follow this format will be returned for revision to the submitting organization which may jeopardize your organization's Section 5310 funding.**

**Please use the checklist provided on pages 22-23 to ensure that all documentation is submitted correctly. Documentation should be submitted in the order provided in the checklist.**

**On or before close of business on Friday, August 17, 2018, please submit one (1) original of your agency's application to KYOVA Interstate Planning Commission at the following address. Please submit the Letter of Intent no later than close of business Tuesday, July 10, 2018.**

**KYOVA Interstate Planning Commission  
Attn: Section 5310 Program Application  
400 Third Avenue  
PO Box 939  
Huntington, WV 25712  
(304) 523-7434**

## APPLICATION TIMELINE FOR FY 2018 SECTION 5310 GRANT

This timeline has been provided for use as a guide in planning the completion and submission of your application. TTA and KYOVA reserve the right to modify the schedule depending on number of applicants and available funding. Applicants should adhere to the dates as outlined, unless otherwise notified, in order to ensure proper completion and timely submission of their applications. TTA and KYOVA have the right to modify this calendar based on required application process required by FTA and the funding balance allocated to the Huntington, WV-KY-OH Urbanized Area TMA.

DATE	ACTIVITY
June 15, 2018	Application cycle opens
June 15, 2018	Applications available. Visit <a href="http://www.kyovaipc.org">www.kyovaipc.org</a> and click Transit Tab > Section 5310 Program.
June 28, 2018	Optional Open House for Applicants to ask questions of KYOVA Staff
July 10, 2018	Letters of Intent to be received by TTA and KYOVA & Requests (if needed) to be added to Coordinated Transit Plan must be made.
July 16, 2018	If requesting an expansion vehicle, all transit provider sign-offs should have been mailed out by grant applicant.
August 16, 2018	All sign-offs not returned are considered non-objectionable. If an objection is received during the 30-day period, the applicant must send a letter offering the transit provider an opportunity to submit a proposal on how they could provide the service.
August 17, 2018	Last day for applications to be submitted to KYOVA.
August 2018	Committee reviews applications, objections are resolved, if any, and projects are selected for inclusion in the 5310 FY 18 Application to FTA.
August-September 2018	Transit providers to receive award letters.
September-October 2018	TTA prepares Consolidated Application and submits to FTA.

## VEHICLE APPLICATION CHECKLIST

Copy of Letter of Intent

Section I: Applicant Information

Section II: Vehicle Request Form

Section III: Summary of Project Costs and Operating Budget

**NOTARIZED** proof of commitment for local matching funds (see page 28)

Section V: Project Application

### Attachments

Attachment 1: Authorizing Resolution (*Signed in Blue Ink*)

Attachment 2: Verification Certification (*Signed in Blue Ink*)

Attachment 3: Articles of Incorporation (*IRS tax Exemption letter is not acceptable*)

Attachment 4: Coordination and Sign-Off to include:

- Sign-Off Letters (Include a copy of all letters sent and sign-offs returned completed)  
(*Mandatory at time of submission – if requesting expansion vehicle*)

Attachment 5: Application for Federal Assistance to complete Intergovernmental Review

Attachment 6: Certifications (*Signed in Blue Ink*)

Maintenance Invoices for vehicles to be replaced (If applicable)

### Title VI

Title VI Non-Discrimination and Limited English Proficiency (LEP)

## COMMUNICATION EQUIPMENT AND COMPUTER REQUEST CHECKLIST

Copy of Letter of Intent

Section I: Applicant Information

Section IV: Communication Equipment & Computer Request Form

**NOTARIZED** proof of commitment for local matching funds (see page 28)

Section V: Project Application

### Attachments

Attachment 1: Authorizing Resolution (*Signed in Blue Ink*)

Attachment 2: Verification Certification (*Signed in Blue Ink*)

Attachment 3: Articles of Incorporation (*IRS tax Exemption letter is not acceptable*)

Attachment 5: Application for Federal Assistance to complete Intergovernmental Review

Attachment 6: Certifications (*Signed in Blue Ink*)

### Title VI

Title VI Non-Discrimination and Limited English Proficiency (LEP)

**Section 5310 Program Application**

**SECTION 5310 PROGRAM APPLICATION**

**Section 1: Applicant Information**

<b>APPLICANT NAME</b>		
<b>LEGAL NAME OF BUSINESS</b>		
<b>DOING BUSINESS AS (IF APPLICABLE)</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>AGENCY EMAIL</b>		
<b>CONTACT PERSON FOR APPLICATION</b>		
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>CONTACT EMAIL</b>		
<b>FEDERAL TAX ID</b>		<b>DUNS#</b>
<b>IS THERE A PUBLIC TRANSIT SYSTEM IN YOUR AREA?      YES      NO</b>		

**REFERENCES**

New applicants: Please fill out the table below with references from up to three of your current funders. By filling out this table you are allowing West Virginia Department of Highways (WVDOH), Kentucky Transportation Cabinet (KYTC), Ohio Department of Transportation (ODOT), KYOVA Interstate Planning Commission (KYOVA) and Tri-State Transit Authority (TTA) to contact these references.

<b>NAME</b>	<b>ORGANIZATION</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>

## Section 2: Vehicle Request Form

If your agency operates multiple vehicles, your fleet must be at least 50% accessible before a non-accessible vehicle will be approved. The accessibility percentage will be determined by the Vehicle Request Form in this section.

### Available Vehicle Types

Reference	Type	Cost Estimate
		<small>(Please note: Costs may change depending on vehicle options)</small>
A	Narrow Body Cutaway (2 wheelchairs)	\$51,840
B	Narrow Body Cutaway (1 wheelchair)	\$51,360
C	Cutaway (2 wheelchairs)	\$54,780
D	Mini-Van*	

\*If you are interested purchasing a Mini-van, please contact KYOVA at 304.523.7434 before completing the application

Fill out the table below. You may only apply for up to three vehicles.

	Complete one column for each requested		
	VEH1	VEH2	VEH3
Type of vehicle requested (use lettering as indicated above)			
Number of days per week vehicle will be operated			
Estimated passenger trips to be provided per year			
Estimated mileage per year			
Estimated hours per year			
Replacement or new?			

### Section 3: Summary of Project Costs & Operating Budget

**TOTAL PROJECT COSTS MAY BE MORE OR LESS THAN PROJECT ESTIMATE**

	AMOUNT
A. Total Estimated Vehicle Cost	
B. Optional Security Camera (\$5,000 total)	
C. Contingencies (5% of A)	
D. Storage and Security Costs (\$150 x # of vehicles)	
E. Total Estimated Cost (A + B <i>(optional)</i> + C +D)	
F. Federal Grant Request (80% of E)	
G. Local Contribution (20% of F)	

Sources and amounts of Non-Federal 20% local share, or if applicable, allowable federal sources for the project costs being requested:

SOURCE	AMOUNT
_____	_____
_____	_____
_____	_____

**Attach notarized proof of commitment for vehicle matching funds and show the date that these funds become available immediately behind this page.** Proof may consist of, but not be limited to: written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

**PLEASE NOTE: These matching funds must be from non-Federal sources, or if applicable, eligible Federal sources!**

**OPERATING BUDGET OF VEHICLE REQUESTED**

<u>ANNUAL COST</u>	<u>AMOUNT</u>
A. Salaries and Fringe Benefits	\$ _____
B. Overhead (Rent and other)	\$ _____
C. Fuel, Lubricants and Tires	\$ _____
D. Maintenance	\$ _____
E. Insurance	\$ _____
F. Contract Service	\$ _____
G. Administrative and Reporting Costs	\$ _____
H. Other	\$ _____
<b>TOTAL ESTIMATED ANNUAL COST</b>	<b>\$ _____</b>

Sources and amounts of proposed annual operating budget for the requested vehicle(s).

SOURCE	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

## Section 4: Communication Equipment and Computer Requests

### Computer Hardware Request Form

Computer hardware and software is only available to applicants who have previously participated in the program and have five or more vehicles; and must primarily be used for serving the transportation needs of the elderly and individuals with disabilities. Computers are purchased by the requesting agency and provided 80% reimbursement after submission of invoices. Purchases by the agency may only occur after receiving written approval from TTA.

Computer hardware/software will be used for (check all that applies):

- Billing
- Scheduling/Dispatching
- Driver Scheduling
- Maintenance Records
- Reports

Number of vehicles hardware/software will be used for. \_\_\_\_\_

Hardware/Software Requested (be specific)	Unit Cost	Quantity	Total Costs
	Total Project Cost		
	Federal Share (80%)		
	Local Share (20%)		

## Communications Equipment Request Form

Communications equipment is purchased by the requesting agency and provided 80% reimbursement after submission of invoices. Purchases by the agency may only occur after receiving TTA written approval.

Hardware/Software Requested (be specific)	Unit Cost	Quantity	Total Costs
	Total Project Cost		
	Federal Share (80%)		
	Local Share (20%)		

Use the space below to provide an explanation of how the communications equipment will be utilized and benefit the agency, including improvements in service delivery, coordination, reduction in cost, etc.

## Section 5: Project Application

### VEHICLE NEED (if applicable)

1. What are the goals of your project?

2. Describe the client base that receives your transportation services.

3. Describe the use of the requested vehicle.

4. Please check the description that best fits your plan for the proposed vehicle(s).

#### Replacement

Purchase of Section 5310 vehicle with previously acquired Section 5310 vehicle being sold

Purchase of Section 5310 vehicle with non-Section 5310 vehicle being sold

#### Expansion

Purchase of Section 5310 vehicle with previously acquired Section 5310 vehicle being retained as a spare which expands agency's fleet **(sign-offs required)**

Purchase of Section 5310 vehicle to expand fleet **(sign-offs required)**

Purchase of Section 5310 vehicle with non-Section vehicle being retained as a spare which expands agency's fleet **(sign-offs required)**

**NOTE:** All vehicle(s) to be **replaced**, must have at least 90,000 miles of service at the time of application submission.

**NOTE:** TTA will allow one spare vehicle for agencies that have a fleet size of 1-5 and two spare vehicles for agencies that have a fleet size of 6-12.

5. How are existing transportation services unavailable, insufficient or inappropriate for your clients?

**SERVICE AREA**

The transportation service area of the Project is intended to include the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project.

6. Description of Service Area: (State exactly where requested vehicle is going to be utilized. From what location (center) will the vehicle be dispatched into what areas? Are there destinations outside the primary service area?)

7. Check the statement which best describes the type of transportation services within the area delineated in Question #6?

Seniors and individuals with disabilities within your service area will depend almost entirely upon your agency for their transportation in addition to that required for them to utilize and/or participate in the services and activities of the agency.

Seniors and individuals with disabilities within your service area will be provided transportation by your agency only to the extent necessary for them to utilize and/or participate in the service activities of your agency.

8. Service Area Population :

9. Destinations of trips outside of the primary service area:

10. Check the days of the week and indicate the hours of operation of your agency's **transportation program**.

Day of Week	Check if operating	List hours of operation
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**PROJECT MANAGEMENT**

11. Describe your organization's structure (governing, organizational, etc.). Be specific about the management of your transportation services. Attach an organizational chart if desired.

12. What are your organization's funding sources?

**CURRENT VEHICLE INVENTORY**

13. Complete the following Current Vehicle Inventory Chart. List all of your agency's vehicles that are used to provide transportation services. Attach additional sheets if necessary.



**COORDINATION EFFORTS**

All projects funded by the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) must be part of a locally developed coordinated public transit-human services transportation plan. This plan was required to be developed through a process that included representatives of public, private, and nonprofit transportation service providers, human services transportation providers and the general public.

All known transportation agencies were notified that any agency planning to apply for funding under the Section 5310 Program, anytime within the next four years, had to ***PARTICIPATE IN THE PLAN DEVELOPMENT, ATTEND THE DEVELOPMENT MEETINGS, AND BE INCLUDED IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN!***

KYOVA Interstate Planning Commission facilitated the development of the Coordinated Public Transit-Human Services Transportation Plan for the KYOVA Planning Area including the Huntington, WV-KY-OH Urbanized Area and continues to update the plan periodically. The MPO held meetings in your region and asked for input.

14. Does your agency currently participate in a cooperative/coordinated effort in your area?  
Yes    No

If yes, please describe the arrangement and specify the efforts.

If no please explain.

15. Describe the processes that your agency undertakes to ensure that the proposed transportation services are or will be coordinated to the maximum extent possible with other federally funded agencies and private transportation providers in the proposed service area?

16. Is the project included in the KYOVA Human Services Public Transportation Coordination Plan? If you are unsure please visit <http://www.kyovaipc.org> >Transit on KYOVA's website for a copy of the TMA Coordinated Public Transit-Human Services Transportation Plan.

Yes    No

Please Explain:

17. Is the project included in the list of projects that address gaps in service as identified by the KYOVA Human Services Public Transportation Coordination Plan?

Yes    No

Please describe the gap in service the proposed project will address:

18. Does any public transportation exist in the area that is served by the proposed project?

Yes    No

If yes, explain why it cannot be used in place of the proposed project.

19. Did someone from your agency attend focus groups or meetings facilitated by KYOVA Interstate Planning Commission?

Yes No

20. Name of person(s) attending: \_\_\_\_\_

21. Location(s) of meeting: \_\_\_\_\_

22. Is your agency involved in any new coordination activities as a result of these efforts?

Yes No

If yes, please describe:

**OPERATING PLAN**

23. **Maintenance Program:** Do you have a vehicle maintenance plan which at least meets the minimum recommendations of the vehicle manufacturer?

Yes No

Is there a daily pre-trip vehicle inspection program in place? Yes No

Describe:

24. **Driver Selection** (check all that apply)

When selecting your drivers, does your agency:

Check their driving record? (valid, appropriate vehicle operator's license, eligible for insurance coverage?)

Require a physical examination?

Require driving experience with vehicles similar to those operated for your agency or satisfactory completion of a training program prior to actual passenger transportation?

Require a pre-employment drug/alcohol test?

25. **Driver Training:** Describe your agency's driver orientation program:

a. Does your agency have an ongoing driver safety program?                      Yes      No

b. The Americans with Disabilities Act requires training of all drivers. Please list all drivers from your organization who have had Passenger Service and Safety Training (PASS) and are still driving. Attach additional sheets if necessary. **Please attach copies of training certificates with this application.**

Name of Driver(s) Still Employed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Please list all drivers from your organization who **will require** PASS training. Attach additional sheets if necessary.

d. Has your agency prepared a transportation safety plan or yearly update?

Yes    No

26. Why should this application be funded?

27. **If your agency is selected for funding, list below your agency's name and phone number as it should appear on the side of an approved vehicle.** Should your agency not want its name or phone number on the side of an approved vehicle, please state so below.

# ATTACHMENT 1

On the following two (2) pages is a statement authorizing you to file a grant application on behalf of your organization. Complete all blanks and place it directly after the cover page in your application. (Do not retype). **Sign the resolution using a blue pen.**

## AUTHORIZING RESOLUTION CERTIFICATE

I, \_\_\_\_\_, do hereby certify that I am the duly qualified and acting  
(Name of Certifying Officer)

\_\_\_\_\_ of the \_\_\_\_\_ and as such, I am the  
(Title of Certifying Officer) (Name of Applicant)

keeper of the seal, records, and files of the \_\_\_\_\_.  
(Name of Applicant)

I do further certify that a regularly constituted meeting of the \_\_\_\_\_  
(Name of Applicant)

of the Board of Directors, Executive Committee, etc., \_\_\_\_\_ held on the \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, at which a quorum of all of the members were present and voting, a certain resolution was

(Unanimously) **(or)** (By Majority Vote) (Check one of the blanks) adopted in full conformance

and authority with the Bylaws of the Applicant or Statutes of the State of

WV/KY/OH (check one of the blanks) as made and provided, and that the following is a complete and

true copy of the pertinent provisions of said Resolution:

1. That an application be made to Tri-State Transit Authority for Federal grant under the Section 5310 Program to acquire funds to provide (brief description of project).

2. That \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Authorized Individual) (Name of Applicant)

is authorized to furnish such additional information as may reasonable be required by the

Federal Transit Administration or Tri-State Transit Authority in connection with aforesaid

application for said grant.

I further certify that the original of the complete said Resolution is on file in the records

of the \_\_\_\_\_ in my custody.  
(Name of Applicant)

I do further certify that the foregoing Resolution remains in full force and effect and has not been rescinded, amended, or altered in any manner since the date of its adoption.

IN WITNESS WHEREOF, I have affixed my official signature and the seal (if appropriate) of the

\_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
Certifying Officer Signature

\_\_\_\_\_

## ATTACHMENT 2

### VERIFICATION CERTIFICATION

*(Sign the following certification using a blue pen)*

I am an officer of the applicant corporation herein and am authorized to make this verification on its behalf. The statements in the foregoing application and its exhibits are true to the best of my knowledge.

I declare that the statements made in this application are true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Officer) (Title)

## **ATTACHMENT 3**

### **ARTICLES OF INCORPORATION**

Submit a copy (**must be on 8 ½" X 11" size paper**) of your organization's articles of incorporation. The Articles of Incorporation should be inserted directly following the Verification Assurance when submitting your application.

*Note: A tax exempt statement from the IRS is not acceptable.*

## ATTACHMENT 4

### COORDINATION and SIGN-OFF SECTION

#### PROCEDURES

The Federal Transit Administration requires TTA to sign an assurance that they are providing for the "maximum feasible coordination" of services under the Section 5310 Program. During the application cycle, the sign-off process is used to determine that TTA can sign the required certification.

The sign-off process ensures that transportation providers in an area have been notified that an agency is applying for a Section 5310 Grant. This allows the existing transportation providers a fair and timely opportunity to participate, to the maximum extent feasible, in the development of the transportation program and in the provision of any special transportation services for seniors and individuals with disabilities.

A listing of known transportation providers is provided on the KYOVA website ([kyovaipc.org](http://kyovaipc.org)). An agency should not consider this a final list of providers and should consult the Coordinated Public Transit-Human Services Transportation Plan for additional transportation providers.

Copies of all letters sent and completed sign-off forms be included in your agency's application submittal, including any additional correspondence with **ALL public, private and paratransit operators in your proposed service area.**

Should an agency have a complaint filed against them or pending before the Public Service Commission (PSC), TTA considers this to be an objection to the application. An application cannot be considered for funding unless the issue is resolved prior to the **August 17, 2018**, deadline.

Agencies funded by the Section 5310 Program are required to provide transportation services to seniors and individuals with disabilities as proposed in their Section 5310 Application. Transportation services are to be provided as stated in your agency's signoff letters mailed to all transportation providers in the proposed service area. **TTA is to be notified prior to any changes being made in a Section 5310 vehicle's service area.**

**NO APPLICATION IS SCORED WITHOUT THE CORRECT SIGN-OFF AND COORDINATION DOCUMENTATION**

## SIGN-OFF LETTER – SAMPLE

*All providers must be given 30 days to respond.*

Dear **(Transit Provider)**:

The **(Name of Organization)** intends to apply for a capital assistance grant under the Section 5310 Program of the Federal Transit Act, as amended, for the purchase of a **(type of vehicle)** which will be used to provide transportation services for seniors and individuals with disabilities in **(Service Area)**.

We plan to **(agencies should state appropriate choice)**:

- Purchase a Section 5310 vehicle and retain non-Section 5310 vehicle as spare which expands agency's fleet
- Purchase a Section 5310 vehicle and retain previously acquired Section 5310 vehicle as a spare which expands agency's fleet
- Purchase a Section 5310 vehicle to expand fleet

The **(Name of Applicant)** plans to initiate/ continue **(Describe Agency Service Area and Specific Routes; Number and Type of Persons to be Transported; Number of Days per Week; Types of Activities)**.

This service is necessary because **(Features precluding the provision of such services by existing carriers or operators.)**.

Please complete and return the attached form by **(Within 30 days of mailing)**.

Should you have any questions, objections, or propose any restrictions to this project, please contact **(Name)** at **(Phone)** to discuss this proposal further.

Sincerely,

**COORDINATION OF TRANSPORTATION SERVICES**

***PLEASE COMPLETE THE CHART BELOW***

List all public, private and paratransit providers that provide transportation services in your proposed service area.

***ALL PROVIDERS MUST BE GIVEN 30 DAYS TO RESPOND!***

NAME & ADDRESS OF PROVIDER	DATE SIGN-OFF REQUESTED	DATE SIGN-OFF RECEIVED	DATE OBJECTION RECEIVED	NO RESPONSE RECEIVED

**SECTION 5310 SIGN-OFF FORM**

The \_\_\_\_\_ located at \_\_\_\_\_  
(Requesting Organization's Name) (Requesting Organization Address)

Requests a sign-off from \_\_\_\_\_ who  
(Name and address of organization for sign-off)

(check one):

supports the Section 5310 Application.

supports the Section 5310 Application with the following restrictions:

objects to the Section 5310 Application for the following reasons:

\_\_\_\_\_ is interested in providing this proposed  
(Name of Organization)  
service and/or participating in the coordination of this service by: (Please describe your  
interest)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorizing Signature)

***Organizations making any objections, requesting any restriction or having an interest in providing or participating in the coordination of this service, should send a copy of this form to:***

**Tri-State Transit Authority  
1120 Virginia Avenue, West  
PO Box 7965  
Huntington, WV 25779**

**FAILURE TO REPLY TO THIS REQUEST SHALL INDICATE THAT YOUR AGENCY HAS NO  
OBJECTIONS TO THE PROJECT AS PROPOSED**

**ALL PROVIDERS HAVE 30 DAYS TO RESPOND FROM DATE OF RECEIPT**

## ATTACHMENT 5

### LOCAL INTERGOVERNMENTAL REVIEW – ALL APPLICANTS

All Applicants must complete the Intergovernmental Review. Please see instructions below as the process for West Virginia, Ohio and Kentucky applicants may be different.

#### **West Virginia and Ohio Applicants**

Along with your application, you must submit an Application for Federal Assistance necessary to complete and Intergovernmental Review. Please fill out the highlighted sections. It is not necessary for your local planning organization to submit your local intergovernmental review to the State Clearinghouse. TTA will do this for you. Once a positive Intergovernmental Review is complete, your agency will be notified by KYOVA. **TTA and the Federal Transit Administration will not accept any applications that do not have a positive local intergovernmental review.**

#### **Kentucky Applicants**

The Kentucky State Clearinghouse has been designated as the state Single Point of Contact (SPOC) and is charged with providing state and local input to the appropriate federal agency. At the state level this task is accomplished by identifying those state agencies that should be involved in the planning and development of activities by Executive Order 12372, and providing these agencies with the opportunity to evaluate proposals in a timely, effective fashion. All federal applications are subject to EO 12372 Intergovernmental Review Process unless the application specifically states not subject to EO 12372.

The Kentucky State Clearinghouse processes the Intergovernmental Review Applications through an e-clearinghouse at the Kentucky Department for Local Government (DLG). All information and forms may be found at: [https://kydlgweb.ky.gov/FederalGrants/16\\_eClearinghouse.cfm](https://kydlgweb.ky.gov/FederalGrants/16_eClearinghouse.cfm). If you have any questions or need assistance completing the forms, contact KYOVA Interstate Planning Commission. DLG will provide a letter of review to the applicant, which will serve as the required documentation for the Intergovernmental Review Process for the Section 5310 application.

#### **All Applicants**

Because of the responsibilities of public transportation providers under the Americans with Disabilities Act (ADA), TTA is reluctant to accept any applications for the expansion of services in counties that currently have public transit providers. Should an agency want to expand services in one of these counties, they should submit a one-page description of the project prior to the annual grant application cycle for review by TTA. Additionally, they will need to provide a letter of support for the project from the local public transit provider.

***An Application for Federal Assistance must accompany your application when submitted to KYOVA Interstate Planning Commission on or before August 17, 2018. Projects must receive a positive Intergovernmental Review (no later than September 10<sup>th</sup>) to be considered for funding.***

It is the applicant's responsibility to ensure that it allows the local planning organizations and Kentucky DLG adequate time to review the application. **Most planning organizations and the Kentucky DLG may take 30 to 45 days to review an application.**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

(only fill in highlighted fields)

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier
			<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>				
<b>Legal Name:</b>		<b>Organizational Unit:</b>		
Organizational DUNS:		<b>Department:</b>		
<b>Address:</b>		Division:		
<b>Street:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
<b>City:</b>		Prefix:	First Name:	
<b>County:</b>		Middle Name		
<b>State:</b>		Last Name		
<b>Zip Code</b>		Suffix:		
<b>Country:</b>		Email:		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□		Phone Number (give area code)		Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> PICK ONE <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) □ □		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□□		<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE, BRIEF DESCRIPTION AND LOCATION OF APPLICANT'S PROJECT:</b>		
<b>13. PROPOSED PROJECT</b> <b>Start Date:</b> <b>Ending Date:</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project		
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:		
b. Applicant	\$	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
e. Other	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
f. Program Income	\$			
g. TOTAL	\$			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix	First Name		Middle Name	
Last Name			Suffix	
b. Title			c. Telephone Number (give area code)	
d. Signature of Authorized Representative			e. Date Signed	

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title, description and location of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

## ATTACHMENT 6

### CERTIFICATIONS

Read and sign the following certifications using a **blue pen**. Failure to sign these certifications will mean that your agency will not be considered for funding.

# CERTIFICATIONS

I, \_\_\_\_\_, do hereby certify that the \_\_\_\_\_;  
(Name) (Name of Applicant)

## 1. CERTIFICATION OF PROVISION OF NECESSARY LOCAL MATCHING FUNDS

shall provide the total amount of local match from non-Federal sources, or if applicable, allowable Federal sources required for the purchase of vehicle(s) or communication equipment within fifteen (15) days of receipt of written notification from TTA of the actual amount needed. It is my understanding that failure to comply with this stipulation will result in TTA's cancellation of the purchase order that is required in order to obtain my agency's vehicle(s) or communication equipment. I further understand that this cancellation will cause my agency to be delayed in the receipt of any vehicle(s) or communication equipment for approximately one (1) year.

## 2. MAINTENANCE CERTIFICATION

The Federal Transit Administration (FTA), realizing the potential problems of operability, safety, and reliability of the vehicle(s) or communication equipment, if it is not properly maintained, has instituted a requirement that all Section 5310 grantees must certify that a vehicle(s) or communication equipment purchased under the program will be maintained in accordance with the detailed maintenance and inspection schedules provided by the manufacturer. Also, see the Section 5310 Project Guide. Failure of a private non-profit agency to maintain vehicle(s) or communication equipment in accordance with their certification will preclude additional FTA assistance to that agency. I certify that I understand the FTA maintenance and inspection requirements and that the agency will comply.

## 3. CIVIL RIGHTS

Agree that the applicant will comply with the following requirements:

(1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq., Section 4 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101, et seq., Section 102 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq. and Federal transit law at 49 U.S.C. § 5332, as amended by MAP 21, the APPLICANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, or disability. In addition, the APPLICANT agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated.

(2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to this Project:

(a) Race, Color, National Origin, Religion, Sex, Disability or Age. In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the APPLICANT agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, —Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, —Equal Employment Opportunity,|| as amended by Executive Order No. 11375, —Amending Executive Order 11246 Relating to Equal Employment Opportunity, — 42 U.S.C. § 2000e note), and with any applicable Federal statutes executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The APPLICANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, disability or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(b) Sex. APPLICANT agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681-1683, 1685-1688, with U.S. DOT regulations, —Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 49 C.F.R. Part 25, and with any implementing directives that U.S.DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.

(c) Age. In accordance with the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq. and implementing regulations, the APPLICANT agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(d) Disabilities. In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the APPLICANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, —Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, ||29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(3) APPLICANT also agrees to include these requirements in each sub-agreement financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## 4. ENERGY CONSERVATION

APPLICANT agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

## 5. CERTIFICATION OF SPECIAL EFFORTS TO PROVIDE TRANSPORTATION THAT DISABLED PERSONS CAN USE

The applicant hereby certifies that special efforts are being made in its service area to provide transportation that disabled persons, including wheelchair users and semi-ambulatory persons can use. The transportation resulting from these special efforts is reasonable in comparison to the transportation provided to the general public and meets a significant fraction of the actual transportation needs of such persons within a reasonable time.

## **6. LITIGATION CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this Project.

## **7. FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that, based on my experience with the applicant and a review of the applicant's records that the applicant has the requisite fiscal and managerial capability to carry out this Project.

## **8. APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS**

The agency hereby certifies that it will comply with changing federal, state and local requirements, the APPLICANT shall note that federal, state and local requirements may change and the changed requirements will apply to this Project as required.

Federal Regulation Changes - APPLICANT shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between TTA and FTA, as they may be amended or promulgated from time to time during the term of this Project. The APPLICANT'S failure to so comply shall constitute a material breach of this Project.

## **9. INSPECTION**

The agency hereby certifies that it shall permit TTA, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives, to inspect all vehicles, facilities and equipment used by the Agency as part of the Project to verify compliance with the requirements of the Section 5310 Program. All records of the transportation services rendered by the Agency, including maintenance records, records verifying usage of the vehicle, and all relevant Project records shall also be available for inspection. The Agency shall also permit the above named persons or agencies to audit the records and accounts of the Agency pertaining to the Project.

## **10. COORDINATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge the agency has coordinated, to the maximum extent feasible, with other transportation providers and users, regardless of their funding source.

## **11. EFFECTS ON PRIVATE MASS TRANSPORTATION COMPANIES**

The applicant as required by 49 U.S.C. 5323(a) (1) (C) or 5323 (a) (2) (B), certifies that before it acquires property or an interest in property of a private mass transportation company or operates mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it has or will have:

A. Provided for the participation of private mass transportation companies to the maximum extent feasible; and

B. Paid or will pay just compensation under state or local law to a private mass transportation company for its franchises or property acquired.

## **12. NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

The applicant acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to TTA, APPLICANT, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

## **13. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

As the authorized representative for the applicant, I certify the applicant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, —Program Fraud Civil Remedies, 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Project, the APPLICANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the APPLICANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the APPLICANT to the extent the Federal Government deems appropriate.

## **14. SENSITIVE SECURITY INFORMATION**

The applicant, if selected for funding, must protect, and take measures to ensure that its sub agreement at each tier protect,—sensitive security information|| made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 1520.

## **15. ACCESSIBILITY**

The applicant, if selected for funding, agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101, et seq. and DOT regulations, —Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37; and Joint ATBCB/DOT regulations, —American with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CFR Part 38.

## **16. TRAFFICKING IN PERSONS**

The applicant, if selected for funding, agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement.

The applicant also agrees to inform TTA of any information it receives from any source alleging a violation of a prohibition in the Trafficking in Persons subsection of the current FTA Master Agreement.

**17. ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY**

To the extent applicable and except to the extent that FTA determines otherwise in writing, any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 13166, —Improving Access to Services for Persons with Limited English Proficiency, 42 U.S.C. § 2000d-1 note, and with the provision of U.S. DOT Notice, —DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons, 70 Fed. Reg. 74087, December 14, 2005.

**18. ENVIRONMENTAL JUSTICE**

Any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 12898, —Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

**19. CHARTER SERVICE**

The applicant, if selected for funding, may not engage in charter service operations except as permitted by 49 U.S.C. §5323(d), and FTA regulations, —Charter Service, 49 C.F.R. Part 604, and any amendments thereto that may be issued. Any charter service agreement entered into under these regulations is incorporated into any future Project Grant Agreement by reference.

**20. SEAT BELT USAGE**

Pursuant to Executive Order No. 13043, April 16, 1997, 23 U.S.C. § 402, any approved applicant, is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

**21. DISTRACTED DRIVING, INCLUDING TEXT MESSAGING WHILE DRIVING**

Pursuant to Executive Order No. 13513, —Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, 23 U.S.C. § 402 note and DOT Order 3902.10, —Text Messaging While Driving, the RECIPIENT is encouraged to reduce text messaging while driving and avoid distracted driving. This Special Condition is to be included in each third party sub-agreement at each tier financed with Federal funds.

**22. AUDITS**

Any approved applicant agrees to report any audit findings that involve Section 5310 funded equipment immediately to TTA. I declare that the foregoing certifications are true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)

## CERTIFICATION OF EQUIVALENT SERVICE

The \_\_\_\_\_  
(Name of Applicant)

certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.27, public entities operating demand responsive systems for the general public which receive financial assistance under Sections 5310 or 5311 of the Federal Transit Act, as amended, must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving Federal Transit Act funds shall also file the certification with the appropriate state program office. Such public entities receiving Federal Transit Act funds under any other Section of the Federal Transit Act must file the certification with the appropriate Federal Transit Administration regional office. This certification is valid for no longer than one year from its date of filing.

\_\_\_\_\_  
Typed Name & Title of Authorized Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE IMPLEMENTING THE REHABILITATION ACT OF 1973, AS AMENDED, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (FEDERAL TRANSIT ADMINISTRATION)**

\_\_\_\_\_, (the "Recipient"/Applicant) agrees that as a condition to the approval or extension of any Federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (any subsequent amendments thereto) set forth at 49 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other Federal departments or agencies.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Legal Name of Applicant)

BY: \_\_\_\_\_  
(Signature of Authorized Official)

**FEDERAL TRANSIT ADMINISTRATION (FTA)  
CIVIL RIGHTS ASSURANCE**

The \_\_\_\_\_ HEREBY CERTIFIES THAT, as a condition  
(Name of Applicant)

of receiving Federal financial assistance under the Federal Transit Administration (FTA) Transportation Act of 1964, as amended, 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 \_\_\_\_\_ will compile, maintain, and submit in  
(Name of Applicant)  
  
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 C.F.R. Part 21.9.
  
3. The \_\_\_\_\_ will make it known to the public that  
(Name of Applicant)  
those person or 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 or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

\_\_\_\_\_  
(Typed Name/Title of Authorized Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Authorized Official)

## TITLE VI REPORT

1. List any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or natural origin with respect to service or other transit benefits. The list should include: 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 entered into a consent decrees. **If none, please state.**

2. A description of all pending applications for financial assistance and all financial assistance currently provided by other federal agencies. **If none, please state.**

3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reasons for the review; the name 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. **If none, please state.**

## SCHOOL TRANSPORTATION OPERATIONS AGREEMENT

**Name of Applicant:** \_\_\_\_\_

A. As required by 49 U.S.C. 5323 (f) and FTA regulations, —School Bus Operations, at 49 CFR 605.14, the Applicant agrees that it will:

(1) Engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and:

(2) Comply with the requirements of 49 CFR Part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

B. The Applicant understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, the definitions of 49 CFR Part 605 apply to this school Transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

\_\_\_\_\_  
(Typed Name & Title of Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), \_\_\_\_\_ (NAME OF APPLICANT) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

# APPENDIX A

## **TITLE VI NONDISCRIMINATION AND LIMITED ENGLISH PROFICIENCY REQUIREMENTS**

*Each subrecipient must have its own program. To help you develop a Title VI program, TTA has provided this questionnaire, after which reviewed and accepted by TTA, will become your Title VI program. **Prior to submitting with 5310 Application, you will be required to submit the completed questionnaire to your Board or council for approval and then provide evidence of the approval (copy of Board or council minutes approving and adopting plan) to TTA.***

*The Federal Transit Administration (FTA) requires all recipients of FTA assistance to develop a Title VI program. For more information concerning Title VI requirements go to Title VI Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients": [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA Title VI FINAL.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf)*

## ***Title VI Program***

## TITLE VI REPORTING

Please complete the form using the number of transportation clients served. An individual client may be reported as both a low-income and minority client. Only report the transit system’s clients served. DO NOT report US Census percentages or passenger trips. Use your client database to determine the number of low-income and/or minority clients. If you don’t have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page. Please use the most recent data available.

Transportation Clients Served	Category
	<u>Low-Income</u> : a person whose median household income is at or below the Department of Health and Human Services’ poverty guidelines
<u>Minority Persons</u> include the following:	
	American Indian and Alaska Native – refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Asian – refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
	Hispanic or Latino – includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race
	Native Hawaiian and Other Pacific Islander – refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

## TITLE VI PROGRAM QUESTIONNAIRE

### NOTICE TO THE PUBLIC

*FTA requires that each grantee notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI program. The notice must include:*

- *A statement that the agency operates programs without regard to race, color, and national origin*
- *A description of the procedures that members of the public should follow in order to request additional information on the grantee’s nondiscrimination obligations*
- *A description of the procedures that members of the public should follow in order to file a discrimination complaint against the grantee*

The notice can be a separate document, such as a posted sign, a statement that is in another document, or a stand-alone document, such as a Title VI brochure. A sample Title VI notice is provided in **Appendix A**.

1. Please provide a copy of **your** Title VI notice(s).
2. Where are the notices posted?

### COMPLAINT INSTRUCTIONS AND FORM

FTA requires each grantee to have instructions for the public to follow and a form for the public to use for filing a Title VI complaint. TTA has provided for you the form and procedures for filing a Title VI complaint. **Attachment B** presents the sample form and procedures.

3. Please provide a copy of **your** agency’s complaint form and procedures.

### TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

FTA requires that the Title VI program include a list of transit-related Title VI complaints, investigations, and lawsuits. TTA obtains this information with grant applications. Please note that EEO and ADA complaints are not Title VI complaints so do not list them. If you are part of a city, county, or human service agency, only list Title VI complaints, investigations, or lawsuits related to transportation services.

4. Have you had any Title VI complaints, investigations, or lawsuits related to your transportation services? If yes, please complete the following table:

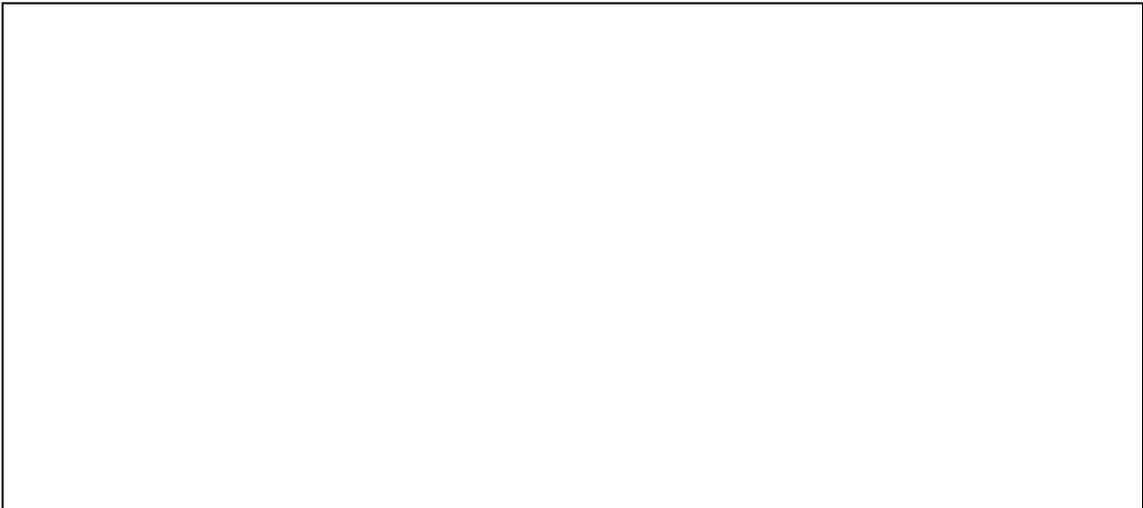
Type	Date	Summary	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

### PUBLIC PARTICIPATION ELEMENT

FTA requires that the Title VI program include a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include

*other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. Applicants to TTA for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These requirements include the published notice of intent to apply to TTA for FTA assistance and participation in the public transit-human services transportation coordinated plan development. Other public participation methods include open Board/ council meetings, council meetings of cities and counties that provide local funding, advisory committees, public involvement efforts for transportation services, passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.*

5. Describe the mechanism for disseminating information to the public. Provide a summary of public outreach and involvement activities undertaken and a description of the steps taken to ensure minority, low-income, and Limited English Proficiency populations have meaningful access to these activities.



**LIMITED ENGLISH PROFICIENCY (LEP) ELEMENT**

*FTA requires that the Title VI program include a plan for providing language assistance to LEP persons. An LEP person is someone who speaks English less than very well.*

6. Do you have a mechanism in place to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are Limited English Proficiency? Please explain.

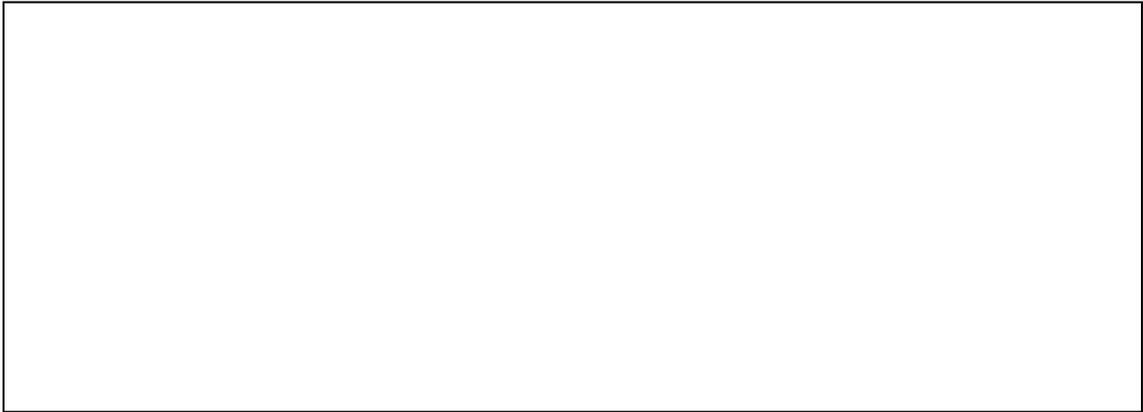
### **PLANNING AND ADVISORY BOARDS**

*FTA requires that the Title VI program present the racial make-up of all transit related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, and a description of the efforts to encourage the participation of minorities on such committees.*

7. List all of your transit-related advisory boards and committees (if any) and the purpose of each.

8. What is the racial makeup of each board and committee?

9. What efforts are undertaken to encourage participation of minorities on these committees?



# **Attachment A**

## **Title VI Notice to the Public**

[Agency] operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact [Agency's name] by any of the methods listed below.

### **Agency Name and Address**

**Phone**

**Fax**

**Email**

If this information is needed in another language, please contact us.

# Attachment B

## Title VI Complaint Form and Procedures

**SAMPLE**

### (Agency Name) TITLE VI COMPLAINT FORM

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please contact us.

Please mail or return this form to:

[Director]

[Agency Name]

[Address]

[Email and Fax number]

#### 1. Complainant's Name:

a. Address:

b. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

b. Telephone (Home  or Cell ): \_\_\_\_\_

c. Telephone Work: \_\_\_\_\_ (Please include area code)

d. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

2. Accessible Format of Form Needed? Large Print Audio Tape TDD Other (please specify):

3. Are you filing this complaint on your own behalf?  Yes **If YES, please go to Question 7**

No If no, please go to question 4

4. If you answered **NO** to question 3 above, please provide your name and address.

a. Name of Person Filing Complaint:

b. Address:

c. Telephone (Home  or Cell ): \_\_\_\_\_

d. Telephone Work: \_\_\_\_\_ (Please include area code)

e. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

**1. What is your relationship to the person for whom you are filing the complaint?**

**6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.** Yes, I have permission. No, I do not have permission.

**7. I believe that the discrimination I experienced was based on** (check all that apply)

Race  Color  National Origin (Classes protected by Title VI)  Other (please specify)

**8. Date of Alleged Discrimination (Month, Day, Year):**

**9. Where did the Alleged Discrimination take place?**

**10. Explain as clearly as possible what happened and why you believe that you were discriminated against.** Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*

**11. Please list any and all witnesses' names and phone numbers/contact information.** *Use the back of this form or separate pages if additional space is required.*

**12. What type of corrective action would you like to see taken?**

**13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court?** Yes **If yes, check all that apply** No

a.  Federal Agency (List agency's name)

b.  Federal Court (Please provide location)

c.  State Court

d.  State Agency (Specify Agency)

e.  County Court (Specify Court and County)

f.  Local Agency (Specify Agency)

**14. Please provide information about a contact person at the agency/court where the complaint was filed.**

Name:

Title:

Agency: Telephone:

Address:

City/State/Zip Code:

**You may attach any written materials or other information that you think is relevant to your complaint.**

Signature and date is required:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you completed Questions 4, 5 and 6, your signature and date is required

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Attachment B – Continued**

### **Title VI Complaint Form and Procedures**

**SAMPLE**  
**(Your agency's name)**

**Title VI Procedures** Title VI of the 1964 Civil Rights Act requires that —No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by (insert your agency's name) may file a complaint by completing and submitting (your agency's name) the Title VI Complaint form.

#### **How do you file a complaint?**

You may download the (your agency's name) Title VI Complaint Form at (give web address), or request a copy by writing or phoning (list your agency's full name, address and phone number). You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

Director  
Your agency's name and address

#### **How will your complaint be handled?**

(Your agency's name) investigates complaints received no more than 180 days after the alleged incident. (Your agency's name) will process complaints that are complete. Once a completed complaint is received, (Your agency's name) will review it to determine if acknowledgement letter informing her/him whether the complaint will be investigated by (your agency's name).

**Attachment B – Continued**  
**Title VI Complaint Form and Procedures**

**(Your agency's name)** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **(your agency's name)** may contact the complainant. Unless a longer period is specified by **(your agency's name)**, the complainant will have ten (10) days from the date of the letter to send requested information to the **(your agency's name)** investigator assigned to the case. If **(your agency's name)** investigator is not contacted by the complainant or does not receive the additional information within the required timeline, **(your agency's name)** may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, **(your agency's name)** will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with **(your agency's name)** determination, he/she may request reconsideration by submitting a request in writing to **(your agency's name)** director **(or the appropriate title)** within seven (7) days after the date of **(your agency's name)** letter, stating with specificity the basis for the reconsideration. The director **(or the appropriate title)** will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the director **(or the appropriate title)** will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. If information is needed in another language, then contact **(your agency's name)** at **(phone number)**.

# Huntington, WV-KY-OH Urbanized Area

## Section 5310 Purchase of Transportation Services

*To Provide Transportation Services for Seniors and Individuals with Disabilities*



**FY 2018**  
**Section 5310**  
**Purchase of Transportation Services**  
**(Contracted Services)**  
**Application Packet**

**Prepared by**

KYOVA Interstate Planning Commission  
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# **GENERAL INFORMATION**

## **Introduction**

KYOVA Interstate Planning Commission (KYOVA) and Tri-State Transit Authority (TTA) are seeking proposals from private non-profit organizations who desire to provide demand responsive passenger transportation services that are designed to meet the needs of seniors and individuals with disabilities. TTA intends to purchase these services from organizations located within the Huntington, WV-KY-OH Urbanized Area to enhance/expand transportation services for seniors and individuals with disabilities.

## **Purpose of the Program**

Provide passenger transportation services to seniors and individuals with disabilities where general public passenger transportation services are unavailable, insufficient, or inappropriate.

***Note: Funds provided under this program are not meant to replace other funds received for special needs transportation, nor are the services to be provided intended to replace any services not provided by your agency or any local transit agencies.***

## **Background**

The Huntington, WV-KY-OH Urbanized Area receives an annual allocation under Section 5310 of the Federal Transit Act. The funds are received through a grant from the Federal Transit Administration (FTA). The purpose of the funding is to provide for the transportation of seniors and individuals with disabilities. **REQUESTS ARE LIMITED TO \$50,000 PER YEAR (80% federal/20% local).**

Historically, KYOVA and TTA have used the funding to provide grants for the purchase of wheelchair accessible vehicles and other transportation related equipment. KYOVA and TTA are now utilizing a portion of the funds for the purchase of demand responsive services from private non-profit agencies.

## **Program Overview**

KYOVA and TTA intend to purchase transportation services described in this Application Packet based upon a unit rate that is predetermined by the proposing agency and concurred with by KYOVA and TTA. Projects will be awarded for a period of three years. The funding will be allocated annually. The annual funding level and unit rate will be subject to renegotiation each year of the contract term.

## **Statement of Financial Assistance**

All contracts awarded under this program are subject to a financial assistance agreement between KYOVA, TTA, and the Federal Transit Administration (FTA).

As a condition of award, approved agencies under this program must comply with the federal requirements identified in the application packet and complete the assurances and certifications included in the packet.

### **KYOVA and TTA Responsibilities**

FTA regulations require KYOVA and TTA to prepare and submit a Section 5310 Application on behalf of all recommended agencies in the State. Accordingly, KYOVA and TTA are responsible for notifying potential applicants and preparing the application packet; determining applicant's eligibility; and selecting projects for inclusion in the Huntington, WV-KY-OH Urbanized Area Application. Upon FTA approval of the Application, KYOVA and TTA will contract with approved agencies for the purchase of services.

### **Contract**

Once an agency is approved for funding, the agency is required to enter into a Contract with TTA which states the terms and conditions under which the services are to be provided. The Contract ensures grant compliance. Some of the significant requirements are:

1. The agency is responsible for providing the transportation services as proposed in their application packet.
2. The agency is required to adhere to all the federal and state requirements as certified to in the application packet and any additional requirements that may surface.
3. The agency is required to maintain insurances that cover the project appropriately.
4. The agency is required to maintain financial, maintenance and operating records on the project. These records are to be maintained on site and available for inspection by personnel from KYOVA, TTA, and or the Federal Transit Administration (FTA) during periodic onsite reviews.

### **Technical Assistance Available**

Technical assistance is available from KYOVA and TTA. This assistance includes, but is not limited to:

- Program Development
- Project Implementation
- Financial Management
- Compliance with contract terms and federal and state regulations
- Training for passenger transportation employees

### **Terms of Projects**

Services under contracts awarded will run for one year from the beginning of the service.

### **Eligible Agencies**

Agencies eligible to submit proposals are limited to:

- Private Non-Profit agencies that have secured 501(c)(3) non-profit status and are registered with the Secretary of State's Office as a non-profit.

- Public Bodies that certify to the Governor that no non-profit corporations or associations are readily available in an area to provide service; and public bodies approved by the state to coordinate services for seniors and individuals with disabilities.

Local public bodies eligible to apply for Section 5310 funds as coordinators of services for seniors and individuals with disabilities are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible public bodies are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation service funded by multiple Federal or state human service programs.

Approval to apply for Section 5310 funding by a public body must be given by KYOVA and TTA prior to the body completing an application packet. Public Bodies interested should contact Terri Sicking or Bethany Wild of KYOVA at 304-523-7434.

### **Eligible Services**

Only passenger services provided to seniors and individuals with disabilities will be eligible under this program. Services are to be provided that are appropriate for the passenger receiving the service, including supplying wheelchair accessible vehicles. After the needs of seniors and individuals with disabilities are met, if space is available, services can be provided to the general public.

Services must be provided regardless of trip purpose and on a first come first served basis. However, approved agencies may limit long distance trips to specific days of the week and/or specific cities, so long as the trips are coordinated to include the maximum number of passengers possible.

**Note:** Services must be open to all seniors and individuals with disabilities (regardless of age). Projects intended to provide trips to an exclusive clientele are not eligible.

### **Local Matching Requirement**

Applying agencies must make a local contribution (match) of at least 20% of the total project cost. Local contributions greater than 20% will be accepted. However, this will have no effect on project selection. The local matching percentage identified in the applying agency's application, will be incorporated into the contract and shall remain in effect the entire term of the project.

**Note:** Federal funds are also not eligible to be used for local match. However, federal funds that are administered through a state social service agency, such as Medicaid or Area Agency on Aging, are not considered to be federal for the purposes of this program.

### **Project Payments**

Project payments will be based on a unit rate that is identified by the proposing agency and concurred with by KYOVA and TTA. The unit rate must be based upon one of the following service elements:

- cost per service mile
- cost per service hour
- cost per passenger trip

### **Unit Rate and Matching Calculations**

In the application packet, your agency is required to prepare a cost price analysis to determine the unit rate, the total project cost. The total cost divided by the units of service to be provided, becomes the unit rate. In addition, you will identify the local funds that will support the project. The local funds identified are divided by the total project cost to establish the local matching ratio.

### **Payment Calculations**

Approved applicants will be paid based on the unit rate multiplied by the number of service units provided during the billing period. The local matching ratio is then calculated and deducted from the sum of the previous calculation. The balance will be billed monthly to TTA.

### **Billing Forms**

Approved agencies will submit Monthly Section 5310 Expenditure Report Forms, supplied by TTA, to receive payment. All information on the forms must be completed before payment will be issued to the agency.

The reports will include the following information:

- Total Passenger Trips (broken down by Elderly, Disabled, Other)
- Total Trip Purposes (broken down by category)
- Number of service miles provided
- Number of service hours provided
- Coordination Activities

**Note:** Additional information, such as project implementation and marketing efforts, may be requested during the course of the project.

### **Records**

Approved agencies will be required to keep adequate financial and service records to evidence the actual project costs and service levels provided under the project. The actual project costs shall have no effect on the unit rate during the same calendar year. However, the information may be used to re-negotiate the subsequent year's unit rate and funding level.

### **Waiver Agreement**

KYOVA and TTA shall evaluate all applications received and determine which application(s) are in the best interest of the Huntington, WV-KY-OH Urbanized Area and the communities to be served. KYOVA and TTA at its sole discretion, reserves the right to accept or reject any and all applications submitted and to waive minor informalities and irregularities, as determined, and as is consistent with the best interest of the Huntington, WV-KY-OH Urbanized Area. TTA will enter into contracts with successful applicants within 90 days of the application acceptance date, or will exercise the right to reject all applications.

### **Out of State Transportation Services**

Agencies receiving assistance under the Section 5310 Program are to provide transportation services to seniors and individuals with disabilities within the geographical area described in the agency's Section 5310 Application. **Out of state trips are strictly forbidden under the Section 5310 Program.**

*Note: For agencies located in border counties, a 50-mile radius is allowed for "incidental" trips.*

Agencies providing transportation services across state lines could be required to be licensed by the Federal Motor Carrier Safety Administration, as well as, meet other requirements even for the 50-mile radius. For more information on these requirements, an agency can contact the Federal Motor Carrier Safety Administration's Charleston Office at 304-347-5935 or visit their website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

### **Project Selection**

Contracts will be awarded to selected eligible agencies located in the Huntington, WV-KY-OH Urbanized Area based upon the selection criteria using available federal funds. Once an agency has submitted their application to KYOVA and TTA, it is reviewed for completeness. The application is then scored based on:

- Demonstration of need for the services in the service area identified in the application and how well the proposed services will meet those needs.
- Commitment to access for individuals with disabilities (regardless of age).
- Reasonable funding to implement the project and the security of the matching funds identified.
- Coordination efforts with potential customers, funding sources and other transportation providers in the service area. Inclusion in locally developed coordinated public transit- human services transportation plans.

If an application has missing documentation, the agency is given an opportunity to submit the omitted documents with penalty points being deducted. **No application is considered for funding without a positive Local Intergovernmental Review (IGR).**

**Any applications received after the grant application deadline are considered for funding ONLY after all other on-time requests have been met.**

The application scores are then ranked from highest to lowest and the agencies receiving the highest scores are included in the Huntington, WV-KY-OH Urbanized Area consolidated application submitted to FTA.

### **Pre-Award Review**

As a condition of award, agencies submitting applications may be subject to a pre-award review. The purpose of the review is to ensure that the applicant has the ability to:

- Provide the services described in the application
- Operate the equipment necessary to provide ADA accessible services
- Comply with federal regulations identified in the application packet
- Maintain adequate financial records and verify the financial information provided in the proposal
- Maintain required passenger and service records, including maintenance of vehicle records, associated with the application

### **Grant Award**

Approved agencies will sign a contract agreeing to provide transportation services as described in application packet. Approved agency agrees to abide by all Federal, State and grant requirements.

Approved agencies will submit the Monthly Section 5310 Expenditure Report to request reimbursement for monthly services and provide monthly service statistics.

## **Requirements for Approved Applicants Providing the Proposed Transportation Services**

### **Driver Training**

The Americans with Disabilities Act (ADA) requires that all drivers be trained in the safe and proper ways to transport individuals with disabilities. In order to meet this requirement, KYOVA and TTA require all drivers to be trained and certified in Passenger Service and Safety (PASS). This program is a nationally recognized driver training program that teaches the safe and proper ways of transporting people. All applicants must meet this qualification before funding will be provided.

Funded agencies must maintain certified drivers. All new hires are to be PASS certified within 60 days of employment. Vehicles operated utilizing Section 5310 funding may only be operated by persons who have the required training.

### **Valid Driver's License**

Each agency is responsible for ensuring that all drivers have valid and appropriate driver's license as required by the applicant's State Division of Motor Vehicles. The Division of Motor Vehicles can be reached at 1-800-642-9066.

## **Commercial Driver License (CDL)**

A Commercial Driver License (CDL) is required when a vehicle is designed to transport 16 or more persons (including the driver).

## **Class D License Program**

The West Virginia Division of Motor Vehicles requires a Class D License if an individual meets the following:

- Any person eighteen (18) years and older with at least one-year driving experience who operates motor vehicles which transport persons or property for compensation. This affects individuals whose primary job, duty or function would be the operation of a motor vehicle.
- Class D vehicles must have a gross vehicle weight rating (GVWR) of less than 26,001 pounds, a passenger capacity of 15 or less passengers, including the driver, and cannot transport hazardous materials that require the vehicle to be placarded.

**NOTE:** Anyone who operates motor vehicles which transport persons or property on a volunteer basis are **NOT** required to obtain the Class D License, nor are individuals who operate emergency vehicles, such as ambulances, rescue equipment, law enforcement and firefighters.

***Those persons for which the operation of a motor vehicle is incidental to their job duties or functions would NOT be required to obtain a Class D License.***

West Virginia applicants should contact the WV Division of Motor Vehicles at 1-800-642-9066 concerning the West Virginia Class D License.

## **Drug and Alcohol Testing**

Any driver holding a CDL license could be required to submit to Drug and Alcohol Testing under the Omnibus Transportation Employee Testing Act of 1991. For **drugs**, the testing required is: pre-employment; reasonable suspicion; post-accident; random; return-to-duty and follow-up. For **alcohol**, the testing required is: reasonable suspicion; post-accident; random; return-to-duty and follow-up.

Individuals who are required to possess CDL's according to State or local law or by employer policy, but not by Federal regulation, are not subject to the provisions of these regulations.

Any person who operates a commercial motor vehicle less than 26,001 GVWR is not required to be tested for controlled substances and/or alcohol under these rules unless the vehicle is designed to transport 16 or more passengers including the driver or is required to be placarded for hazardous materials transportation under Federal law. For additional information, contact the WV Division of Motor Vehicles at 304-926-3801 or 1-800-642-9066.

### **Properly Maintained Vehicle**

Approved agencies shall be responsible for maintaining all equipment, used to provide the proposed transportation services, in the best working condition possible, allowing for normal wear and tear. An approved agency shall establish a preventative maintenance program that at least meets the manufacturer's minimum requirements. The preventative maintenance program shall be utilized and maintained by the agency, in a file, on site, available for review by personnel from KYOVA, TTA, WVDPT, KYTC OTD, ODOT Office of Transit or the FTA during periodic on-site monitoring reviews.

### **Daily Vehicle Inspection Reports**

Drivers are required to perform a daily inspection of their vehicle which includes the cycling of the wheelchair lift. ***Inspections are to be performed utilizing the Daily Vehicle Inspection Report Form.*** Vehicles should meet an acceptable level of both interior and exterior cleanliness. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from KYOVA, TTA or the FTA during periodic on-site reviews. Required forms are provided by TTA to an approved applicant.

### **Comprehensive Maintenance Records**

A *Comprehensive Maintenance Record Form* is to be maintained for each piece of equipment used to provide services utilizing Section 5310 funds. All preventative maintenance, as well as repairs, etc. shall be recorded on the ***Comprehensive Maintenance Record Form*** thereby providing a complete history of the equipment's maintenance and repairs. Copies of invoices for preventative maintenance and repairs shall be maintained with the form. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from KYOVA, TTA or the FTA during periodic on-site reviews. Required forms are provided by TTA to approved applicants.

### **Written Emergency Procedures**

Each approved agency is to develop and implement written emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown, or other emergency situations. KYOVA and TTA recommends the Safety & Security Planning Information Directed to Effective Response (SPIDER) kit be utilized to develop the procedures. The kit can be accessed at [www.transportation.wv.gov/publictransit/safety](http://www.transportation.wv.gov/publictransit/safety).

### **Report of Accident/Incident**

Each approved agency is to immediately report to TTA when equipment is involved in an accident or an incident. The verbal report shall be followed by a written report. Records are to be maintained in the agency's files regarding all accidents or incidents for review by personnel from KYOVA, TTA, or the FTA during periodic on-site reviews.

## **Compliance with Title VI of the Civil Rights Act**

Approved agencies must comply with Title VI of the Civil Rights Act. Agencies cannot discriminate on the grounds of race, color, creed, national origin, sex, age or disability. Clients cannot be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program. Efforts are to be made to assure that the benefits of the agency's programs are not systematically denied to minorities.

***As part of the application packet, each agency must complete the Title VI Program provided in Appendix A. This is a specific Title VI Program covering transportation services. Your agency must utilize the format provided, complete the program, have it approved by your Board and submit with your application packet. No application will be funded without the completed Title VI Program as provided. Up to date Title VI notices and statutes are to be posted prominently in the agency's workplaces utilizing the format provided.***

## **Americans With Disabilities Act (ADA) Requirements**

Agencies providing transportation services to individuals with disabilities, including individuals who use wheelchairs, must ensure that the service offered is equivalent to the level and quality of service offered to individuals without disabilities. Equivalent service takes into consideration response time, fares, hours and days of operation, restrictions on trip purpose, geographic service area and constraints on capacity or service availability.

Agencies providing transportation services must ensure that they meet the following service provisions as required by the ADA.

1. Maintain lifts/ramps and other accessibility equipment in operative condition. **To achieve this, lifts/ramps must be cycled and tie downs checked daily.**
2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment.
3. Deploy lifts/ramps at any designated stops.
4. Provide service to persons using respirators or portable oxygen or other mobility aids.
5. Provide service to individuals who use wheelchairs to board and ride accessible vehicles. A wheelchair is defined as "a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered". If the wheelchair lift/ramp and vehicle can accommodate a mobility device that does not meet the definition, agencies should still provide the service.
6. Allow adequate time for vehicle boarding/disembarking.
7. Transport service animals. (Passengers are not required to provide any type of certification.)
8. Train personnel to proficiency so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way.
9. Display blue accessibility symbol on all accessible vehicles.
10. Make information available in an accessible format upon request and have adequate telephone capacity, both voice and TDD.

11. Allow standees use of lifts or ramps upon request.

Applying agencies must take the above ADA regulations into consideration when deciding the type of equipment needed as well as the proposed service to be provided.

Approved agencies are required to develop ADA Policies and Procedures including complaint processes for passengers and employees.

### **Certifications**

In this application packet your agency is signing various certifications. Agencies receiving equipment or providing services utilizing funding from the Section 5310 Program are required to abide by the signed certifications regarding areas such as the **Americans With Disabilities Act - Certification of Equivalent Service; Certification of Compliance With Title VI of the Civil Rights Act, as amended; Equal Employment Opportunities; Certification of Special Efforts to Provide Transportation That Handicapped Persons Can Use; Assurance Concerning Nondiscrimination on the Basis of Disability in Federally-Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance; School Transportation Operations Agreement; Energy Conservation; No Federal Government Obligations to Third Parties; Program Fraud and False or Fraudulent Statements or Related Acts; Debarment, Suspension, and Other Responsibility Matters, etc.**

Any complaints received by an approved agency regarding the above shall be reported to TTA.

### **Agency Fiscal and Managerial Capabilities**

Each agency must demonstrate on an ongoing basis their fiscal and managerial capability to implement and carry out the project, which includes but is not limited to:

1. Demonstrating the financial and technical capacity to carry out the program including the safety and security aspects of the project.
2. Providing administrative and management support of the project implementation including sufficient administrative oversight to ensure that vehicles are being properly maintained and operated in a safe manner.
3. Ensuring that personnel are adequately trained in the safe operation of the equipment.
4. Accounting for project property and maintaining property inventory cards that contain all required information.
5. Demonstrating and retaining satisfactory continuing control over the use of project property.
6. Preparing and submitting required reports in a timely manner insuring accuracy of the information.
7. Ensuring compliance with all FTA, federal requirements, or Division of Public Transit requirements that are applicable to the project.
8. Ensuring local match funds are available for the life of the project and that operating funds are available for the life of the project.

9. Updating and retaining required reports and records for availability during audits or oversight reviews.
10. Documenting that equipment is in good working order and is being maintained in accordance with the manufacturer's recommendations.
11. Ensuring periodic reviews by project supervisor or agency management that maintenance procedures are being followed.
12. Ensuring that ADA equipment is in good working order and documentation is maintained verifying that the lifts/ramps and tie downs are in good working order.
13. Develop and implement sound financial procedures ensuring that the agency has an adequate financial system.
14. Keeping expenditures within the latest approved budget in accordance with project guidelines and eligible expense, if applicable.

### **Annual Audit**

Approved agencies are required to obtain an audit for each fiscal year. The audit should have the Section 5310 purchase of transportation services funding spelled out verifying that the funds were utilized to provide transportation services for seniors and individuals with disabilities.

### **On Site Monitoring Reviews**

Representatives from KYOVA, TTA, and/or the Federal Transit Administration will periodically conduct on site reviews of approved applicants to verify reported service levels and compliance with contract provisions. Condition and proper maintenance of equipment being used to provide the purchased services will also be reviewed to verify that all requirements are being met.

During such reviews, the agency will be required to produce their:

- financial records;
- passenger and service records;
- preventative maintenance schedule;
- completed Daily Vehicle Inspection Report Forms;
- completed Comprehensive Maintenance Record Forms with invoice backup;
- current proof of insurance; and
- agency's written safety plan documenting procedures to be followed in the event of a situation; and
- the actual equipment being used to provide the services will be inspected to verify their condition.

### **Late Application Submission**

Applications that are received after **4:00 p.m. on Friday, August 17, 2018**, will be considered for funding only after all other agencies on time requests have been met. KYOVA and/or TTA **WILL NOT** be responsible for late, lost, or misdirected mail.

## **TECHNICAL ASSISTANCE AND TRAINING**

### **PASS Program**

TTA offers the PASS (Passenger Service and Safety Certification) program for a minimal fee to all 5310 recipients. The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one-day version is required of all 5310 drivers; however, drivers are encouraged to become PASS certified which involves a two-day course.

# **GRANT APPLICATION PACKET**

## **APPLICATION FORMAT**

This application packet has been assembled in a very specific format which KYOVA and TTA hope will reduce the amount of preparation time and aid in the fair evaluation of each application. **Applications received, that do not follow this format, will be returned for revision to the submitting organization which may jeopardize your organization's Section 5310 funding.**

**A checklist of items to be included in your application packet has been provided on Page 17.** The pages of the application packet that you will be required to submit have been numbered for you.

***Applications will not be accepted without a positive Local Intergovernmental Review. An Application for Federal Assistance (provided on Page 40) must be completed in order to receive an Intergovernmental Review. The applicant will be notified immediately of the status of the review following the process, and whether or not the application will proceed. The Application for Federal Assistance must be submitted with your application on or before Friday, August 17, 2018.***

KYOVA and TTA Staff are available to answer any questions concerning this application packet and may be reached at the following numbers: KYOVA (304-523-7434) and TTA (304-529-6094).

On or before 4:00 p.m., August 17, 2018 please submit one (1) original of your agency's application to KYOVA, at the following address:

**KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25701**

**Or**

**P. O. Box 939  
Huntington, WV 25712  
Phone: 304-523-7434**

**APPLICATION  
CALENDAR  
FOR FY 2018  
SECTION 5310  
PURCHASE OF TRANSPORTATION SERVICES GRANT  
(Contracted Services)**

This calendar has been provided for use as a guide in planning the completion and submission of your application. Applicants should adhere to the dates as outlined to ensure proper completion and timely submission of their applications.

<b>June 15</b>	Applications available
<b>June 28</b>	Staff Available to Discuss Applicant Projects
<b>July 10</b>	Letters of Intent to be received by KYOVA.
<b>August 17</b>	Last day for application to be submitted to KYOVA
<b>August</b>	KYOVA and TTA reviews applications, projects are selected for inclusion in the Huntington, WV-KY-OH Urbanized Area 5310 Application to FTA.
<b>September- October</b>	Huntington, WV-KY-OH Urbanized Area 5310 Applications submitted to FTA

## **APPLICATION CHECKLIST**

Letter of Intent

Section 1: Applicant Information

Section 2: Funding Proposal & Source(s) of Match

Notarized Proof of Necessary Local Matching Funds

Section 3: Grant Application

### Attachments

Attachment 1: Title Page

Attachment 2: Authorizing Resolution

Attachment 3: Verification Certification

Attachment 4: Articles of Incorporation

Attachment 5: Local Intergovernmental Review

Attachment 6: Certifications and Assurances

### Appendices

Appendix A: Title VI

# SECTION 5310 PROGRAM APPLICATION

## MOBILITY MANAGEMENT

### Section 1: Applicant Information

<b>APPLICANT NAME</b>		
<b>LEGAL NAME OF BUSINESS</b>		
<b>DOING BUSINESS AS (IF APPLICABLE)</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>AGENCY EMAIL</b>		
<b>CONTACT PERSON FOR APPLICATION</b>		
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>CONTACT EMAIL</b>		
<b>FEDERAL TAX ID</b>		<b>DUNS#</b>
<b>IS THERE A PUBLIC TRANSIT SYSTEM IN YOUR AREA?      YES      NO</b>		

### REFERENCES

New applicants: Please fill out the table below with references from up to three of your current funders. By filling out this table you are allowing West Virginia Department of Highways (WVDOH), Kentucky Transportation Cabinet (KYTC), Ohio Department of Transportation (ODOT), KYOVA Interstate Planning Commission (KYOVA) and Tri-State Transit Authority (TTA) to contact these references.

NAME	ORGANIZATION	PHONE NUMBER	EMAIL

## SECTION 2 FUNDING PROPOSAL

*Develop Cost Price Analysis for each year of the project to determine the unit rate and annual funding level.*

### FUNDING IS LIMITED TO \$50,000 PER YEAR

	<u>2019</u>	<u>2020</u>	<u>2021</u>
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21
<b>Direct Operating Costs:</b>			
Fuel, Lubricants and Tires	_____	_____	_____
Maintenance Costs	_____	_____	_____
Insurance Costs	_____	_____	_____
<b>Direct Labor Costs:</b>			
Salaries: Manager	_____	_____	_____
Drivers	_____	_____	_____
Others	_____	_____	_____
Fringe Benefits	_____	_____	_____
Service Marketing	_____	_____	_____
Contracted Services	_____	_____	_____
Administrative & Reporting Costs	_____	_____	_____
<b>Indirect Costs:</b> can be no higher than 10% Overhead (Rent & Others)	_____	_____	_____
Other Indirect Costs (explain)	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
Less Passenger Fares & Donations	_____	_____	_____
Less Other _____	_____	_____	_____
<b>Total Project Cost</b>	_____	_____	_____
<b>Proposed Units of Service</b>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Number of Service Miles			
Service Hours			
Passenger Trips			
(check the one your agency is using as the basis for the unit rate)	_____	_____	_____
<b>Unit Rate</b>	<u>2019</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Estimated</u>
Total Project Cost Divided by Proposed Units of Service	_____	_____	_____

## Source(s) of Local Match

Local Contribution Source(s)	<u>2019</u>	Amounts <u>2020</u>	<u>2021</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Local Contributions</b>	_____	_____	_____
<b>Local Matching Ratio</b>			
Total Local Contributions			
Divided by Total Project			
Cost* (Must be at least 20%)	_____	_____	_____
<small>*enter as decimal</small>			

**Attach documentation of local support immediately behind  
this page.**

## Section 3: Grant Application

### PROJECT NEED

1. Describe the services to be provided and the agency's plan for service delivery and project implementation:

2. Describe how existing transportation services are unavailable, insufficient or inappropriate for your proposed clients:

3. Describe how the proposed services will overcome these shortcomings:

4. Describe how expansion of your existing services will provide services to individuals with disabilities, regardless of age:

5. Describe the steps your agency will take to ensure that this project does not duplicate any existing services:

6. Explain how potential passengers will be notified of the services and describe your agency's plan for marketing the services to seniors and individuals with disabilities in the proposed service area:

7. What procedures do individuals with disabilities (persons who use wheelchairs, have visual impairments, hearing impairments, communication disabilities, etc.) use to access you agency's current transportation services? Are these procedures different than for a non-disabled person?

**SERVICE AREA**

The transportation service area of the Project is intended to include the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project. Please answer the questions using 2010 Census information for each county in your proposed area.

8. Description of Service Area: (State exactly where the proposed services are going to be provided. From what location (center) will the vehicle(s) be dispatched into what areas? Are there destinations outside the primary service area?)

9. Check the statement which best describes the type of transportation services within the area delineated in Question #8?

Seniors and individuals with disabilities within your service area will depend almost entirely upon your agency for their transportation in addition to that required for them to utilize and/or participate in the services and activities of the agency.

Seniors and individuals with disabilities within your service area will be provided transportation by your agency only to the extent necessary for them to utilize and/or participate in the service activities of your agency.

10. Service Area Population :

11. Total disabled population of the service area:

12. Senior population in service area:

13. Number of proposed clients within the following groups:

\_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian or Alaskan Native

14. Is your agency a minority organization?    Yes    No

15. Does your agency provide assistance to minority communities?    Yes    No

16. Describe your assistance:

17. Are any other local transit systems and/or authorities (excluding Boards of Education and Greyhound) operating within the delineated Service Area?    Yes    No

18. Are other private non-profit organizations currently providing transportation services within the delineated Service Area?    Yes    No

19. Type of clients proposing to serve:

% Non-disabled senior \_\_\_\_\_                      % Physically Disabled Senior \_\_\_\_\_  
% Mentally disabled senior \_\_\_\_\_                      % Physically Disabled Non-Senior \_\_\_\_\_  
% Mentally disabled non-senior \_\_\_\_\_                      % Other \_\_\_\_\_

20. Estimated number of senior individuals and non-senior disabled individuals to be **served weekly** by services you are proposing (Do not count an individual twice):  
\_\_\_\_\_ Senior                      \_\_\_\_\_ Non-Senior Disabled

21. Total number of persons provided transportation services weekly by your agency currently:  
\_\_\_\_\_

22. Check the days of the week and indicate the hours of operation of your agency's **transportation program**.

Day of Week	Check if operating	List hours of operation
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

23. How many vehicles are currently used for transportation of seniors and/or individuals with disabilities? \_\_\_\_\_

24. How many vehicles does your organization currently own and/or lease?

Own \_\_\_\_\_ Lease \_\_\_\_\_

25. How many vehicles are currently used for the transportation of seniors and/or individuals with disabilities? \_\_\_\_\_

26. Have satisfactory procedures been established to provide “back-up” transportation when regular vehicles are out of service? Yes No

Describe your procedures:

27. Indicate by percentages what type of transportation will be provided with the requested funding:

% Adult Day Care _____	% Mental Health _____
% Education _____	% Nutrition _____
% Employment _____	% Shopping/Personal _____
% Medical _____	% Social/Recreation _____
% Other _____	

***The Americans With Disabilities Act of 1990 requires that individuals with disabilities receive the same level of service from a transportation provider as a non-disabled person.***

28. If you do not have lift-equipped vehicles in your inventory, do you have a written agreement with another provider in your service area to provide a lift-equipped vehicle when needed?

Yes No

**PROJECT MANAGEMENT**

29. Describe your organization's structure (governing, organizational, etc.). Be specific about the management of your transportation services. Attach an organizational chart if desired.

30. What are your organization's funding sources?

**CURRENT VEHICLE INVENTORY**

31. Complete the following Current Vehicle Inventory Chart. List all of your agency's vehicles that are used to provide transportation services. Attach additional sheets if necessary.



**COORDINATION EFFORTS**

All projects funded by the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) must be part of a locally developed coordinated public transit-human services transportation plan. This plan was required to be developed through a process that included representatives of public, private, and nonprofit transportation service providers, human services transportation providers and the general public.

All known transportation agencies were notified that any agency planning to apply for funding under the Section 5310 Program, anytime within the next four years, had to ***PARTICIPATE IN THE PLAN DEVELOPMENT, ATTEND THE DEVELOPMENT MEETINGS, AND BE INCLUDED IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN!***

KYOVA Interstate Planning Commission facilitated the development of the Coordinated Public Transit-Human Services Transportation Plan for the KYOVA Planning Area including the Huntington, WV-KY-OH Urbanized Area and continues to update the plan periodically. The MPO held meetings in your region and asked for input.

32. Does your agency currently participate in a cooperative/coordinated effort in your area?  
Yes      No

If yes, please describe the arrangement and specify the efforts.

If no please explain.

33. Describe the processes that your agency undertakes to ensure that the proposed transportation services are or will be coordinated to the maximum extent possible with other federally funded agencies and private transportation providers in the proposed service area?

34. Is the project included in the KYOVA Human Services Public Transportation Coordination Plan? If you are unsure please visit <http://www.kyovaipc.org> >Transit on KYOVA's website for a copy of the TMA Coordinated Public Transit-Human Services Transportation Plan.

Yes    No

Please Explain:

35. Is the project included in the list of projects that address gaps in service as identified by the KYOVA Human Services Public Transportation Coordination Plan?

Yes    No

Please describe the gap in service the proposed project will address:

36. Does any public transportation exist in the area that is served by the proposed project?

Yes    No

If yes, explain why it cannot be used in place of the proposed project.

37. Did someone from your agency attend focus groups or meetings facilitated by KYOVA Interstate Planning Commission?

Yes    No

38. Name of person(s) attending: \_\_\_\_\_

39. Location(s) of meeting: \_\_\_\_\_

40. Is your agency involved in any new coordination activities as a result of these efforts?

Yes    No

If yes, please describe:

**OPERATING PLAN**

41. **Maintenance Program:** Do you have a vehicle maintenance plan which at least meets the minimum recommendations of the vehicle manufacturer?

Yes    No

Is there a daily pre-trip vehicle inspection program in place?    Yes    No

Describe:

42. Maintenance Facilities: (Check the one that best describes your program)

You have your own maintenance facilities and personnel that can handle any repairs required on vehicles

You have facilities and personnel that can handle routine maintenance and tune-ups. Major repairs would be contracted out on an as needed basis.

You have a maintenance contract which provides the required maintenance for all of your agency's vehicles.

You will contract out, on an as needed basis, for required maintenance.

43. **Driver Selection** (check all that apply)

When selecting your drivers, does your agency:

Check their driving record? (valid, appropriate vehicle operator's license, eligible for insurance coverage?)

Require a physical examination?

Require driving experience with vehicles similar to those operated for your agency or satisfactory completion of a training program prior to actual passenger transportation?

Require a pre-employment drug/alcohol test?

44. **Driver Training:** Describe your agency's driver orientation program:

a. Does your agency have an ongoing driver safety program?                      Yes      No

b. What type of safety materials and training does your agency provide to its drivers?

c. The Americans with Disabilities Act requires training of all drivers. Please list all drivers from your organization who have had Passenger Service and Safety Training (PASS) and are still driving. Attach additional sheets if necessary. **Please attach copies of training certificates with this application.**

Name of Driver(s) Still Employed:

---

---

---

- d. Please list all drivers from your organization who **will require** PASS training. Attach additional sheets if necessary.

- e. Has your agency prepared a transportation safety plan or yearly update?

Yes    No

45. Does your agency have a communication system?      Yes    No

If yes, please check type:

Mobile Radios

Pager

CB

Cellular Phone

Other \_\_\_\_\_

46. Explain dispatch procedures used with communication equipment:

47. If your agency does not have a communication system, please check the appropriate choice below:

One person will be assigned as dispatcher and he/she will handle van schedules and assign drivers. The dispatcher will also be responsible for assigning replacements for drivers failing to report to work.

The dispatcher will be a part-time job assigned to one of our staff members.

No one has been assigned, the job will be handled on an as needed basis.

48. Has your dispatcher received any training?      Yes      No  
 If yes, what type of training?

49. Identify the staff members from your agency that will be involved in the management and implementation of the project. Also, describe their experience with project management and other transportation related experience.

50. Provide service level estimates for each year of the project:

	2019	2020	2021
	Year 1	Year 2	Year 3
<b>Service Miles</b>			
<b>Service Hours</b>			
<b>Passenger Trips</b>			

Which of the above will be used to calculate the unit rate? (Choose one)

Service Miles                  Service Hours                  Passenger Trips

51. Describe how the service level estimates were developed.

# **ATTACHMENT 1**

## **TITLE PAGE**

Complete the following page by filling in the necessary blanks. It is not necessary to retype the Title Page as it will be the first page of your application.

# Fiscal Year 2018 Grant Program

The \_\_\_\_\_  
**(Name of Your Agency)**

located at \_\_\_\_\_  
**(Street Address)**

\_\_\_\_\_  
**(City) (State) (Zip)**

is hereby applying for funding under the Section 5310 Purchase of Transportation Services (Contracted Services) Program.



Person(s) Completing Application:

\_\_\_\_\_  
**(Name) (Title) (Phone) (Email)**

\_\_\_\_\_

DUNS Number: \_\_\_\_\_

## ATTACHMENT 2

On the following two (2) pages is a statement authorizing you to file a grant application on behalf of your organization. Complete all blanks and place it directly after the cover page in your application. (Do not retype). **Sign the resolution using a blue pen.**

### AUTHORIZING RESOLUTION CERTIFICATE

I, \_\_\_\_\_, do hereby certify that I am the duly qualified and acting  
(Name of Certifying Officer)

\_\_\_\_\_ of the \_\_\_\_\_ and as such, I am the  
(Title of Certifying Officer) (Name of Applicant)

keeper of the seal, records, and files of the \_\_\_\_\_.  
(Name of Applicant)

I do further certify that a regularly constituted meeting of the \_\_\_\_\_  
(Name of Applicant)

of the Board of Directors, Executive Committee, etc., \_\_\_\_\_ held on the \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, at which a quorum of all of the members were present and voting, a certain resolution was

(Unanimously) **(or)** (By Majority Vote) (Check one of the blanks) adopted in full conformance

and authority with the Bylaws of the Applicant or Statutes of the State of

WV/KY/OH (check one of the blanks) as made and provided, and that the following is a complete and

true copy of the pertinent provisions of said Resolution:

1. That an application be made to Tri-State Transit Authority for Federal grant under the Section 5310 Program to acquire funds to provide (brief description of project).

2. That \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Authorized Individual) (Name of Applicant)

is authorized to furnish such additional information as may reasonable be required by the

Federal Transit Administration or Tri-State Transit Authority in connection with aforesaid

application for said grant.

I further certify that the original of the complete said Resolution is on file in the records  
of the \_\_\_\_\_ in my custody.  
(Name of Applicant)

I do further certify that the foregoing Resolution remains in full force and effect and has not been  
rescinded, amended, or altered in any manner since the date of its adoption.

IN WITNESS WHEREOF, I have affixed my official signature and the seal (if appropriate) of the  
\_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_.

*SEAL*

\_\_\_\_\_  
Certifying Officer Signature  
\_\_\_\_\_

## ATTACHMENT 3

### VERIFICATION CERTIFICATION

*(Sign the following certification using a blue pen)*

I am an officer of the applicant corporation herein and am authorized to make this verification on its behalf. The statements in the foregoing application and its exhibits are true to the best of my knowledge.

I declare that the following is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Officer) (Title)

## **ATTACHMENT 4**

### **ARTICLES OF INCORPORATION**

Submit a copy (**must be on 8 ½" X 11" size paper**) of your organization's articles of incorporation. The Articles of Incorporation should be inserted directly following the Verification Assurance when submitting your application.

*Note: A tax exempt statement from the IRS is not acceptable.*

## ATTACHMENT 5

### LOCAL INTERGOVERNMENTAL REVIEW – ALL APPLICANTS

All Applicants must complete the Intergovernmental Review. Please see instructions below as the process for West Virginia, Ohio and Kentucky applicants may be different.

#### **West Virginia and Ohio Applicants**

Along with your application, you must submit an Application for Federal Assistance necessary to complete and Intergovernmental Review. Please fill out the highlighted sections. It is not necessary for your local planning organization to submit your local intergovernmental review to the State Clearinghouse. TTA will do this for you. Once a positive Intergovernmental Review is complete, your agency will be notified by KYOVA. **TTA and the Federal Transit Administration will not accept any applications that do not have a positive local intergovernmental review.**

#### **Kentucky Applicants**

The Kentucky State Clearinghouse has been designated as the state Single Point of Contact (SPOC) and is charged with providing state and local input to the appropriate federal agency. At the state level this task is accomplished by identifying those state agencies that should be involved in the planning and development of activities by Executive Order 12372, and providing these agencies with the opportunity to evaluate proposals in a timely, effective fashion. All federal applications are subject to EO 12372 Intergovernmental Review Process unless the application specifically states not subject to EO 12372.

The Kentucky State Clearinghouse processes the Intergovernmental Review Applications through an e-clearinghouse at the Kentucky Department for Local Government (DLG). All information and forms may be found at: [https://kydlgweb.ky.gov/FederalGrants/16\\_eClearinghouse.cfm](https://kydlgweb.ky.gov/FederalGrants/16_eClearinghouse.cfm). If you have any questions or need assistance completing the forms, contact KYOVA Interstate Planning Commission. DLG will provide a letter of review to the applicant, which will serve as the required documentation for the Intergovernmental Review Process for the Section 5310 application.

#### **All Applicants**

Because of the responsibilities of public transportation providers under the Americans with Disabilities Act (ADA), TTA is reluctant to accept any applications for the expansion of services in counties that currently have public transit providers. Should an agency want to expand services in one of these counties, they should submit a one-page description of the project prior to the annual grant application cycle for review by TTA. Additionally, they will need to provide a letter of support for the project from the local public transit provider.

***An Application for Federal Assistance must accompany your application when submitted to KYOVA Interstate Planning Commission on or before August 17, 2018. Projects must receive a positive Intergovernmental Review (no later than September 10<sup>th</sup>) to be considered for funding.***

It is the applicant's responsibility to ensure that it allows the local planning organizations and Kentucky DLG adequate time to review the application. **Most planning organizations and the Kentucky DLG may take 30 to 45 days to review an application.**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

(only fill in highlighted fields)

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier
			<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>				
<b>Legal Name:</b>			<b>Organizational Unit:</b>	
Organizational DUNS:			<b>Department:</b>	
<b>Address:</b>			Division:	
<b>Street:</b>			<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
<b>City:</b>			Prefix:	First Name:
<b>County:</b>			Middle Name	
<b>State:</b>			Last Name	
<b>Zip Code</b>			Suffix:	
<b>Country:</b>			Email:	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□			Phone Number (give area code)	Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> PICK ONE <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) □ □			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□□			<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):			<b>11. DESCRIPTIVE TITLE, BRIEF DESCRIPTION AND LOCATION OF APPLICANT'S PROJECT:</b>	
<b>13. PROPOSED PROJECT</b>			<b>14. CONGRESSIONAL DISTRICTS OF:</b>	
<b>Start Date:</b>			a. Applicant	
<b>Ending Date:</b>			b. Project	
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$	.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$	.00	DATE:	
c. State	\$	.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$	.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$	.00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
f. Program Income	\$	.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$	.00		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix	First Name		Middle Name	
Last Name			Suffix	
b. Title			c. Telephone Number (give area code)	
d. Signature of Authorized Representative			e. Date Signed	

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title, description and location of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

## ATTACHMENT 6

### CERTIFICATIONS

Read and sign the following certifications using a **blue pen**. Failure to sign these certifications will mean that your agency will not be considered for funding.

# CERTIFICATIONS

I, \_\_\_\_\_, do hereby certify that the \_\_\_\_\_;  
(Name) (Name of Applicant)

## 1. CERTIFICATION OF PROVISION OF NECESSARY LOCAL MATCHING FUNDS

shall provide the total amount of local match from non-Federal sources, or if applicable, allowable Federal sources required for the purchase of vehicle(s) or communication equipment within fifteen (15) days of receipt of written notification from TTA of the actual amount needed. It is my understanding that failure to comply with this stipulation will result in TTA's cancellation of the purchase order that is required in order to obtain my agency's vehicle(s) or communication equipment. I further understand that this cancellation will cause my agency to be delayed in the receipt of any vehicle(s) or communication equipment for approximately one (1) year.

## 2. MAINTENANCE CERTIFICATION

The Federal Transit Administration (FTA), realizing the potential problems of operability, safety, and reliability of the vehicle(s) or communication equipment, if it is not properly maintained, has instituted a requirement that all Section 5310 grantees must certify that a vehicle(s) or communication equipment purchased under the program will be maintained in accordance with the detailed maintenance and inspection schedules provided by the manufacturer. Also, see the Section 5310 Project Guide. Failure of a private non-profit agency to maintain vehicle(s) or communication equipment in accordance with their certification will preclude additional FTA assistance to that agency. I certify that I understand the FTA maintenance and inspection requirements and that the agency will comply.

## 3. CIVIL RIGHTS

Agree that the applicant will comply with the following requirements:

(1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq., Section 4 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101, et seq., Section 102 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq. and Federal transit law at 49 U.S.C. § 5332, as amended by MAP 21, the APPLICANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, or disability. In addition, the APPLICANT agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated.

(2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to this Project:

(a) Race, Color, National Origin, Religion, Sex, Disability or Age. In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the APPLICANT agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, —Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, —Equal Employment Opportunity,|| as amended by Executive Order No. 11375, —Amending Executive Order 11246 Relating to Equal Employment Opportunity, — 42 U.S.C. § 2000e note), and with any applicable Federal statutes executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The APPLICANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, disability or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(b) Sex. APPLICANT agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681-1683, 1685-1688, with U.S. DOT regulations, —Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 49 C.F.R. Part 25, and with any implementing directives that U.S.DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.

(c) Age. In accordance with the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq. and implementing regulations, the APPLICANT agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(d) Disabilities. In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the APPLICANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, —Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, ||29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(3) APPLICANT also agrees to include these requirements in each sub-agreement financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## 4. ENERGY CONSERVATION

APPLICANT agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

## 5. CERTIFICATION OF SPECIAL EFFORTS TO PROVIDE TRANSPORTATION THAT DISABLED PERSONS CAN USE

The applicant hereby certifies that special efforts are being made in its service area to provide transportation that disabled persons, including wheelchair users and semi-ambulatory persons can use. The transportation resulting from these special efforts is reasonable in comparison to the transportation provided to the general public and meets a significant fraction of the actual transportation needs of such persons within a reasonable time.

## **6. LITIGATION CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this Project.

## **7. FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that, based on my experience with the applicant and a review of the applicant's records that the applicant has the requisite fiscal and managerial capability to carry out this Project.

## **8. APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS**

The agency hereby certifies that it will comply with changing federal, state and local requirements, the APPLICANT shall note that federal, state and local requirements may change and the changed requirements will apply to this Project as required.

Federal Regulation Changes - APPLICANT shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between TTA and FTA, as they may be amended or promulgated from time to time during the term of this Project. The APPLICANT'S failure to so comply shall constitute a material breach of this Project.

## **9. INSPECTION**

The agency hereby certifies that it shall permit TTA, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives, to inspect all vehicles, facilities and equipment used by the Agency as part of the Project to verify compliance with the requirements of the Section 5310 Program. All records of the transportation services rendered by the Agency, including maintenance records, records verifying usage of the vehicle, and all relevant Project records shall also be available for inspection. The Agency shall also permit the above named persons or agencies to audit the records and accounts of the Agency pertaining to the Project.

## **10. COORDINATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge the agency has coordinated, to the maximum extent feasible, with other transportation providers and users, regardless of their funding source.

## **11. EFFECTS ON PRIVATE MASS TRANSPORTATION COMPANIES**

The applicant as required by 49 U.S.C. 5323(a) (1) (C) or 5323 (a) (2) (B), certifies that before it acquires property or an interest in property of a private mass transportation company or operates mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it has or will have:

A. Provided for the participation of private mass transportation companies to the maximum extent feasible; and

B. Paid or will pay just compensation under state or local law to a private mass transportation company for its franchises or property acquired.

## **12. NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

The applicant acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to TTA, APPLICANT, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

## **13. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

As the authorized representative for the applicant, I certify the applicant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, —Program Fraud Civil Remedies, 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Project, the APPLICANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the APPLICANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the APPLICANT to the extent the Federal Government deems appropriate.

## **14. SENSITIVE SECURITY INFORMATION**

The applicant, if selected for funding, must protect, and take measures to ensure that its sub agreement at each tier protect,—sensitive security information|| made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 1520.

## **15. ACCESSIBILITY**

The applicant, if selected for funding, agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101, et seq. and DOT regulations, —Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37; and Joint ATBCB/DOT regulations, —American with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CFR Part 38.

## **16. TRAFFICKING IN PERSONS**

The applicant, if selected for funding, agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement.

The applicant also agrees to inform TTA of any information it receives from any source alleging a violation of a prohibition in the Trafficking in Persons subsection of the current FTA Master Agreement.

**17. ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY**

To the extent applicable and except to the extent that FTA determines otherwise in writing, any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 13166, —Improving Access to Services for Persons with Limited English Proficiency, 42 U.S.C. § 2000d-1 note, and with the provision of U.S. DOT Notice, —DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons, 70 Fed. Reg. 74087, December 14, 2005.

**18. ENVIRONMENTAL JUSTICE**

Any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 12898, —Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

**19. CHARTER SERVICE**

The applicant, if selected for funding, may not engage in charter service operations except as permitted by 49 U.S.C. §5323(d), and FTA regulations, —Charter Service, 49 C.F.R. Part 604, and any amendments thereto that may be issued. Any charter service agreement entered into under these regulations is incorporated into any future Project Grant Agreement by reference.

**20. SEAT BELT USAGE**

Pursuant to Executive Order No. 13043, April 16, 1997, 23 U.S.C. § 402, any approved applicant, is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

**21. DISTRACTED DRIVING, INCLUDING TEXT MESSAGING WHILE DRIVING**

Pursuant to Executive Order No. 13513, —Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, 23 U.S.C. § 402 note and DOT Order 3902.10, —Text Messaging While Driving, the RECIPIENT is encouraged to reduce text messaging while driving and avoid distracted driving. This Special Condition is to be included in each third party sub-agreement at each tier financed with Federal funds.

**22. AUDITS**

Any approved applicant agrees to report any audit findings that involve Section 5310 funded equipment immediately to TTA.  
I declare that the foregoing certifications are true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)

## CERTIFICATION OF EQUIVALENT SERVICE

The \_\_\_\_\_  
(Name of Applicant)

certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.27, public entities operating demand responsive systems for the general public which receive financial assistance under Sections 5310 or 5311 of the Federal Transit Act, as amended, must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving Federal Transit Act funds shall also file the certification with the appropriate state program office. Such public entities receiving Federal Transit Act funds under any other Section of the Federal Transit Act must file the certification with the appropriate Federal Transit Administration regional office. This certification is valid for no longer than one year from its date of filing.

\_\_\_\_\_  
Typed Name & Title of Authorized Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE IMPLEMENTING THE REHABILITATION ACT OF 1973, AS AMENDED, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (FEDERAL TRANSIT ADMINISTRATION)**

\_\_\_\_\_, (the "Recipient"/Applicant) agrees that as a condition to the approval or extension of any Federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (any subsequent amendments thereto) set forth at 49 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other Federal departments or agencies.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Legal Name of Applicant)

BY: \_\_\_\_\_  
(Signature of Authorized Official)

**FEDERAL TRANSIT ADMINISTRATION (FTA)  
CIVIL RIGHTS ASSURANCE**

The \_\_\_\_\_ HEREBY CERTIFIES THAT, as a condition  
(Name of Applicant)

of receiving Federal financial assistance under the Federal Transit Administration (FTA) Transportation Act of 1964, as amended, 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 \_\_\_\_\_ will compile, maintain, and submit in  
(Name of Applicant)  
  
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 C.F.R. Part 21.9.
  
3. The \_\_\_\_\_ will make it known to the public that  
(Name of Applicant)  
those person or 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 or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

\_\_\_\_\_  
(Typed Name/Title of Authorized Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Authorized Official)

## TITLE VI REPORT

1. List any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or natural origin with respect to service or other transit benefits. The list should include: 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 entered into a consent decrees. **If none, please state.**

2. A description of all pending applications for financial assistance and all financial assistance currently provided by other federal agencies. **If none, please state.**

3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reasons for the review; the name 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. **If none, please state.**

## SCHOOL TRANSPORTATION OPERATIONS AGREEMENT

**Name of Applicant:** \_\_\_\_\_

A. As required by 49 U.S.C. 5323 (f) and FTA regulations, —School Bus Operations, at 49 CFR 605.14, the Applicant agrees that it will:

(1) Engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and:

(2) Comply with the requirements of 49 CFR Part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

B. The Applicant understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, the definitions of 49 CFR Part 605 apply to this school Transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

\_\_\_\_\_  
(Typed Name & Title of Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), \_\_\_\_\_ (NAME OF APPLICANT) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

# APPENDIX A

## **TITLE VI NONDISCRIMINATION AND LIMITED ENGLISH PROFICIENCY REQUIREMENTS**

*Each subrecipient must have its own program. To help you develop a Title VI program, TTA has provided this questionnaire, after which reviewed and accepted by TTA, will become your Title VI program. **Prior to submitting with 5310 Application, you will be required to submit the completed questionnaire to your Board or council for approval and then provide evidence of the approval (copy of Board or council minutes approving and adopting plan) to TTA.***

*The Federal Transit Administration (FTA) requires all recipients of FTA assistance to develop a Title VI program. For more information concerning Title VI requirements go to Title VI Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients": <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA Title VI FINAL.pdf>*

## ***Title VI Program***

## TITLE VI REPORTING

Please complete the form using the number of transportation clients served. An individual client may be reported as both a low-income and minority client. Only report the transit system’s clients served. DO NOT report US Census percentages or passenger trips. Use your client database to determine the number of low-income and/or minority clients. If you don’t have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page. Please use the most recent data available.

Transportation Clients Served	Category
	<u>Low-Income</u> : a person whose median household income is at or below the Department of Health and Human Services’ poverty guidelines
<u>Minority Persons</u> include the following:	
	American Indian and Alaska Native – refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Asian – refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
	Hispanic or Latino – includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race
	Native Hawaiian and Other Pacific Islander – refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

## TITLE VI PROGRAM QUESTIONNAIRE

### NOTICE TO THE PUBLIC

*FTA requires that each grantee notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI program. The notice must include:*

- *A statement that the agency operates programs without regard to race, color, and national origin*
- *A description of the procedures that members of the public should follow in order to request additional information on the grantee’s nondiscrimination obligations*
- *A description of the procedures that members of the public should follow in order to file a discrimination complaint against the grantee*

The notice can be a separate document, such as a posted sign, a statement that is in another document, or a stand-alone document, such as a Title VI brochure. A sample Title VI notice is provided in **Appendix A**.

1. Please provide a copy of **your** Title VI notice(s).
2. Where are the notices posted?

### COMPLAINT INSTRUCTIONS AND FORM

FTA requires each grantee to have instructions for the public to follow and a form for the public to use for filing a Title VI complaint. TTA has provided for you the form and procedures for filing a Title VI complaint. **Attachment B** presents the sample form and procedures.

3. Please provide a copy of **your** agency's complaint form and procedures.

### TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

FTA requires that the Title VI program include a list of transit-related Title VI complaints, investigations, and lawsuits. TTA obtains this information with grant applications. Please note that EEO and ADA complaints are not Title VI complaints so do not list them. If you are part of a city, county, or human service agency, only list Title VI complaints, investigations, or lawsuits related to transportation services.

4. Have you had any Title VI complaints, investigations, or lawsuits related to your transportation services? If yes, please complete the following table:

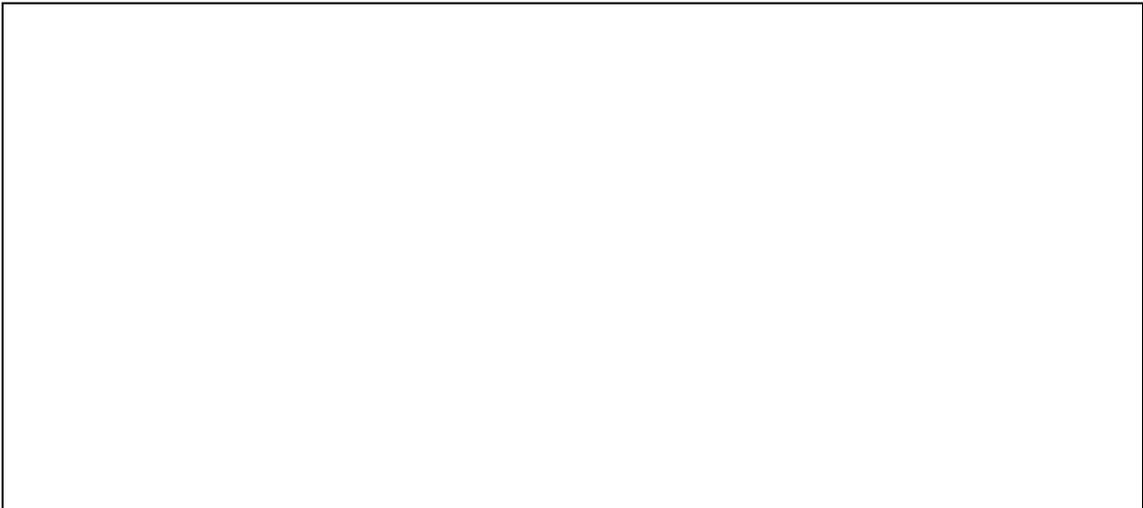
Type	Date	Summary	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

### PUBLIC PARTICIPATION ELEMENT

FTA requires that the Title VI program include a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include

*other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. Applicants to TTA for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These requirements include the published notice of intent to apply to TTA for FTA assistance and participation in the public transit-human services transportation coordinated plan development. Other public participation methods include open Board/ council meetings, council meetings of cities and counties that provide local funding, advisory committees, public involvement efforts for transportation services, passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.*

5. Describe the mechanism for disseminating information to the public. Provide a summary of public outreach and involvement activities undertaken and a description of the steps taken to ensure minority, low-income, and Limited English Proficiency populations have meaningful access to these activities.



**LIMITED ENGLISH PROFICIENCY (LEP) ELEMENT**

*FTA requires that the Title VI program include a plan for providing language assistance to LEP persons. An LEP person is someone who speaks English less than very well.*

6. Do you have a mechanism in place to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are Limited English Proficiency? Please explain.

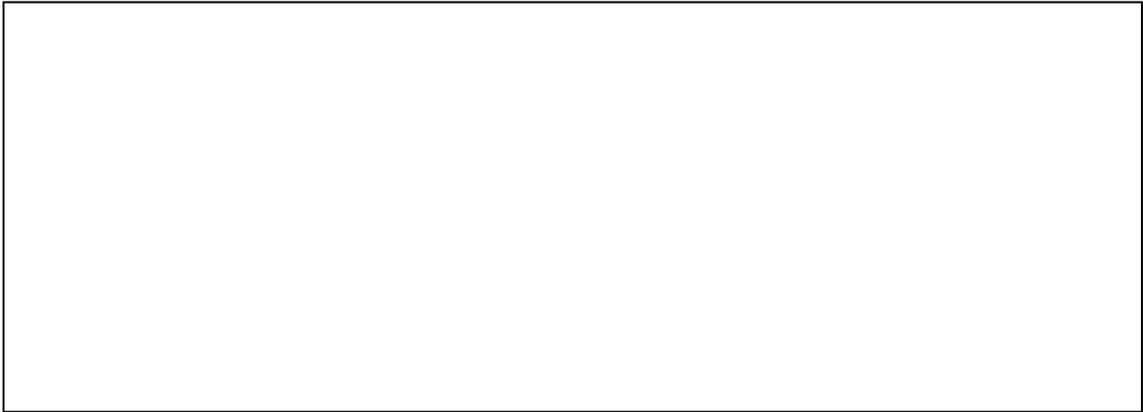
**PLANNING AND ADVISORY BOARDS**

*FTA requires that the Title VI program present the racial make-up of all transit related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, and a description of the efforts to encourage the participation of minorities on such committees.*

7. List all of your transit-related advisory boards and committees (if any) and the purpose of each.

8. What is the racial makeup of each board and committee?

9. What efforts are undertaken to encourage participation of minorities on these committees?



# **Attachment A**

## **Title VI Notice to the Public**

[Agency] operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact [Agency's name] by any of the methods listed below.

### **Agency Name and Address**

**Phone**

**Fax**

**Email**

If this information is needed in another language, please contact us.

# Attachment B

## Title VI Complaint Form and Procedures

**SAMPLE**

### (Agency Name) TITLE VI COMPLAINT FORM

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please contact us.

Please mail or return this form to:

[Director]

[Agency Name]

[Address]

[Email and Fax number]

#### 1. Complainant's Name:

a. Address:

b. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

b. Telephone (Home  or Cell ): \_\_\_\_\_

c. Telephone Work: \_\_\_\_\_ (Please include area code)

d. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

2. Accessible Format of Form Needed? Large Print Audio Tape TDD Other (please specify):

3. Are you filing this complaint on your own behalf?  Yes **If YES, please go to Question 7**

No If no, please go to question 4

4. If you answered **NO** to question 3 above, please provide your name and address.

a. Name of Person Filing Complaint:

b. Address:

c. Telephone (Home  or Cell ): \_\_\_\_\_

d. Telephone Work: \_\_\_\_\_ (Please include area code)

e. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

**1. What is your relationship to the person for whom you are filing the complaint?**

**6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.** Yes, I have permission. No, I do not have permission.

**7. I believe that the discrimination I experienced was based on** (check all that apply)

Race  Color  National Origin (Classes protected by Title VI)  Other (please specify)

**8. Date of Alleged Discrimination (Month, Day, Year):**

**9. Where did the Alleged Discrimination take place?**

**10. Explain as clearly as possible what happened and why you believe that you were discriminated against.** Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*

**11. Please list any and all witnesses' names and phone numbers/contact information.** *Use the back of this form or separate pages if additional space is required.*

**12. What type of corrective action would you like to see taken?**

**13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court?** Yes **If yes, check all that apply** No

a.  Federal Agency (List agency's name)

b.  Federal Court (Please provide location)

c.  State Court

d.  State Agency (Specify Agency)

e.  County Court (Specify Court and County)

f.  Local Agency (Specify Agency)

**14. Please provide information about a contact person at the agency/court where the complaint was filed.**

Name:

Title:

Agency: Telephone:

Address:

City/State/Zip Code:

**You may attach any written materials or other information that you think is relevant to your complaint.**

Signature and date is required:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

If you completed Questions 4, 5 and 6, your signature and date is required

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **Attachment B – Continued**

### **Title VI Complaint Form and Procedures**

**SAMPLE**  
(Your agency's name)

**Title VI Procedures** Title VI of the 1964 Civil Rights Act requires that —No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by (insert your agency's name) may file a complaint by completing and submitting (your agency's name) the Title VI Complaint form.

#### **How do you file a complaint?**

You may download the (your agency's name) Title VI Complaint Form at (give web address), or request a copy by writing or phoning (list your agency's full name, address and phone number). You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

Director  
Your agency's name and address

#### **How will your complaint be handled?**

(Your agency's name) investigates complaints received no more than 180 days after the alleged incident. (Your agency's name) will process complaints that are complete. Once a completed complaint is received, (Your agency's name) will review it to determine if acknowledgement letter informing her/him whether the complaint will be investigated by (your agency's name).

**Attachment B – Continued**  
**Title VI Complaint Form and Procedures**

**(Your agency's name)** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **(your agency's name)** may contact the complainant. Unless a longer period is specified by **(your agency's name)**, the complainant will have ten (10) days from the date of the letter to send requested information to the **(your agency's name)** investigator assigned to the case. If **(your agency's name)** investigator is not contacted by the complainant or does not receive the additional information within the required timeline, **(your agency's name)** may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, **(your agency's name)** will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with **(your agency's name)** determination, he/she may request reconsideration by submitting a request in writing to **(your agency's name)** director **(or the appropriate title)** within seven (7) days after the date of **(your agency's name)** letter, stating with specificity the basis for the reconsideration. The director **(or the appropriate title)** will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the director **(or the appropriate title)** will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. If information is needed in another language, then contact **(your agency's name)** at **(phone number)**.

**APPENDIX B**

**EXAMPLES OF  
MONTHLY SECTION 5310  
EXPENDITURE REPORT FORMS**







# Huntington, WV-KY-OH Urbanized Area

## Section 5310 FTA Funding for Mobility Manager

To Provide Mobility Management Services for Seniors and  
Individuals with Disabilities



**FY 2018  
Section 5310  
Mobility Manager Services  
Application Packet**

**Prepared by**

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# **GENERAL INFORMATION**

## Introduction

KYOVA Interstate Planning Commission (KYOVA) and Tri-State Transit Authority (TTA) are seeking proposals from private non-profit organizations who desire to provide Mobility Management services that are designed to meet the needs of seniors and individuals with disabilities. TTA intends to provide support for these services from organizations within the Huntington, WV-KY-OH Urbanized Area to enhance/expand transportation services for seniors and individuals with disabilities.

Applicants should present a willingness to establish joint 'coalitions' to assess and address evolving, unmet transportation needs to "mobility deficits," as they are recognized. They should also present a willingness to guide specific services and solutions arising out of coalition planning efforts directed by boards, typically with wide-ranging public, institutional and private sector participation. Lastly, applicants should possess the knowledge, ability, and willingness to share and coordinate all available resources to support the full range of mobility initiatives and delivery schemes.

## Purpose of the Program

To provide funding for the startup of a mobility management position to serve as a policy coordinator, operations service broker, and custom travel navigator.

***Note: Funds provided under this program are not meant to replace other funds received for special needs transportation, nor are the services to be provided intended to replace any services not provided by your agency or any local transit agencies.***

## Background

The Huntington, WV-KY-OH Urbanized Area receives an annual allocation under Section 5310 of the Federal Transit Act. The funds are received through a grant from the Federal Transit Administration (FTA). The purpose of the funding is to provide support for mobility management and programs among public transportation providers and other human service agencies providing transportation of seniors and individuals with disabilities. **REQUESTS ARE LIMITED TO \$50,000 PER YEAR (80% federal/20% local).**

Historically, KYOVA and TTA have used the funding to provide grants for the purchase of wheelchair accessible vehicles and other transportation related equipment. A portion of the funds has also been utilized for the purchase of demand responsive services from private non-profit agencies. KYOVA and TTA are now utilizing a portion of the funds for private non-profit agencies to implement mobility management services.

## Program Overview

KYOVA and TTA intend to provide support for mobility management services described in this Application Packet based upon a unit rate that is predetermined by the proposing agency and concurred with by KYOVA and TTA. Projects will be awarded for a period of three years. The funding will be allocated annually. The annual funding level and unit rate will be subject to renegotiation each year of the contract term.

### **Statement of Financial Assistance**

All contracts awarded under this program are subject to a financial assistance agreement between KYOVA, TTA, and the Federal Transit Administration (FTA).

As a condition of award, approved agencies under this program must comply with the federal requirements identified in the application packet and complete the assurances and certifications included in the packet.

### **KYOVA and TTA Responsibilities**

FTA regulations require KYOVA and TTA to prepare and submit a TMA-wide Section 5310 Application on behalf of all recommended agencies. Accordingly, KYOVA and TTA are responsible for notifying potential applicants and preparing the application packet; determining applicant's eligibility; and selecting projects for inclusion in the Huntington, WV-KY-OH Urbanized Area Application. Upon FTA approval of the Application, KYOVA and TTA will contract with approved agencies for the funding of services.

### **Contract**

Once an agency is approved for funding, the agency is required to enter into a Contract with TTA and KYOVA which states the terms and conditions under which the services are to be provided. The Contract ensures grant compliance. Some of the significant requirements are:

1. The agency is responsible for providing the mobility management as proposed in their application packet.
2. The agency is required to adhere to all the federal and state requirements as certified to in the application packet and any additional requirements that may surface.
3. The agency is required to maintain insurances that cover the project appropriately.
4. The agency is required to maintain financial, maintenance and operating records on the project. These records are to be maintained on site and available for inspection by personnel from KYOVA, TTA, and or the Federal Transit Administration (FTA) during periodic onsite reviews.

### **Technical Assistance Available**

Technical assistance is available from KYOVA and TTA. This assistance includes, but is not limited to:

- Program Development
- Project Implementation
- Financial Management
- Compliance with contract terms and federal and state regulations
- Training for passenger transportation employees

### **Terms of Projects**

Services under contracts awarded are available for one year from the time the services begin.

### **Eligible Agencies**

Agencies eligible to submit proposals are limited to:

- Private Non-Profit agencies that have secured 501(c)(3) non-profit status and are registered with the Secretary of State's Office as a non-profit.
- Public Bodies that certify to the Governor that no non-profit corporations or associations are readily available in an area to provide service; and public bodies approved by the state to coordinate services for seniors and individuals with disabilities.

Local public bodies eligible to apply for Section 5310 funds as coordinators of services for seniors and individuals with disabilities are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible public bodies are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation service funded by multiple Federal or state human service programs.

Approval to apply for Section 5310 funding by a public body must be given by KYOVA and TTA prior to the body completing an application packet. Public Bodies interested should contact Terri Sicking with KYOVA at 304-523-7434.

### **Eligible Projects**

Mobility Management consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers. Mobility Management does not include operating public transportation services. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive Section 5310 funding to support administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility Management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility Management activities may include:

- The promotion, enhancement, and facilitation of access to transportation services, including the integration of services for individuals with disabilities, seniors, and low-income individuals;
- Support for short-term management activities to plan and implement coordinated services;
- The support of state and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
- The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global

positioning system technology, coordinated vehicles scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system and single smart customer payment system.

### **Local Matching Requirement**

Applying agencies must make a local contribution (match) of at least 20% of the total project cost. TTA will accept local contributions greater than 20%. However, this will have no effect on project selection. The local matching percentage identified in the applying agency's application will be incorporated into the contract and shall remain in effect the entire term of the project.

**Note:** Federal funds are also not eligible to be used for local match. However, federal funds that are administered through a state social service agency, such as Medicaid or Area Agency on Aging, are not considered to be federal for the purposes of this program.

### **Project Payments**

Project payments will be based on a unit rate that is identified by the proposing agency and concurred with by TTA. The unit rate must be based upon one of the following service elements:

- cost per service mile
- cost per service hour
- cost per passenger trip

### **Unit Rate and Matching Calculations**

In the application packet, your agency is required to prepare a cost price analysis to determine the unit rate, the total project cost. The total cost divided by the units of service to be provided becomes the unit rate. In addition, you will identify the local funds that will support the project. The local funds identified are divided by the total project cost to establish the local matching ratio.

### **Payment Calculations**

Approved applicants will be paid based on the unit rate multiplied by the number of service units provided during the billing period. The local matching ratio is then calculated and deducted from the sum of the previous calculation. The balance will be billed monthly to TTA.

### **Billing Forms**

Approved agencies will submit Monthly Section 5310 Expenditure Report Forms, supplied by TTA, to receive payment. All information on the forms must be completed before payment will be issued to the agency.

The reports will include the following information:

- Number of service hours provided
- Coordination Activities

**Note:** Additional information, such as project implementation and marketing efforts, may be requested during the course of the project.

## **Records**

Approved agencies will be required to keep adequate financial and service records to evidence the actual project costs and service levels provided under the project. The actual project costs shall have no effect on the unit rate during the same calendar year. However, the information may be used to re-negotiate the subsequent year's unit rate and funding level.

## **Waiver Agreement**

KYOVA and TTA shall evaluate all applications received and determine which application(s) are in the best interest for TTA/KYOVA and the communities to be served. KYOVA and TTA at its sole discretion, reserves the right to accept or reject any and all applications submitted and to waive minor informalities and irregularities, as determined, and as is consistent with the best interest of the TTA/KYOVA, will exercise the right to reject all applications.

## **Out of State Transportation Services**

Agencies receiving assistance under the Section 5310 Program are to provide support for mobility management and coordination programs among public transportation providers and other human services to seniors and individuals with disabilities within the geographical area described in the agency's 5310 Application. **Out of state trips are strictly forbidden under the Section 5310 Program.**

*Note: For agencies located in border counties, a 50-mile radius is allowed for "incidental" trips.*

Agencies providing transportation services across state lines could be required to be licensed by the Federal Motor Carrier Safety Administration, as well as, meet other requirements even for the 50-mile radius. For more information on these requirements, an agency can contact the Federal Motor Carrier Safety Administration's Charleston Office at 304-347-5935 or visit their website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

## **Project Selection**

Contracts will be awarded to selected eligible agencies in TMA based upon the selection criteria using available federal funds. Once an agency has submitted their application to KYOVA and TTA, it is reviewed for completeness. The application is then scored based on:

- Demonstration of need for the services in the service area identified in the application and how well the proposed services will meet those needs.
- Commitment to access for individuals with disabilities (regardless of age).
- Reasonable funding to implement the project and the security of the matching funds identified.
- Coordination efforts with potential customers, funding sources and other transportation providers in the service area. Inclusion in locally developed coordinated public transit- human services transportation plans.

If an application has missing documentation, the agency is given an opportunity to submit the omitted documents with penalty points being deducted. **No application is considered for funding without a positive Local Intergovernmental Review (IGR).**

**Any applications received after the grant application deadline are considered for funding ONLY after all other on-time requests have been met.**

The application scores are then ranked from highest to lowest and the agencies receiving the highest scores are included in the TMA's consolidated application submitted to FTA.

### **Pre-Award Review**

As a condition of award, agencies submitting applications may be subject to a pre-award review. The purpose of the review is to ensure that the applicant has the ability to:

- Provide the services described in the application
- Operate the equipment necessary to provide ADA accessible services
- Comply with federal regulations identified in the application packet
- Maintain adequate financial records and verify the financial information provided in the proposal
- Maintain required passenger and service records, including maintenance of vehicle records, associated with the application

### **Grant Award**

Approved agencies will sign a contract agreeing to provide support for mobility management and coordination programs among public transportation providers and other human agencies providing transportation to seniors and individuals with disabilities as described in application packet. Approved agency agrees to abide by all Federal, State and grant requirements.

Approved agencies will submit the Monthly Section 5310 Expenditure Report to request reimbursement for monthly services and provide monthly service statistics.

### **Compliance with Title VI of the Civil Rights Act**

Approved agencies must comply with Title VI of the Civil Rights Act. Agencies cannot discriminate on the grounds of race, color, creed, national origin, sex, age or disability. Clients cannot be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program. Efforts are to be made to assure that the benefits of the agency's programs are not systematically denied to minorities.

***As part of the application packet, each agency must complete the Title VI Program provided in Appendix A. This is a specific Title VI Program covering transportation services. Your agency must utilize the format provided, complete the program, have it approved by your Board and submit with your application packet. No application will be funded without the completed Title VI Program as provided. Up to date Title VI notices and statutes are to be posted prominently in the agency's workplaces utilizing the format provided.***

### **Americans With Disabilities Act (ADA) Requirements**

Agencies providing transportation services to individuals with disabilities, including individuals who use wheelchairs, must ensure that the service offered is equivalent to the level and quality of service offered to individuals without disabilities. Equivalent service takes into consideration response time, fares, hours and days of operation, restrictions on trip purpose, geographic service area and constraints on capacity or service availability.

Agencies providing transportation services must ensure that they meet the following service provisions as required by the ADA.

1. Maintain lifts/ramps and other accessibility equipment in operative condition. **To achieve this, lifts/ramps must be cycled and tie downs checked daily.**
2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment.
3. Deploy lifts/ramps at any designated stops.
4. Provide service to persons using respirators or portable oxygen or other mobility aids.
5. Provide service to individuals who use wheelchairs to board and ride accessible vehicles. A wheelchair is defined as “a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered”. If the wheelchair lift/ramp and vehicle can accommodate a mobility device that does not meet the definition, agencies should still provide the service.
6. Allow adequate time for vehicle boarding/disembarking.
7. Transport service animals. (Passengers are not required to provide any type of certification.)
8. Train personnel proficiently so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way.
9. Display blue accessibility symbol on all accessible vehicles.

Any complaints received by an approved agency regarding the above shall be reported to TTA and KYOVA.

#### **Agency Fiscal and Managerial Capabilities**

Each agency must demonstrate on an ongoing basis their fiscal and managerial capability to implement and carry out the project, which includes but is not limited to:

1. Demonstrating the financial and technical capacity to carry out the program including the safety and security aspects of the project.
2. Providing administrative and management support of the project implementation including sufficient administrative oversight to ensure that vehicles are being properly maintained and operated in a safe manner.
3. Ensuring that personnel are adequately trained in the safe operation of the equipment.
4. Accounting for project property and maintaining property inventory cards that contain all required information.
5. Demonstrating and retaining satisfactory continuing control over the use of project property.
6. Preparing and submitting required reports in a timely manner insuring accuracy of the information.
7. Ensuring compliance with all FTA, federal requirements, TTA/KYOVA, or Division of Public Transit requirements that are applicable to the project.
8. Ensuring local match funds are available for the life of the project and that operating funds are available for the life of the project.

9. Updating and retaining required reports and records for availability during audits or oversight reviews.
10. Documenting that equipment is in good working order and is being maintained in accordance with the manufacturer's recommendations.
11. Ensuring periodic reviews by project supervisor or agency management that maintenance procedures are being followed.
12. Ensuring that ADA equipment is in good working order and documentation is maintained verifying that the lifts/ramps and tie downs are in good working order.
13. Develop and implement sound financial procedures ensuring that the agency has an adequate financial system.
14. Keeping expenditures within the latest approved budget in accordance with project guidelines and eligible expense, if applicable.

### **Annual Audit**

Approved agencies are required to obtain an audit for each fiscal year. The audit should have the Section 5310 purchase of Mobility Management services funding spelled out verifying that the funds were utilized to provide Mobility Management services for seniors and individuals with disabilities.

### **On Site Monitoring Reviews**

Representatives from KYOVA, TTA, and/or the Federal Transit Administration will periodically conduct on-site reviews of approved applicants to verify reported service levels and compliance with contract provisions. Condition and proper maintenance of equipment being used to provide the purchased services will also be reviewed to verify that all requirements are being met.

During such reviews, the agency will be required to produce their:

- financial records;
- passenger and service records;
- preventative maintenance schedule;
- completed Daily Vehicle Inspection Report Forms;
- completed Comprehensive Maintenance Record Forms with invoice backup;
- current proof of insurance; and
- agency's written safety plan documenting procedures to be followed in the event of a situation; and
- the actual equipment being used to provide the services will be inspected to verify their condition.

### **Late Application Submission**

Applications that are received after **4:00 p.m. on Friday, August 17, 2018**, will be considered for funding only after all other agencies on time requests have been met. KYOVA and/or TTA **WILL NOT** be responsible for late, lost, or misdirected mail.

## **TECHNICAL ASSISTANCE AND TRAINING**

### **PASS Program**

TTA offers the PASS (Passenger Service and Safety Certification) program for a minimal fee to all 5310 recipients. The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one-day version is required of all 5310 drivers; however, drivers are encouraged to become PASS certified which involves a two-day course.

# **GRANT APPLICATION PACKET**

## **APPLICATION FORMAT**

This application packet has been assembled in a very specific format which KYOVA and TTA hope will reduce the amount of preparation time and aid in the fair evaluation of each application. **Applications received, that do not follow this format, will be returned for revision to the submitting organization which may jeopardize your organization's Section 5310 funding.**

**A checklist of items to be included in your application packet has been provided on Page 14.** The pages of the application packet that you will be required to submit have been numbered for you.

***Applications will not be accepted without a positive Local Intergovernmental Review. An Application for Federal Assistance (provided on Page 35) must be completed in order to receive an Intergovernmental Review. The applicant will be notified immediately of the status of the review following the process, and whether or not the application will proceed. The Application for Federal Assistance must be submitted with your application on or before Friday, August 17, 2018.***

KYOVA and TTA Staff are available to answer any questions concerning this application packet and may be reached at the following numbers: KYOVA (304-523-7434) and TTA (304-529-6094).

On or before 4:00 p.m., August 17, 2018 please submit one (1) original of your agency's application to KYOVA, at the following address:

**KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25701**

**Or  
P. O. Box 939  
Huntington, WV 25712  
Phone: 304-523-7434**

**APPLICATION  
CALENDAR  
FOR FY 2018  
SECTION 5310  
MOBILITY MANAGEMENT SERVICES**

This calendar has been provided for use as a guide in planning the completion and submission of your application. Applicants should adhere to the dates as outlined to ensure proper completion and timely submission of their applications.

<b>June 15</b>	Applications available
<b>June 28</b>	Staff available to answer applicant questions
<b>July 10</b>	Letters of Intent to be received by KYOVA.
<b>August 17</b>	Last day for application to be submitted to KYOVA
<b>August</b>	KYOVA and TTA reviews applications, projects are selected for inclusion in the Huntington, WV-KY-OH Urbanized Area 5310 Application to FTA.
<b>September- October</b>	Huntington, WV-KY-OH Urbanized Area 5310 Applications submitted to FTA

## **APPLICATION CHECKLIST**

Letter of Intent

Section 1: Applicant Information

Section 2: Funding Proposal & Source(s) of Match

Notarized Proof of Necessary Local Matching Funds

Section 3: Grant Application

### Attachments

Attachment 1: Title Page

Attachment 2: Authorizing Resolution

Attachment 3: Verification Certification

Attachment 4: Articles of Incorporation

Attachment 5: Local Intergovernmental Review

Attachment 6: Certifications and Assurances

### Appendices

Appendix A: Title VI

#### **Other Attachments**

Letter of Support from Public Transportation Provider(s) In Proposed Service Area

Other Letters of Support

Maps of Service Area

Other information directly related to the project

# SECTION 5310 PROGRAM APPLICATION

## MOBILITY MANAGEMENT

### Section 1: Applicant Information

<b>APPLICANT NAME</b>		
<b>LEGAL NAME OF BUSINESS</b>		
<b>DOING BUSINESS AS (IF APPLICABLE)</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>AGENCY EMAIL</b>		
<b>CONTACT PERSON FOR APPLICATION</b>		
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>
<b>CONTACT EMAIL</b>		
<b>FEDERAL TAX ID</b>		<b>DUNS#</b>
<b>IS THERE A PUBLIC TRANSIT SYSTEM IN YOUR AREA?      YES      NO</b>		

### REFERENCES

New applicants: Please fill out the table below with references from up to three of your current funders. By filling out this table you are allowing West Virginia Department of Highways (WVDOH), Kentucky Transportation Cabinet (KYTC), Ohio Department of Transportation (ODOT), KYOVA Interstate Planning Commission (KYOVA) and Tri-State Transit Authority (TTA) to contact these references.

NAME	ORGANIZATION	PHONE NUMBER	EMAIL

## SECTION 2 FUNDING PROPOSAL

*Develop Cost Price Analysis for each year of the project to determine the unit rate and annual funding level.*

### FUNDING IS LIMITED TO \$50,000 PER YEAR

	<u>2019</u>	<u>2020</u>	<u>2021</u>
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21
<b>Direct Operating Costs:</b>			
Fuel, Lubricants and Tires	_____	_____	_____
Maintenance Costs	_____	_____	_____
Insurance Costs	_____	_____	_____
<b>Direct Labor Costs:</b>			
Salaries: Manager	_____	_____	_____
Drivers	_____	_____	_____
Others	_____	_____	_____
Fringe Benefits	_____	_____	_____
Service Marketing	_____	_____	_____
Contracted Services	_____	_____	_____
Administrative & Reporting Costs	_____	_____	_____
<b>Indirect Costs:</b> can be no higher than 10% Overhead (Rent & Others)	_____	_____	_____
Other Indirect Costs (explain)	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
Less Passenger Fares & Donations	_____	_____	_____
Less Other _____	_____	_____	_____
<b>Total Project Cost</b>	_____	_____	_____
<b>Proposed Units of Service</b>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Number of Service Miles			
Service Hours			
Passenger Trips			
(check the one your agency is using as the basis for the unit rate)	_____	_____	_____
<b>Unit Rate</b>	<u>2019</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Estimated</u>
Total Project Cost Divided by Proposed Units of Service	_____	_____	_____

## Source(s) of Local Match

Local Contribution Source(s)	<u>2019</u>	Amounts <u>2020</u>	<u>2021</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Local Contributions</b>	_____	_____	_____
<b>Local Matching Ratio</b>			
Total Local Contributions			
Divided by Total Project			
Cost* (Must be at least 20%)	_____	_____	_____
<small>*enter as decimal</small>			

**Attach documentation of local support immediately behind  
this page.**

## Section 3: Grant Application

### PROJECT NEED

1. Describe the services to be provided and the agency's plan for service delivery and project implementation:

2. Describe how existing Mobility Management services are unavailable, insufficient or inappropriate for your proposed clients:

3. Describe how the proposed services will overcome these shortcomings:

4. Describe how expansion of your existing services will provide services to individuals with disabilities, regardless of age:

5. Describe the steps your agency will take to ensure that this project does not duplicate any existing services:

6. Explain how potential stakeholders will be notified of the services and describe your agency's plan for marketing the services to seniors and individuals with disabilities in the proposed service area:

**SERVICE AREA**

The transportation service area of the Project is intended to include the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project.

7. Description of Service Area: (State exactly where the proposed services are going to be provided. From what location (center) will the vehicle(s) be dispatched into what areas? Are there destinations outside the primary service area?)

8. Check the statement which best describes the type of transportation services within the area delineated in Question #7?

Seniors and individuals with disabilities within your service area will depend almost entirely upon your agency for their transportation in addition to that required for them to utilize and/or participate in the services and activities of the agency.

Seniors and individuals with disabilities within your service area will be provided transportation by your agency only to the extent necessary for them to utilize and/or participate in the service activities of your agency.

9. Service Area Population :

10. Total disabled population of the service area:

11. Senior population in service area:

12. Destinations of trips outside of the primary service area: \_\_\_\_\_

13. Number of proposed clients within the following groups:

\_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian or Pacific Islands \_\_\_\_\_ Alaskan

14. Is your agency a minority organization?      Yes      No

15. Does your agency provide assistance to minority communities?      Yes      No

16. Describe your assistance:

17. Are any other local transit systems and/or authorities (excluding Boards of Education and Greyhound) operating within the delineated Service Area?      Yes      No

18. Are taxi companies operating within the delineated Service Area?      Yes      No

19. Are other private non-profit organizations currently providing transportation services within the delineated Service Area?      Yes      No

20. Type of clients proposing to serve:

% Non-disabled senior \_\_\_\_\_      % Physically Disabled Senior \_\_\_\_\_  
 % Mentally disabled senior \_\_\_\_\_      % Physically Disabled Non-Senior \_\_\_\_\_  
 % Mentally disabled non-senior \_\_\_\_\_      % Other \_\_\_\_\_

21. Total number of persons provided transportation services weekly by your agency currently:  
 \_\_\_\_\_

22. Check the days of the week and indicate the hours of operation of your agency's **transportation program**.

Day of Week	Check if operating	List hours of operation
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

23. How many vehicles are currently used for transportation of seniors and/or individuals with disabilities? \_\_\_\_\_

24. Have satisfactory procedures been established to provide “back-up” transportation when regular vehicles are out of service?      Yes      No

Describe your procedures:

25. Indicate by percentages what type of transportation will be provided with the requested funding:

- |                        |                           |
|------------------------|---------------------------|
| % Adult Day Care _____ | % Mental Health _____     |
| % Education _____      | % Nutrition _____         |
| % Employment _____     | % Shopping/Personal _____ |
| % Medical _____        | % Social/Recreation _____ |
| % Other _____          |                           |

**PROJECT MANAGEMENT**

26. Describe your organization's structure (governing, organizational, etc.). Be specific about the management of your transportation services. Attach an organizational chart if desired.

27. What are your organization's funding sources?

**CURRENT VEHICLE INVENTORY**

28. Complete the following Current Vehicle Inventory Chart. List all of your agency's vehicles that are used to provide transportation services. Attach additional sheets if necessary.

## **CURRENT VEHICLE INVENTORY**

*(Please List Each Vehicle Separately)*

<b>Vehicle Make/Model</b>	<b>Vehicle Serial Number</b>	<b>Model Year</b>	<b>Current Mileage</b>	<b>Seating Capacity</b>	<b>Special Equipment (Lift or Ramp)</b>	<b>Funding Source For Purchase</b>	<b>Spare Vehicle (Yes/No)</b>	<b>Utilized In What County/State</b>

**COORDINATION EFFORTS**

All projects funded by the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) must be part of a locally developed coordinated public transit-human services transportation plan. This plan was required to be developed through a process that included representatives of public, private, and nonprofit transportation service providers, human services transportation providers and the general public.

All known transportation agencies were notified that any agency planning to apply for funding under the Section 5310 Program, anytime within the next four years, had to ***PARTICIPATE IN THE PLAN DEVELOPMENT, ATTEND THE DEVELOPMENT MEETINGS, AND BE INCLUDED IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN!***

KYOVA Interstate Planning Commission facilitated the development of the Coordinated Public Transit-Human Services Transportation Plan for the KYOVA Planning Area including the Huntington, WV-KY-OH Urbanized Area and continues to update the plan periodically. The MPO held meetings in your region and asked for input.

29. Does your agency currently participate in a cooperative/coordinated effort in your area?  
Yes      No

If yes, please describe the arrangement and specify the efforts.

If no please explain.

30. Describe the processes that your agency undertakes to ensure that the proposed transportation services are or will be coordinated to the maximum extent possible with other federally funded agencies and private transportation providers in the proposed service area?

31. Is the project included in the KYOVA Human Services Public Transportation Coordination Plan? If you are unsure please visit <http://www.kyovaipc.org> >Transit on KYOVA's website for a copy of the TMA Coordinated Public Transit-Human Services Transportation Plan.

Yes    No

Please Explain:

32. Is the project included in the list of projects that address gaps in service as identified by the KYOVA Human Services Public Transportation Coordination Plan?

Yes    No

Please describe the gap in service the proposed project will address:

33. Does any public transportation exist in the area that is served by the proposed project?

Yes    No

If yes, explain why it cannot be used in place of the proposed project.

34. Did someone from your agency attend focus groups or meetings facilitated by KYOVA Interstate Planning Commission?

Yes    No

35. Name of person(s) attending: \_\_\_\_\_

36. Location(s) of meeting: \_\_\_\_\_

37. Is your agency involved in any new coordination activities as a result of these efforts?

Yes    No

If yes, please describe:

**OPERATING PLAN**

38. **Maintenance Program:** Do you have a vehicle maintenance plan which at least meets the minimum recommendations of the vehicle manufacturer?

Yes    No

Is there a daily pre-trip vehicle inspection program in place?    Yes    No

Describe:

39. **Driver Selection** (check all that apply)

When selecting your drivers, does your agency:

Check their driving record? (valid, appropriate vehicle operator's license, eligible for insurance coverage?)

Require a physical examination?

Require driving experience with vehicles similar to those operated for your agency or satisfactory completion of a training program prior to actual passenger transportation?

Require a pre-employment drug/alcohol test?

40. **Driver Training:** Describe your agency's driver orientation program:

a. Does your agency have an ongoing driver safety program?                      Yes      No

b. The Americans with Disabilities Act requires training of all drivers. Please list all drivers from your organization who have had Passenger Service and Safety Training (PASS) and are still driving. Attach additional sheets if necessary. **Please attach copies of training certificates with this application.**

Name of Driver(s) Still Employed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Please list all drivers from your organization who **will require** PASS training. Attach additional sheets if necessary.

d. Has your agency prepared a transportation safety plan or yearly update?

Yes    No

41. Why should this application be funded?

42. **If your agency is selected for funding, list below your agency's name and phone number as it should appear on the side of an approved vehicle.** Should your agency not want its name or phone number on the side of an approved vehicle, please state so below.

# **ATTACHMENT 1**

## **TITLE PAGE**

Complete the following page by filling in the necessary blanks.

# Fiscal Year 2018 Grant Program

The \_\_\_\_\_  
**(Name of Your Agency)**

located at \_\_\_\_\_  
**(Street Address)**

\_\_\_\_\_  
**(City) (State) (Zip)**

is hereby applying for funding under the Section 5310 Purchase of Transportation Services (Mobility Management) Program.



Person(s) Completing Application:

\_\_\_\_\_  
**(Name) (Title) (Phone) (Email)**

\_\_\_\_\_

DUNS Number: \_\_\_\_\_

## ATTACHMENT 2

On the following two (2) pages is a statement authorizing you to file a grant application on behalf of your organization. Complete all blanks and place it directly after the cover page in your application. (Do not retype). **Sign the resolution using a blue pen.**

### AUTHORIZING RESOLUTION CERTIFICATE

I, \_\_\_\_\_, do hereby certify that I am the duly qualified and acting  
(Name of Certifying Officer)

\_\_\_\_\_ of the \_\_\_\_\_ and as such, I am the  
(Title of Certifying Officer) (Name of Applicant)

keeper of the seal, records, and files of the \_\_\_\_\_.  
(Name of Applicant)

I do further certify that a regularly constituted meeting of the \_\_\_\_\_  
(Name of Applicant)

of the Board of Directors, Executive Committee, etc., \_\_\_\_\_ held on the \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, at which a quorum of all of the members were present and voting, a certain resolution was

(Unanimously) **(or)** (By Majority Vote) (Check one of the blanks) adopted in full conformance

and authority with the Bylaws of the Applicant or Statutes of the State of

WV/KY/OH (check one of the blanks) as made and provided, and that the following is a complete and

true copy of the pertinent provisions of said Resolution:

1. That an application be made to Tri-State Transit Authority for Federal grant under the Section 5310 Program to acquire funds to provide (brief description of project).

2. That \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Authorized Individual) (Name of Applicant)

is authorized to furnish such additional information as may reasonable be required by the

Federal Transit Administration or Tri-State Transit Authority in connection with aforesaid

application for said grant.

I further certify that the original of the complete said Resolution is on file in the records

of the \_\_\_\_\_ in my custody.

(Name of Applicant)

I do further certify that the foregoing Resolution remains in full force and effect and has not been rescinded, amended, or altered in any manner since the date of its adoption.

IN WITNESS WHEREOF, I have affixed my official signature and the seal (if appropriate) of the

\_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
Certifying Officer Signature

\_\_\_\_\_

## ATTACHMENT 3

### VERIFICATION CERTIFICATION

*(Sign the following certification using a blue pen)*

I am an officer of the applicant corporation herein and am authorized to make this verification on its behalf. The statements in the foregoing application and its exhibits are true to the best of my knowledge.

I declare that the following is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Officer) (Title)

## **ATTACHMENT 4**

### **ARTICLES OF INCORPORATION**

Submit a copy (**must be on 8 ½" X 11" size paper**) of your organization's articles of incorporation. The Articles of Incorporation should be inserted directly following the Verification Assurance when submitting your application.

*Note: A tax exempt statement from the IRS is not acceptable.*

## ATTACHMENT 5

### LOCAL INTERGOVERNMENTAL REVIEW – ALL APPLICANTS

All Applicants must complete the Intergovernmental Review. Please see instructions below as the process for West Virginia, Ohio and Kentucky applicants may be different.

#### **West Virginia and Ohio Applicants**

Along with your application, you must submit an Application for Federal Assistance necessary to complete and Intergovernmental Review. Please fill out the highlighted sections. It is not necessary for your local planning organization to submit your local intergovernmental review to the State Clearinghouse. TTA will do this for you. Once a positive Intergovernmental Review is complete, your agency will be notified by KYOVA. **TTA and the Federal Transit Administration will not accept any applications that do not have a positive local intergovernmental review.**

#### **Kentucky Applicants**

The Kentucky State Clearinghouse has been designated as the state Single Point of Contact (SPOC) and is charged with providing state and local input to the appropriate federal agency. At the state level this task is accomplished by identifying those state agencies that should be involved in the planning and development of activities by Executive Order 12372, and providing these agencies with the opportunity to evaluate proposals in a timely, effective fashion. All federal applications are subject to EO 12372 Intergovernmental Review Process unless the application specifically states not subject to EO 12372.

The Kentucky State Clearinghouse processes the Intergovernmental Review Applications through an e-clearinghouse at the Kentucky Department for Local Government (DLG). All information and forms may be found at: [https://kydlgweb.ky.gov/FederalGrants/16\\_eClearinghouse.cfm](https://kydlgweb.ky.gov/FederalGrants/16_eClearinghouse.cfm). If you have any questions or need assistance completing the forms, contact KYOVA Interstate Planning Commission. DLG will provide a letter of review to the applicant, which will serve as the required documentation for the Intergovernmental Review Process for the Section 5310 application.

#### **All Applicants**

Because of the responsibilities of public transportation providers under the Americans with Disabilities Act (ADA), TTA is reluctant to accept any applications for the expansion of services in counties that currently have public transit providers. Should an agency want to expand services in one of these counties, they should submit a one-page description of the project prior to the annual grant application cycle for review by TTA. Additionally, they will need to provide a letter of support for the project from the local public transit provider.

***An Application for Federal Assistance must accompany your application when submitted to KYOVA Interstate Planning Commission on or before August 17, 2018. Projects must receive a positive Intergovernmental Review (no later than September 10<sup>th</sup>) to be considered for funding.***

It is the applicant's responsibility to ensure that it allows the local planning organizations and Kentucky DLG adequate time to review the application. **Most planning organizations and the Kentucky DLG may take 30 to 45 days to review an application.**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

(only fill in highlighted fields)

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

<b>Legal Name:</b>	<b>Organizational Unit:</b>
	<b>Department:</b>
Organizational DUNS:	Division:
<b>Address:</b>	<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>
<b>Street:</b>	Prefix: First Name:
<b>City:</b>	Middle Name
<b>County:</b>	Last Name
<b>State:</b> <b>Zip Code</b>	Suffix:
<b>Country:</b>	Email:

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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<b>8. TYPE OF APPLICATION:</b> PICK ONE <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) □ □	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)
---	--

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□□	<b>11. DESCRIPTIVE TITLE, BRIEF DESCRIPTION AND LOCATION OF APPLICANT'S PROJECT:</b>
---	--

<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>	<b>9. NAME OF FEDERAL AGENCY:</b>
--	-----------------------------------

<b>13. PROPOSED PROJECT</b> <b>Start Date:</b> <b>Ending Date:</b>	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project
---	---

<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal \$ .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant \$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State \$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
e. Other \$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income \$ .00	
g. TOTAL \$ .00	

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix	First Name	Middle Name
Last Name		Suffix
<b>b. Title</b>		<b>c. Telephone Number (give area code)</b>
<b>d. Signature of Authorized Representative</b>		<b>e. Date Signed</b>

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title, description and location of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

## ATTACHMENT 6

### CERTIFICATIONS

Read and sign the following certifications using a **blue pen**. Failure to sign these certifications will mean that your agency will not be considered for funding.

# CERTIFICATIONS

I, \_\_\_\_\_, do hereby certify that the \_\_\_\_\_;  
(Name) (Name of Applicant)

## 1. CERTIFICATION OF PROVISION OF NECESSARY LOCAL MATCHING FUNDS

shall provide the total amount of local match from non-Federal sources, or if applicable, allowable Federal sources required for the purchase of vehicle(s) or communication equipment within fifteen (15) days of receipt of written notification from TTA of the actual amount needed. It is my understanding that failure to comply with this stipulation will result in TTA's cancellation of the purchase order that is required in order to obtain my agency's vehicle(s) or communication equipment. I further understand that this cancellation will cause my agency to be delayed in the receipt of any vehicle(s) or communication equipment for approximately one (1) year.

## 2. MAINTENANCE CERTIFICATION

The Federal Transit Administration (FTA), realizing the potential problems of operability, safety, and reliability of the vehicle(s) or communication equipment, if it is not properly maintained, has instituted a requirement that all Section 5310 grantees must certify that a vehicle(s) or communication equipment purchased under the program will be maintained in accordance with the detailed maintenance and inspection schedules provided by the manufacturer. Also, see the Section 5310 Project Guide. Failure of a private non-profit agency to maintain vehicle(s) or communication equipment in accordance with their certification will preclude additional FTA assistance to that agency. I certify that I understand the FTA maintenance and inspection requirements and that the agency will comply.

## 3. CIVIL RIGHTS

Agree that the applicant will comply with the following requirements:

(1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq., Section 4 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101, et seq., Section 102 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq. and Federal transit law at 49 U.S.C. § 5332, as amended by MAP 21, the APPLICANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, or disability. In addition, the APPLICANT agrees to comply with any other applicable Federal statutes that may be signed into law or regulations that may be promulgated.

(2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to this Project:

(a) Race, Color, National Origin, Religion, Sex, Disability or Age. In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the APPLICANT agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, —Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, —Equal Employment Opportunity,|| as amended by Executive Order No. 11375, —Amending Executive Order 11246 Relating to Equal Employment Opportunity, — 42 U.S.C. § 2000e note), and with any applicable Federal statutes executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The APPLICANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, disability or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(b) Sex. APPLICANT agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681-1683, 1685-1688, with U.S. DOT regulations, —Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 49 C.F.R. Part 25, and with any implementing directives that U.S.DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.

(c) Age. In accordance with the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq. and implementing regulations, the APPLICANT agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(d) Disabilities. In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the APPLICANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, —Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, ||29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the APPLICANT agrees to comply with any implementing requirements FTA may issue.

(3) APPLICANT also agrees to include these requirements in each sub-agreement financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## 4. ENERGY CONSERVATION

APPLICANT agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

## 5. CERTIFICATION OF SPECIAL EFFORTS TO PROVIDE TRANSPORTATION THAT DISABLED PERSONS CAN USE

The applicant hereby certifies that special efforts are being made in its service area to provide transportation that disabled persons, including wheelchair users and semi-ambulatory persons can use. The transportation resulting from these special efforts is reasonable in comparison to the transportation provided to the general public and meets a significant fraction of the actual transportation needs of such persons within a reasonable time.

## **6. LITIGATION CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this Project.

## **7. FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION**

As the authorized representative for the applicant, I hereby certify that, based on my experience with the applicant and a review of the applicant's records that the applicant has the requisite fiscal and managerial capability to carry out this Project.

## **8. APPLICATION OF FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS**

The agency hereby certifies that it will comply with changing federal, state and local requirements, the APPLICANT shall note that federal, state and local requirements may change and the changed requirements will apply to this Project as required.

Federal Regulation Changes - APPLICANT shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between TTA and FTA, as they may be amended or promulgated from time to time during the term of this Project. The APPLICANT'S failure to so comply shall constitute a material breach of this Project.

## **9. INSPECTION**

The agency hereby certifies that it shall permit TTA, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives, to inspect all vehicles, facilities and equipment used by the Agency as part of the Project to verify compliance with the requirements of the Section 5310 Program. All records of the transportation services rendered by the Agency, including maintenance records, records verifying usage of the vehicle, and all relevant Project records shall also be available for inspection. The Agency shall also permit the above named persons or agencies to audit the records and accounts of the Agency pertaining to the Project.

## **10. COORDINATION**

As the authorized representative for the applicant, I hereby certify that to the best of my knowledge the agency has coordinated, to the maximum extent feasible, with other transportation providers and users, regardless of their funding source.

## **11. EFFECTS ON PRIVATE MASS TRANSPORTATION COMPANIES**

The applicant as required by 49 U.S.C. 5323(a) (1) (C) or 5323 (a) (2) (B), certifies that before it acquires property or an interest in property of a private mass transportation company or operates mass transportation equipment or a facility in competition with or in addition to transportation service provided by an existing mass transportation company it has or will have:

A. Provided for the participation of private mass transportation companies to the maximum extent feasible; and

B. Paid or will pay just compensation under state or local law to a private mass transportation company for its franchises or property acquired.

## **12. NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

The applicant acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to TTA, APPLICANT, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

## **13. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

As the authorized representative for the applicant, I certify the applicant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, —Program Fraud Civil Remedies, 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying Project, the APPLICANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the APPLICANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the APPLICANT to the extent the Federal Government deems appropriate.

## **14. SENSITIVE SECURITY INFORMATION**

The applicant, if selected for funding, must protect, and take measures to ensure that its sub agreement at each tier protect,—sensitive security information|| made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, —Protection of Sensitive Security Information,|| 49 CFR Part 1520.

## **15. ACCESSIBILITY**

The applicant, if selected for funding, agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101, et seq. and DOT regulations, —Transportation Services for Individuals with Disabilities (ADA), 49 CFR Part 37; and Joint ATBCB/DOT regulations, —American with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles, 36 CFR Part 1192 and 49 CFR Part 38.

## **16. TRAFFICKING IN PERSONS**

The applicant, if selected for funding, agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement.

The applicant also agrees to inform TTA of any information it receives from any source alleging a violation of a prohibition in the Trafficking in Persons subsection of the current FTA Master Agreement.

**17. ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY**

To the extent applicable and except to the extent that FTA determines otherwise in writing, any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 13166, —Improving Access to Services for Persons with Limited English Proficiency, 42 U.S.C. § 2000d-1 note, and with the provision of U.S. DOT Notice, —DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons, 70 Fed. Reg. 74087, December 14, 2005.

**18. ENVIRONMENTAL JUSTICE**

Any approved applicant agrees to facilitate compliance with the policies of Executive Order No. 12898, —Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

**19. CHARTER SERVICE**

The applicant, if selected for funding, may not engage in charter service operations except as permitted by 49 U.S.C. §5323(d), and FTA regulations, —Charter Service, 49 C.F.R. Part 604, and any amendments thereto that may be issued. Any charter service agreement entered into under these regulations is incorporated into any future Project Grant Agreement by reference.

**20. SEAT BELT USAGE**

Pursuant to Executive Order No. 13043, April 16, 1997, 23 U.S.C. § 402, any approved applicant, is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

**21. DISTRACTED DRIVING, INCLUDING TEXT MESSAGING WHILE DRIVING**

Pursuant to Executive Order No. 13513, —Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, 23 U.S.C. § 402 note and DOT Order 3902.10, —Text Messaging While Driving, the RECIPIENT is encouraged to reduce text messaging while driving and avoid distracted driving. This Special Condition is to be included in each third party sub-agreement at each tier financed with Federal funds.

**22. AUDITS**

Any approved applicant agrees to report any audit findings that involve Section 5310 funded equipment immediately to TTA.  
I declare that the foregoing certifications are true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City and State)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title)

## CERTIFICATION OF EQUIVALENT SERVICE

The \_\_\_\_\_  
(Name of Applicant)

certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.27, public entities operating demand responsive systems for the general public which receive financial assistance under Sections 5310 or 5311 of the Federal Transit Act, as amended, must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving Federal Transit Act funds shall also file the certification with the appropriate state program office. Such public entities receiving Federal Transit Act funds under any other Section of the Federal Transit Act must file the certification with the appropriate Federal Transit Administration regional office. This certification is valid for no longer than one year from its date of filing.

\_\_\_\_\_  
Typed Name & Title of Authorized Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS AND ACTIVITIES RECEIVING OR BENEFITING FROM FEDERAL FINANCIAL ASSISTANCE IMPLEMENTING THE REHABILITATION ACT OF 1973, AS AMENDED, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (FEDERAL TRANSIT ADMINISTRATION)**

\_\_\_\_\_, (the "Recipient"/Applicant) agrees that as a condition to the approval or extension of any Federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (any subsequent amendments thereto) set forth at 49 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other Federal departments or agencies.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Legal Name of Applicant)

BY: \_\_\_\_\_  
(Signature of Authorized Official)

**FEDERAL TRANSIT ADMINISTRATION (FTA)  
CIVIL RIGHTS ASSURANCE**

The \_\_\_\_\_ HEREBY CERTIFIES THAT, as a condition  
(Name of Applicant)

of receiving Federal financial assistance under the Federal Transit Administration (FTA) Transportation Act of 1964, as amended, 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 \_\_\_\_\_ will compile, maintain, and submit in  
(Name of Applicant)  
  
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 C.F.R. Part 21.9.
  
3. The \_\_\_\_\_ will make it known to the public that  
(Name of Applicant)  
those person or 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 or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

\_\_\_\_\_  
(Typed Name/Title of Authorized Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Authorized Official)

## TITLE VI REPORT

1. List any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or natural origin with respect to service or other transit benefits. The list should include: 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 entered into a consent decrees. **If none, please state.**

2. A description of all pending applications for financial assistance and all financial assistance currently provided by other federal agencies. **If none, please state.**

3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include: the purpose or reasons for the review; the name 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. **If none, please state.**

## SCHOOL TRANSPORTATION OPERATIONS AGREEMENT

**Name of Applicant:** \_\_\_\_\_

A. As required by 49 U.S.C. 5323 (f) and FTA regulations, —School Bus Operations, at 49 CFR 605.14, the Applicant agrees that it will:

(1) Engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and:

(2) Comply with the requirements of 49 CFR Part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

B. The Applicant understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, the definitions of 49 CFR Part 605 apply to this school Transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

\_\_\_\_\_  
(Typed Name & Title of Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), \_\_\_\_\_ (NAME OF APPLICANT) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

# APPENDIX A

## **TITLE VI NONDISCRIMINATION AND LIMITED ENGLISH PROFICIENCY REQUIREMENTS**

*Each subrecipient must have its own program. To help you develop a Title VI program, TTA has provided this questionnaire, after which reviewed and accepted by TTA, will become your Title VI program. **Prior to submitting with 5310 Application, you will be required to submit the completed questionnaire to your Board or council for approval and then provide evidence of the approval (copy of Board or council minutes approving and adopting plan) to TTA.***

*The Federal Transit Administration (FTA) requires all recipients of FTA assistance to develop a Title VI program. For more information concerning Title VI requirements go to Title VI Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients": [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA Title VI FINAL.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf)*

## ***Title VI Program***

## TITLE VI REPORTING

Please complete the form using the number of transportation clients served. An individual client may be reported as both a low-income and minority client. Only report the transit system’s clients served. DO NOT report US Census percentages or passenger trips. Use your client database to determine the number of low-income and/or minority clients. If you don’t have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page. Please use the most recent data available.

Transportation Clients Served	Category
	<u>Low-Income</u> : a person whose median household income is at or below the Department of Health and Human Services’ poverty guidelines
<u>Minority Persons</u> include the following:	
	American Indian and Alaska Native – refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Asian – refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
	Hispanic or Latino – includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race
	Native Hawaiian and Other Pacific Islander – refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

## TITLE VI PROGRAM QUESTIONNAIRE

### NOTICE TO THE PUBLIC

*FTA requires that each grantee notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI program. The notice must include:*

- *A statement that the agency operates programs without regard to race, color, and national origin*
- *A description of the procedures that members of the public should follow in order to request additional information on the grantee’s nondiscrimination obligations*
- *A description of the procedures that members of the public should follow in order to file a discrimination complaint against the grantee*

The notice can be a separate document, such as a posted sign, a statement that is in another document, or a stand-alone document, such as a Title VI brochure. A sample Title VI notice is provided in **Appendix A**.

1. Please provide a copy of **your** Title VI notice(s).
2. Where are the notices posted?

### COMPLAINT INSTRUCTIONS AND FORM

FTA requires each grantee to have instructions for the public to follow and a form for the public to use for filing a Title VI complaint. TTA has provided for you the form and procedures for filing a Title VI complaint. **Attachment B** presents the sample form and procedures.

3. Please provide a copy of **your** agency's complaint form and procedures.

### TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

FTA requires that the Title VI program include a list of transit-related Title VI complaints, investigations, and lawsuits. TTA obtains this information with grant applications. Please note that EEO and ADA complaints are not Title VI complaints so do not list them. If you are part of a city, county, or human service agency, only list Title VI complaints, investigations, or lawsuits related to transportation services.

4. Have you had any Title VI complaints, investigations, or lawsuits related to your transportation services? If yes, please complete the following table:

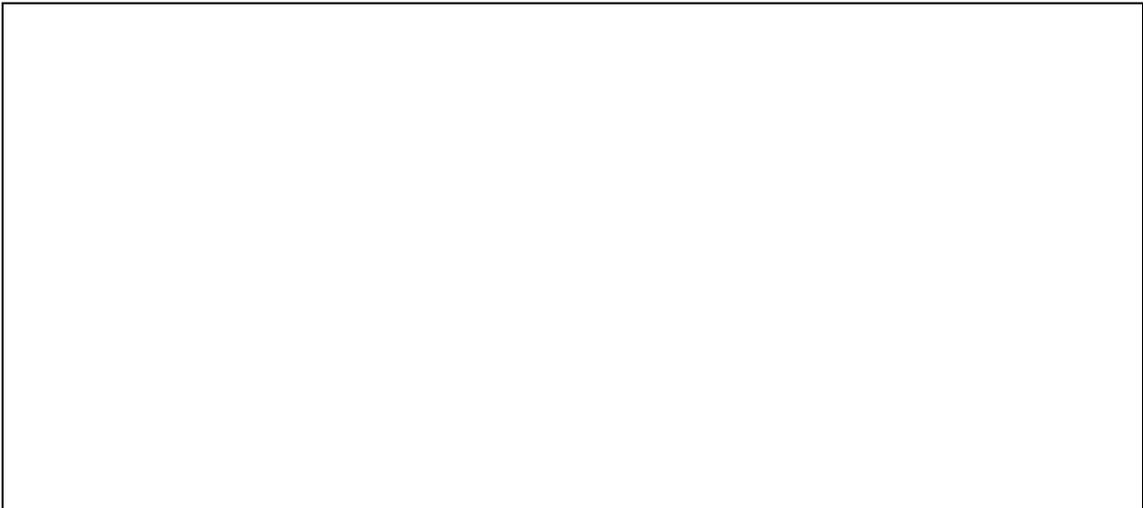
Type	Date	Summary	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

### PUBLIC PARTICIPATION ELEMENT

FTA requires that the Title VI program include a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include

*other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. Applicants to TTA for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These requirements include the published notice of intent to apply to TTA for FTA assistance and participation in the public transit-human services transportation coordinated plan development. Other public participation methods include open Board/ council meetings, council meetings of cities and counties that provide local funding, advisory committees, public involvement efforts for transportation services, passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.*

5. Describe the mechanism for disseminating information to the public. Provide a summary of public outreach and involvement activities undertaken and a description of the steps taken to ensure minority, low-income, and Limited English Proficiency populations have meaningful access to these activities.



**LIMITED ENGLISH PROFICIENCY (LEP) ELEMENT**

*FTA requires that the Title VI program include a plan for providing language assistance to LEP persons. An LEP person is someone who speaks English less than very well.*

6. Do you have a mechanism in place to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are Limited English Proficiency? Please explain.

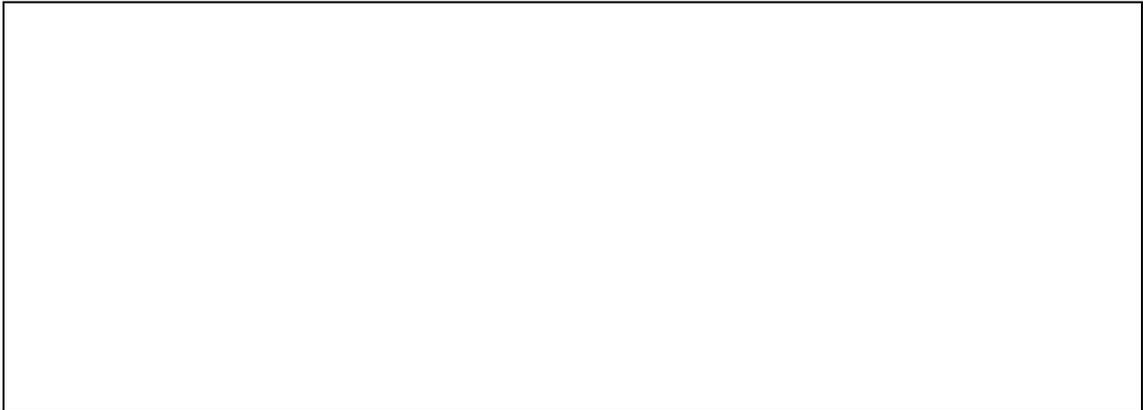
**PLANNING AND ADVISORY BOARDS**

*FTA requires that the Title VI program present the racial make-up of all transit related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, and a description of the efforts to encourage the participation of minorities on such committees.*

7. List all of your transit-related advisory boards and committees (if any) and the purpose of each.

8. What is the racial makeup of each board and committee?

9. What efforts are undertaken to encourage participation of minorities on these committees?



# **Attachment A**

## **Title VI Notice to the Public**

[Agency] operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact [Agency's name] by any of the methods listed below.

### **Agency Name and Address**

**Phone**

**Fax**

**Email**

If this information is needed in another language, please contact us.

# Attachment B

## Title VI Complaint Form and Procedures

**SAMPLE**

### (Agency Name) TITLE VI COMPLAINT FORM

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please contact us.

Please mail or return this form to:

[Director]

[Agency Name]

[Address]

[Email and Fax number]

#### 1. Complainant's Name:

a. Address:

b. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

b. Telephone (Home  or Cell ): \_\_\_\_\_

c. Telephone Work: \_\_\_\_\_ (Please include area code)

d. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

2. Accessible Format of Form Needed? Large Print Audio Tape TDD Other (please specify):

3. Are you filing this complaint on your own behalf?  Yes If YES, please go to Question 7

No If no, please go to question 4

4. If you answered NO to question 3 above, please provide your name and address.

a. Name of Person Filing Complaint:

b. Address:

c. Telephone (Home  or Cell ): \_\_\_\_\_

d. Telephone Work: \_\_\_\_\_ (Please include area code)

e. E-Mail Address: \_\_\_\_\_

Do you prefer to be contacted via this e-mail address? Yes No

**1. What is your relationship to the person for whom you are filing the complaint?**

**6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.** Yes, I have permission. No, I do not have permission.

**7. I believe that the discrimination I experienced was based on** (check all that apply)

Race  Color  National Origin (Classes protected by Title VI)  Other (please specify)

**8. Date of Alleged Discrimination (Month, Day, Year):**

**9. Where did the Alleged Discrimination take place?**

**10. Explain as clearly as possible what happened and why you believe that you were discriminated against.** Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*

**11. Please list any and all witnesses' names and phone numbers/contact information.** *Use the back of this form or separate pages if additional space is required.*

**12. What type of corrective action would you like to see taken?**

**13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court?** Yes **If yes, check all that apply** No

a.  Federal Agency (List agency's name)

b.  Federal Court (Please provide location)

c.  State Court

d.  State Agency (Specify Agency)

e.  County Court (Specify Court and County)

f.  Local Agency (Specify Agency)

**14. Please provide information about a contact person at the agency/court where the complaint was filed.**

Name:

Title:

Agency: Telephone:

Address:

City/State/Zip Code:

**You may attach any written materials or other information that you think is relevant to your complaint.**

Signature and date is required:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

If you completed Questions 4, 5 and 6, your signature and date is required

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **Attachment B – Continued**

### **Title VI Complaint Form and Procedures**

**SAMPLE**  
**(Your agency's name)**

**Title VI Procedures** Title VI of the 1964 Civil Rights Act requires that —No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by (insert your agency's name) may file a complaint by completing and submitting (your agency's name) the Title VI Complaint form.

#### **How do you file a complaint?**

You may download the (your agency's name) Title VI Complaint Form at (give web address), or request a copy by writing or phoning (list your agency's full name, address and phone number). You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

Director  
Your agency's name and address

#### **How will your complaint be handled?**

(Your agency's name) investigates complaints received no more than 180 days after the alleged incident. (Your agency's name) will process complaints that are complete. Once a completed complaint is received, (Your agency's name) will review it to determine if acknowledgement letter informing her/him whether the complaint will be investigated by (your agency's name).

**Attachment B – Continued**  
**Title VI Complaint Form and Procedures**

**(Your agency's name)** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **(your agency's name)** may contact the complainant. Unless a longer period is specified by **(your agency's name)**, the complainant will have ten (10) days from the date of the letter to send requested information to the **(your agency's name)** investigator assigned to the case. If **(your agency's name)** investigator is not contacted by the complainant or does not receive the additional information within the required timeline, **(your agency's name)** may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, **(your agency's name)** will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with **(your agency's name)** determination, he/she may request reconsideration by submitting a request in writing to **(your agency's name)** director **(or the appropriate title)** within seven (7) days after the date of **(your agency's name)** letter, stating with specificity the basis for the reconsideration. The director **(or the appropriate title)** will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the director **(or the appropriate title)** will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. If information is needed in another language, then contact **(your agency's name)** at **(phone number)**.

**APPENDIX B**

**EXAMPLES OF  
MONTHLY SECTION 5310  
EXPENDITURE REPORT FORMS**







# **APPENDIX B**

Project Guide

5310 Grant Program

Or

Section 5310

Title VI Program Template

# **Title VI Program**

**[Insert agency name here]**

**Adopted Date**



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## TITLE VI PROGRAM QUESTIONNAIRE

*The Federal Transit Administration (FTA) requires all recipients of FTA assistance to develop a Title VI program. This is a new requirement. In the past, the Tri-State Transit Authority's (TTA) program covered its grantees. Now, each grantee must have its own program. To help you develop a Title VI program, TTA has developed this questionnaire, after which reviewed and accepted by TTA, will become your Title VI program. **Prior to submitting with 5310 Application, you will be required to submit the completed questionnaire to your Board or council for approval and then provide evidence of the approval (copy of Board or council minutes approving and adopting plan) to TTA.***

### NOTICE TO THE PUBLIC

*FTA requires that each grantee notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI program. The notice must include:*

- *A statement that the agency operates programs without regard to race, color, and national origin*
- *A description of the procedures that members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations*
- *A description of the procedures that members of the public should follow in order to file a discrimination complaint against the grantee*

*The notice can be a separate document, such as a posted sign, a statement that is in another document, or a stand-alone document, such as a Title VI brochure.*

***Attachment A** presents two notices developed by TTA, a longer "stand-alone" statement and a shorter statement that can be included in documents, such as a service brochure or as a placard in the van. TTA will supply copies of the notices that should be placed in your vehicles.*

*An agency should post the longer Title VI notice on its website and in the reception area or public meeting spaces of its offices.*

*We recommend that you post the longer notice in your office in an inexpensive frame.*

1. Please provide a copy of **your** Title VI notice(s).

2. Where are the notices posted?

3. Have you posted a Title VI notice on your website and in the reception area or the public meeting spaces of your office? If posted on website, please provide website address.

**COMPLAINT INSTRUCTIONS AND FORM**

*FTA requires each grantee to have instructions for the public to follow and a form for the public to use for filing a Title VI complaint. TTA has developed for you the form and procedures for filing a Title VI complaint. Attachment B presents the sample form and procedures.*

4. Please provide a copy of **your** agency’s complaint form and procedures.

**TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS**

*FTA requires that the Title VI program include a list of transit-related Title VI complaints, investigations, and lawsuits. TTA obtains this information with grant applications. Please note that EEO and ADA complaints are not Title VI complaints so do not list them. If you are part of a city, county, or human service agency, only list Title VI complaints, investigations, or lawsuits related to transportation services.*

5. Have you had any Title VI complaints, investigations, or lawsuits related to your transportation services? If yes, please complete the following table.

Type	Date	Summary	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

**PUBLIC PARTICIPATION ELEMENT**

*FTA requires that the Title VI program include a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. Applicants to TTA and KYOVA for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These*

*requirements include the published notice of intent to apply to TTA and KYOVA for FTA assistance and participation in the public transit-human services transportation coordinated plan development. Other public participation methods include open Board/ council meetings, council meetings of cities and counties that provide local funding, advisory committees, public involvement efforts for transportation services, passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.*

6. Are Board/council meetings open to the public?
7. How do you publicize the dates, times, and locations of Board/council meetings?
8. Where are Board/council meetings held?
9. Is the location accessible to persons with disabilities?
10. Is the location served by your agency's transportation services during the hours Board/council meetings are held? If yes, please describe. If not, do you offer transportation to the meetings upon request?
11. What other efforts do you undertake to ensure that transportation riders or clients can attend Board/council meetings?
12. Do you rely on any counties or cities for funding? If yes, please describe how interested parties can comment on your budget and services at city and town council meetings.
13. Discuss any other outreach efforts, including transportation advisory committees, procedures for soliciting comments for service changes, passenger surveys, public involvement for transportation services, presentations, etc.

### **LIMITED ENGLISH PROFICIENCY (LEP) ELEMENT**

*FTA requires that the Title VI program include a plan for providing language assistance to LEP persons. An LEP person is someone who speaks English less than very well. To document what languages are spoken by LEP persons and to*

*help determine what language assistance efforts you should undertake, FTA requires that you analyze the following four factors:*

- *the number and proportion of LEP persons served or encountered in your service area*
- *the frequency with which LEP individuals come into contact with your transportation service*
- *the nature and importance of your transportation service*
- *the language assistance resources potentially available to assist LEP persons*

*By completing this questionnaire, you will have completed the required four-factor analysis.*

*The primary source data on LEP populations is the U.S. Census. We have provided a table for you to fill with Census data. To look up the 2010 Census data:*

- *Go to [US Census Fact Finder](#)*
- *Search each county or city in your service area*
- *Select American Community Survey “Education, Marital Status, Relationships, Fertility,.....”*
- *Scroll down to “language spoken at home”*

*Please add columns, if needed.*

<b>Table 1</b>					
<b>2010 Census Numbers for LEP Persons Residing within the Service Area</b>					
<b>Population 5 Years and Over by Language Spoken at Home and Ability to Speak English</b>	<b>City/County 1</b>	<b>City/County 2</b>	<b>City/County 3</b>	<b>Total</b>	<b>Percentage of Population 5 Years and Older</b>
<b>Population 5 Years and Over</b>					
Speak English less than “very well”					
<b>Spanish</b>					
Speak English less than “very well”					
<b>Other Indo-European</b>					

<b>Table 1</b>					
<b>2010 Census Numbers for LEP Persons Residing within the Service Area</b>					
<b>Population 5 Years and Over by Language Spoken at Home and Ability to Speak English</b>	<b>City/County 1</b>	<b>City/County 2</b>	<b>City/County 3</b>	<b>Total</b>	<b>Percentage of Population 5 Years and Older</b>
Speak English less than "very well"					
<b>Asian and Pacific Island</b>					
Speak English less than "very well"					
<b>All Other</b>					
Speak English less than "very well"					

*Survey your staff, including van drivers, reservationists/dispatchers, customer service agents, and office personnel, to determine the frequency of contact with LEP persons, what languages are spoken by these persons, and the foreign languages they speak and/or understand. Attachment C presents a sample survey form. After conducting the survey, please complete the following table. If conducting the survey and completing the table does not make sense for you, please discuss the frequency of contact with LEP persons and the languages spoken by these persons in the space provided below.*

<b>Table 2</b>	
<b>Frequency of Contact with LEP Persons</b>	
<b>Frequency</b>	<b>Language Spoken by LEP Persons</b>
Daily	
Weekly	
Monthly	
Less frequently than monthly	

14. If you have not completed Table 2, discuss the frequency of contact with LEP persons and the languages spoken by these persons. (Section 5310 applicants only)

*Conduct a telephone survey of organizations, such as municipalities, tribes, police departments, school systems, major employers, human service agencies, and churches, to find out if they encounter people with language assistance needs, what languages these people speak, and what language assistance efforts they are undertaking. Attachment D presents a sample survey form.*

15. What outside organizations did you survey?

16. Do any of these organizations encounter people with language assistance needs? If yes, what languages do these people speak?

17. Provide a description of your service (type, days and hours) and list the major activity centers served (communities, employers, Rail Runner stations, park and ride lots, government and human service agencies, medical facilities, shopping centers, and recreational facilities).

18. Discuss trip purpose from passenger surveys or transportation development plans, if conducted.

19. Does staff speak foreign languages? If so, what languages? Do you use staff to translate?

20. Have you translated documents into Spanish or another language? If yes, please list the documents and the languages they are translated into.

21. Do you use Google Translate for your web site? If yes, what languages?

22. What other language assistance efforts are you undertaking?

23. Have you made arrangements with other organizations to provide language assistance efforts? If yes, what organizations and what services?

24. How are LEP persons notified of language assistance services?
25. Discuss outreach programs, such as travel training, school presentations, and community presentations and if these efforts potentially reach LEP persons.
26. Describe how language assistance efforts are monitored, evaluated, and updated.
27. Describe how employees are trained in language assistance efforts.

## **PLANNING AND ADVISORY BOARDS**

*FTA requires that the Title VI program present the racial make-up of all transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, and a description of the efforts to encourage the participation of minorities on such committees.*

28. List all of your transit-related advisory boards and committees and the purpose of each.
29. How are members selected?
30. What is the racial makeup of each board and committee?
31. What efforts are undertaken to encourage participation of minorities on these committees?

## Long Title VI Notice

### Your Rights Under Title VI

[Agency] operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact (Agency's name) by any of the methods listed below.

#### Agency Name and Address

Phone

Fax

Email

If this information is needed in another language, please contact us.

## Short Title VI Notice

[Agency] operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at [phone].

**Attachment B  
Title VI Complaint Form and Procedures**

**SAMPLE  
(Agency Name) TITLE VI COMPLAINT FORM**

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to  
Director  
Agency Name  
Address  
Including Email and Fax number

**PLEASE PRINT** if you are not completing the on-line version of this form.

<b>1. Complainant's Name:</b>		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/> Please include area code		Telephone Number (Work)
( )		( )
d. E-Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>2. Accessible Format of Form Needed?</b> <input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> TDD		
<input type="checkbox"/> Other (please specify):		
<b>3. Are you filing this complaint on your own behalf?</b> <input type="checkbox"/> Yes <b>If YES, please go to Question 7</b>		
<input type="checkbox"/> No If no, please go to question 4		
<b>4. If you answered NO to question 3 above, please provide your name and address.</b>		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip Code:
d. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/> Please include area code		Telephone Number (Work)
( )		( )
e. E-Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>5. What is your relationship to the person for whom you are filing the complaint?</b>		
<b>6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.</b> <input type="checkbox"/> Yes, I have permission. <input type="checkbox"/> No, I do not have permission.		



**Attachment B**  
**Title VI Complaint Form and Procedures**

**SAMPLE**  
**(Your agency's name)**  
**Title VI Procedures**

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by (insert your agency's name) may file a complaint by completing and submitting (your agency's name) the Title VI Complaint form.

**How do you file a complaint?**

You may download the (your agency's name) Title VI Complaint Form at (give web address), or request a copy by writing or phoning (list your agency's full name, address and phone number).

You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

Director  
Your agency's name and address

**How will your complaint be handled?**

(Your agency's name) investigates complaints received no more than 180 days after the alleged incident. (Your agency's name) will process complaints that are complete. Once a completed complaint is received, (Your agency's name) will review it to determine if (your agency's name) has jurisdiction. The complainant will receive an

acknowledgement letter informing her/him whether the complaint will be investigated by (your agency's name).

(Your agency's name) will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, (your agency's name) may contact the complainant. Unless a longer period is specified by (your agency's name), the complainant will have ten (10) days from the date of the letter to send requested information to the (your agency's name) investigator assigned to the case.

If (your agency's name) investigator is not contacted by the complainant or does not receive the additional information within the required timeline, (your agency's name) may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, (your agency's name) will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with (your agency's name) determination, he/she may request reconsideration by submitting a request in writing to (your agency's name) director (or the appropriate title) within seven (7) days after the date of (your agency's name) letter, stating with specificity the basis for the reconsideration. The director (or the appropriate title) will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the director (or the appropriate title) will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact (your agency's name) at (phone number).

**Attachment B**  
**Title VI Complaint Form and Procedures**

**STAFF LEP SURVEY**

[Agency] is studying the language assistance needs of its riders so that we can better communicate with them and increase ridership. Please complete the following survey and return it to X by X.

How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? (Circle one)

Daily            Weekly            Monthly            Less frequently than monthly

What languages do these passengers speak? Please list.

What other foreign languages do you understand or speak?

Would you be willing to serve as a translator when needed?

**OUTSIDE ORGANIZATION LEP SURVEY**

**Attachment C  
Staff LEP Survey Form**

Organization:

What language assistance needs are encountered?

What languages are spoken by persons with language assistance needs?

What language assistance efforts are you undertaking to assist persons with language assistance needs?

When necessary, can we use these services?

Would you like information on transportation services?

## **APPENDIX C**

Public Transit Resources

Passenger Service and Safety (PASS)

Or

Public Transit-Human Services

Transportation Plans

Or

Transportation Providers Directory



**KYOVA Interstate Planning Commission  
TMA Coordinated Public Transit-Human Services  
Transportation Plan  
for the Huntington Urbanized Area, WV-KY-OH**

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**Final Report**

**September 2013**





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# I. INTRODUCTION

# Introduction

## PURPOSE

The purpose of this coordinated transportation plan for the Transportation Management Area (TMA) that includes Cabell and Wayne Counties, West Virginia; Lawrence County, Ohio; and Boyd and Greenup Counties, Kentucky is to evaluate community transportation characteristics, assess transportation services, document unmet transportation needs and gaps in services and establish strategies for addressing those needs between, 2013 through 2017. This planning effort is a foundation for a series of approaches to address current and projected unmet transportation needs for people with low incomes, older adults, individuals with disabilities, and the general public. The intent of this document is to create a guide for local decision-makers as they consider advances in the coordination of transportation resources in the TMA.

Upon completion, this plan will meet the requirements for the Federal Transit Administration's (FTA) required local coordinated transportation plan as set forth in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) guidelines.

The West Virginia Department of Transportation, Division of Public Transportation (DPT), KYOVA Interstate Planning Commission, and Tri-State Transit (TTA) undertook the planning process.

## PLAN DEVELOPMENT METHODOLOGY

FTA regulations require that a coordinated public transit-human services transportation plan must include the following elements:

1. An assessment of available services that identifies current transportation providers (e.g., public, private, non-profit and human service based);
2. An assessment of the transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts and gaps in service. (Note: If a community does not intend to seek funding for a particular program (Section 5310, JARC, or New Freedom), then the community is not required to include an assessment of the targeted population in its coordinated plan);
3. Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
4. Priorities for implementation based on resources, time, and feasibility for implementing specific strategies/activities as identified.

*This document is confidential. Information contained within is intended only for use by the authors, RLS & Associates, Inc. and KYOVA TMA transportation stakeholders. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution is strictly prohibited without permission.*

*Thank you.*

The plan must be developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and the general public. RLS & Associates, Inc. made every effort to identify these stakeholders and facilitate their participation in the planning process.

The fundamental element of the planning process is the identification and assessment of existing resources and local/regional transportation needs and gaps in service. This was accomplished by receiving input from the stakeholders noted above through public meetings, telephone calls, and completion of a comprehensive survey (see Appendix).

The coordination plan update incorporated the following planning elements:

1. Review of the previous regional coordination plans and KYOVA Long Range Transportation Plan to develop a basis for further evaluation and recommendations;
2. Evaluation of existing economic/demographic conditions in each county;
3. Conduct of a survey of public and human service transportation providers, agencies with clients that need transportation service and the general public, including consumers who need or use transportation services. It must be noted that general public survey results are not statistically valid, but are intended to provide insight into the opinions of the local community. A statistically valid public survey was beyond the scope of this project. However, U.S. Census data is provided to accompany any conclusions drawn based on general public information;
4. Two public outreach meetings for stakeholders and the general public for the purpose of soliciting input on transportation needs, service gaps, and goals, objectives and implementation priorities to meet these deficiencies;
5. Inventory of existing transportation services provided by public, private, and non-profit agencies;
6. Assessment of vehicle utilization for the purpose of determining where vehicles can be better utilized to meet transportation needs;
7. Conduct of an assessment of transportation needs and gaps in service obtained through meetings and surveys; and
8. Development of an implementation plan including goals, strategies, responsible parties and performance measures.

## **PREVIOUS RELEVANT KYOVA PLANNING EFFORTS**

### **Summary of KYOVA Planning Projects**

The KYOVA Interstate Planning Commission is a regional organization serving southwestern West Virginia and southern Ohio. It is composed of local governments in Cabell and Wayne Counties of West Virginia and Lawrence County in Ohio. KYOVA serves as the Metropolitan Planning Organization (MPO) for the region, providing a forum for ongoing dialogue regarding transportation issues that are important to the area.

To facilitate this dialogue and decision-making process, KYOVA conducts transportation planning studies. The studies may pertain to the entire region or to a specific county or municipality, of which the results may have a significant regional impact. Below is a summary of the KYOVA transportation planning studies that have been conducted over the past few years. While the relevancy of these studies to the current TMA coordination plan vary, in the aggregate they are representative of the various consequential transportation issues in the KYOVA area.

### **2040 Metropolitan Transportation Plan**

#### **Purpose**

Consistent with the requirements of Moving Ahead for Progress in the 21st Century Act (MAP-21), the recently prepared 2040 MTP provides a qualitative and quantitative analysis of the current conditions and projected needs from a multimodal perspective. The plan's transit element addresses how the region's diverse public transportation system can continue to contribute to the overall transportation network.

#### **Analysis**

- ◆ Lack of public transportation service in rural portions of Cabell and Lawrence Counties;
- ◆ Minimal coordination between human service agencies and public transit providers;
- ◆ Tri-State Transit Authority (TTA) ridership continuing to trend upward;
- ◆ TTA fixed routes should operate more frequently;
- ◆ Lawrence County Transit (LCT) was initiated in 2008 and has no Saturday service;
- ◆ Of all LCT routes, Ironton-Huntington route has highest ridership with Downtown; Ironton circulator being a candidate for elimination/consolidation due to low ridership;
- ◆ TTA evening service is strong which may call for expansion;
- ◆ Transit demand, particularly paratransit service, to increase due to aging population; and
- ◆ Need to improve connectivity among region's transit providers.

#### **Recommendations**

- ◆ Expand demand response public transportation service into rural portions of Cabell and Lawrence Counties;
- ◆ Increase existing demand response service to meet needs of growing senior and disabled Population throughout the region;
- ◆ Restructure Lawrence County routes due to duplication and service needs;

- ◆ Improve TTA fixed route service frequencies to 30-minutes to serve employment trip purposes more effectively;
- ◆ Consider addition of Sunday TTA service in Huntington area;
- ◆ Consider initiation of TTA bus service for cities of Ceredo and Kenova (Wayne County);
- ◆ Consider implementation of TTA service to Huntington Tri-State Airport;
- ◆ Improve amenities at bus stops such as bus shelters, bus pull-offs, lighting, bicycle racks, and sidewalks to support multimodal corridors;
- ◆ Enhance access to Amtrak service by improving directional signage, and monitor service to make change/improvement recommendations, and evaluate need for improved connection by area public transit providers;
- ◆ Increase park-and-ride options;
- ◆ Leverage taxi service through contracting and participation in development of local transportation plans and services;
- ◆ Monitor successful Huntington-Charleston Commuter Bus to make necessary changes, identify long range funding sources and apply for capital as needed;
- ◆ Expand intercity bus service by providing connections to local providers and requesting Greyhound to evaluate service extension to the Huntington Tri-State Airport; and
- ◆ Consider/implement management enhancements proposed in the Public Transportation and Human Services Transportation Coordination Plan completed in 2011.

## **2011 KYOVA Coordinated Public Transit - Human Services Transportation Plan Update**

### **Purpose**

This regional coordination plan was prepared as a prerequisite for funding under the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (JARC/Section 5316), and New Freedom (Section 5317) grant programs. The objectives for this planning effort were to (1) establish current and future needs of residents and visitors to the KYOVA region for community transportation and gaps in existing services, (2) determine the resources available and/or lacking to meet the needs, (3) create strategies to develop public transit, human services transportation, and private sector transportation options to fill gaps, and (4) develop the most effective means and models for coordinating resources. The plan was an update to the region's first coordination plan, published in May 2007.

### **Analysis**

- ◆ Need broader coverage of transit services;
- ◆ Better utilize existing vehicles to meet service demand;
- ◆ Days/hours of service should be expanded;
- ◆ Need improved transportation information sharing among agency clients and the general public;
- ◆ Need greater cooperation and coordination among regional providers;
- ◆ Escalating operating costs and lack of funding;
- ◆ Long-standing practice of human service agencies providing independent client transportation;
- ◆ Public officials and the general public are not knowledgeable of the available transportation services and coordination possibilities;
- ◆ Current economic climate creates challenge to coordination;

- ◆ Most human service agencies are not aware of the actual cost of providing transportation and advantages that could be realized through coordination;
- ◆ Myths regarding federal regulations preventing trip sharing result in agencies being reluctant to coordinate;
- ◆ Need more active, involved, and wide-spread participation from local agencies to realize benefits of coordination; and,
- ◆ Challenging to find local match for Federal grants.

### **Recommendations**

- ◆ Improve communications among public transportation providers, human service agencies and private transportation providers with the intention of improving the delivery of transportation services and reducing unnecessary duplication through the shared use of vehicles and other resources across the region;
- ◆ Hire a mobility manager to manage a coordinated multi-county transportation service network comprised of the operations and infrastructures of multiple service providers in partnership with each other;
- ◆ Extend service areas, service days and hours, and enhance public transportation services in the most rural portions of the region, thereby increasing the availability of services for senior citizens, individuals with disabilities, people with low incomes, and other transportation disadvantaged individuals;
- ◆ Control escalating operating costs and address lack of transportation funding;
- ◆ Ensure there are an adequate number of vehicles to enable providers to use an appropriately sized vehicle to meet riders' needs while minimizing costs and provide a volume of lift-equipped vehicles that will continue to meet the transportation needs of the ever-increasing older adult population; and,
- ◆ Provide additional intercity transportation options in the region.
  - Educate local officials on importance and benefits of coordinated transportation service and costs of service delivery.

### **Downtown Huntington Accessibility and Mobility Study**

#### **Purpose**

The study was designed to consider the transportation elements important to a successful Huntington downtown setting: parking, streetscaping, connectivity, bicycle and pedestrian strategies, transit, and the connection between transportation infrastructure and the built environment. It was conducted concurrently with the KYOVA 2040 MTP.

#### **Analysis**

The consultant team, and other participants in the planning process, created a forum that allowed for a shared learning experience and timely communication among participants. A core team was established to assist in guiding the planning process. An orientation and walking tour of downtown Huntington, along with a public design charette, were used to gain input on alternative strategies. Downtown TTA service was an integral consideration in the study. The study identified where emphasis should be placed on improving numerous key facilities within the study area.

### **Recommendations**

The study recommended many improvements to the downtown Huntington infrastructure such as one-way to two-way street conversion, intersection improvements, corridor improvements, bicycle and pedestrian improvements, parking supply enhancement, transit service enhancements, infill development, revised traffic patterns, traffic calming, and “greening-up” of primary corridors.

## **Lawrence County Transit Service Coordination and Expansion Study**

### **Purpose**

The primary goal of the study was to determine the desirability and feasibility of providing public transportation service in Lawrence County, Ohio. It represented an opportunity to design public transit service options for Lawrence County, estimate costs, and identify potential funding for these services.

### **Analysis**

The study determined that there are transit needs for Lawrence County residents both within the urban area along the Ohio River and in the rural parts of Lawrence County. While Lawrence County social service and educational destinations are located in the Ohio portion of the urbanized area, many commercial, employment and particularly medical destinations are located in Ashland, Kentucky and Huntington. Several agencies spend a significant amount of resources on transportation services. It is believed that these agencies and their clients would benefit from the existence of public transportation in Lawrence County.

### **Recommendations**

Three service alternatives were created, two for fixed route services that serve the urbanized portion of Lawrence County and a third that is designed to serve the rural part of the County. This recommendation includes starting a program to coordinate transportation services that are currently being operated by human service agencies located in Lawrence County. Coordination of existing services can gain greater efficiencies and increase productivity while retaining agency identity.

The first route would operate between Huntington and Ironton using County Road 1 and State Highway 52. The second route would run between Huntington and Rome using mainly State Route 7. The third would be an Ironton-Ashland route with stops in Kentucky limited to medical, retail and employment destinations since it is primarily designed to serve Ironton area residents.

## **Transit Authority Strategic Plan**

### **Purpose**

The Strategic Plan was a joint effort undertaken by KYOVA, TTA and the Lawrence County Port Authority. The study provided a guide to decision-makers in making improvements to the existing transportation services in Huntington and the surrounding area.

### **Analysis**

This study included a review of current policies, practices, procedures, and capital for existing fixed route bus and paratransit services. It also included projections of the potential demand for fixed route and paratransit services over a five-year planning horizon. The study analyzed population projections, particularly persons with disabilities and their impact on ADA paratransit service. It found that fixed route ridership should continue its steady increase while paratransit ridership would increase sharply over the coming years.

### **Recommendations**

- ◆ Focus the entire organization in improving TTA's core values of safety, customer service and reliability;
- ◆ Strengthen the service design process by modernizing the fleet, coordinating with other jurisdictions and transportation provider and targeting business development;
- ◆ Leverage technology to provide a high value customer experience; and,
- ◆ Improve communications with TTA's various stakeholders.

### **TTA Paratransit Software Assessment**

#### **Purpose**

This study represented Phase I of the development of a Strategic Plan for TTA's paratransit services. Its purpose was to evaluate TTA call intake, scheduling and dispatching systems and determine ways to improve them; determine the feasibility of automating some or all of these functions; and if feasible, define the functions to be automated using computer software or other means.

#### **Analysis**

The review of TTA's paratransit program determined that the following essential elements could benefit from automation.

- ◆ Passenger/client database management;
- ◆ Service area definition/management;
- ◆ Response time/no-show management/trip denial documentation;
  - Productive trip scheduling and real-time scheduling capability;
- ◆ Increasing reservations capacity;
- ◆ Periodic re-optimization of standing orders;
- ◆ Human response management/utilization;
- ◆ Subscription management;
- ◆ Will-call return management; and,
- ◆ Performance monitoring/evaluation.

#### **Recommendations**

It was recommended that TTA procure paratransit scheduling software. It was found that the manual process used at that time contained multiple duplicative and redundant data entry and transfer tasks, limiting the skills of the respective personnel. Some elements of the operation could have potentially led to the inadvertent violations of the nondiscrimination and capacity constraints criteria that are at the foundation of ADA transit regulations.

## **Huntington Intermodal Transportation Planning Study**

### **Purpose**

That study was intended to provide KYOVA, the Huntington Tri-State (HTS) Airport Authority, and concerned local, state, and national leaders with data and analysis, that evaluate and justify the need, costs, and benefits for developing an intermodal facility to be located at the HTS airport, while also providing recommendations to advance the project.

### **Analysis**

The study found that passenger enplanements at HTS were growing and with flights competitively priced, the airport is well positioned for continued growth. The increase in customers created a severe parking shortage that may impact future growth. With there being no public transit service to the airport, the public and local leaders want to construct an intermodal facility to functionally and physically accommodate public transportation services and to address issues of congestion, safety and parking shortages at the HTS.

### **Recommendations**

The short-term recommendation was to construct an auxiliary parking facility to be used for long-term parking and ultimately construct an intermodal facility at HTS. The total estimated costs to design and construct the auxiliary parking facility and a permanent intermodal facility was estimated at \$18.6 million.

## II. DEMOGRAPHICS

# Demographics

### STUDY AREA

With the release of the 2010 U.S. Census, KYOVA was designated as a Transportation Management Area (TMA). A TMA is defined as an area with a population over 200,000. With the new designation, KYOVA expanded from its service area of three counties (Cabell, Wayne, and Lawrence Counties), to include Greenup and Boyd Counties in Kentucky and a portion of Putnam County in West Virginia. The TMA sits along the Ohio River where Ohio, West Virginia, and Kentucky come together. Larger cities in the TMA include: Huntington, Ironton, Ashland, and Flatwoods. Huntington is the largest of these communities with a population of 49,138. The entire TMA area has an estimated population of more than 287,337.

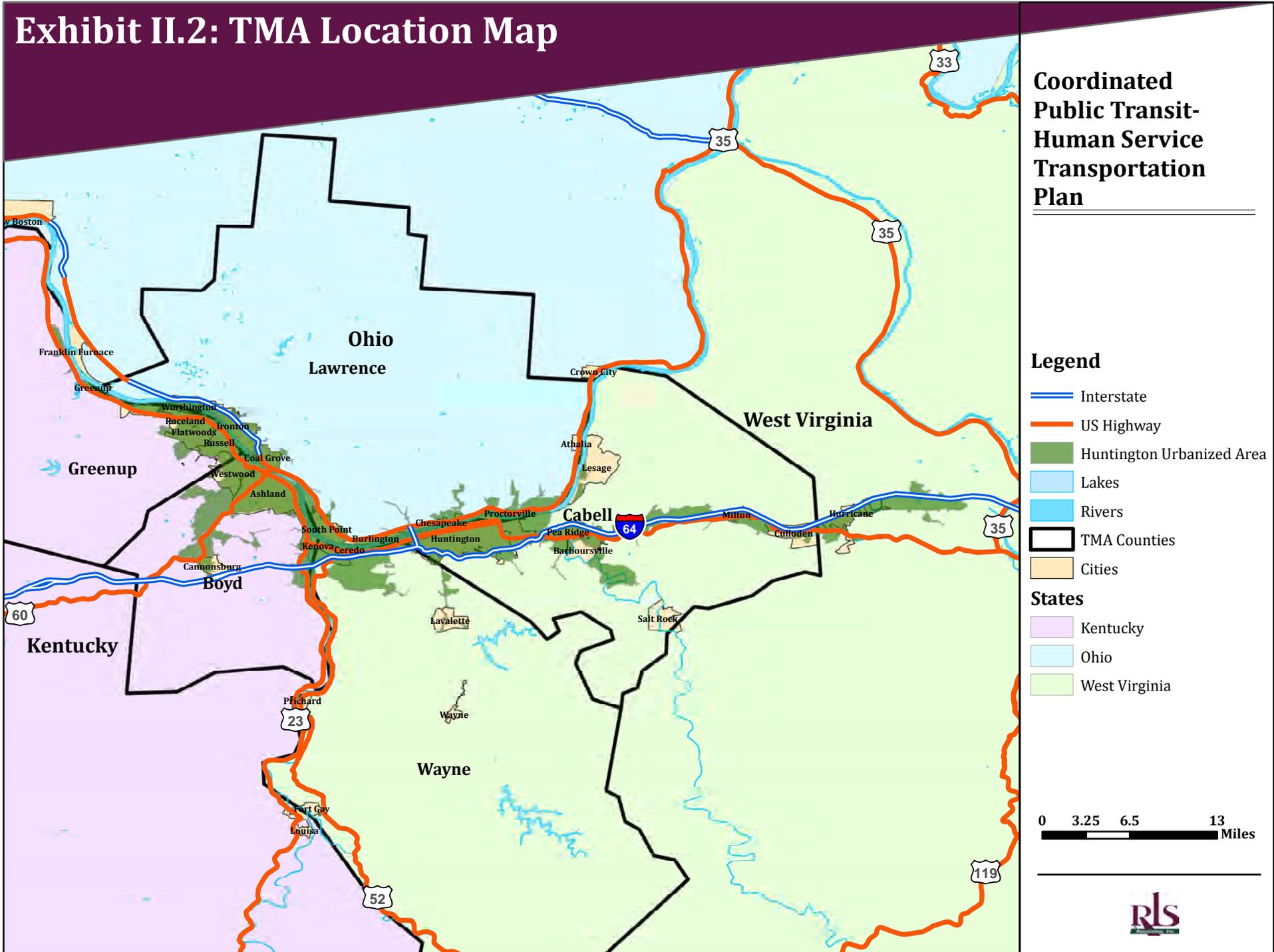
For the purposes of this coordinated transportation plan, the portions of the TMA in Cabell, Wayne, Lawrence, Greenup, and Boyd Counties are included. Putnam County, for the purposes of Federal Transit Administration (FTA) Section 5310 funding allocations, will be included in the Regional Intergovernmental Council area. The table in Exhibit II.1 identifies the population of the counties included in the TMA plan. Further, the location of the counties and cities is shown in Exhibit II.2.

**Exhibit II.1**  
**Planning Area Population**

<b>Geography</b>	<b>2011</b>
Cabell County, WV	95,870
Wayne County, WV	42,533
Lawrence County, OH	62,592
Boyd County, KY	49,368
Greenup County, KY	36,974
<b>Total</b>	<b>287,337</b>

Source: U.S Census Bureau, 2011 American Community Survey 5-Year Estimates

# Exhibit II.2: TMA Location Map



## Coordinated Public Transit-Human Service Transportation Plan

### Legend

- Interstate
  - US Highway
  - Huntington Urbanized Area
  - Lakes
  - Rivers
  - TMA Counties
  - Cities
- States**
- Kentucky
  - Ohio
  - West Virginia

0 3.25 6.5 13 Miles

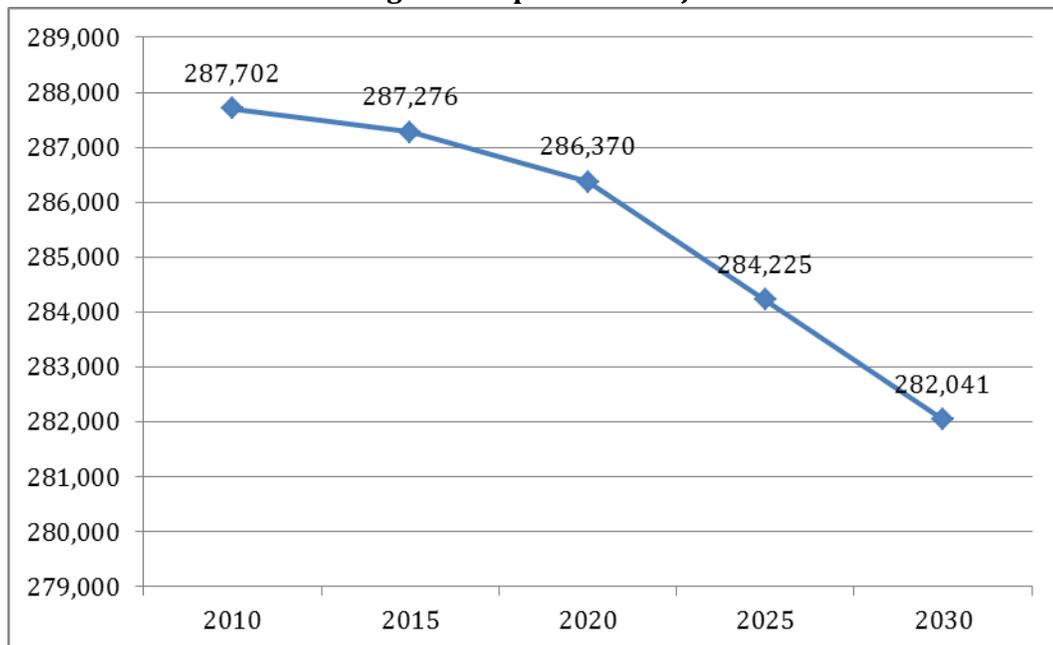


## POPULATION

### Population Projections

According to an analysis of information provided by the Ohio Development Services Agency, the Kentucky State Data Center, the West Virginia Bureau of Business and Economic Research, and the 2010 Census, it is estimated that the total population of the study area was 287,702 in 2010. The analysis indicates that the population of the study area will decrease by 0.15 percent from 2010 to 2015, bring the total population to 287,276. After 2015, it is estimated that the population will remain steady with a slight and gradual decrease. From 2010 to 2030, the area will see an overall population decrease of two percent. This brings the projected estimated population in 2030 to 282,041. The chart in Exhibit II.3 outlines the population projections for the planning area.

**Exhibit II.3**  
**Planning Area Population Projections**

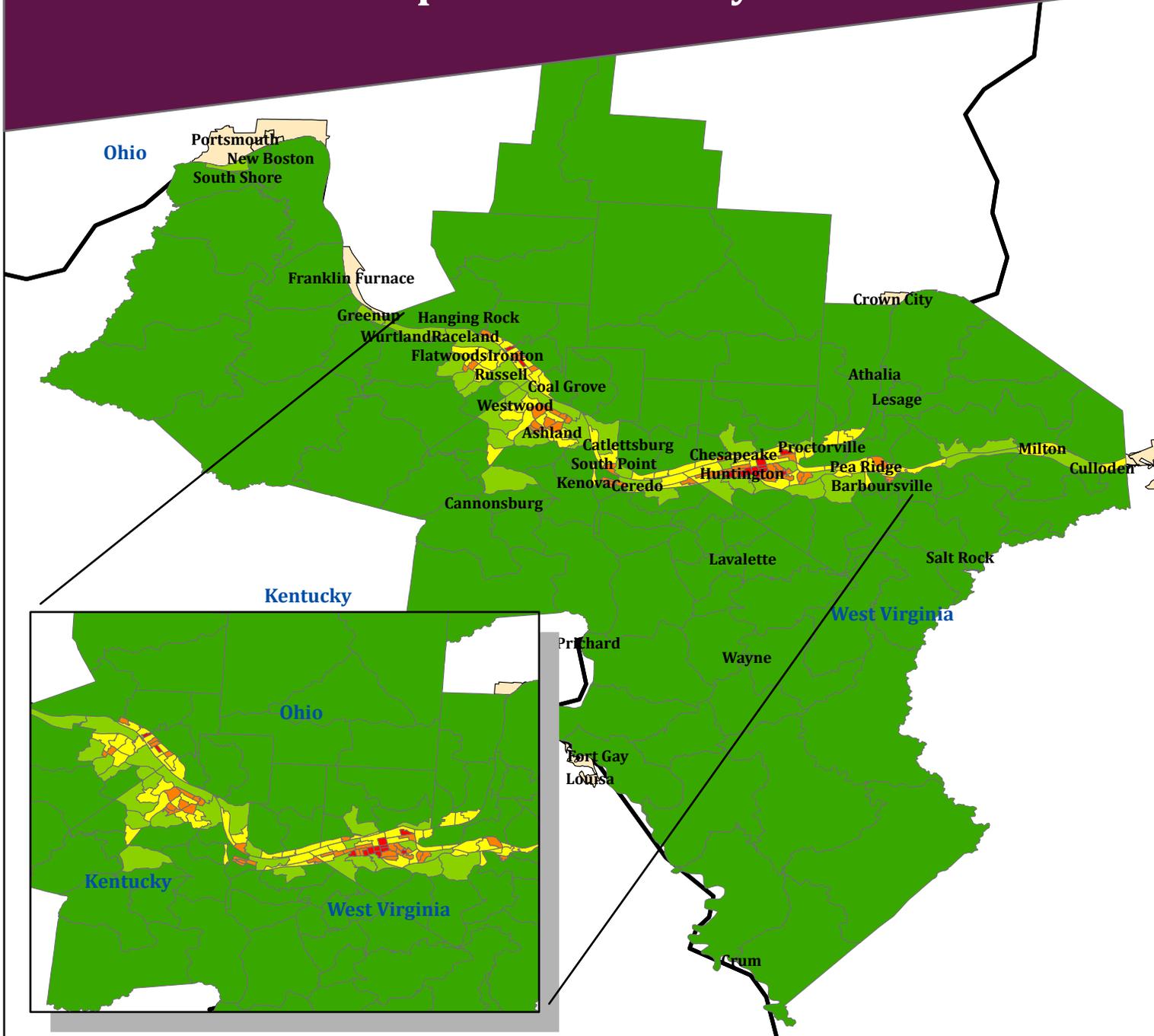


Source: Ohio Development Services Agency; Kentucky State Data Center, University of Louisville; 2011 WV Population Projections, Bureau of Business and Economic Research; and 2010 US Census

### Population Density

The map in Exhibit II.4 depicts the population density of the study area based on information in the 2010 Census by block group. The block groups with the greatest population densities are located in Huntington, WV and Ironton, OH. These block groups have densities between 5,986 and 11,970 people per square mile. Block groups of moderately high population densities, ranging from 3,120 to 5,985 people per square mile are located in Huntington, Pea Ridge, and Kenova West Virginia, South Point and Ironton Ohio, and Ashland and Flatwoods Kentucky. The remaining block groups have low to very low population densities.

# Exhibit II.4: TMA Population Density



## Coordinated Public Transit-Human Service Transportation Plan

### Legend

#### Block groups

#### POP2010 / SQMI

- 8.699 - 438.1
- 438.2 - 1358
- 1359 - 3119
- 3120 - 5985
- 5986 - 11970
- Cities
- States



## **Older Adults**

Older adults are a key demographic targeted under MAP-21. Additionally, this demographic statistically has a higher likelihood to utilize transportation services when they are available. There are several factors that influence this statistic. Older adults are more likely to use transportation service when they are unable to drive themselves or choose not to drive. Older adults are also more likely to rely on a fixed income and, therefore, it is more economical to use transit services than own and maintain a personal vehicle.

Further, the Administration on Aging (U.S. Department of Health and Human Services) reports that, based on a comprehensive survey of older adults, longevity is increasing and younger seniors are healthier than in all previously measured time in our history. Quality of life issues and an individual's desire to live independently will put increasing pressure on existing transit services to provide mobility to this population. As older adults live longer and remain independent, the potential need to provide public transit is greatly increased.

Exhibit II.5 illustrates the population density of persons over age 65 by block group based on the 2010 Census. Block groups with the highest concentrations, 922.8 to 1,440 individuals 65 and over per square mile are located in Huntington and Kenova, West Virginia; Ashland, Kentucky; and Ironton Ohio. Moderately high concentrations of individuals per square mile (600.1 to 922.7) are located in Pea Ridge, Kenova, and Huntington, West Virginia; South Point and Ironton, Ohio; and Ashland and Flatwoods in Kentucky. Similar to total population, the population of older adults is concentrated in the Urbanized Area along the Ohio River.

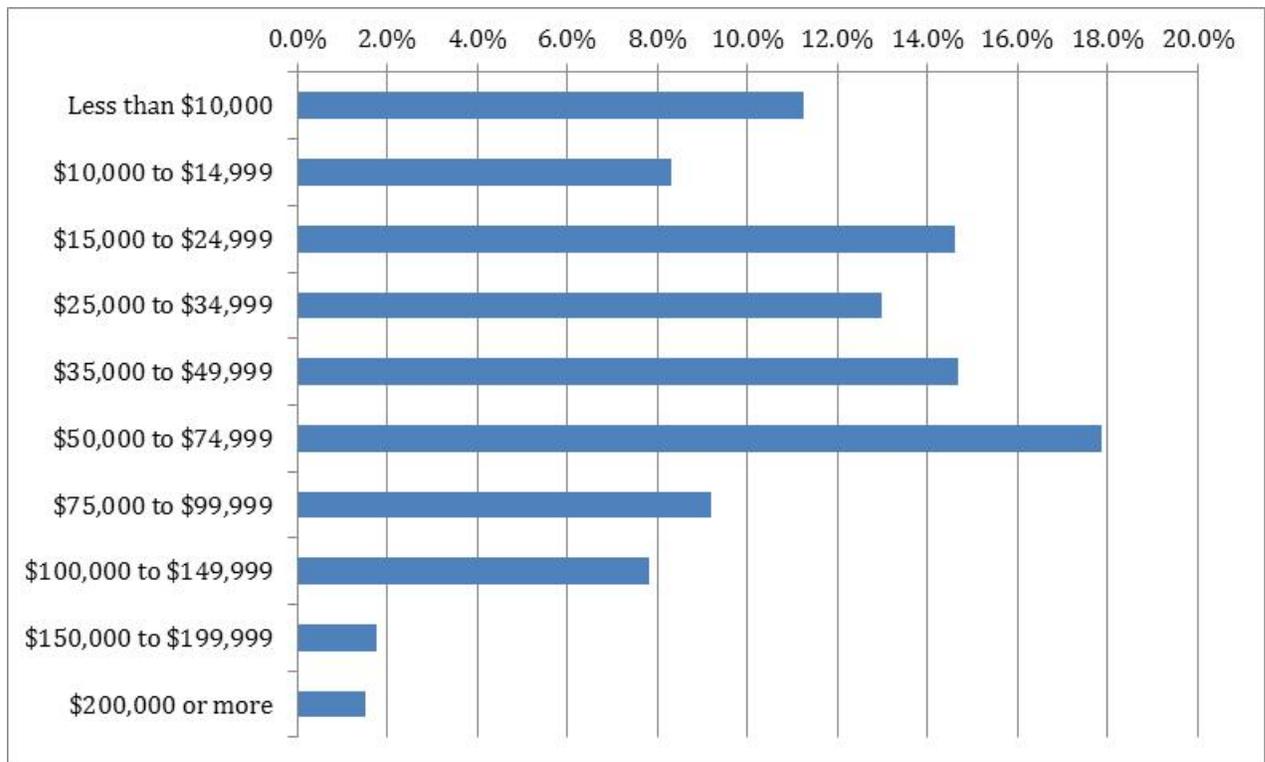


## SOCIO-ECONOMIC DATA

### Income

The chart in Exhibit II.6 provides an overview of the household income for the entire planning area. Approximately 47 percent of the households earn less than \$35,000 annually. There are 20,630 households, or 17.9 percent of the households earning between \$50,000 and \$74,999. A total of 22,587 households earn less than \$15,000 annually; this is 19.5 percent of the households in the planning area.

**Exhibit II.6**  
**Household Income**



Source: U.S. Census Bureau, 2011 American Community Survey 5-Year Estimates

In the U.S. Census Bureau 2011 American Community Survey 5-Year Estimates, the median household income in the planning area was \$38,222. Exhibit II.7 below lists the median household incomes. Cabell County in West Virginia had the lowest median household income at \$35,691.

**Exhibit II.7: Median Household Income, 2011**

<b>County</b>	<b>Median Household Income</b>
Boyd County, Kentucky	\$38,848
Greenup County, Kentucky	\$41,902
Lawrence County, Ohio	\$38,639
Cabell County, West Virginia	\$35,691
Wayne County, West Virginia	\$36,029

Source: U.S. Census Bureau, 2011 American Community Survey 5-Year Estimates

**Below Poverty**

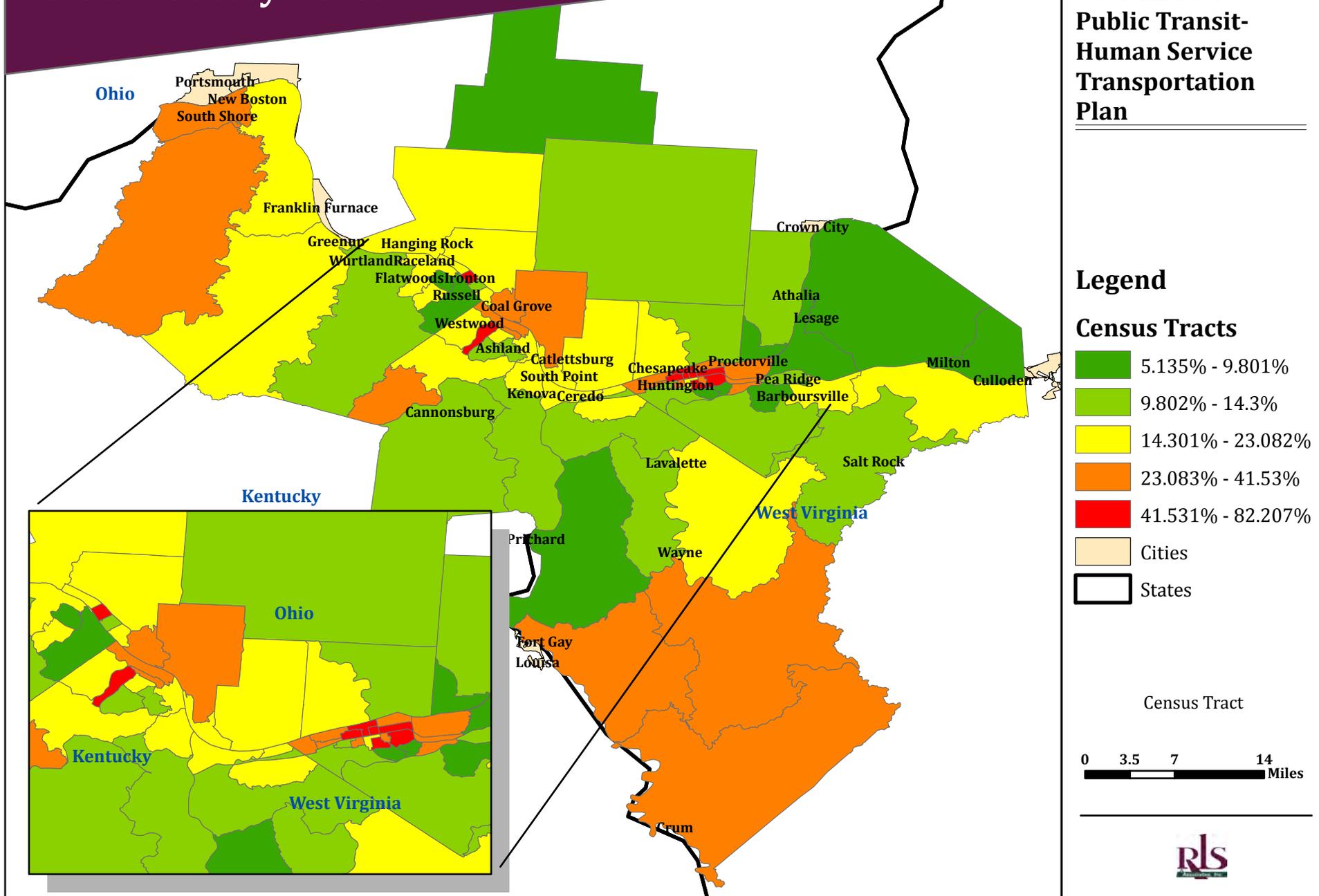
Exhibit II.8 illustrates the percentage of population below the poverty level. Census tracts with the highest percentage of population below the poverty level are in Huntington, Ashland, and Ironton. These tracts had between 41.53 and 82.21 percent of people below poverty. The areas shaded in orange had poverty rates between 23.08 and 41.53 percent. The census tracts in yellow, orange, and red had poverty rates above the United States average (14.3 percent).

**Available Vehicles**

Exhibit II.9 depicts the percentages of zero vehicle households as compared to total households in the planning area. Census tracts with the highest percentages are located in Huntington, West Virginia and Ashland, Kentucky. These tracts have percentages of zero vehicle households ranging from 25.66 to 49.36 percent. This trend matches the nationwide statistics associated with zero vehicle densities. Areas surrounding Huntington and Ashland have moderately high (13.8 to 25.66 percent) percentages of zero vehicle households. Vehicle ownership tends to increase in areas that are more rural, as distance of travel increases and the availability of transit services decreases.

Statistically, zero vehicle and single vehicle households are more likely to utilize transportation service when they are available. According to data from the 2011 American Community Survey, 10 percent (or 11,578) of households in the planning area are zero vehicle households. An additional 39,602 households, or 34 percent, of all households are single vehicle households. Households in these two categories tend to rely on transportation services for some of their mobility needs. Exhibit II.10 provides an overview of vehicle ownership in the planning area.

# Exhibit II.8: Percent Population Below Poverty Level



Ohio

Portsmouth  
New Boston  
South Shore

Franklin Furnace

Greenup Hanging Rock  
Wurtland Raceland

Flatwood Ironton

Russell Coal Grove

Westwood

Ashland

Catlettsburg

South Point

Kenova Ceredo

Cannonsburg

Chesapeake

Huntington

Proctorville

Pea Ridge

Barboursville

Crown City

Athalia

Lesage

Milton

Culloden

Kentucky

West Virginia

Ohio

Kentucky

West Virginia

Prichard

Fort Gay

Louisa

Wayne

Lavalette

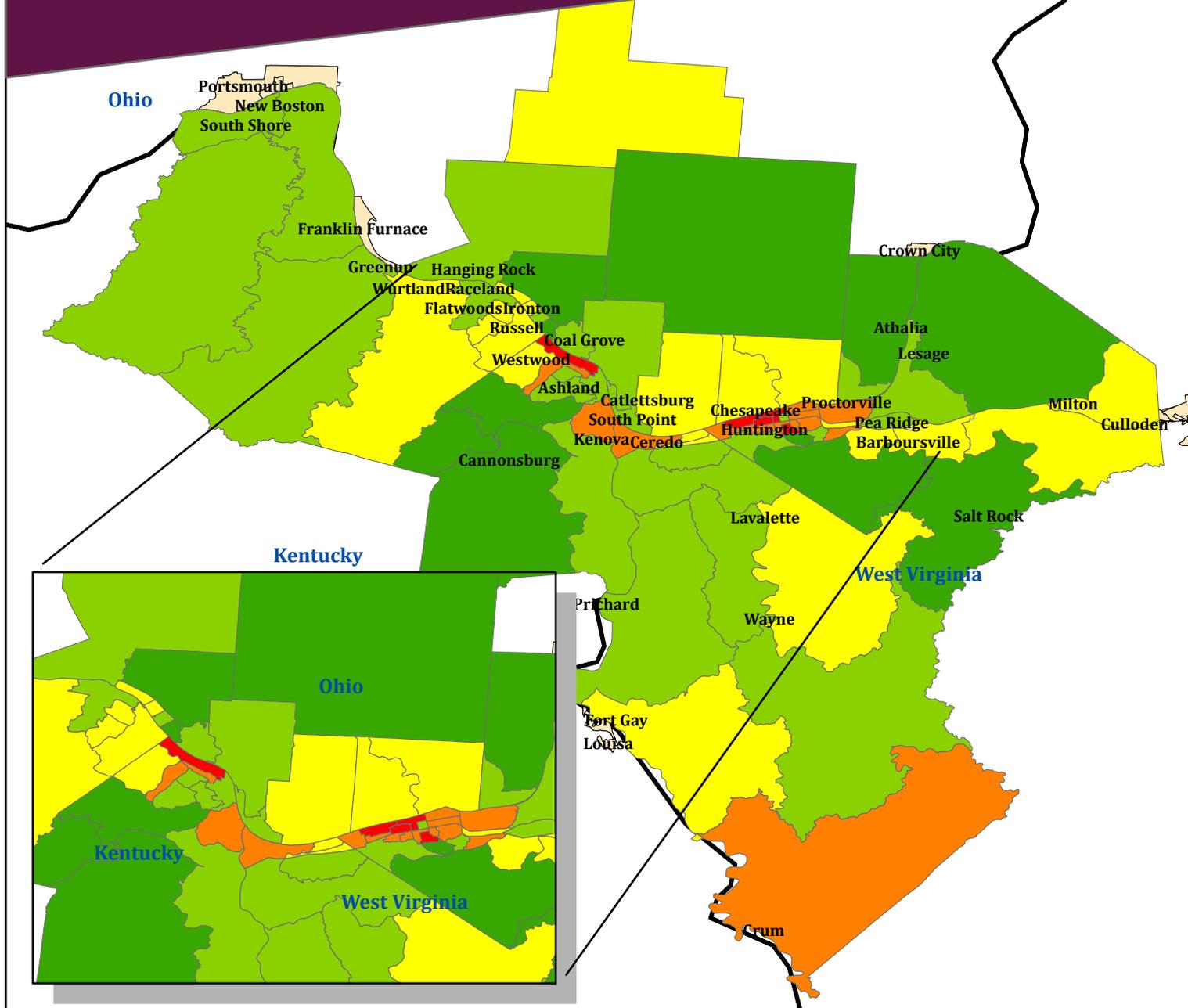
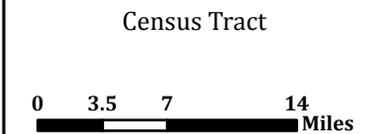
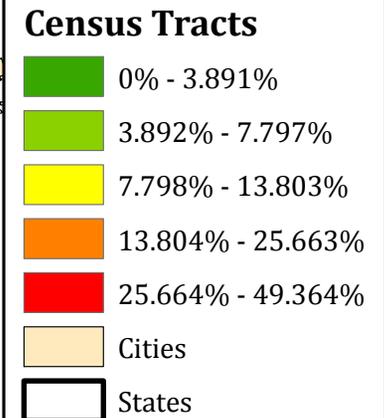
Salt Rock

Crum

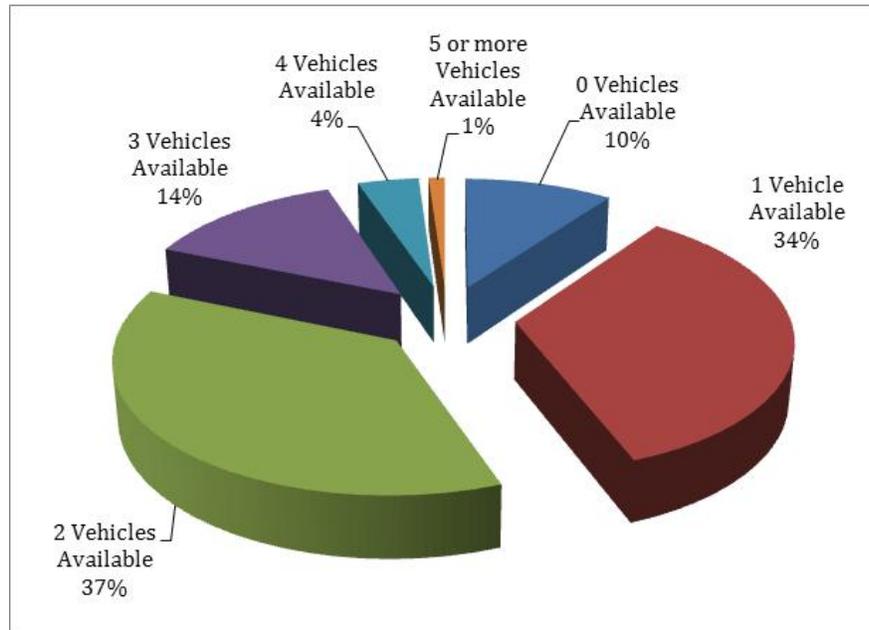
# Exhibit II.9: Percent Population Zero Vehicle Households

## Coordinated Public Transit-Human Service Transportation Plan

### Legend



**Exhibit II.10  
Vehicles Available per Household**



Source: U.S. Census Bureau, 2011 American Community Survey 5-Year Estimates

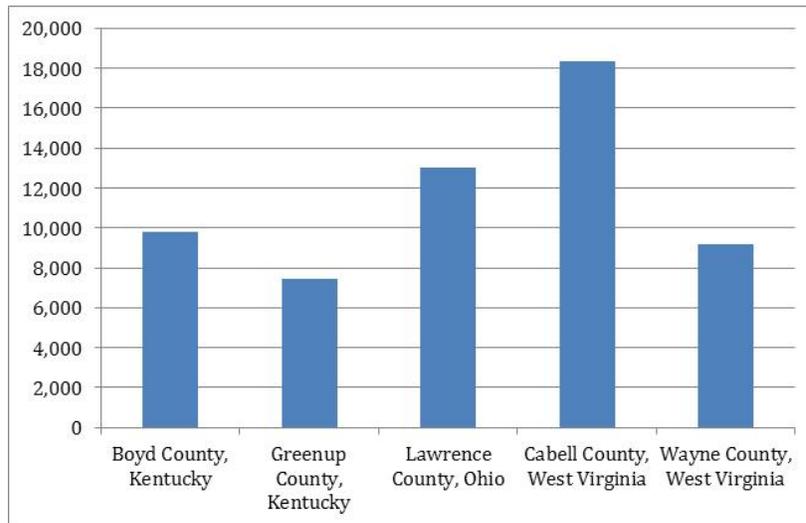
**Individuals with Disabilities**

Enumeration of the population with disabilities in any community presents challenges. First, there is a complex and lengthy definition of a person with a disability in the Americans with Disabilities Act implementing regulations, which is found in 49 CFR Part 37.3. This definition, when applied to transportation services applications, is designed to permit a functional approach to disability determination rather than a strict categorical definition. In a functional approach, the mere presence of a condition that is typically thought to be disabling gives way to consideration of an individual's abilities to perform various life functions. In short, an individual's capabilities, rather than the mere presence of a medical condition, determine transportation disability.

Disability incidence data was collected using the 2011 U.S. Census American Community Survey 3-Year Estimates. The following exhibit (Exhibit II.11) shows the number of persons in each county over the age of five with disabilities. In the five counties, 57,748 persons (20.4 percent) reported having some type of disability. When compared to the U.S. percentage of disabled population (12 percent), the planning area had a significantly higher percentage. Disabilities include hearing, vision, cognitive, ambulatory, self-care and independent living difficulties.

It should be noted that these are self-reported disabilities, many of which do not affect the need for specialized transportation service. Generally speaking, and on a national-level, the actual numbers of transportation-disabled persons reported are somewhat less of the total number of persons with disabilities as reported to the U.S. Census.

**Exhibit II.11  
Individuals with Disabilities**

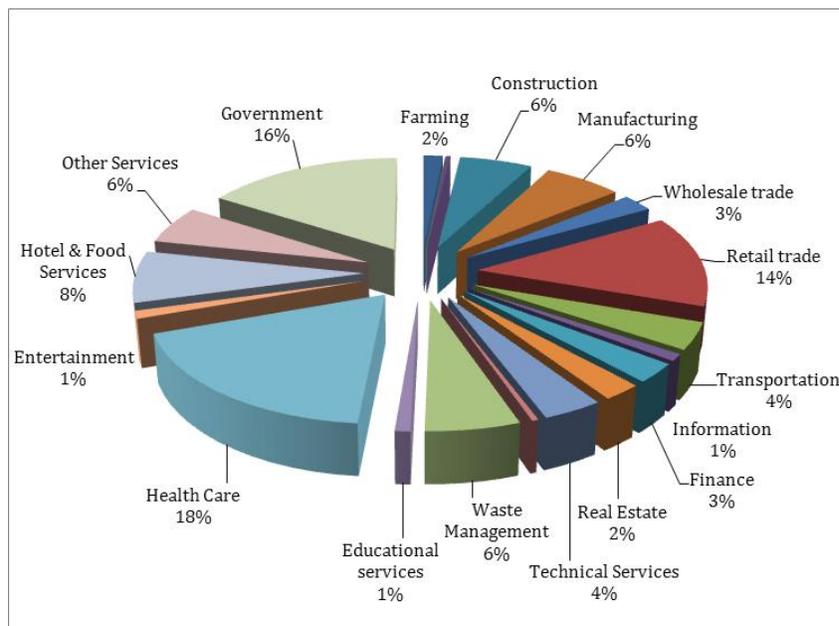


Source: U.S. Census Bureau, 2011 American Community Survey 3-Year Estimates

**INDUSTRY AND LABOR FORCE**

Health care was the largest industry in the planning area with 24,411 employees in 2011. Government jobs were the second largest employer with 21,424 employees. Retail trade made up 14 percent of the labor force. Exhibit II.12 is an illustration of the employment by industry.

**Exhibit II.12: Regional Employment by Industry**



Source: U.S. Bureau of Economic Analysis, 2011

**Journey to Work**

The mean travel time to work for residents was 22.2 minutes. Exhibit II.13 illustrates the average commute time for each county in the study area, according to the US Census 2011 American Community Survey 5-Year Estimates.

**Exhibit II.13 Average Commute Time to Work**

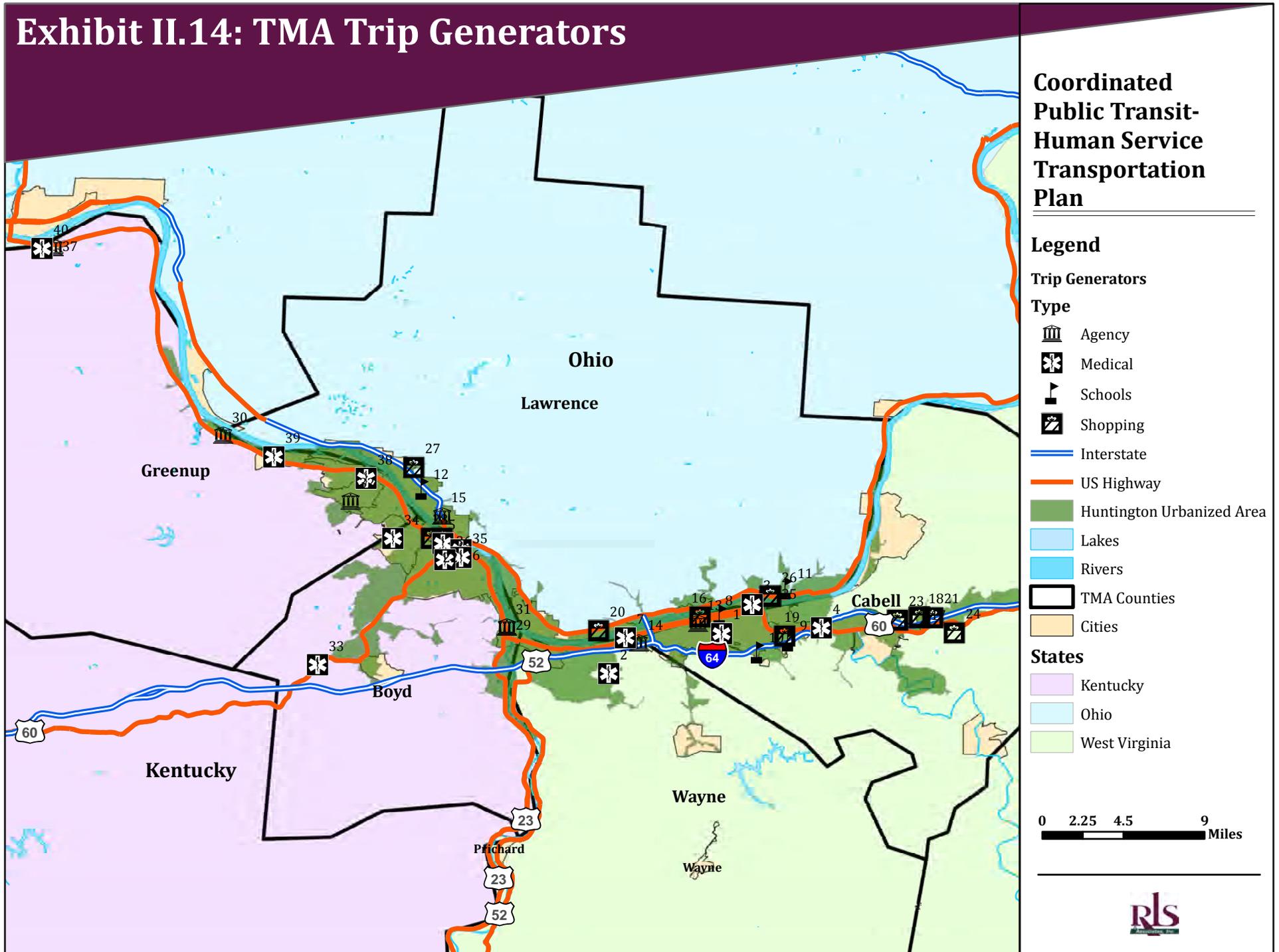
<b>County</b>	<b>Average Commute Time</b>
Boyd County, KY	20.5 minutes
Greenup County, KY	22.4 minutes
Lawrence County, OH	23.8 minutes
Cabell County, WV	20 minutes
Wayne County, WV	24.4 minutes

Source: U.S. Census Bureau, 2011 American Community Survey 5-Year Estimates

**Major Employers**

Exhibit II.14 visually represents the major employers/trip generators in the study area. Locations were broken down into agency, medical, schools, or shopping. Exhibit II.15 is a key of the major employers/trip generators mapped in Exhibit II.14 referenced by the number on the map.

# Exhibit II.14: TMA Trip Generators



## Coordinated Public Transit-Human Service Transportation Plan

### Legend

#### Trip Generators

#### Type

- Agency
- Medical
- Schools
- Shopping

- Interstate
  - US Highway
  - Huntington Urbanized Area
  - Lakes
  - Rivers
  - TMA Counties
  - Cities
- #### States
- Kentucky
  - Ohio
  - West Virginia

0 2.25 4.5 9 Miles



**Exhibit II.15: Major Employers/Trip Generators Key**

<b>Agency</b>	<b>Type</b>	<b>Number</b>
Huntington Hospital	Medical	1
VA Medical Center	Medical	2
St. Mary's Hospital	Medical	3
HIMG Medical Center	Medical	4
King's Daughter Hospital	Medical	5
Bellefont Hospital	Medical	6
Huntington Internal MedicineGroup	Medical	7
Marshall University	Schools	8
Cabell County Vocational Training Center	Schools	9
Huntington High School	Schools	10
Ohio University – Proctorville	Schools	11
Ohio University - Ironton	Schools	12
Prestera Center	Agency	13
DHHR	Agency	14
Tri-State Industries	Agency	15
Pullman Square	Shopping	16
Huntington Mall	Shopping	17
East Hill Mall	Shopping	18
Wal-Mart - U.S. 60	Shopping	19
Wal-Mart - Ohio	Shopping	20
Wal-Mart - Barboursville	Shopping	21
Wal-Mart - Ashland	Shopping	22
Target	Shopping	23
K-Mart - Barboursville	Shopping	24
Kroger	Shopping	25
Foodfair	Shopping	26
Ironton Plaza	Shopping	27
Ashland Mall	Shopping	28
Boyd County Community Center	Agency	29
Greenup County Senior Center	Agency	30
Silver Generation Center	Agency	31
Flatwoods Nutrition Site	Agency	32
Boyd Nursing and Rehabilitation Center	Medical	33
Kingsbrook LifeCare Center	Medical	34
King's Daughters Medical Center	Medical	35
Woodland Oaks	Medical	36
South Shore Nutrition Site	Agency	37
Oakmont Nursing Home	Medical	38
Wurtland Health Care	Medical	39
South Shore Health Care Center	Medical	40

# Service Providers

## III. DESCRIPTION AND INVENTORY OF SERVICE PROVIDERS

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### OVERVIEW

The evaluation of service provider capabilities and the structure of transportation resources in the Transportation Management Area (TMA) will provide coordinated transportation planners with the necessary foundation for designing changes that will complete and improve the network of transportation resources. Multiple components of community outreach activities were utilized to encourage public and human service agency transportation providers and users to participate in the coordination planning efforts, to include public and stakeholder meetings and one-on-one interviews. Updated information was supplemented with data provided during the original coordinated transportation planning process for organizations that are serving Cabell and/or Wayne Counties, West Virginia and Lawrence County Ohio (2010).

An understanding of existing resources, vehicle utilization, and financial information is necessary prior to implementation of new coordinated approaches to service for older adults, individuals with disabilities, and people with low incomes. The summary and vehicle utilization tables at the end of this chapter provide an overview of the vehicle inventories and utilization, hours of service, and passenger eligibility for each of the participating organizations (where information was provided by those organizations).

The ultimate goal for organizations in the TMA that provide, purchase, or use transportation for older adults, individuals with disabilities, people with low incomes, and the general public is to improve upon the existing network of services to create new efficiencies so that programs can provide more service with the existing level of funding. If services are to be expanded in the future, additional funding will be necessary. This document outlines several coordination strategies to be explored that can be accomplished through coordination of existing resources as well as strategies that can only be implemented with additional funding.

Certain coordinated transportation stakeholders are eligible for funding through the Federal Transit Administration's (FTA) Section 5310 Program, Transportation for Elderly Persons and Persons with Disabilities. Criteria for eligible applicants to Section 5310 are as follows:

- ◆ Private, nonprofit 501(c)(3) corporations;
- ◆ Public bodies identified by the state as lead agencies in a coordination project; or
- ◆ Public bodies that certify that no private, nonprofit corporations exist within their jurisdiction for the provision of elderly and disabled transportation.

Organizations that are not eligible applicants for Section 5310 may still benefit from through agreements with eligible organizations, and should seek partnerships and formal contractual agreements with an eligible applicant in order to achieve the coordinated transportation goals.

## **INVENTORY OF SERVICES AND KEY STAKEHOLDERS**

Key public and human service agency transportation stakeholders in the TMA were invited to participate in a one-on-one interview with a representative from the RLS consulting team to discuss the existing transportation resources utilized for their consumers, and/or a meeting with all stakeholders and the general public. Below is a list of the stakeholder organizations that were invited to participate in the interviews and stakeholder meetings. A list of organizations that were represented at the stakeholder/public meetings is provided in the Appendix.

The following paragraphs describe the transportation provided by each of the participating organizations. The eleven organizations that participated in a one-on-one interview with the consulting team are listed below:

- ◆ Cabell County Community Services Organization, Inc.
- ◆ Cabell-Wayne Association of the Blind
- ◆ Greenup County Health Department
- ◆ KYOVA Interstate Planning Commission
- ◆ Lawrence County Transit
- ◆ Lawrence County Community Action Organization
- ◆ Mountain State Centers for Independent Living
- ◆ Prestera Center
- ◆ Southwestern Community Council
- ◆ Tri-State Transit Authority
- ◆ Wayne X-Press

Other transportation stakeholders that attended the public and stakeholder meetings but did not participate in an individual interview are listed below:

- ◆ American Society of Mechanical Engineers
- ◆ City of Ashland, Ashland Bus Service
- ◆ FIVCO Area Development District
- ◆ Lawrence County Board of Developmental Disabilities
- ◆ Putnam Aging Program
- ◆ Rahall Transportation
- ◆ Tri-State Industries
- ◆ West Virginia Department of Health
- ◆ West Virginia Department of Transportation, Division of Public Transit

Descriptions of the transportation related services provided by these organizations are provided on the following pages.

### **Ashland Bus Service**

#### **Service Area**

The City of Ashland Bus Service (ABS) offers four fixed routes throughout the Ashland and adjoining areas. Bus service extends throughout Ashland, Catlettsburg, Kenova and Summitt. Buses depart every hour from the Historic Transportation Center that is located at 99 15<sup>th</sup> Street, directly adjoining the Riverfront Park. Bus stops are located at all major areas of interest including Town

Center Mall, Midland Plaza, the Library, the movie theatre and King’s Daughters Medical Center. Paratransit services for those who are unable to ride the fixed route service are also provided. Paratransit is a door-to-door ride sharing service that must be scheduled in advance.

**Days and Hours of Operation**

Hours of operation for Ashland Bus System are Monday through Friday, 7:00 AM to 7:00 PM. Saturday service was discontinued in the summer of 2013 due to City budget reductions. Previously, Saturday bus service operated between 9:00 AM and 6:00 PM.

**Fare Structure**

Correct change or prepaid pass is required for Ashland Bus System. Passengers must pay an additional fare for re-entry if they exit the bus. The fixed route fare structure is provided in Exhibit III.1. The paratransit fare structure is provided in Exhibit III.2.

**Exhibit III.1  
ABS Fixed Route Fare Structure**

<b>Full Fare</b>	
\$0.75	Full Fare
\$30.00	Monthly Pass
\$7.50	Weekly Pass
\$18.75	30-Ride Pass
\$6.75	10-Ride Pass
<b>Reduced Fare</b>	
\$15.00	Monthly Pass
\$3.75	Weekly
\$10.50	30-Ride Pass
\$3.50	10-Ride Pass
Free	Children Under 6

A reduced fare card may be obtained at the Ashland Bus System office. The following may qualify for a reduced fare card:

- ◆ Age 62 or older
- ◆ Individuals of any age with a disability
- ◆ Medicare Card
- ◆ Disabled Veterans
- ◆ Children ages 6 through 12 years old
- ◆ Students

**Exhibit III.2  
ABS Paratransit Fare Structure**

<b>ABS Paratransit</b>	
\$1.50	Full Fare
\$45.00	30-Ride Pass
\$15.00	10-Ride Pass

The City of Ashland is also a Greyhound ticket agent. Greyhound Bus service stops at the Historic Transportation Center in Ashland.

**Vehicles**

According to the National Transit Database, in 2011, Ashland Bus System operated six fixed route buses and four paratransit vehicles during maximum service. The average age of the fixed route vehicles was 5.4 years; paratransit vehicles averaged at 4.0 years, in 2011.

**Operating Statistics**

The following table provides a summary of ABS fixed route and paratransit service statistics.

<b>Ashland Bus Service</b>	
<b>Programs:</b>	Transportation
<b>Client Eligibility:</b>	General Public
<b>Hours/Days of Service:</b>	7:00 AM to 7:00 PM Monday through Friday
<b>Mode of Services:</b>	Fixed Route and Paratransit
<b>Annual Trips Provided:</b>	Fixed Route: 164,372 Paratransit: 16,510
<b>Annual Revenue Vehicle Miles:</b>	Fixed Route: 240,831 Paratransit: 76,398
<b>Annual Transportation Operating Cost:</b>	Fixed Route: \$893,626 Paratransit: \$297,875
<b>Cost per Passenger Trip:</b>	Fixed Route: \$5.44 Paratransit: \$18.04
<b>Funding Sources for Transportation:</b>	Passenger Fares, Section 5307, City of Ashland

### **Challenges and Needs**

During the public meeting for the coordination plan, ABS staff indicated the following as the leading challenges and needs for public and coordinated transportation for the Ashland area.

- ◆ Operating funds are a major concern. Ashland Bus Service recently eliminated its Saturday service and reduced service on selected routes due to an operating budget reduction of approximately \$250,000. The City of Ashland was forced to reduce its expenses, and public transit funding, among other City programs, was reduced.
- ◆ The biggest need for ABS is capital inventory, according to the ABS Operations Manager.
- ◆ ABS would like to re-introduce Saturday service within three years because it is aware of the need for transportation options on Saturdays.
- ◆ For now, due to budget cuts, ABS has reduced its staffing levels and hopes to maintain status quo until the financial situation for the City improves.

### **Cabell County Community Services Organization, Inc.**

Cabell County Community Services Organization, Inc. (CCCSO) is a private non-profit agency whose purpose is to plan, develop, finance, and operate social and economic programs beneficial to the needs of the elderly, low income, and/or handicapped residents in such endeavors as economic development, health care, education, welfare, and transportation. The agency acts as a ‘focal point for coordination of many programs and services benefiting those in need in Cabell County.’ The agency is primarily involved with aging services, through the operation of seven service centers. The main office is located at 724 Tenth Ave. in Huntington, WV.

The agency provides transportation for home delivered meals. However, funding for the Meals on Wheels program was severely reduced as a result of the recent Federal sequestration. In Cabell County, there are 100 people on the waiting list to receive home delivered meals. Cabell County’s biggest challenge is serving the frail elderly individuals in the county.

### **Coordination**

There is no formal coordination with other agencies in the area. The staff indicated that they use the Tri-State Transit Authority (TTA) paratransit service as much as possible to serve their clients. There have been no discussions held with other agencies regarding coordination. The Executive Director indicated that CCCSO is interested in developing partnerships with public transit.

### **Funding**

Of the agency’s nine vehicles, two were procured with Section 5310 funds through the West Virginia Department of Transportation Division of Public Transit; the remainder were obtained with local funds. The agency receives local support through a levy from the Board of County Commissioners. Medicaid, along with Title III-B and Title-E aging funds, are used as reimbursement for operating expenses. It was noted that vehicles often transport a lone rider due to medical appointments and lack of available lifts. The agency anticipates that it may be 4-5 years before they apply for Section 5310 funding again. They began receiving Section 5310 funding in 1999. The agency would like to see more choice/options for vehicle types allowable in the Section 5310 program. Smaller vehicles would be more affordable to operate and user-friendly for the frailest passengers.

<b>Cabell County Community Services Organization</b>	
<b>Programs:</b>	Transportation, health care, nutrition, education
<b>Client Eligibility:</b>	Senior citizens 60 and older (primarily)
<b>Hours/Days of Service:</b>	7:00 AM to 5:00 PM Monday – Friday Saturday by appointment
<b>Mode of Services:</b>	Door-to-Door Demand Response
<b>Transportation Staff:</b>	1 Transportation Assistant 2 Full-time Drivers 3 Part-time Drivers
<b>Annual Trips Provided:</b>	Title III - 9,000 Medicaid - 384
<b>Annual Transportation Cost:</b>	\$215,352
<b>Cost per Passenger Trip:</b>	\$22.94
<b>Funding Sources for Transportation:</b>	Section 5310, Title III-B/E, Donations, Lottery, Licensing Fees

**Cabell-Wayne Association of the Blind, Inc.**

Cabell-Wayne Association of the Blind, Inc. is a private non-profit agency that provides assistance to the blind and visually impaired. Client assistance includes free transportation, orientation and mobility training, rehabilitation aids, the loan of closed circuit television and computers, in-home assistance with shopping and other daily errands, instruction in basic and intermediate computing, support groups, crafts, recreational activities, and many seasonal events. The agency is located at 38 Washington Avenue in Huntington.

The agency provides transportation service utilizing six vehicles, one of which is lift-equipped and another that is accessible with a wheelchair ramp. Penske Truck Leasing maintains the vehicles.

Only individuals with visual impairment are eligible for the agency’s transportation service. Transportation is available for such purposes as employment, education, eye care, medical appointments and social needs. One supervisor and five full-time drivers are employed by the agency.

Transportation service is provided from 7:00 AM to 5:00 PM, Monday through Friday, with occasional Saturday service when necessary. The agency serves about 75 unduplicated individuals: 68 individuals from Cabell County and 10 from Wayne County. The agency provided a total of 9,731 passenger trips during FY 2012. Agency vehicles traveled 66,943 miles between October 1, 2011 and September 30, 2012.

Transportation is also provided by taxi and through the purchase of tickets for the TTA dial-a-ride service. A total of 107 consumers were provided taxi tickets during the most recent fiscal year.

**Fare Structure and Eligibility**

The transportation is provided fare free. An individual must be blind or visually impaired to be eligible for the service.

**Scheduling**

Clients are advised to call the Transportation Supervisor for trip reservations one (1) day ahead of the requested trip.

**Coordination**

There is no formal coordination arrangement with another agency or provider. The agency has worked informally with Wayne X-Press and TTA. The Executive Director spoke of the importance of the Huntington to Charleston CMAQ supported service was to his clients.

**Funding**

Cabell-Wayne Association of the Blind, Inc. receives no Federal or state operating funds. The agency is totally self-supporting, receiving funds from no local organizations, including the United Way.

**Needs**

The agency has received Federal Transit Administration Section 5310 funding for vehicle purchases. It will need to purchase at least two vehicles by 2015 in order to continue to serve the community.

<b>Cabell-Wayne Association of the Blind, Inc.</b>	
<b>Programs:</b>	Transportation, training, in-home assistance, recreation
<b>Client Eligibility:</b>	Blind or visually impaired
<b>Hours/Days of Service:</b>	7:00 AM to 5:00 PM Monday – Friday Occasional Saturday, if needed
<b>Mode of Services:</b>	Door-to-Door Demand Response
<b>Transportation Staff:</b>	1 Transportation Supervisor 5 Full-time Drivers

<b>Annual Trips Provided:</b>	9,731 total passengers
<b>Annual Transportation Cost:</b>	235,133
<b>Cost per Passenger Trip:</b>	\$24.16
<b>Funding Sources for Transportation:</b>	Section 5310 for capital, self sufficient for operating funds

**Cammack Children’s Center**

Cammack Children’s Center is a private non-profit residential treatment facility serving emotionally disturbed adolescents, ages 12 to 17. The Center provides transportation to its residents, as needed. Additional information regarding transportation services, funding, vehicle fleet and utilization was not provided. Also, the agency did not indicate any unmet transportation needs or challenges regarding transportation.

**FIVCO Area Development District and Ashland Area Metropolitan Planning Organization (MPO)**

In 1988, the Ashland Area transportation Policy Committee was designated as the Metropolitan Planning Organization (MPO) for the Kentucky portion of the Huntington, West Virginia-Ashland, Kentucky-Ironton, Ohio Urbanized Area. KYOVA Interstate Planning Commission had previously served as the MPO for the entire area, but with this new designation was limited to the urbanized portion of southeastern Ohio and western West Virginia. With the issuance of the U.S. Census report in 2010 that published the urbanized boundaries, however, the Ashland Area MPO merged with KYOVA Interstate Planning Commission as Boyd and Greenup Counties, Kentucky became part of the newly defined urbanized area.

**Title III of the Older Americans Act Program**

The Title III Program is administered through the three multi-purpose senior citizen centers and six nutrition sites located throughout FIVCO’s counties. Serving as a single point of entry, senior center directors receive daily inquiries regarding the services available in their area. These services include congregate meals, education, friendly visiting, outreach, information and assistance, recreation, transportation, legal assistance, ombudsman, home delivered meals, and other services. FIVCO Area Senior Centers and Nutrition Sites are located in the following communities:

- ◆ Catlettsburg, KY;
- ◆ Grayson, KY;
- ◆ Olive Hill, KY;
- ◆ Greenup, KY; and
- ◆ Flatwoods, KY.

### **Huntington Area Development Council**

The Huntington Area Development Council focuses on economic development for the area. The Council acquires and develops industrial sites and parks, conducts business retention and expansion activities and industrial recruitment efforts. While the Council's representative did not indicate any economic development projects or goals that are hindered by lack of transportation, he agreed to consider transportation challenges and the efforts of local transportation stakeholders.

### **Greenup County Health Department**

Greenup County Health Department offers a variety of essential services to Greenup County residents. The main office is centrally located and is open Monday through Friday. The Department also operates a satellite clinic in the rural western South Shore side of the county. The satellite clinic is open two days a week at a cost of approximately \$150,000 per year. The satellite office is currently a necessity because many residents of the western portion of the county have no affordable transportation options to access the Department's main office. For some WIC clients, in particular, the cost of driving into the central location is more than the benefits they receive from the program.

The Health Department is projecting a significant reduction in funding during calendar year 2014. As funds become more and more limited, the need to find cost effective transportation options for consumers increases.

#### Unmet Needs

Affordable transportation options from the rural western portion of Greenup County for individuals and families with low incomes. Common destinations include the centrally located Health Department office as well as retail businesses in Portsmouth, Ohio.

### **KYOVA Interstate Planning Commission**

KYOVA Interstate Planning Commission serves as the Metropolitan Planning Organization (MPO) for the Transportation Management Area (TMA) including Cabell and Wayne Counties, West Virginia; Greenup and Boyd Counties, Kentucky; Lawrence County, Ohio; and a portion of Putnam County, West Virginia. KYOVA is an active participant and leader in coordinated transportation planning in the region. A summary of KYOVA transportation planning efforts is provided in Chapter I of this document.

KYOVA recognizes the need for a centralized mobility management effort for the TMA to coordinate the various transportation resources and opportunities and to lead the stakeholders toward their shared goals for improved services to older adults, individuals with disabilities, people with low incomes, and the general public. KYOVA intends to hire a transportation planner to focus on the development of improved transportation in the TMA.

## **Lawrence County Community Action Organization and Lawrence County Transit**

### **Organizational Overview and Coordination Activities**

The Lawrence County Community Action Organization (CAO) contracts to operate Lawrence County Transit (LCT). The two corporations work together to provide transportation for Lawrence County. The CAO is a true one-stop center with resources for various human service agencies. It coordinates at the one-stop center to provide specialized transportation for human service agency consumers who are seeking services for programs such as job training, homelessness, drug and alcohol addiction, senior services, employment, mature services, WIC, Head Start, and medical programs.

The CAO has a fleet of vehicles and it coordinates trips with its own vehicles as well as the LCT vehicles. The CAO has also received vehicles through the Federal Transit Administration Section 5310 program since 2006.

The CAO coordinates transportation with LCT and all of the agencies and programs at the one-stop center, with the exception of Head Start which has its own fleet of vehicles. The CAO also contracts with the Area Agency on Aging to provide transportation for older adults. The CAO does not currently coordinate transportation with the Department of Job and Family Services (DJFS) or the Board of Developmental Disabilities (DD) in Lawrence County. The DJFS and DD in Lawrence County each operate a fleet of vehicles. The CAO is interested in coordinating with DJFS and DD; however, to date, union issues have prevented coordination of services.

### **Transportation Needs and Vision**

Lawrence County Transit (LCT) and Lawrence County Community Action Organization (CAO) are actively involved in improving the network of transportation services in the region. In fact, Lawrence County was the motivator in the area to make service regional and streamlined for the passengers.

According to the stakeholders, bus riders want and need more frequency. In particular, the area would be best served with commuter express service to connect the three transit centers for Lawrence County, Tri-State Transit Authority, and Ashland Bus System. There is a plan for a commuter express route to be implemented with a target date of January 1, 2014. Under this plan, any of the public and private transportation operators serving the region, as well as the human service agencies would feed into the transit centers where passengers may transfer to another vehicle to complete a trip.

Lawrence County and Ironton would like to use its vehicles primarily to connect the Tri-State with an Express Bus service. Other providers will feed into the three transit centers and LCT will offer express routes into and out of the transit centers. As an express bus service for the three centers is implemented, Lawrence County estimates that frequency of service will be doubled into each center. The express bus service will be available for any purpose but targeted for the workforce and colleges, to include WiFi capability on the vehicles. Routes would operate in Wayne and Boyd Counties and into Huntington and may improve access from rural areas into the urban core of the region.

In addition to the express bus system, LCT and the CAO are encouraging future development of pedestrian, bikes and other transportation modes to feed into the three area transit centers.

It is expected that CMAQ funding will be approved to support the implementation and development of the express route network. Federal-level approval for the CMAQ application is pending. Upon Federal approval, public hearings will be scheduled prior to implementation of service.

### **Unmet Needs**

The system expects that it will need some smaller vehicles in the next few years and it expects to utilize Federal Transit Administration Section 5307 funds for those purchases. The transit provider expects to need two more vans for the commuter route in 2014 or 2015. Each van will cost approximately \$75,000.

### **Mountain State Centers for Independent Living**

The Mountain State Centers for Independent Living (MSCIL) is a public nonprofit organization. The agency's mission is to provide direction, support and training to people with disabilities including advocacy, skills development, peer support and information and referrals. It provides curb-to-curb transportation to clients for a fare. The agency is located at 821 4<sup>th</sup> Avenue in Huntington, WV

The agency provides transportation service utilizing three vehicles: one 14-passenger van with lift; one 8-passenger van with lift; and one SUV with five seats. The two lift equipped vans were purchased with Federal Transit Administration (FTA) Section 5310 funding. The transportation service is provided for individuals with disabilities. The agency has part-time drivers, administrative staff, and volunteers.

Transportation service is provided from 8:00 AM to 4:00 PM, Monday through Friday. The agency serves from 0-12 people per day with 425 trips made per year.

### **Fare Structure and Eligibility**

The transportation is provided for a fare of \$2.00. Periodically, service is provided to clients of another organization for a fee.

### **Scheduling**

Passengers must call in advance to request a trip.

### **Coordination**

The agency is currently coordinating with other agencies for information and referrals, for New Freedom Funds (small fundraising activities), and with C&H Taxi in Charleston, WV. Three ADA or accessible taxi cabs were funded with the New Freedom Program (Section 5317) to support a public/private partnership with a C&H Taxi. The West Virginia Division of Public Transit purchased one low-floor minivan in FY 2011 and two low-floor minivans in FY 2014. Mountain State Centers for Independent Living was a sub-recipient for the vehicles.

**Funding**

The agency receives grant(s) from the U.S. Department of Education/Rehabilitation Services Administration and the Federal Transit Administration (FTA) Sections 5310 and 5317 (New Freedom).

**Unmet Needs**

The agency identified the need for greater coordination among providers, specifically for information about availability of drivers and vehicles from other agencies. MSCIL indicated a need for more funding and increased flexibility from the grantors with the funding that is available to meet passenger transportation needs.

<b>Mountain State Centers for Independent Living</b>	
<b>Programs:</b>	Transportation, advocacy, skills development, peer support and information and referrals
<b>Client Eligibility:</b>	Disabled
<b>Hours/Days of Service:</b>	8:00 AM to 4:00 PM Monday – Friday
<b>Mode of Services:</b>	Curb to Curb Demand Response
<b>Transportation Staff:</b>	Part time drivers, administrators, and volunteers
<b>Annual Trips Provided:</b>	425
<b>Annual Transportation Cost:</b>	\$26,000 (estimated)
<b>Cost per Passenger Trip:</b>	\$61.18
<b>Funding Sources for Transportation:</b>	U.S. Dept. of Education/RSA, FTA Section 5310

**Prestera Center**

The Prestera Center is a non-profit organization that focuses on providing services to individuals with mental health and other disabilities. The Center provides transportation for its consumers to and from program activities. Transportation is also provided at group homes located throughout the state. Group home vehicles are operated by the staff working at the group home and may be used for any purpose, including but not limited to shopping, social, and medical appointments. The Prestera

Center organization has over 50 locations that are available to serve those most in need in Boone, Cabell, Clay, Kanawha, Lincoln, Mason, Putnam, and Wayne counties.

The following table provides a summary of Prester Center transportation.

<b>Prester Center</b>	
<b>Programs:</b>	Transportation, Addiction Recovery, Adult Services, Child Services, Intellectual Rehabilitation, and Crisis Support
<b>Client Eligibility:</b>	Individuals with mental health disorders and individuals in addiction recovery
<b>Hours/Days of Service:</b>	6:30 AM to 1:30 PM Monday – Friday
<b>Mode of Services:</b>	Door-to-Door Demand Response
<b>Transportation Staff (Cabell County Only):</b>	1 Fleet Manager 1 Assistant 9 Drivers (7 full-time and 2 part-time)
<b>Annual Trips Provided (Cabell County Only):</b>	2,500 round trips per month
<b>Annual Transportation Cost (Statewide):</b>	Transportation expenses for Prester are roughly \$1M for the entire state. Costs for Cabell County are not provided.
<b>Cost per Passenger Trip:</b>	This information is not tracked by Prester Center.
<b>Funding Sources for Transportation:</b>	Section 5310, Donations, Non-Emergency Medical, Title IIIB, Bureau of Senior Services, Lottery Funds, Kanawha County Commission, and grants from charity organizations

### **Schedule and Service Area**

Transportation services are operated in each of Prestera's program activity centers and group home locations. Currently, the center has 66 vehicles, two of which were purchased with Section 5310 funds. The hours of transportation are Monday through Friday 6:30 AM to 7:00 PM. Transportation services are provided curb-to-curb and about 20 percent of them transport passengers door-to-door. Vehicles are spread throughout an eight county region in the state. The director estimates that between eight and ten new vehicles are purchased for the program every year, statewide.

### **Fare Structure and Eligibility**

There is no fare or accepted donations for passengers. Transportation expenses are included in the consumer's treatment program and are not billed separately.

### **Scheduling**

Passengers are required to call 24-hours in advance for a trip that is not a re-occurring trip to and from a program. Vehicles that are maintained at the group homes are scheduled as needed; these vehicles are utilized similar to how a 'family car' for any household would be scheduled. If a resident needs to go somewhere and the vehicle and driver are available, the Prestera employee will provide the trip. But, if the vehicle is needed for an appointment, Prestera Center suggests reserving it at least 24 hours in advance.

### **Coordination**

Prestera Center cooperates with the various aging programs that also provide transportation in the region such as Wayne County Community Services and Lincoln County Senior Program. Both of these senior programs coordinate with Prestera Center to pick up Prestera's consumers who live within their service areas. Also, the TTA bus stop is located on the Prestera Center property, and consumers are encouraged to utilize public transportation whenever possible. Prestera Center considers the agency's transportation service to be a last resort that is saved for consumers who do not live on the bus line or are not able to manage fixed route public transportation.

Prestera centers are located within the service area of several other agency and public transportation providers and coordination is a feasible option. For example, Cabell-Wayne Association for the Blind is at the Prestera Center in Huntington twice per day to bring three Prestera staff members to/from work. Opportunities to transport other Prestera staff or customers could be explored and negotiated between the two agencies.

### **Transportation Unmet Needs and Challenges**

Prestera Center needs to expand its transportation services. Current overtime costs are clear justification for the expansion, verified by GPS.

Transportation challenges experienced by Prestera Center include communication with passengers (no-shows). Prestera is also seeking drivers who are willing to comply with Prestera policies and who want to work with passengers who have special needs.

Prestera would like to establish a trip-sharing agreement with TTA. Also, Prestera indicated that it would like to participate in a coordinated public and human service agency transportation committee, if one is created in the TMA.

### **Funding**

The Center received funding from the Federal Transit Administration Section 5310 Program via the West Virginia DPT to purchase two of its transportation vehicles. Other funding for transportation is derived from Medicaid, Title III-B, Bureau of Senior Services, Lottery Funds, Kanawha County Commission, foundation contributions and grants from charitable organizations.

### **Southwestern Community Action Council**

The Southwestern Community Action Council, Inc. is a private non-profit 501(c)(3) agency whose mission is to facilitate the social and economic well-being of low-income families in Cabell, Lincoln, Mason, and Wayne counties in West Virginia. Southwestern receives and coordinates the use of various Federal, State, and local grants toward this end as well as public and private donations. The agency operates the following services:

- ◆ Community Services Block Grant – A program that helps families and individuals with low incomes with services like utility assistance, GED preparation, resume and job search assistance, Senior nutrition, and other services in Cabell, Lincoln, Mason, and Wayne Counties.
- ◆ Head Start – The program is available for income eligible families in Cabell, Lincoln, Mason, and Wayne Counties.
- ◆ Case Management/Homemaker – Individual plans of care for older adults and/or disabled residents who have been determined medically and financially eligible. The Homemaker Program currently serves Cabell and Wayne Counties. The Case Management Program is serving Cabell, Jackson, Mason, Mingo, Putnam, Wayne, and Wood Counties.
- ◆ Mason County Homeless Shelter – The Shelter provides crisis intervention, including shelter to homeless families and adults in Mason County.
- ◆ Mature Worker Program – The Mature Worker Program works with community agencies to help income-qualified participants age 55 and over to find jobs, increase skills and supplement their incomes. This program serves Cabell, Lincoln, Mason, Mingo, and Wayne Counties.
- ◆ Simms Housing Project – The project is funded by the Department of Housing and Urban Development. It is a permanent supportive housing program for disabled, chronically homeless individuals.
- ◆ Weatherization – The mission of this program is to reduce heating and cooling costs for income eligible families, particularly for the elderly, disabled, and children. Weatherization operates in Cabell, Lincoln, Mason, Putnam, and Wayne Counties.

### **Tri-State Transit Authority (TTA)**

TTA began operation in 1972 and provides fixed route, ADA paratransit, and non-emergency medical transportation (NEMT) services in Cabell County, West Virginia, and also in Lawrence County, Ohio under contract with the Lawrence County Port Authority. TTA does not have service provision contracts with any local human service agencies. TTA is the city bus system for the Huntington, West Virginia and Ironton, Ohio urban area and its suburbs.

The service is operated out of TTA's operations/maintenance facility located on Virginia Avenue in Huntington, WV. All buses begin and end at the old Greyhound Bus Depot in downtown Huntington, which is now known as the TTA Center.

**Service Area**

The TTA service area ranges on the West Virginia side from 19th Street West in Huntington to Milton, West Virginia, about 20 miles to the east. On the Ohio side the buses serve from downtown Ironton to the Huntington suburb of Proctorville, Ohio, which is also a range of about 20 miles. Interchange buses provide links between Huntington and Chesapeake, Ohio, and between Ironton and Ashland, Kentucky, where transfers are available to the Ashland Bus System.

TTA is also involved in a joint venture with the Charleston, West Virginia-based Kanawha Valley Regional Transportation Authority bus system. This service, which is called Intelligent Transit, links downtown Huntington to Charleston via commuter bus. This service is addressed in a later section.

TTA serves Huntington, Barboursville, Milton, and Marshall University. Complementary ADA paratransit service is provided throughout the area. Service is available from 5:45 AM to 11:15 PM, Monday through Saturday. Descriptions of TTA's fixed route and paratransit services follow.

**Fare Structure**

The basic TTA bus fare for fixed route service is \$1.00 with an additional fare of \$0.25 for traveling into or out of one of three zones in the West Virginia service area or one of two in the Ohio service area. The fare for paratransit or Dial-a-Ride service is \$2.00 with an additional zone fare of \$0.50. Customers with a Medicare card ride for one-half the basic fare. Dial-a-Ride customers ride for double the basic bus fare. Exhibit III.3 depicts the TTA fare structure.

**Exhibit III.3  
TTA Fare Structure**

<b>Fixed Route</b>	
\$1.00	Adults, Children 7 years of age and older
\$0.50	Seniors, disabled with Medicare cards
\$0.25	Zone fare
\$35.00	31-day pass, unlimited rides
\$4.00	Day pass, unlimited rides
<b>Dial-a-Ride</b>	
\$2.00	Basic fare
\$0.50	Zone fare

TTA passengers, both fixed route and Dial-a-Ride, can also purchase \$5 and \$10 "Value Cards" which can be used like a debit card in TTA's electronic fareboxes. TTA buses and Dial-a-Ride vans are equipped with automatic electronic fare boxes. Passes and Value Cards can be purchased from the electronic fare boxes. Customers can also purchase discounted bus passes at the TTA Center.

**Fixed Route Service**

TTA fixed route service consists of nine radial routes, the Pullman-Marshall University shuttle, and three evening routes. A route profile for TTA is included in Exhibit III.4.

**Exhibit III.4  
TTA Route Profile**

Route	Service Span		Vehicle Required				Frequency				Revenue Hours	
	Weekday	Sat.	PK	MD	EVE	SAT	PK	MD	EVE	SAT	WK	SAT
1-Westmoreland	6:22a-7:17p	6:22a-7:17p	1	1	--	1	60	60	--	60	11.9	11.9
2-Southside	6:10a-7:15p	6:10a-7:15p	1	1	--	1	60	60	--	60	13.1	13.1
3-Third Avenue	6:15a-7:15p	7:15a-7:05p	1	1	--	1	60	60	--	60	13.0	11.8
4-9th & 11th Avenues	7:45a- 5:25p	7:45a- 5:25p	0.5	0.5	--	0.5	120	120	--	120	6.0	6.0
5-Walnut Hills	6:05a-8:10p	6:05a-8:10p	2	2	2	2	60	60	60	60	24.0	24.0
6-M adison Avenue	6:20a-7:15p	6:20a-7:15p	1	1	--	1	60	60	--	60	12.9	12.9
7-Barboursville/Altizer	5:50a- 8:15p	6:50a-8:15p	2	2	2	2	60	60	60	60	28.2	22.9
8-Hal Greer Boulevard	6:45a-7:15p	6:45a-7:15p	0.5	0.5	--	0.5	120	120	--	120	7.0	7.0
9-Milton	5:45a-8:50p	6:00a-8:50p	2	2	2	2	60	60	60	60	27.7	27.4
20-PM South	7:15p-11:05p	7:15p-11:10p	0	0	2	2	--	--	60	60	5.9	5.9
30-PM North	7:15p-11:05p	7:15p-11:05p	0	0	2	2	--	--	60	60	5.8	5.8
40-PM West	7:15p-11:05p	7:15p-11:05p	0	0	1	1	--	--	60	60	3.8	3.8
Pullman -Marshall Shuttle	12:00p-11:15p	12:00p-11:15p	1	1	1	1	20	20	20	20	11.3	11.3
Huntington-Charleston	6:40a-9:20a 5:15p-6:45p	--	1	1	--	--	2 trips	--	--	--	2.7	--
<b>TOTAL</b>			13	13	12	12					173.3	163.8

Note: Huntington-Charleston route is operated jointly with KRT. Revenue hours represent TTA's portion of the schedule.

With a few minor exceptions, TTA operates nearly the same schedule on Saturdays as it does on weekdays. Most routes begin around 6:00 AM and end at 7:15 PM. Routes 9 – Milton, 5 – Walnut Hills, and 7 – Barboursville operate to about 8:15 PM. There are three routes that operate past 11:00 PM on weekdays and Saturdays. These combine the alignments of portions of the daytime routes. TTA also operates the Pullman-Marshall University shuttle from noon to 11:15 PM on weekdays and Saturdays.

Twelve vehicles are operated by TTA on its fixed routes during the weekday peak and mid-day period. Twelve vehicles are also in operation between 7:15 PM and 8:15 PM as the evening routes are being put into service and six daytime routes are ending. After 9:00 PM, six vehicles are in service.

Most TTA routes run every 60 minutes. Three routes are the exception to this schedule. Routes 4 – Harveytown and 8 – Hal Greer Boulevard run every 120 minutes. Also, the Pullman – Marshall University shuttle runs every 20 minutes. For all routes, revenue hours total 173.3 on weekdays, and 163.8 on Saturdays. Routes 7 – Barboursville and 9 – Milton have the most weekday revenue hours of all the individual routes. On Saturdays, routes 5 – Walnut Hills and 9 – Milton have the greatest number of revenue hours.

It should be noted that TTA owns the parking garages and public areas at Pullman Square. The parking garages and all public space at Pullman is leased to the private developer (Metropolitan Partners).

TTA's major destinations are:

- ◆ Pullman Square/Downtown Huntington Mall;
- ◆ Walmart-Huntington;
- ◆ Walmart-Barboursille;
- ◆ VA Medical Center;
- ◆ Huntington Internal Medicine Group (HIMG);
- ◆ Marshall University;
- ◆ St Mary's Hospital; and
- ◆ Cabell Huntington Hospital

In 2009, TTA began operating the fixed route service and a portion of the paratransit service in Lawrence County, Ohio. The Lawrence County Port Authority contracts with TTA to operate this service which is called Lawrence County Transit (LCT). TTA operates two main routes on the fixed route service, 1) a Downtown circulator that operates in Ironton, Ohio and; 2) a route that connects the Ironton transit center to TTA's main transit center in Huntington. For paratransit, TTA only provides Dial-A-Ride east of Solida Road, LCT provides the service west of Solida Road and in Downtown Ironton. This service is more fully described in the Lawrence County Port Authority section that follows.

#### **Paratransit Service**

TTA operates complementary paratransit service within  $\frac{3}{4}$  mile of a TTA route for ADA-eligible passengers requiring this service. This includes paratransit service in the Huntington service area and the service provided for Lawrence County Transit in Ironton, Ohio as noted above.

In the last few years TTA has initiated non-emergency medical transportation (NEMT) for Medicaid-eligible persons. The provision of NEMT service has allowed TTA to expand its funding base and to work with non-traditional transit supporters like hospitals, veteran's facilities, and clinics. The NEMT service is provided within the parameters of its dial-a-ride paratransit service. TTA is experiencing rapid growth in paratransit ridership. Scheduling software has been installed to help address this increase in demand.

#### **TTA Fleet**

TTA currently operates 34 vehicles on its fixed route service. Its paratransit fleet consists of two 24-passenger mini-buses, six 11-passenger vans, and three 15-passenger vans. Two 32-passenger buses and three 13-passenger vans are leased from the Lawrence County Port Authority. In addition to these passenger vehicles, TTA maintains seven service vehicles.

#### **Ridership**

Between July 1, 2012 and June 30, 2013, TTA's annual ridership continued to grow, providing a total of 910,223 fixed route and paratransit riders. Ridership is typically highest in the spring and autumn months. While the trend of increased ridership is expected to continue, the transit agency continues to look for alternatives to increase ridership and diversify its funding base, such as the proposal to offer a universal bus pass for Marshall University students at a relatively low cost per student.

### **Operating Statistics**

The following table provides a summary of TTA fixed route and paratransit service statistics.

<b>Tri-State Transit Authority*</b>	
<b>Programs:</b>	Transportation
<b>Client Eligibility:</b>	General Public
<b>Hours/Days of Service:</b>	5:45 AM to 11:15 PM Monday – Saturday Service level is reduced after 7:00 PM and on weekends.
<b>Mode of Services:</b>	Fixed Route and Paratransit Curb-to-Curb Demand Response
<b>Annual Trips Provided:</b>	Fixed Route: 773,690 Paratransit: 136,533
<b>Annual Total Vehicle Miles:</b>	1,359,650
<b>Annual Transportation Cost:</b>	\$6,491,850
<b>Cost per Passenger Trip:</b>	Average (Fixed Route and Paratransit): \$7.13
<b>Funding Sources for Transportation:</b>	Passenger Fares, Section 5307, Section 5310, Non-Emergency Medical, Property Tax Levy, Advertising Revenue

### **Challenges and Needs**

During an interview for the coordination plan, TTA staff indicated the following as the leading challenges and needs for coordinated transportation in the TMA.

- ◆ Long term funding - TTA is unable to plan for the future without a well-funded, long-term transportation bill.
- ◆ Maintaining an ongoing dialogue with area stakeholders is important to address coordination opportunities in the new TMA.
- ◆ Additional funding for the Section 5310 Program is needed. As administrators of the program, TTA will need to decide how to distribute the limited funding. Local applicants will want to apply for Section 5310 capital and operating assistance.
- ◆ Ohio governor has not yet designated TTA as the recipient for the Section 5310 program in the Ohio portion of the TMA.
- ◆ It will be difficult for TTA to administer the Section 5310 program with a limit of 10 percent of the program funds that can be used for program administration.

### **Huntington – Charleston Commuter Bus**

In January 2009 commuter bus service was initiated between Huntington and Charleston. Intelligent Transit (iT), as the service is called, is a joint effort between TTA, the Kanawha Valley Regional Transportation Authority (KRT,) and the West Virginia Department of Transportation - Division of Public Transit. The service operates two trips in each direction Monday through Friday from downtown Huntington to downtown Charleston, with stops at the Marshall University main campus, the West Virginia State Capitol Building and additional notable locations. TTA provides the service in the morning, while KRT is the service provider in the evening. In an effort to attract the business or college commuter, the service provides free WI-FI and newspapers on each vehicle.

There are three park-and-ride lots, two in Huntington and one in Milton, primarily serving passengers of the Huntington - Charleston Commuter Bus service. Each lot was built and maintained by the West Virginia Department of Transportation – Division of Highways. The lots have been instrumental in the success of the iT service.

The initial Federal and State support for the service ended January 5, 2012, with Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds being the primary funding source. TTA, KRT and the West Virginia Division of Public Transit came to an agreement to extend the service until June 30 with each entity responsible for one-third of the net costs. Subsequently an agreement was reached to extend funding support of the service through 2015. With an estimated cost of \$500,000 to operate the service through 2015, the agreement calls for FTA to provide approximately \$250,000 with the remaining \$250,000 to be shared equally between the State, TTA, and KRT.

The service was initiated as a demonstration project and it has progressively gained in popularity. The vehicles operate at approximately 80 percent capacity, with standing-room-only buses not uncommon. In 2011 a total of 14,477 iT passengers trips were provided by TTA and KRT.

The iT fare is based upon distance traveled. From Huntington/Barboursville/Milton to Charleston the rate is \$4.00 one-way and the same from Charleston/Crooked Creek to Huntington. For passengers boarding at the Crooked Creek stop and traveling into Charleston, the fare is \$3.00. From Milton/Barboursville to Huntington, the fare is also \$3.00 one way. Bus passes are available for the Intelligent Transit service at either a \$30 value or a \$40 value.

### **Wayne X-Press**

Wayne X-Press provides route deviation and countywide non-emergency medical transportation (NEMT) service in Wayne County, West Virginia. Wayne X-Press is a service of Wayne County Community Services Organization, Inc. (WCCSO), a multipurpose human service agency. Wayne X-Press service is available to the general public. Transportation for consumers at the WCCOS's seven senior centers is also provided by Wayne X-Press. Wayne X-Press passengers pay a \$1.00 per trip fare.

The following table provides a summary of Wayne X-Press service statistics. In addition to the transportation staff listed below, Wayne X-Press also shares payroll, human resources, accounting, and the Executive Director with WCCSO.

Wayne X-Press	
<b>Programs:</b>	Transportation
<b>Client Eligibility:</b>	General Public
<b>Hours/Days of Service:</b>	Monday through Friday. Dialysis trips start at 5:30 AM. General Public routes operate 7:00 AM to 5:00 PM. Peak hours of service are between 8:00 AM to 1:00 PM. Office hours are between 9:00 AM and 5:00 PM.
<b>Mode of Services:</b>	Route Deviation and countywide NEMT
<b>Transportation Staff:</b>	1 Clerical Staff 17 Drivers (10 full-time and 7 part-time) 0 Maintenance 2 Dispatchers/Schedulers (full-time)
<b>Annual Trips Provided:</b>	42,820
<b>Annual Transportation Cost:</b>	\$700,854
<b>Cost per Passenger Trip:</b>	\$16.37
<b>Funding Sources for Transportation:</b>	Passenger Fares, Section 5311, Section 5310, Wayne County Commission, Older Americans Act

Exhibit III.8 depicts the schedule for the six routes that Wayne X-Press currently operates. Transportation service is operated Monday through Friday. Routes operate as curb-to-curb service. Wayne X-Press does not provide a Personal Care Attendant (PCA) but the passenger-provided PCA rides free.

**Exhibit III.5: Wayne X-Press Route Schedule**

Route Name	Service Area	Service Hours
Mountaineer Rt.	Jennies Creek-Steptown	9:40 AM to 2:35 PM
Dunlow Rt.	Route 152-Dunlow Ctr.	9:00 AM to 2:45 PM
Ft. Gay Rt.	Ft. Gay Exxon-Ft. Gay Ctr.	10:15 AM to 1:45 PM
Pioneer Rt.	Newcomb-Walmart-Wayne Ctr.	8:35 AM to 2:20 PM
Wayne to Trout Hill Rt.	Wayne Ctr. – Newcomb-Wilson Creek	8:15 AM to 2:20 PM
Wayne to Huntington Rt.	Wayne DHHR-Cabell DHHR-TTA Connection	7:15 AM to 5:05 PM

### **Vehicle Fleet**

Wayne X-Press operates a vehicle funded by the FTA Section 5310 program for meal delivery and to pick-up older adults. It is a hot/cold vehicle designed for meal delivery and passenger trips.

Drivers take vehicles home over night. This policy was implemented because vehicles were vandalized when parked at the facilities, and also because it is more efficient.

### **Coordination**

Wayne X-Press has daily connections with TTA on the Wayne/Huntington Route. The system also informally works with TTA to provide information and referrals to consumers.

### **Unmet Needs and Challenges**

If additional operating and capital funding were available, Wayne X-Press would use it to provide more routes from the rural areas into the urbanized areas. For example, Wayne X-Press would like to implement a route one time per week from rural areas to the mall.

Wayne X-Press needs to improve its access to facilities for washing vehicles. Currently, the Wayne County Drug Court sentences people to wash vehicles in lieu of paying fines. Otherwise, drivers are responsible for washing vehicles.

Wayne X-Press would also like to improve its transit facilities for passengers by implementing bus stops.

Wayne X-Press indicated that one of the major barriers to transportation in the region is public awareness. That is, the general public does not have a simple, straight-forward way to learn about the transportation options in the region.

### **Interstate Transportation Operators**

Please note that the following list may not be comprehensive, but represents the results of local research and inventory efforts.

#### **Amtrak**

The local Amtrak Station in West Virginia is in Huntington (1050 8<sup>th</sup> Avenue Huntington, WV). The station offers an enclosed waiting area, ticket office, and restrooms. It serves trains in the Northeast corridor of the Amtrak service area. The schedule of trains is subject to change and should be verified at the Amtrak website ([www.amtrak.com](http://www.amtrak.com)).

#### **Greyhound Bus**

Greyhound is a private, interstate bus service. The company stops at the City of Ashland Bus Terminal and the Huntington, West Virginia Station (1251 4<sup>th</sup> Ave. Huntington, WV). Hours of operation are subject to change and should be verified through the Greyhound website. Station hours of operation and ticketing are Monday through Friday 8:30 AM to 5:00 PM.

## **SUMMARY**

Transportation in the region is provided by ten public and non-profit organizations plus Greyhound, Amtrak, private taxi operators, ambulette services, and faith-based organizations. Ten of the transportation providers participated in the planning effort and seven other organizations that do not directly operate services also contributed to the plan. In total, there are 47 passenger transportation vehicles operated in the region by the ten participating organizations.

Most of the transportation services operate on weekdays between 6:00 AM and 7:00 PM. There is reduced service available during weekday evening hours, and on weekends. Sunday service is significantly less frequent than weekday operations. Exhibit III.6 on the following page provides a summary of transportation providers and their service areas, eligibility requirements, and modes of transportation service operations. Exhibit III.7 provides a summary of the vehicle inventory information provided by participating organizations. These two summary tables will provide the planners in the coordination effort with a quick reference to (1) potential areas of duplication and gaps in services and (2) a list of vehicles that may be available to address some of the gaps.

**Exhibit III.6: Provider Summary Table**

<b>Provider Name</b>	<b>Service Area</b>	<b>Eligibility for Transportation Service</b>	<b>Mode(s) of Transportation Service Provided</b>
Ashland Bus Services	Ashland, Kentucky and adjoining areas	General Public	Fixed Routes, ADA Paratransit
Cabell County Community Services Organization, Inc.	Cabell County, West Virginia	Older Adults, People with low incomes, and individuals with disabilities	Demand Response and Meal Delivery
Cabell-Wayne Association of the Blind, Inc.	Cabell and Wayne Counties, West Virginia	Individuals with visual impairments for employment, education, eye care, medical, and social needs	Demand Response
Cammack Children's Center	As needed	Center residents	Demand Response
FIVCO (Title III Program)	TMA	Older Adults	Demand Response
Lawrence County COA and Lawrence County Transit	Lawrence County, Ohio with connections to the tri-state area	General Public and Human Service Agency Trips	Demand Response, Fixed Route, Express Bus (projected)
Lawrence County Board of Developmental Disabilities	Lawrence County, Ohio	Individuals with disabilities	Demand Response and Agency Routes
Lawrence County Job and Family Services	Lawrence County, Ohio	Agency Program Participants	Demand Response
Mountain State Centers for Independent Living	Cabell and Wayne Counties, West Virginia	Individuals with disabilities	Demand Response
Prestera Center	Boone, Cabell, Clay, Kanawha, Lincoln, Mason, Putnam, and Wayne Counties, West Virginia	Individuals with disabilities	Demand Response for program activities
Tri-State Transit Authority	Cabell County, West Virginia and Lawrence County, Ohio	General Public and NEMT	Fixed Route, ADA Paratransit, NEMT, Commuter Bus
Wayne X-Press	Wayne County, West Virginia	General Public and NEMT	Route Deviation and NEMT
Amtrak	National	General Public	Passenger Rail Service
Greyhound Bus	National	General Public	Interstate Bus Service

**Exhibit III.7: Summary Table of Vehicle Inventories**

<b>Cabell-Wayne Association of the Blind</b>		
<b>Make/Model</b>	<b>Year</b>	<b>Capacity</b>
Ford Shuttle	2000	13
Chevy Shuttle	2009	13
Chevy Shuttle	2009	13
Ford Shuttle	2010	13 Passengers/ Wheelchair
Toyota Van	2004	6 Passengers
Dodge Van	2012	6 Passengers/ Wheelchair

<b>Lawrence County Transit</b>		
<b>Make/Model</b>	<b>Year</b>	<b>Capacity</b>
CMD	2008	15
Gillig	2008	35
Equinox	2006	4
E350	2006	7
Uplander	2009	4
Econoline	1994	18
Ram	1996	11
Caravan	2010	6
Caravan	2010	6
Caravan	2010	6
Caravan	2012	6
E350	1997	10
EXP	1999	12

<b>Mountain State Centers for Independent Living</b>		
<b>Make/Model</b>	<b>Year</b>	<b>Capacity</b>
Van		14
Van		8
SUV		5
Minivan	2010	6
Minivan	2013	6
Minivan	2013	6

<b>Tri-State Transit Authority (TTA)</b>		
<b>Make/Model</b>	<b>Year</b>	<b>Capacity</b>
Gillig	2003	32
Gillig	2003	26
Gillig	2007	26
Gillig	2009	26
Gillig	2009	32
Chance	1984	24
Braun	2006	11
Goshen Pacer	2006	12
Goshen GC II	2006	13
Braun	2008	11

**Exhibit III.7: Summary Table of Vehicle Inventories**

Ford E450	2009	13
Ford E450	2011	13
Ford Pacer	2011	15
Gillig	2008	32
Goshen GC II	2008	13

**Detailed information was not provided from the following organizations:**

Wayne X-Press

Cammack Children's Center

Ashland Bus Service

Cabell County Community Services Organization, Inc. (9 vehicles)

Prester Center (approx. 7 vehicles)

## IV. NEEDS ASSESSMENT

### OVERVIEW

RLS & Associates, Inc. contacted local human service agencies, faith-based organizations, employers, and all transportation providers serving the planning area in an attempt to solicit input and request participation from any organization that could potentially be impacted by the coordinated transportation planning process. Meeting invitations were mailed to these organizations, those that participated in the 2010 Coordinated Public Transit Human Services Transportation Plans in Cabell, Wayne, and Lawrence Counties, and agencies that applied for Section 5310 grants from all counties in the planning area. Documentation of outreach efforts included in this plan and the level of participation from each organization is provided in the Appendix.

### GENERAL PUBLIC SURVEY

A general public survey was deployed during July and August 2013 through newspaper announcements, flyers posted by participating agencies, and email distribution. The survey results were minimal and do not provide statistically valid input. There were five completed surveys from residents of Cabell and Wayne Counties, West Virginia and Greenup County, Kentucky. Four of the respondents use a personal vehicle as their primary means of transportation and one respondent rides with Cabell-Wayne Association of the Blind. The general public survey is provided in the Appendix.

### GENERAL PUBLIC AND STAKEHOLDER MEETINGS

Two stakeholder meetings were scheduled as part of the planning process (see schedule below). KYOVA hosted, and RLS & Associates, Inc. facilitated, the meetings to discuss the unmet transportation needs and gaps in service for older adults, individuals with disabilities, people with low incomes, and the general public.

<b>Date/Time</b>	July 17, 2013/10:00 AM – 6:00 PM	August 22, 2013/10:00 AM – 12:00 PM
<b>Place</b>	KYOVA Interstate Planning Commission	KYOVA Interstate Planning Commission
<b>Address</b>	400 Third Ave. Huntington, WV 25712	400 Third Ave. Huntington, WV 25712

Invitations to the meetings were distributed via the U.S. Postal Service to 55 individuals in the planning area that represent transportation providers, older adults, individuals with disabilities, and/or people with low incomes. The general public was invited and notified of the meeting through a variety of public announcements in the following websites and newspapers:

- ◆ KYOVA website;
- ◆ Wayne County News;
- ◆ Cabell Standard;
- ◆ Ironton Tribune;

- ◆ Greenup County News Times;
- ◆ Daily Independent (Boyd County, KY);
- ◆ Herald Dispatch (Huntington);
- ◆ The Daily Mail (Charleston); and
- ◆ The Charleston Gazette.

A list of all organizations invited to the first and second meetings and their attendance/non-attendance status is provided in the Appendix. In total, 17 individuals representing the general public and agencies attended the initial public meeting, and 18 individuals attended the second meeting.

During the first meeting, the facilitator presented relevant demographic information and a brief summary of the existing inventory of human service agency and public transportation providers in the area. Following the presentation, attendees were asked to identify the unmet transportation and mobility needs of the study area. The focus of the discussions was transportation for older adults, individuals with disabilities, and people with low incomes. During the second meeting, the focus of the conversation tended to be more on transportation needs of the general public and the goals and priorities for implementing strategies that address those needs. While the human service agency representatives were less vocal at the second meeting, compared to the first, their needs were communicated and strongly considered in the agreed upon strategies. In particular, the strategy to re-implement an advisory committee to focus on coordination of human service agency and public transportation was highly recommended by the group.

Participants discussed 13 categories of mobility needs to address through a coordinated transportation planning effort. Results from the initial meeting and the stakeholder survey results were presented at the August 2013 meeting and used as the basis for refining the transportation strategies for inclusion in the final coordinated transportation plan. The identified transportation needs are listed below:

### **Identified Transportation and Mobility Needs**

#### Days and Hours of Transportation Needs:

- ◆ Additional Sunday service beyond what is currently available from taxi operators and public transit is needed, particularly for church services and individuals with special needs.
- ◆ Sunday service between Huntington and Barboursville is needed for employment.
- ◆ Sunday service is needed in and around all employment centers that operate on weekends.
- ◆ The general public needs more transportation on Saturdays.
- ◆ Late night transportation is needed for employment and education, particularly around Mountwest Technical and Community College.

#### Trip Purpose/Service Area Needs:

- ◆ Individuals with low incomes who live in the rural western south shore area of Greenup County need affordable transportation options to access the Greenup Health Department's main office.
- ◆ Individuals in the rural western south shore area of Greenup County need transportation options to access the retail businesses in Portsmouth, Ohio.

- ◆ The Amish population in Lawrence and Mason Counties have an organized ride-sharing program within their community. They may benefit from participation in the coordinated transportation efforts of the other transportation providers in the TMA. A local stakeholder agency needs to take the lead in outreach to the Amish community.
- ◆ Reliable transportation is needed for staff that provide in-home services to older adults and individuals with disabilities.
- ◆ Transportation for classes at Vocational Technical School, GED classes, etc. is needed.
- ◆ Transportation to support employment is needed, particularly for employment at the Mall.
- ◆ Alternatives for special trips that require several grocery bags or large items (such as from Home Depot) are needed for individuals without access to a personal vehicle. These trips cannot be accommodated on traditional public transportation.
- ◆ The rural, less densely populated portions of Cabell County are not served by public transit. Transportation, especially for older adults, individuals with disabilities, and people with low incomes, is needed to connect the areas with rural conditions to the more urbanized portions of the TMA.
- ◆ Transportation providers need an affordable solution for accommodating long distance non-emergency medical transportation trip demand.

#### Vehicle Maintenance/Reduced Costs:

- ◆ Transportation operators need to continue to seek cost saving strategies, to include vehicle maintenance and repair.
- ◆ Opportunities to reduce operating costs without reducing service or increase operating budgets through new funding resources.

#### Vehicle Accessibility Needs:

- ◆ Specialized transportation services would be used if more vehicles were available.

#### Affordable Service Needs:

- ◆ Options for transportation with lower passenger fares for individuals with low incomes would be beneficial in all counties.
- ◆ Options for transportation during late nights and weekends with lower fares are needed.

#### Safety Needs:

- ◆ Transportation providers should improve safety on the vehicles as well as the safety measures at bus stops and transit centers.
- ◆ Transportation providers should communicate their safety measures and safety service records to their insurance carriers so that carriers may consider lowering the insurance rates and/or otherwise offering incentives.

#### Information Sharing Needs:

- ◆ Human service agency and non-profit organizations need to have a voice in the transportation planning efforts of the TMA, similar to the voice that the public transit systems have in the MPO so that their needs and the needs of their passengers are not inadvertently overlooked by local planning organizations.
- ◆ Local residents should have the ability to access transportation from multiple providers depending upon where they are traveling to and the nature of their trip. Many people are not aware of their options and/or do not know how to access the available resources.

- ◆ Transportation providers that are coordinating should define their performance measures to ensure consistent service.
- ◆ In general, transportation providers need to continue to focus on collaboration for improving transportation in the new TMA service area.
- ◆ Implementation of the Statewide Google Transit Initiative is needed to improve access to transportation options information for the general public.

Coordinated transportation stakeholders considered these unmet needs when developing coordinated transportation strategies upon which they will, at least in part, base their future grant applications and planning efforts. The next chapter outlines coordinated transportation goals and strategies agreed upon by the participating stakeholders.

## V. COORDINATED TRANSPORTATION GOALS AND STRATEGIES

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### INTRODUCTION

The general concept of coordination in the Transportation Management Area (TMA) has widespread support from local human service agencies, planning organizations, and transportation providers. Bringing new levels of coordination into reality will require an organized course of action for the stakeholders. As human service agencies, public and private transportation providers, and neighborhood organizations throughout the TMA focus on the coordinated effort, they are likely to become increasingly aware of the benefits of sharing transportation resources and coordinating to create efficiencies. Public transportation providers that serve the TMA are already working on a plan for implementing formal transfer points at the three transit centers to reduce duplication of services and routes. By expanding that foundation of coordinated services to include human service agencies, faith-based organizations, and for-profit entities, new projects can be implemented in the area that will fill the remaining gaps in service. In this way, stakeholders can improve access to jobs, education, medical trips, and the overall quality of life for the local area.

Opportunities for improving transportation services must continue through efforts to clarify the common objectives and their associated costs. The coordinated transportation goals and strategies expressed and prioritized by the participating stakeholders are described in this chapter. Each goal is supported by the input provided by local organizations either through local stakeholder meetings, previous planning studies, or one-on-one interviews. These goals, along with corresponding strategies, were developed for the TMA. Additional goals may be added throughout the implementation phases as needs and resources change and develop.

Table 1 on the following page provides a matrix relating each goal to the identified unmet transportation needs and gaps in service. Descriptions of each goal and strategy are provided in the paragraphs that follow.

**Table 1: Goals and Needs/Gaps Matrix**

Goals	Categories of Unmet Transportation Needs/Gaps					
	Days and Hours	Purpose and Service Area	Accessibility	Affordable	Safety	Information Sharing
Goal #1- Improve Communications						X
Goal #2 - Extend Service Areas, Days, Hours	X	X	X	X		X
Goal #3 - Control Operating Costs				X		X
Goal #4 - Acquire an Adequate Number of Vehicles			X			
Goal #5 - Economic Development	X	X				
Goal #6 - Safety					X	

## GOALS AND STRATEGIES

Goals, objectives, and implementation strategies are offered in this plan as a guideline for local/regional leaders in the coordination effort as well as the specific organizations that provide or purchase transportation.

Administrative amendments to the plan are possible should new opportunities or stakeholder organizations present themselves after it is adopted.

The Coordination Strategies section that follows offers an outline of the strategies, implementation timeframe, responsible party(ies), performance measure(s), and priority for implementation of each of the coordinated transportation goals. The implementation timeframes/milestones are defined as follows:

- ◆ Near-term – Activities to be achieved within 6 to 24 months.
- ◆ Long-term – Activities to be achieved within 2 to 4 years.
- ◆ Ongoing – Activities that either have been implemented prior to this report, or will be implemented at the earliest feasible time and will require ongoing activity.

Objectives and implementation strategies are offered in this chapter as a guideline for leaders in the coordination effort as well as the specific parties responsible for implementing each objective. Some of the following goals and objectives are a continuation of the existing coordinated transportation plan for the KYOVA Region but they have been updated and expanded to include the new Transportation Management Area (TMA), excluding Putnam County.<sup>1</sup>

**Goal #1: Improve communications among public transportation providers, human service agencies, private transportation providers and the general public with the intention of improving the delivery of transportation services, reducing unnecessary duplication through the shared use of vehicles and other resources across the region.**

**Strategy 1.1:** It is vital that a Coordinated Accessible Transportation (CAT) committee be organized to carry out the tasks as outlined in this document and ensure that the needs of human service agency and non-profit consumers in the area are recognized along with the priorities of public transit systems. Once in place, the group of agency and public transit organizations can study this plan, assign tasks to members, and work toward implementing the strategies and tasks described herein. Having a forum in which to discuss mobility issues, whether they are barriers, improvements, or observations, is vital to the continued development of coordinated transportation approaches that meet local needs.

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<sup>1</sup> Putnam County will be included in coordinated transportation planning efforts of the Regional Intergovernmental Council (RIC).

The CAT committee should establish annual goals and objectives that are monitored during the calendar year. These goals and objectives should be considered and shared by the public transit system representative at the MPO. If any goal appears to be faltering, the CAT can review the situation and work together to get it back on track. There are times when goals must be adjusted to meet circumstances that arise. This should be done when necessary.

If hired, the Mobility Manager (Strategy 1.2) will be the facilitator of CAT committee meetings and responsible for leading the committee’s information sharing efforts. Until the Mobility Manager is hired, those interested in organizing the CAT committee should appoint an agency to lead it. Once a decision is made, permanent arrangements regarding the oversight of the committee can be made, including bylaws, meeting procedures, and memoranda of agreement (MOA) that outline each agency’s role and level of commitment.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> Staff time to send meeting agendas and minutes.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Minimal expense for labor, printing, and postage
<p>Potential Grant Funding Sources: Expenses associated with the creation of the CAT committee and conducting meetings are eligible expenses under Federal Transit Administration Sections 5307, 5311, and 5310 with 50% local match. The local match may be derived from local, State, or any non-DOT Federal funding source. Meetings can also be conducted as part of the mobility management effort.</p>	

**Responsible Parties:**

The responsible parties to implement this strategy are TTA and KYOVA.

**Performance Measures:**

- ◆ Formation of a Coordinated Accessible Transportation (CAT) Committee.
- ◆ Leader (or interim leader) is appointed.
- ◆ Tasks are assigned to participating organizations and moved toward implementation.
- ◆ By-laws and other institutional documents (i.e., Memoranda of Understanding/Agreement) are written, presented, and approved by the participating agencies.

**Strategy 1.2:** Hire a Mobility Manager to oversee the coordination of transportation services throughout the TMA and meet the needs of various communities in the area. The MM will work under the general supervision of KYOVA and/or TTA. The MM will report on a regular basis to the Coordinated Accessible Transportation (CAT) committee and facilitate the CAT meetings.

The MM will be responsible for providing leadership through the implementation of strategies outlined in this document, as well as community outreach, development of agreements for

coordinated services, working one-on-one with each organization to develop coordinated transportation alternatives, meeting with state legislators and state-level human service agencies, and other related duties that represent the coordinated transportation goals of the participating organizations.

Other specific job duties should include, at minimum, the following:

- ◆ Coordinate and act as a liaison between employers/employees and transportation providers and planning organizations to address specific economic development and other transportation needs and gaps in services.
- ◆ Share information about every participating transportation provider with other providers and potential passengers.
- ◆ Manage programs for improving mobility in the area, to include development of the Rideshare and Bike Share Programs.
- ◆ Implement, lead fundraising efforts, and oversee the Trip Tickets program to offer reduced passenger fares on participating transportation provider services.
- ◆ Act as a Travel Trainer to go to agencies and show consumers how to use public transit and other agency or private transportation provider services. If necessary, expand the travel trainer program to meet demand and needs.

<p><u>Implementation Time Frame:</u> Near-term</p>	<p><u>Staffing Implications:</u> Mobility Manager, if hired.</p>
<p><u>Priority Level:</u> High</p>	<p><u>Implementation Budget:</u> Salary and office space for MM required. Administrative costs typically range from \$50K to \$90K.</p>
<p>Potential Grant Funding Sources: Mobility Management is an eligible item for Section 5310 funding. Local match of 20% is required from any non-U.S. DOT transit dollars. Non-DOT funds are eligible local match. Other funding sources, including CMAQ and FTA Section 5311/5307 may also be potential resources. However, sustainable resources must be secured to support administrative costs for multiple years.</p>	

**Responsible Parties:**

The responsible parties to implement this strategy are KYOVA and TTA.

**Performance Measures:**

- ◆ Secure funding for a MM (match for multiple years is preferred).
- ◆ Lead agency to hire and manage the MM is designated.
- ◆ MM job description is developed.
- ◆ MM is hired.

**Strategy 1.3:** Coordinate transportation information on all travel modes (including new programs that are developed such as a Rideshare and Bike Share Program) and participating agencies through the Cabell County Public Library information center and provide data to the Rahall Transportation

Institute (RTI) to support the development of statewide Google Transit. The Mobility Manager will be responsible for collecting and updating service information from each participating organization so that the library information is current and accurate.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> MM time, if hired. Agency staff time to update their own program information.
<u>Priority Level:</u> Medium	<u>Implementation Budget:</u> Salary for MM.
Potential Grant Funding Sources: No additional funding is necessary. Staffing implications are included in the Mobility Management strategy (1.2).	

**Responsible Parties:**

The responsible party to implement this strategy is the Mobility Manager, if hired. Also, all local public, private, and non-profit organizations that provide transportation are responsible for ensuring that the MM has the most current and accurate information.

**Performance Measures:**

- ◆ Number of schedules shared.
- ◆ Number of individuals who receive transportation information through the library, per year.
- ◆ Increase in ridership for new riders on participating local transportation providers.

**Goal #2: Extend service areas, service days and hours, and enhance public transportation services across the TMA to improve availability for people and families with low incomes who are also older adults and/or have a disability.**

**Strategy 2.1:** Continue to support the programs offered through the Bureau of Senior Services, Area Agencies on Aging, organizations serving individuals with disabilities, and the local senior centers in each county. Support for these programs includes new and replacement wheelchair accessible vehicles, and sustained or additional operating dollars for the transportation programs, enabling them to extend service areas and operating schedules through coordinated efforts.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> None.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Varies by year
Potential Grant Funding Sources: Section 5310. A 20% local match is required for capital purchases and a 50% local match is required for Section 5310 operating funds. Also, local foundations, Lottery, and State and Federal grant programs such as the Older Americans Act.	

**Responsible Parties:**

The responsible party to implement this strategy is TTA as the designated recipient for Section 5310 funds in the TMA.

**Performance Measures:**

- ◆ Number of individuals served by senior centers, public transit, and human service agencies each year.
- ◆ Cost per passenger, mile, and hour becomes more efficient through coordination.
- ◆ Quality of life for older adults and individuals with disabilities (verified through survey results).
- ◆ Vehicle maintenance costs are sustained at a reasonable level.
- ◆ Vehicle safety performance measures are achieved.

**Strategy 2.2:** Tri-State Transit Authority should evaluate the feasibility of providing the following service priorities:

- ◆ True countywide demand response service in Cabell County.
- ◆ At least one more round trip per day added to the Huntington – Charleston route.
- ◆ Continue to improve coordinated public transit passenger transfer opportunities between TTA, Wayne X-Press, and City of Ashland Bus Service. TTA expanded into Wayne County but the expansion is expensive and additional operating dollars or a more cost effective coordinated effort must be designed and implemented.
- ◆ Provide minimum headway of one-hour on all routes.
- ◆ Extend fixed route service into the Mountwest Community and Technical College and coordinate the schedule with trips to the Ohio University campus in Proctorville.
- ◆ Operate one-hour headway on Ironton – Huntington – Proctorville route.
- ◆ Initiate U-Pass program with Marshall University, Mountwest, Ohio University and other colleges.
- ◆ Work with Ashland Bus System to implement service to address the gap that was created when Ashland Bus System discontinued its service to Kenova due to Ashland City budget reductions.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> None.
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> To be determined.
Potential Grant Funding Sources: FTA Sections 5311 and 5307. Local revenue to include Lottery, CMAQ, and human service agency or other contracts.	

**Responsible Parties:**

The responsible party to implement this strategy is TTA.

**Performance Measures:**

- ◆ Extended service initiated.
- ◆ Number of additional individuals served per year.
- ◆ Cost per passenger, mile, and hour.

**Strategy 2.3:** Ashland Bus System should evaluate and prepare for the following service priorities:

- ◆ Ashland Bus System will continue to work to secure the necessary capital inventory.
- ◆ Reintroduce Saturday and holiday bus service within three years.
- ◆ Coordinate with TTA and other transportation providers to address the gap in service to Kenova.
- ◆ Expand transportation service into Catlettsburg, Kentucky.
- ◆ Feed into the new Coordinated Express Bus Service from Lawrence County and the three transit centers in the region to help address local and regional transportation needs.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> None.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> To be determined.
Potential Grant Funding Sources: FTA Section 5307. Local revenue to include City budget, CMAQ, private businesses/employers, and human service agency or other contracts.	

**Responsible Parties:**

The responsible party to implement this strategy is Ashland Bus System working in coordination with KYOVA, TTA, the Mobility Manager (if hired), and member organizations of the CAT committee.

**Performance Measures:**

- ◆ Status of capital inventory improvements.
- ◆ Funding secured to reinstate services to levels similar to 2012.
- ◆ Cost per trip, mile, hour efficiency is improved.
- ◆ Local funding sources are diversified to help improve sustainability of services in light of future changes in the City budget.

**Strategy 2.4:** Lawrence County Transit and TTA will continue to work toward implementation of the Lawrence County Transit/TTA connection with Coordinated Express Service between the three Transit Centers in the TMA. Connections between the centers include the Ashland Transfer Center and, therefore, could help to reduce the impact of reduced Ashland Bus System service.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> None. Completed with existing staff or a small expansion of LCT operations staff.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Actual costs to be determined following official approval from FTA for implementation.
Potential Grant Funding Sources: FTA Section 5307. Local revenue could include City budget, CMAQ, private businesses/employers, and human service agency or other contracts.	

**Responsible Parties:**

The responsible parties to implement this strategy are Lawrence County Transit, TTA, and KYOVA. Other area transportation providers will support the beneficial service by efficiently scheduling trips that feed into the Transit Centers, as appropriate. Also, the Mobility Manager will assist with Travel Training and information sharing efforts.

**Performance Measures:**

- ◆ Approval is received and the public input process is completed.
- ◆ Coordinated Express Bus Service is implemented.
- ◆ Number of passenger trips per year by participating providers (increase/decrease) following implementation of new service.
- ◆ New service is marketed to passengers, employers, and agencies.
- ◆ Customer feedback and satisfaction.

**Strategy 2.5:** Implement a Rideshare service for individuals who are below the poverty level to utilize for employment-related activities (including job-seeking, interviews, education and training classes, taking children to day-care, and maintaining employment). Parameters for the program must include limited service area and hours of operation that meet the highest level of need. Passenger fares will be on a donation basis.

<u>Implementation Time Frame:</u> Long-Term	<u>Staffing Implications:</u> Manage the Rideshare website.
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> Cost of hosting the Rideshare website.
Potential Grant Funding Sources: If this strategy becomes a duty of the mobility manager, no additional funding is necessary.	

**Responsible Parties:**

The responsible party to lead implementation of this strategy is the Mobility Manager and/or KYOVA.

**Performance Measures:**

- ◆ Program is implemented.
- ◆ Program is advertised.
- ◆ Number of individuals who register for the Rideshare program.
- ◆ Number of individuals served by the program.

**Strategy 2.6:** Implement a rural transportation service for the rural western south shore portion of Greenup County with access to agencies in central Greenup County as well as to businesses in Portsmouth Ohio.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> Service expansion may require an additional part time driver.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Cost of expanding transportation services.
Potential Grant Funding Sources: A combination of local funding sources including human service agencies, foundations, and private businesses must be achieved unless public transportation dollars become available.	

**Responsible Parties:**

The responsible party to lead implementation of this strategy is the Mobility Manager and/or KYOVA along with key stakeholders in Greenup County. Another potential partnership should be explored beyond the TMA with Portsmouth, Ohio and its transportation operators.

**Performance Measures:**

- ◆ Service is planned and funding is secured.
- ◆ New services is advertised.
- ◆ Number of trips/rides provided.
- ◆ Number of individuals served by the new service.

**Goal #3: Control escalating operating costs and fuel budgets and address lack of funds for public and specialized transportation.**

**Strategy 3.1:** Implement a University Pass (U-Pass) program with Marshall University, Mountwest Community and Technical Collage, Ohio University, and other colleges and universities in the TMA and immediately surrounding area. The U-Pass will become a new revenue source for the transportation providers, a significant benefit to students, and an attractive incentive for new students who are considering any of the area colleges.

<p><u>Implementation Time Frame:</u> Near-Term</p> <p><u>Priority Level:</u> High</p>	<p><u>Staffing Implications:</u> Staff time to meet with universities and determine the requirements of the program.</p> <p><u>Implementation Budget:</u> Participating universities and colleges, and/or students will incur the cost of the full Pass price or supplement the cost of the full price. Negotiations must occur between the universities/colleges and the transportation providers.</p> <p>Potential Grant Funding Sources: Typically, university or college budgets or student fees are the primary or only funding source for a U-Pass program. Other options include parking facility fees from the participating university or college.</p>
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**Responsible Parties:**

The responsible parties to implement this strategy are the agencies that provide public transportation and will accept the U-Pass and all participating colleges and universities. If hired, the Mobility Manager could be directed to lead the negotiation efforts and develop the program.

**Performance Measures:**

- ◆ Benefits of the U-Pass are outlined and provided to the universities and colleges.
- ◆ Student transportation needs are evaluated to determine if a U-Pass would benefit the student body and if they would be interested in using it.
- ◆ Appropriate price for the U-Pass is negotiated between all parties.
- ◆ U-Pass is implemented with one or multiple transportation providers and schools.
- ◆ Customer satisfaction as measured through surveys.

**Strategy 3.2:** Participating agencies can collaborate to purchase various supplies and equipment, as well as vehicle maintenance and training. Joint purchasing will be most effective if managed by a single entity with oversight provided by the Mobility Manager.

To begin the process, agencies willing to be involved in the bulk purchasing agreements will meet to discuss the various goods and services needed by each agency and their current procedure for acquiring these items. Items to be purchased in bulk will be determined along with the procurement procedure. Arrangements must be mutually beneficial to all agencies involved in the process and purchasing.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> No additional staffing.
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> Potential savings if agreements are established.
Potential Grant Funding Sources: No additional funding is required.	

**Responsible Parties:**

The responsible party to implement this strategy is the CAT committee with oversight provided by the Mobility Manager, if hired.

**Performance Measures:**

- ◆ Number of participating organizations.
- ◆ Volume of goods and services purchased through the bulk purchasing process.
- ◆ Savings for each participating organization attributable to bulk purchasing.

**Strategy 3.3:** Trip Sharing: When one participating agency has a vehicle operating with empty seats, the opportunity to develop trip sharing is present. Trip sharing can save on vehicle wear and tear as well as fuel costs which directly translates into a savings. It is suggested that the Mobility Manager establish a mechanism to collect the data necessary to implement this strategy. A database of agencies and their estimated travel patterns and seat availability is suggested as a starting point.

By matching unfilled seats with another participant's clients, vehicle capacity is maximized and fuel costs can be reduced as well as other vehicle costs. This results in reducing the overall costs of each one-way trip provided. It also offers agencies the opportunity to provide transportation services to clients that would not otherwise be available.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> Staff time to coordinate trips.
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> Salary, or partial salary, for the time required for the scheduler to coordinate trips.
Potential Grant Funding Sources: No additional funding is necessary but responsibility will become an additional duty for existing scheduling staff and transportation program operations managers.	

**Responsible Parties:**

The responsible party to implement this strategy is the Mobility Manager, if hired. If no Mobility Manager is hired, a lead agency must be designated.

**Performance Measures:**

- ◆ Number of agencies sharing trips.
- ◆ Number of passengers transported/trips provided as a result of shared trips.
- ◆ Number of miles traveled versus fuel and operating costs compared to providing the trips with separate vehicles.
- ◆ Participating agency(ies') fuel cost savings compared to last 12 months.

**Strategy 3.4:** Collaborate resources to pursue additional operating funds for public and specialized transportation in the TMA. All participating organizations should seek sustainable funds so that their operating budgets will remain fairly stable from year to year. Funding to compensate for fluctuating fuel costs should be explored through local and National foundations and contributions. For example, invite local businesses to sponsor the fuel for a vehicle for one month. In return, advertise for that business on the vehicle.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> Time to research opportunities.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Potential additional revenue for operating transportation services.
Potential Grant Funding Sources: Local, State, and Federal contributions. Also, advertising revenue.	

**Responsible Parties:**

The responsible parties to implement this strategy are all of the participating transportation providers.

**Performance Measures:**

- ◆ Additional revenue received to cover fluctuating fuel expenses.
- ◆ Transportation providers develop new partnerships with private businesses through advertising.

**Goal #4: Ensure transportation providers have access to an appropriately sized, wheelchair accessible and/or non-wheelchair accessible vehicle to meet rider’s needs while controlling the transportation provider’s operating costs.**

**Strategy 4.1:** Participating agencies will collaborate to share vehicles during otherwise idle or down times. Sharing vehicles offers an opportunity for participants to serve more passengers while curtailing both capital and operating costs. Vehicle sharing arrangements are helpful when an agency needs more capacity and another agency is not using its vehicles.

Once an operations agreement is reached, the idle times of participating agencies should be documented. When a partner agency is seeking a vehicle, it will contact the Operations Manager or designated person at another partner agency to determine if a vehicle meets its needs (i.e., accessible, seating capacity, etc.) is available. Written agreements between all participating organizations must be established in advance. It is the responsibility of the participating organizations to ensure that insurance coverage is appropriate for sharing.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> Additional staff time to establish agreements, but minimal staffing implications once the agreements are established.
<u>Priority Level:</u> Low	<u>Implementation Budget:</u> No additional costs.
Potential Grant Funding Sources: No additional funding necessary.	

**Responsible Parties:**

The responsible party to implement this strategy is the CAT committee and Mobility Manager, if hired.

**Performance Measures:**

- ◆ Number of organizations that enter into vehicle sharing agreements.
- ◆ Number of trips provided through these agreements and during evenings and on weekends for older adults, individuals with disabilities, people with low incomes, and the general public.
- ◆ Number of miles traveled through these agreements.
- ◆ Number of hours a vehicle is used in provision of transportation services.

**Strategy 4.2:** Eligible human service agencies and transportation providers should continue to apply for and receive new and replacement lift-equipped vehicles through the Section 5310 program to ensure that the same or better levels of self-sufficiency are sustained for all people. Planned coordination of received equipment should have priority consideration for receiving the capital grant.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> None.
<u>Priority Level:</u> High	<u>Implementation Budget:</u> Local match.
Potential Grant Funding Sources: Section 5310 funding. Local match required at 20% for capital.	

**Responsible Parties:**

The responsible parties to implement this strategy are all eligible agencies that provide demand response transportation.

**Performance Measures:**

- ◆ Section 5310 applications submitted.
- ◆ Number of lift-equipped vehicles procured.
- ◆ Number of trips provided with equipment.

**Goal #5: Address any economic development opportunities that could benefit from the support of transportation service and result in more job, job-training, and educational opportunities for individuals with low incomes, people with disabilities, older adults, and the general public.**

**Strategy 5.1:** Work-related and economic development transportation services will be developed, as appropriate. Potential strategies include carpools, car loan programs such as Wheels-to-Work, vanpools, employer-sponsored transportation, route expansions, and/or service area expansions. Expanded hours of service to accommodate shift work will be implemented, as appropriate.

<u>Implementation Time Frame:</u> Ongoing	<u>Staffing Implications:</u> Additional staff may be required for service expansions
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> Capital expenses associated with vehicle purchase. Operating expenses associated with service expansions
Potential Grant Funding Sources: Section 5310, Section 5311, and Section 5307/5309 are potential Federal resources. Contact the TTA to determine eligibility for Section 5310. Local match of 20% is required for all capital purchases and 50% for operating with the above noted programs. Local match may be derived from any non-U.S. DOT Funding program, local government, donations, grants, and contracts for service with employers or other organizations.	

**Responsible Parties:**

All public, private, and human service agency transportation providers in the TMA and all local planning organizations. If hired, the mobility manager will explore potential transportation opportunities that support employment and economic development.

**Performance Measures:**

- ◆ Opportunities to improve transportation to work and work-related activities are explored and documented.
- ◆ Employers are approached and informed about the benefits of providing or contributing to public and coordinated shared-ride transportation for employees.
- ◆ Number of employment related trips provided, if service is implemented.
- ◆ Number of individuals who are able to gain and sustain employment because of reliable transportation.

**Goal #6: Improve safety and security at bus stops and on all vehicles.**

**Strategy 6.1:** Transportation providers will install cameras on board vehicles and at transit centers to improve passenger safety and security.

<u>Implementation Time Frame:</u> Long-term	<u>Staffing Implications:</u> Staff time to purchase and install cameras
<u>Priority Level:</u> Moderate	<u>Implementation Budget:</u> Capital expenses associated with purchase. Operating expenses associated with implementation.
Potential Grant Funding Sources: Section 5307/5309 are potential Federal resources. Other resources include any non-U.S. DOT Funding program, local government, donations, grants, and contracts for service with employers or other organizations.	

**Responsible Parties:**

All public and private transportation providers in the TMA.

**Performance Measures:**

- ◆ Number of incidents and accidents compared to the 12-months prior to installation of cameras.
- ◆ Number of passenger complaints about safety compared to the 12-months prior to installation of cameras.
- ◆ Ridership increase/decrease compared to the 12-months prior to installation of cameras.

**Strategy 6.2:** Install GPS systems on public and human service agency vehicles operating in the TMA. This strategy improves safety and security, addresses the need to demonstrate safety to insurance companies (for incentives to reduce insurance premiums), and provides a control mechanism for cost-efficiency of transportation providers.

<u>Implementation Time Frame:</u> Near-Term	<u>Staffing Implications:</u> Staff time to purchase and install cameras.
<u>Priority Level:</u> Low	<u>Implementation Budget:</u> Capital expenses associated with purchase. Operating expenses associated with implementation.
Potential Grant Funding Sources: Section 5307/5309 are potential Federal resources. Other resources include any non-U.S. DOT Funding program, local government, donations, grants, and contracts for service with employers or other organizations.	

**Responsible Parties:**

All public, private, and human service agency transportation providers in the TMA.

**Performance Measures:**

- ◆ Number of accidents and incidents compared to the 12-months prior to installation.
- ◆ On-time performance of vehicles.
- ◆ Customer complaints about on-time performance compared to the 12-months prior to installation.



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## **Focus Groups/Public Meetings**

### *Stakeholder and General Public Meetings*

Dates: Meeting 1- July 18, 2013 Meeting 2: August 22, 2013

Location: KYOVA Interstate Planning Commission, Huntington, West Virginia

### *Invitations Distributed*

U.S. Mail: Meeting 1: July 9, 2013 Meeting 2: August 13, 2013

Email: Meeting 1: July 8, 2013 Meeting 2: July 26, 2013

Web Posting: KYOVA Interstate Planning Commission [www.wvs.state.wv.us/kyova](http://www.wvs.state.wv.us/kyova)

Newspapers:

July 5-8, 2013: Wayne County News; Cabell Standard; Ironton Tribune; Greenup County News Times; Daily Independent; Herald Dispatch; The Daily Mail; The Charleston Gazette.

Sunday, August 20, 2013: The Charleston Gazette and Daily Mail

Radio/TV PSAs:

Other: Email distribution lists from the various stakeholders and postings at agencies.

Posted or distributed in local community/senior centers, etc.

Information was provided in alternative formats, upon request.

Events were open to all individuals, including hearing impaired.

Information was provided in alternative formats, upon request.

Interpreters provided, upon request.

Number of Attendees (by location & date): There were 17 attendees on July 18<sup>th</sup> and 18 attendees on August 22<sup>nd</sup>.

Invitation letter and mailing list attached.

Copies of flyers, brochures, etc.

Copy of Public Notice and list of newspapers in which it appeared

Copy of email invitation and mailing list attached.

Sign-in Sheets attached.

Copy of web posting (if available)

Focus Group Summary Included in Report

## **Surveys**

Date(s) Surveys Were Distributed:

U.S. Mail

Web Posting

E-mail: July and August

Other (please specify):

Newspaper Notice: August 14, 2013

Radio/TV PSAs:

Distributed in local community/senior centers, etc.

Information was provided in alternative formats, upon request.

Number of Surveys Distributed: Unknown

Number of Surveys Returned: 5 surveys from the general public and 10 transportation provider surveys

Listing of Survey Recipients attached

**Other Outreach Efforts**

- Flyers or Brochures in
- Senior Centers
- Community Centers
- City/County Offices
- Other:

Teleconferences – Consultants called organizations to request follow-up information. Organizations that did not participate, but major transportation providers, were contacted by telephone to verify that they received the invitation/meeting notice.

**\*PUBLIC & STAKEHOLDER TRANSPORTATION MEETING\***

**Community Input Sought for Coordinated Public Transit-Human Services  
Transportation Plan for the Transportation Management Area (TMA) Including  
Cabell and Wayne Counties, West Virginia; Lawrence County, Ohio; and Greenup and  
Boyd Counties, Kentucky**

**When: Open House: Thursday, July 18, 2013, 10:00 AM to 6:00 PM**

***With a presentation at 10:00 AM & repeated at 2:00 PM, & 5:30 PM***

**Where: KYOVA Interstate Planning Commission, 400 Third Ave. Huntington, WV**

Organizations that operate, purchase, or use public, human service agency, or private transportation for older adults, individuals with disabilities, people with low incomes, or the general public are strongly encouraged to attend. Your participation in the planning process is necessary for future Federal Transit Administration (FTA) grants that are included in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation. **These FTA grant programs include FTA Section 5310, Specialized Transportation for Older Adults and Individuals with Disabilities, and the funding programs previously titled Job Access Reverse Commute (JARC/FTA Section 5316) and the New Freedom Initiative (FTA Section 5317).**

Future applications for projects funded by the above noted FTA grants ***must*** be included in the coordinated transportation plan. The purpose of the meeting and planning process is to outline needs and gaps in services and prioritize coordinated transportation strategies and projects for the Transportation Management Area (TMA) for 2014 through 2018.

A formal presentation will take place three times during the day: 10:00 AM, 2:00 PM, and 5:30 PM. The same presentation will be repeated each time in an effort to accommodate the schedules of attendees. Consultants will also be available throughout the day to talk one-on-one with transportation providers, funding organizations, passengers, and interested community members. Please contact Laura Brown to schedule an interview: 1-800-684-1458 or [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com).

Thursday, July 18, 2013  
10:00 AM – 6:00 PM  
KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25701

If you are unable to attend, comments may be submitted in writing:

Email: [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com)

Fax: (937) 299-1055

Mail: RLS & Associates, Inc. 3131 South Dixie Hwy., Suite 545 Dayton, OH 45439

**From:** [Saleem Salameh](#)  
**To:** [Amy Thomas \(E-mail\)](#); [Anthony.Lococo@dot.state.oh.us](mailto:Anthony.Lococo@dot.state.oh.us); [Bethany Wild](#); [Bill Dingus](#); [Bre Shell](#); [Brett A. Boothe](#); [Brett Boothe](#); [Bruce Kenny](#); [Burkett, Frank](#); [Chad Mitten](#); [Charles Holley](#); [Christopher.T.Fleming@wv.gov](mailto:Christopher.T.Fleming@wv.gov); [Dannielle Slusher](#); [Dave Moore](#); [David Hagley](#); [Dora \(work\)](#); [Dorcas, Todd M](#); [Doug Buskirk](#); [Doug Cade](#); [Doug Rice](#); [Dupont, Bernadette](#); [Dyke, Kelly](#); [Edward Armbruster](#); [Elsayed, Gehan M](#); [Eplin, Raymond S](#); [Frank Betz](#); [gregory.l.bailey@wv.gov](mailto:gregory.l.bailey@wv.gov); [Ham, James](#); [Harrod, Justin \(KYTC\)](#); [Hostin, Juana \(O-Transit\)](#); [Hurst, Andrew](#); [Jeffery Blanton](#); [Jennifer Brown](#); [Jennifer L Hunter \(OEPA\)](#); [Jennifer Woodall](#); [Jim Orelemann \(OEPA\)](#); [Jim Roueche](#); [Jody Sigmon](#); [Kathleen Zubrzycki](#); [Kevin Burgess \(E-mail\)](#); [Locker, Mark](#); [Maleski, Mike](#); [Mark.Johansen@dot.state.oh.us](mailto:Mark.Johansen@dot.state.oh.us); [Max Francis](#); [McCutcheon, Perry J](#); [Michele Craig](#); [Michele Whitlock](#); [Mike Payne](#); [Murray, Bill R](#); [neosha.price@dot.gov](mailto:neosha.price@dot.gov); [Nichols, Andrew](#); [O'Connell, Susan L](#); [Oesterling, Leigh](#); [Pamela Blakley](#); [Patrick Donovan](#); [Paul Davis](#); [Perez, Eric \(KYTC\)](#); [Perkins, Susan \(KYTC\)](#); [Perry J Keller](#); [Philip Biggs](#); [Phoebe Patton Randolph](#); [Ralph Kline](#); [Rawlings, Greg](#); [Richard L. Warner](#); [Richard McCoy](#); [Robert Pennington](#); [Salmons, Brianne](#); [Sam Granato](#); [Scott Ferry](#); [Scott Thomson \(E-mail\)](#); [shell4602@aol.com](mailto:shell4602@aol.com); [Shyna.Gawell@dot.state.oh.us](mailto:Shyna.Gawell@dot.state.oh.us); [Smith, Dianna](#); [Spencer, Lori](#); [Spradling, Ernest R](#); [steve.ross@ky.gov](mailto:steve.ross@ky.gov); [Steven Runyon](#); [tdgrubb@windstream.net](mailto:tdgrubb@windstream.net); [Terri B Sicking](#); [Tom.Barnitz@dot.state.oh.us](mailto:Tom.Barnitz@dot.state.oh.us); [Tony Maietta](#); [Turner, Natasha](#); [Vanessa.Adams@dot.gov](mailto:Vanessa.Adams@dot.gov); [Vaughn.Wilson@dot.state.oh.us](mailto:Vaughn.Wilson@dot.state.oh.us); [Vickie Bourne \(Bourne, Vickie\)](#); [Viviane Khounlavong Vallance](#); [Webb, Brian P](#); [William F Durham](#); [William.Francis@dot.state.oh.us](mailto:William.Francis@dot.state.oh.us); [Witt, Thomas \(KYTC\)](#)  
**Cc:** [Bethany Wild](#); [Cara Adams](#); [Dannielle Slusher](#); [Dora \(work\)](#); [Jody Sigmon](#); [Michele Craig](#); [Terri B Sicking](#); [Cara Adams](#); [Kathy K Elliott](#); [Mike Webb](#); [Zack Browning](#); [Laura Brown](#)  
**Subject:** Coordinated Public Transit-Human Services Transportation Plan \*Public Meeting\* - Thursday, July 18, 2013 @ 10:00 AM - 6:00 PM  
**Date:** Monday, July 08, 2013 10:05:50 AM

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**\*Public Meeting\***

**Community Input Sought for Coordinated Public Transit-Human Services Transportation Plan for the Transportation Management Area (TMA) Including Cabell, Wayne, and Putnam Counties, West Virginia; Lawrence County, Ohio; and Greenup and Boyd Counties, Kentucky**

**Thursday, July 18, 2013**

**KYOVA Interstate Planning Commission, 400 Third Ave. Huntington, WV**

Interested community members, human service agencies, and transportation operators are invited to attend an open house style public meeting for discussion of public and human service agency transportation needs and gaps in service throughout the TMA. The transportation planners will be available to discuss existing transportation services and the unmet needs that exist in your community. Formal presentations will take place three times during the day: 10:00 AM, 2:00 PM, and 5:30 PM. Consultants will also be available throughout the day to talk one-on-one with transportation providers, funding organizations, passengers, and any interested community members.

The general public is encouraged to attend. Organizations that provide passenger transportation for older adults, individuals with disabilities, people with low incomes, or the general public are strongly encouraged to attend. Participation in the planning process is required for future Federal Transit Administration (FTA) grants that are included in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation. These programs include FTA Section 5310, Specialized Transportation for Older Adults and Individuals with Disabilities, and the funding programs previously titled Job Access Reverse Commute (JARC/FTA Section 5316) and the New Freedom Initiative (FTA Section 5317).

The purpose of the planning process is to outline and prioritize coordinated transportation strategies for the TMA, especially projects eligible for Federal Transit Administration (FTA)

programs.

Thursday, July 18, 2013

10:00 AM – 6:00 PM

KYOVA Interstate Planning Commission

400 Third Avenue

Huntington, WV 25701

If you are unable to attend, comments may be submitted in writing:

Email: [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com)

Fax: (937) 299-1055

Mail: RLS & Associates, Inc.

3131 South Dixie Hwy., Suite 545

Dayton, OH 45439

Please feel free to forward this announcement to anyone I've missed.

Thanks,

Saleem A. Salameh, P.E., M.ASCE

Technical Study Director/Transportation Engineer

KYOVA Interstate Planning Commission

400 Third Avenue

Huntington, WV 25701

Telephone 304.523.7434

Facsimile 304.529.7229

[Ssalameh@ntelos.net](mailto:Ssalameh@ntelos.net)

[Salameh@marshall.edu](mailto:Salameh@marshall.edu)

Website: [www.wvs.state.wv.us/kyova](http://www.wvs.state.wv.us/kyova)

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**\*Public Meeting\***

**Community Input Sought for Coordinated Public Transit-Human Services  
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Interested community members, human service agencies, and transportation operators are invited to attend an open house style public meeting for discussion of public and human service agency transportation needs and gaps in service throughout the TMA. The transportation planners will be available to discuss existing transportation services and the unmet needs that exist in your community. Formal presentations will take place three times during the day: 10:00 AM, 2:00 PM, and 5:30 PM. Consultants will also be available throughout the day to talk one-on-one with transportation providers, funding organizations, passengers, and any interested community members.

The general public is encouraged to attend. Organizations that provide passenger transportation for older adults, individuals with disabilities, people with low incomes, or the general public are strongly encouraged to attend. Participation in the planning process is required for future Federal Transit Administration (FTA) grants that are included in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation. These programs include FTA Section 5310, Specialized Transportation for Older Adults and Individuals with Disabilities, and the funding programs previously titled Job Access Reverse Commute (JARC/FTA Section 5316) and the New Freedom Initiative (FTA Section 5317).

The purpose of the planning process is to outline and prioritize coordinated transportation strategies for the TMA, especially projects eligible for Federal Transit Administration (FTA) programs.

Thursday, July 18, 2013  
10:00 AM – 6:00 PM  
KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25701

If you are unable to attend, comments may be submitted in writing:

Email: [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com)

Fax: (937) 299-1055

Mail: RLS & Associates, Inc.

3131 South Dixie Hwy., Suite 545

Dayton, OH 45439

Contact List

Contact	Agency	Email	Phone	Address	City	State	Zip
Rita M. Pauley	Area Agency on Aging (Ohio)	<a href="mailto:nkeller@aaa7.org">nkeller@aaa7.org</a>	1-800-582-7277 ext. 210	160 Dorsey Drive (PO Box 500, F32-URG)	Rio Grande	OH	45674-0500
Michelle Whitlock	City of Ashland	<a href="mailto:mwhitlock@ashlandky.org">mwhitlock@ashlandky.org</a>	606-327-2025	99 15th St.	Ashland	KY	41105
Gretchen VanHoose	City of Ashland	<a href="mailto:gavanhoose@asklandky.org">gavanhoose@asklandky.org</a>	606-327-2009	P.O. Box 1839, Suite 102	Ashland	KY	41105
Michelle Veach	Ashland Bus System	<a href="mailto:mveach@ashlandky.org">mveach@ashlandky.org</a>	606-327-2025	99 15th St	Ashland	KY	41101
Director	Autism Services Center	<a href="mailto:mike@autismwv.org">mike@autismwv.org</a>		P.O. Box 507	Huntington	WV	25710-0507
Rebecca Gilliam, Director	BOYD COUNTY COMMUNITY CENTER		606-739-6349	3015 Louisa Street	Catlettsburg	KY	41129
Chuck Ricks	Cabell County Community Services Organization	<a href="mailto:ccso1@ccco.com">ccso1@ccco.com</a>	304-529-4952	724 Tenth Avenue	Huntington	WV	25701
Director	Cabell County DHHR			2699 Park Ave. Suite 100	Huntington	WV	25704
Superintendent	Cabell County Schools		(304) 528-5000	2850 5th Avenue	Huntington	WV	25702
Human Resources	Cabell Huntington Hospital		(304) 526-2000	1340 Hal Greer Blvd	Huntington	WV	25701
Rhonda Spears	Cabell-Wayne Association of the Blind	<a href="mailto:cwabs@cabellwayne.org">cwabs@cabellwayne.org</a>		38 Washington Avenue	Huntington	WV	25701
Paul Slone	Cabell-Wayne Association of the Blind		304-522-6991	38 Swashington Ave.	Huntington	WV	25701
Human Resources	Cammack Childerns Center	<a href="mailto:agwarnick@cammack.org">agwarnick@cammack.org</a>		64 West 6th Avenue	Huntington	WV	25701
Ben Newhouse	City Manager	<a href="mailto:bnewhouse@hurricanewv.com">bnewhouse@hurricanewv.com</a>		P.O. Box 1086	Hurricane	WV	25526
Sherry McDavid	FIVCO Area Development District	<a href="mailto:sherry@fivco.org">sherry@fivco.org</a>	(606) 929-1366	32 FIVCO COURT	Grayson	KY	41143
Terri Burgess Sicking, MPO Planner	FIVCO Area Development District	<a href="mailto:terri@fivco.org">terri@fivco.org</a>	(606) 929-1366	32 FIVCO COURT	Grayson	KY	41143
Angie Todd	G&P Meals and Transportation	<a href="mailto:gpmeals@specglobal.net">gpmeals@specglobal.net</a>	(740) 532-4044	2740 South 8 <sup>th</sup> Street	Ironton	OH	45638
Sandy Mendez, Director	GREENUP COUNTY SENIOR CENTER		606-473-6244	1617 Ashland Road	Greenup	KY	41144
Gary Walton, President	Huntington Area Development Council	<a href="mailto:gwalton@hadco.org">gwalton@hadco.org</a>	(304) 525-1161	916 Fifth Avenue, Suite 400	Huntington	WV	25701
Marilyn Howard	Ironton-Lawrence County Community Action Organization, Inc.	<a href="mailto:mhoward@ilcao.org">mhoward@ilcao.org</a>	740-532-3534	305 North 5th Street	Ironton	OH	45638
Ralph Kline	Ironton-Lawrence County Community Action Organization, Inc.	<a href="mailto:rkline@ilcao.org">rkline@ilcao.org</a>	740-532-3534	305 North 5th Street	Ironton	OH	45638
Mike Payne	Ironton-Lawrence County Community Action Organization, Inc.	<a href="mailto:mmpayne82@msn.com">mmpayne82@msn.com</a>	740-532-3534	305 North 5th Street	Ironton	OH	45638
Bud Beaver	John Henson Senior Center	<a href="mailto:BudBeaver@frontear.com">BudBeaver@frontear.com</a>	304-562-9451	2800 Putnam Ave.	Hurricane	WV	25526
Mike Payne	Lawrence County Transit	<a href="mailto:mpayne@ilcao.org">mpayne@ilcao.org</a>	740-532-2269				
Chris Schneider	Lawrence County Transit	<a href="mailto:cschneider@ilcao.org">cschneider@ilcao.org</a>	740-532-2269				
Pam Mollett	LCBMRDD	<a href="mailto:pmollett@lawrencemrdd.org">pmollett@lawrencemrdd.org</a>		604 Carlton Davidson Lane	Coal Grove	OH	45638
Donald Myers	LCDJFS	<a href="mailto:Myersdoi@odjfs.state.oh.us">Myersdoi@odjfs.state.oh.us</a>	740-532-3324	P.O. Box 539	Ironton	OH	45638-0539
Mike Jackson	LKLP Human Service Transportation	<a href="mailto:mike.jackson@ky.gov">mike.jackson@ky.gov</a>	(800) 245-2826	398 Roy Campbell Drive	Hazard	KY	41701
Michael Woods	LKLP Public Transportation	<a href="mailto:m.woods@lkp.net">m.woods@lkp.net</a>	1-866-813-0072	398 Roy Campbell Drive	Hazard	KY	41701
Office of Parking and Transportation	Marshall University	<a href="mailto:parking@marshall.edu">parking@marshall.edu</a>	(304) 696-6406	1801 5th Avenue	Huntington	WV	25755
Anne Weeks	Mountain State Centers for Independent Living	<a href="mailto:aoweeks@mtstcil.org">aoweeks@mtstcil.org</a>	304-525-3324	821 Fourth Avenue	Huntington	WV	25701
Dee DeLancey	Mountain State Centers for Independent Living		304-525-3324	821 Fourth Avenue	Huntington	WV	25701
David Carroll	Northeast KY Community Action Agency	<a href="mailto:david.carroll@nkcaa.net">david.carroll@nkcaa.net</a>	606-286-4443	539 Hitchens Ave	Olive Hill	KY	41164
Diana Williams	Our Lady of Bellefonte Hospital (OLBH) HCS Van Ministries	<a href="mailto:diana_williams@bshsi.org">diana_williams@bshsi.org</a>	606-833-3366	1000 St. Christopher Dr	Ashland	KY	41102
Tiffany Haney, Boyd County Coordinator	Pathways Inc.	<a href="mailto:tiffany.haney@pathways-ky.org">tiffany.haney@pathways-ky.org</a>		3701 Lansdowne Drive	Ashland	KY	41102
Jennifer Willis, LCSW Greenup County Coordinator	Pathways Inc.	<a href="mailto:misty.walter@pathways-ky.org">misty.walter@pathways-ky.org</a>		57 Dora Lane	Greenup	KY	41144
Michael D. Miller, Director	Planning and Community Development Department		606-327-2030	1700 Greenup Avenue, Room 208 P.O. Box 1839	Ashland	KY	41105
Kim Spaulding	Prestera Center	<a href="mailto:kim.Spaulding@prestera.org">kim.Spaulding@prestera.org</a>		3375 US Route 60, East	Huntington	WV	25705
	Prestera Center			PO Box 299	Winfield	WV	25213
Diana Long	Rahall Transportation	<a href="mailto:dlong@nicati.org">dlong@nicati.org</a>	304-542-3303	1900 3rd Ave.	Huntington	WV	25701
	River Cities Limo Services		304-525-0999	245 Washington Avenue	Huntington	WV	25701
Karen Craft, Director	SILVER GENERATION CENTER		606-405-0077	3015 Louisa Street	Catlettsburg	KY	41129
Dwight Coburn	Southwestern Community Action	<a href="mailto:dwright.coburn@scacwv.org">dwright.coburn@scacwv.org</a>	304-525-5151	540 5th Ave.	Huntington	WV	25701
	Southwestern Community Acton Council Inc. - Head Start Program	<a href="mailto:scacwv@scacwv.org">scacwv@scacwv.org</a>		1100 Monroe Avenue	Huntington	WV	25704
	St. Mary's Medical Center			2900 1st Ave	Huntington	WV	25702
	Teays Valley Taxi, LLC		304-421-8124	18 Beaver Dr	Hurricane	WV	25526
Paul Davis	TTA	<a href="mailto:pdavis@tta-wv.com">pdavis@tta-wv.com</a>	304-529-6094	1120 Virginia Avenue, West	Huntington	WV	25779
	University Physicians & Surgeons			1600 Medical Center Dr	Huntington	WV	25701
	VA Medical Center		(304) 429-6741	1540 Spring Valley Dr	Huntington	WV	25704
Rob Howell, Wayne X-Press Director	Wayne County Community Services Organization, Inc.	<a href="mailto:rhowell@wccso.org">rhowell@wccso.org</a>	304-429-0070	3609 Hughes Street	Huntington	WV	25704
	Wayne County DHHR			26452 East Lynn Rd	Wayne	WV	25570
Todd Dorcas	West Virginia Division of Public Transit	<a href="mailto:Todd.M.Dorcas@wv.gov">Todd.M.Dorcas@wv.gov</a>		1900 Kanawha Blvd, East Building 5, Room 906	Charleston	WV	25305
Susan O'Connell	West Virginia Division of Public Transit			1900 Kanawha Blvd, East Building 5, Room 906	Charleston	WV	25305
Saleem Salameh	KYOVA	<a href="mailto:ssalameh@ntelos.net">ssalameh@ntelos.net</a>	304-523-7434	400 3rd Ave. P.O. Box 939	Huntington	WV	25712
Admissions	Mountwest Community Technical College		866-676-5533	1 Mountwest Way	Huntington	WV	25701

<b>Newspaper</b>
Wayne County News
Cabell Standard
Putnam Standard
Ironton Tribune
Greenum County News Times
Daily Independent (Boyd County, KY)
Herald Dispatch (Huntington)
The Daily Mail (Charleston)
The Charleston Gazette



**Moving Public Transportation**  
Into the Future

# TMA Coordinated Public Transit-Human Services Transportation Plan

Public & Stakeholder Meeting

July 18, 2013

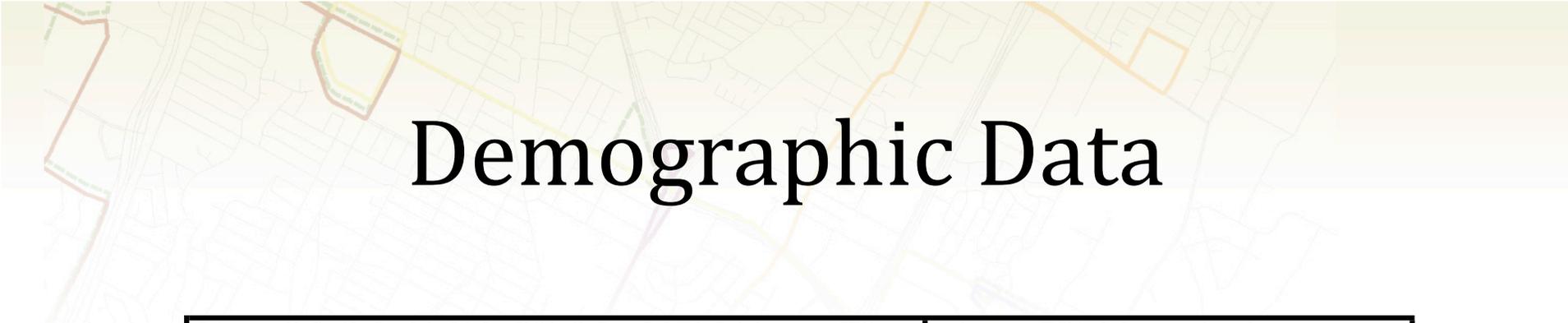
Presented by: Charles Glover & Laura Brown  
RLS & Associates, Inc.



# Meeting Objectives

- 1. Coordinated Transportation Planning Area**
- 2. Discuss Unmet Transportation Needs**
- 3. Review MAP-21 Highlights**
- 4. Update Priorities, Goals, and Strategies**
- 5. Next Steps**





# Demographic Data

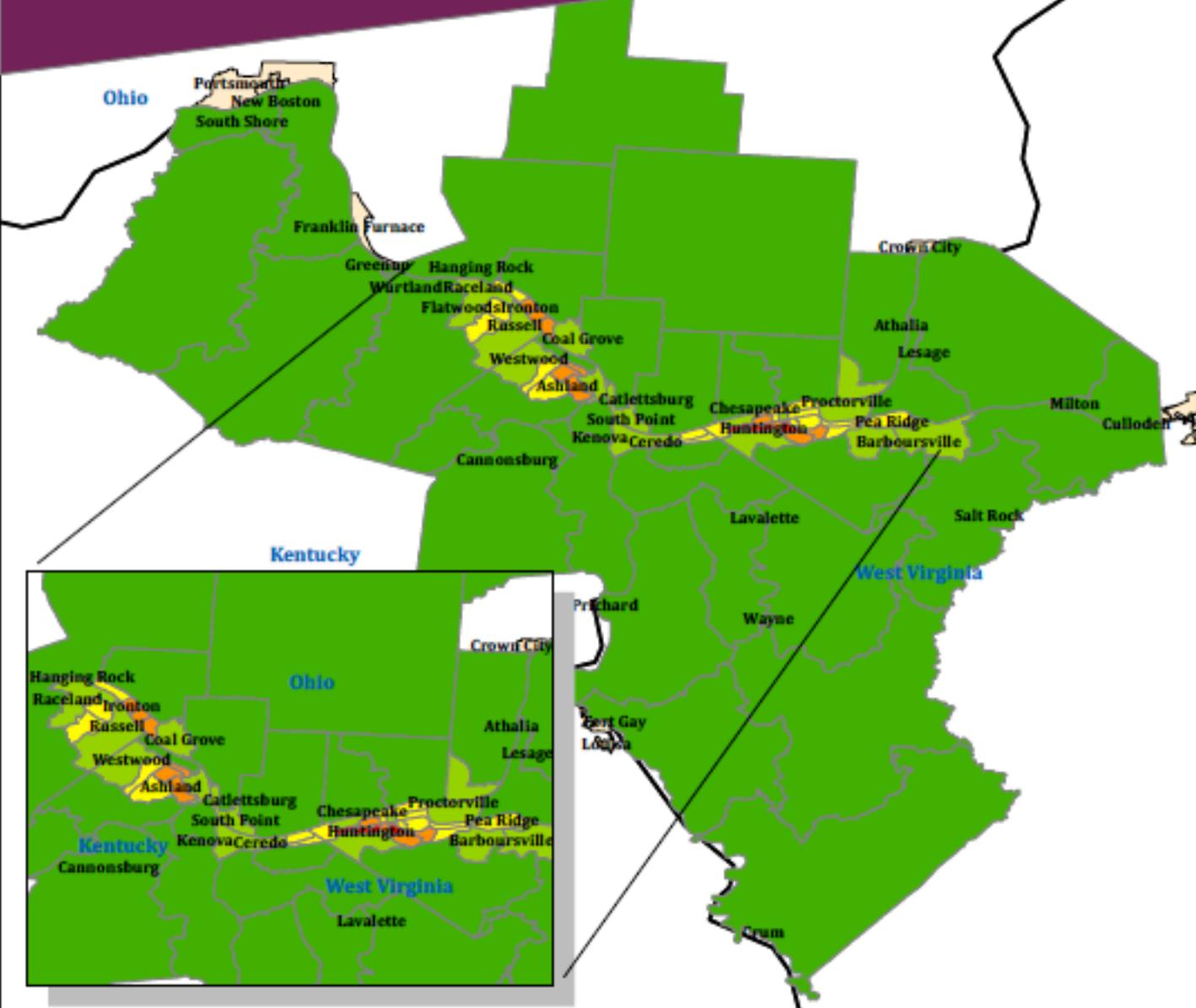
<b>County</b>	<b>Total Population</b>
Boyd County, Kentucky	49,368
Greenup County, Kentucky	36,974
Lawrence County, Ohio	62,592
Cabell County, West Virginia	95,870
Wayne County, West Virginia	42,533

A background map showing a residential area with streets and property lines. The title 'Population Age 60+' is overlaid on the map.

# Population Age 60+

County	Total Population	Population 60 and Over	Percent Population 60 and Over
Boyd County, Kentucky	49,368	11,453	23.2%
Greenup County, Kentucky	36,974	8,430	22.8%
Lawrence County, Ohio	62,592	13,770	22.0%
Cabell County, West Virginia	95,870	20,996	21.9%
Wayne County, West Virginia	42,533	9,953	23.4%

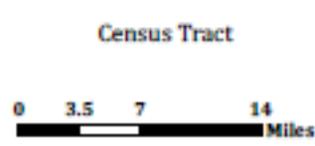
# Population Density Age 60 and Older



## Coordinated Public Transit- Human Service Transportation Plan

### Legend

- 60 and Over / SQMI**
- 2.347 - 110.3
  - 110.4 - 350.3
  - 350.4 - 629.5
  - 629.6 - 976.7
  - 976.8 - 1462
  - Cities
  - States



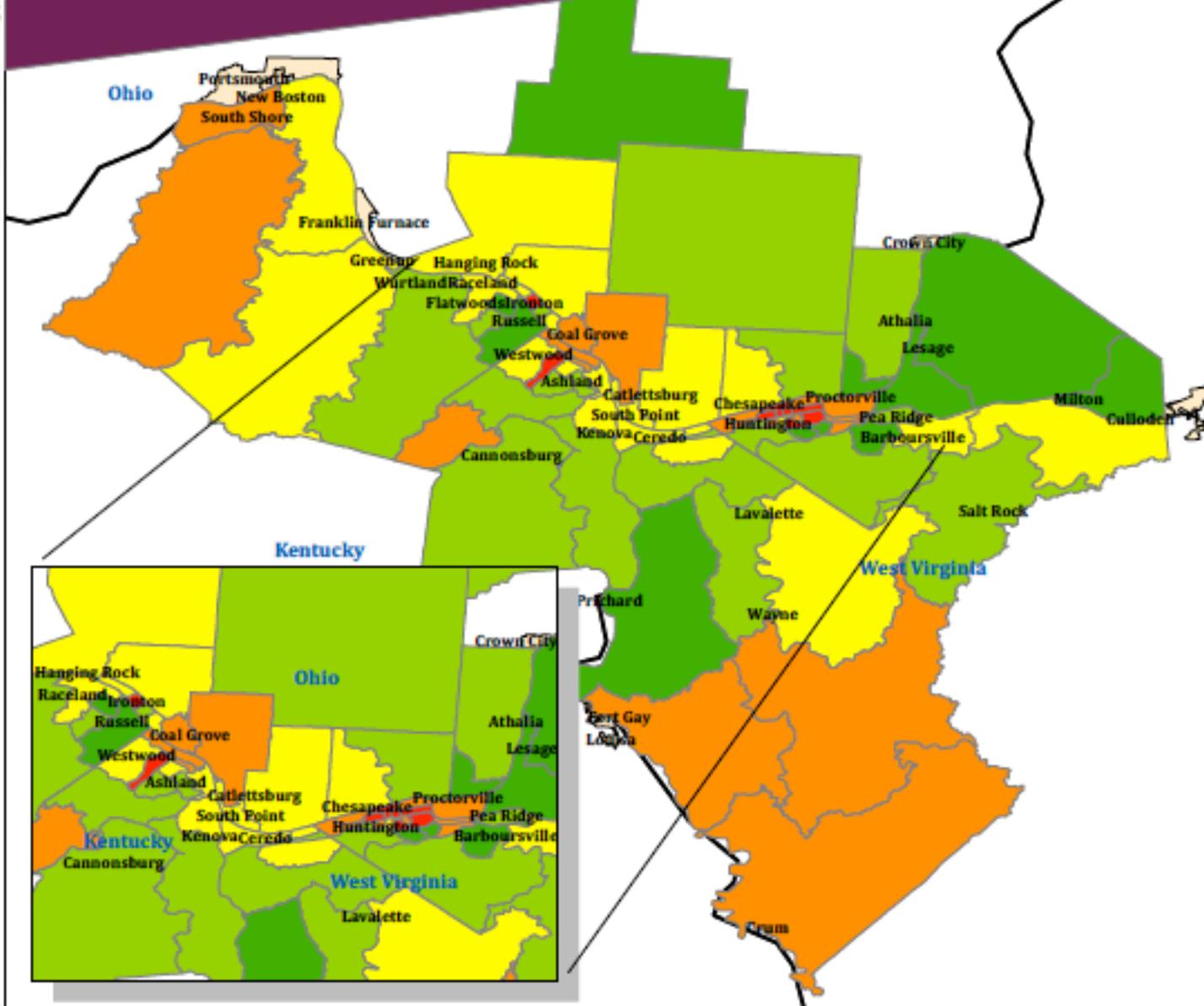
# Population Below Poverty

County	Population for Whom Poverty is Determined	Persons Below Poverty Level	Percent Persons Below Poverty Level
Boyd County, Kentucky	46,856	8,943	19.1%
Greenup County, Kentucky	36,383	5,859	16.1%
Lawrence County, Ohio	61,825	10,787	17.4%
Cabell County, West Virginia	92,665	19,903	21.5%
Wayne County, West Virginia	42,302	8,333	19.7%

# Median Household Income

County	Median Household Income
Boyd County, Kentucky	\$38,848
Greenup County, Kentucky	\$41,902
Lawrence County, Ohio	\$38,639
Cabell County, West Virginia	\$35,691
Wayne County, West Virginia	\$36,029

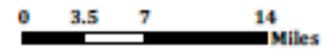
# Percent Population Below Poverty Level



## Coordinated Public Transit-Human Service Transportation Plan

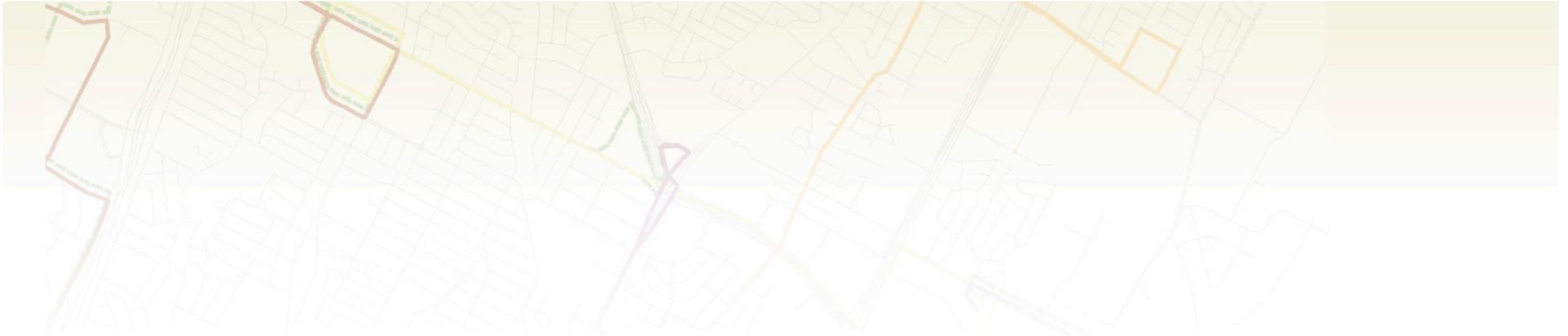
### Legend

- Census Tracts**
- 5.135% - 9.801%
  - 9.802% - 15.221%
  - 15.222% - 23.082%
  - 23.083% - 41.53%
  - 41.531% - 82.207%
  - Cities
  - States



# Available Vehicles

County	Total Households	No Vehicles	%	1 Vehicle	%	2 Vehicles	%
Boyd County, Kentucky	19,521	1,830	9.37%	6,739	34.52%	6,877	35.23%
Greenup County, Kentucky	14,309	1,075	7.51%	4,103	28.67%	5,922	41.39%
Lawrence County, Ohio	24,479	1,606	6.56%	7,968	32.55%	9,315	38.05%
Cabell County, West Virginia	40,397	5,425	13.43%	14,776	36.58%	14,031	34.73%
Wayne County, West Virginia	16,833	1,642	9.75%	6,016	35.74%	6,528	38.78%



# MAP-21 and Coordination Planning Requirements

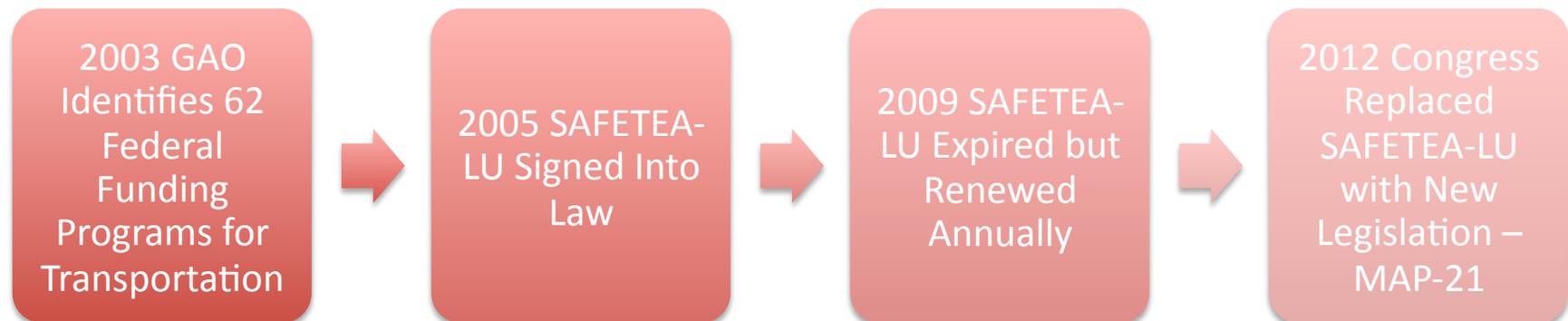
# History of Coordination Plans

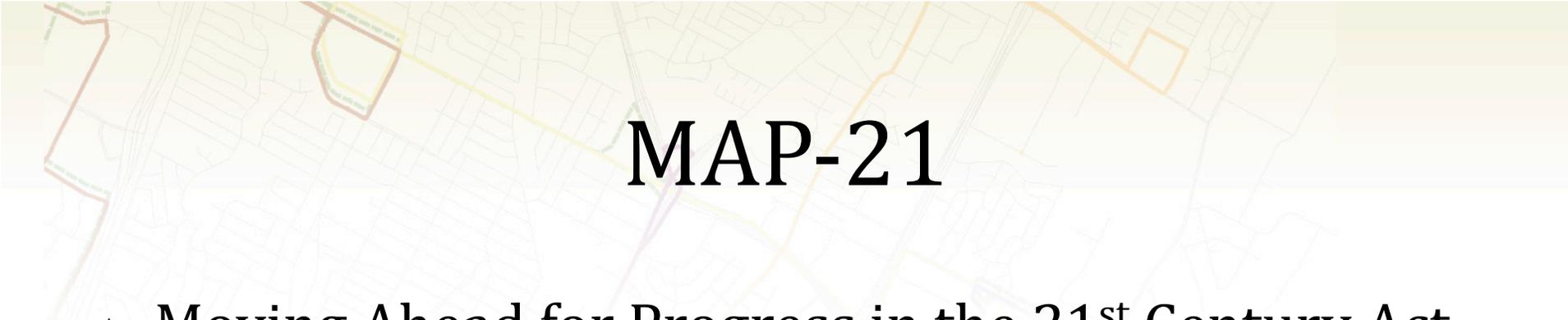
## Why Were Coordination Plans Developed?

- ◆ To Improve Transportation Services for People with Disabilities, Older Adults, and Individuals with Lower Incomes
- ◆ To Ensuring that Communities Coordinate Transportation Resources Provided through Multiple Federal Programs.



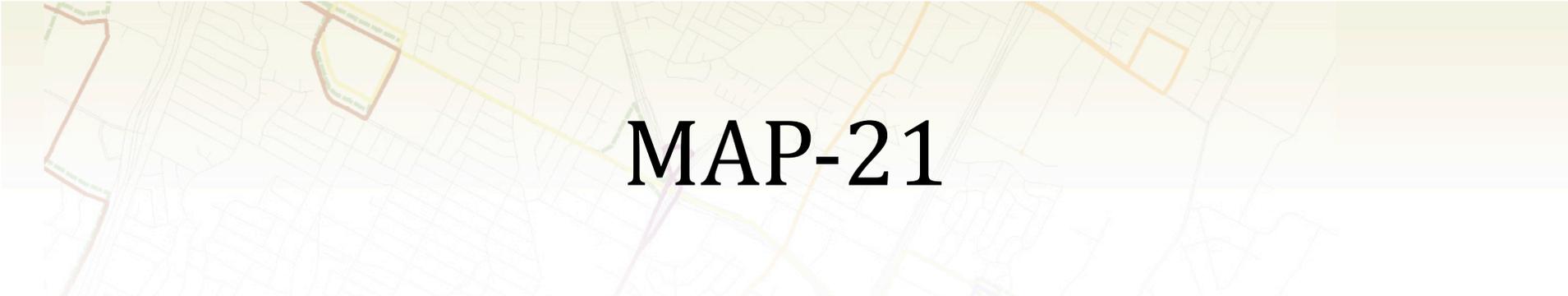
# History of Coordination Plans





# MAP-21

- ◆ Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)
  - Signed Into Law on July 6, 2012
  - Effective as of October 1, 2012
  - Authorizes Programs for Two Years, Through September 30, 2014



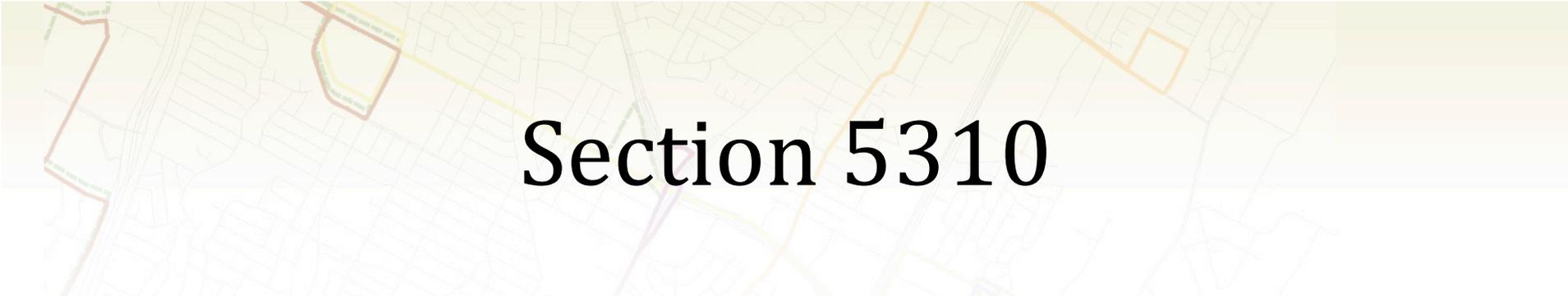
# MAP-21

- ◆ Authorized Funding FY 2013: \$10.578 Billion
  - Bus and Bus Facilities Formula Grants
  - Rural Formula Grants
  - Growing States and High Density States Formula
  - National Transit Institute
  - National Transit Database
  - Enhanced Mobility of Seniors and Individuals with Disabilities
  - Planning
  - Administrative Expenses
  - Research, TCRP, Bus Testing
  - Technical Assistance/Human Resources
  - TOD Pilot

# MAP-21 Provisions

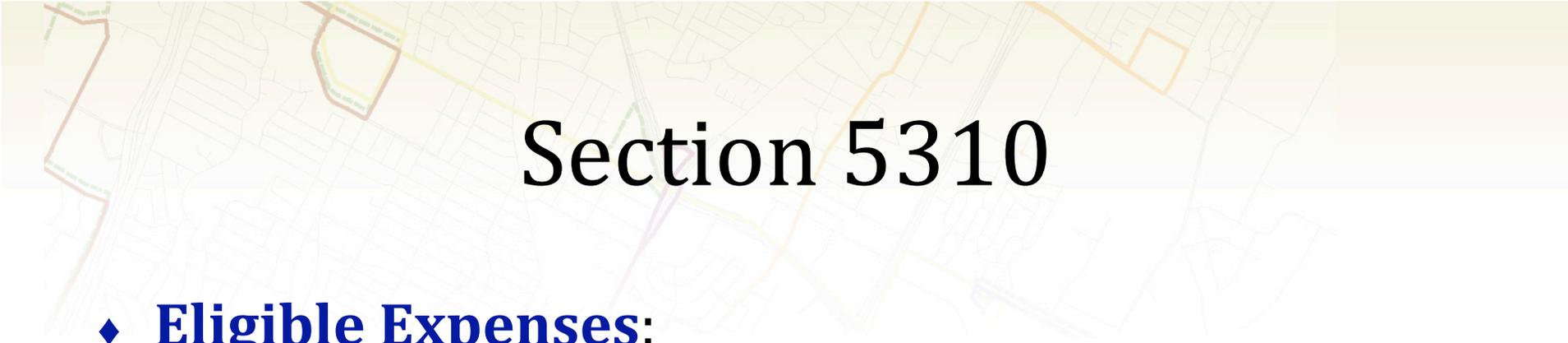
- ◆ Consolidates Certain Transit Programs
  - Incorporates Section **5316/JARC-Eligible** Activities into Section 5311 or 5307.
  - Consolidates Section **5310** and **5317/New Freedom** Program Eligibilities into a Single Formula Program.

New	Repealed	Consolidated	Modified
<ul style="list-style-type: none"><li>• Safety Authority (5329)</li><li>• State of Good Repair Grants (5337)</li><li>• Asset Management (5326)</li><li>• Bus and Bus Facilities Formula Grants (5339)</li><li>• Public Transportation Emergency Relief (5324)</li><li>• TOD Planning Pilot Grants (20005(b) of MAP-21)</li></ul>	<ul style="list-style-type: none"><li>• Clean Fuels Grants (5308)</li><li>• Job Access and Reverse Commute (5316) [JARC]</li><li>• New Freedom Program (5317)</li><li>• Paul S. Sarbanes Transit in the Parks (5320)</li><li>• Alternatives Analysis (5339)</li><li>• Over-the-Road Bus (Sec. 3038 – TEA-21)</li></ul>	<ul style="list-style-type: none"><li>• Urbanized Area Formula Grants (5307) [JARC]</li><li>• Enhanced Mobility of Seniors and Individuals with Disabilities (5310) [New Freedom]</li><li>• Rural Area Formula Grants (5311)[JARC]</li></ul>	<ul style="list-style-type: none"><li>• Fixed Guideway Capital Investment Grants (5309)</li><li>• Metropolitan and Statewide Planning (5303 &amp; 5304)</li><li>• Research, Development, Demonstration, and Deployment (5312)</li><li>• Technical Assistance and Standards (5314)</li><li>• Human Resources and Training (5322)</li></ul>



# Section 5310

- ◆ **Eligibility:** Private Nonprofit Organizations Where Existing Transportation Services Were Insufficient, Inadequate, or Inappropriate
- ◆ **Program Goal:** To Improve Mobility for Older Adults and Individuals with Disabilities
- ◆ **Example:** Purchase of New or Replacement Wheelchair Accessible Vehicles to Meet Unmet Transportation Needs



# Section 5310

## ◆ Eligible Expenses:

- Capital & Operating Expenses to Support the Provision of Transportation to Meet Special Needs of Older Adults and Individuals with Disabilities

## ◆ Matching Requirements:

- 80% Federal Participation
- 20% Local Match (from any non-U.S. Department of Transportation Federal Source... Local Sources... State Source)



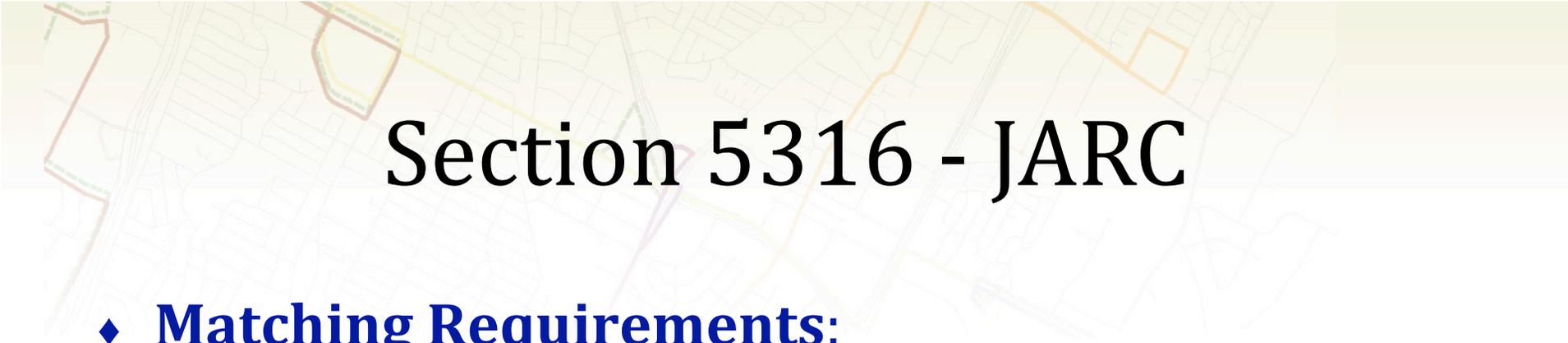
## Section 5316 - JARC

- ◆ MAP-21 Consolidated JARC Into the 5311 & 5307 Formula Allocation
- ◆ Designated to Address the Unique Transportation Challenges Faced by People with Low-Incomes Who Were Seeking to Get and Keep Jobs
- ◆ Addresses the Disconnect Between the Jobs and the Job Seekers



# Section 5316 - JARC

- ◆ **Eligible Purposes:** Capital, Planning, and Operating Expenses That Support the Development and Maintenance of Transportation Services Designed to Transport Individuals with Low-Incomes to and From Jobs and Job-Related Activities

A faint, light-colored map of a city street grid is visible in the background of the top half of the slide. The map shows various streets and blocks, with some areas highlighted in different colors like orange and green.

# Section 5316 - JARC

## ◆ Matching Requirements:

- Capital: 80% Federal/20% Local Match
- Operating: 50% of Net Cost of Service

## ◆ Example:

- Voucher Programs for Work Related Trips
- Mobility Manager
- New or Expanded Service to Meet Employment Needs



# Section 5317 – New Freedom

- ◆ MAP-21 Consolidated it Into the Section 5310 Formula Program
- ◆ Designed to Support New Public Transportation Services and Public Transportation Alternatives Beyond Those Required by the Americans with Disabilities Act (ADA)



# Section 5317 – New Freedom

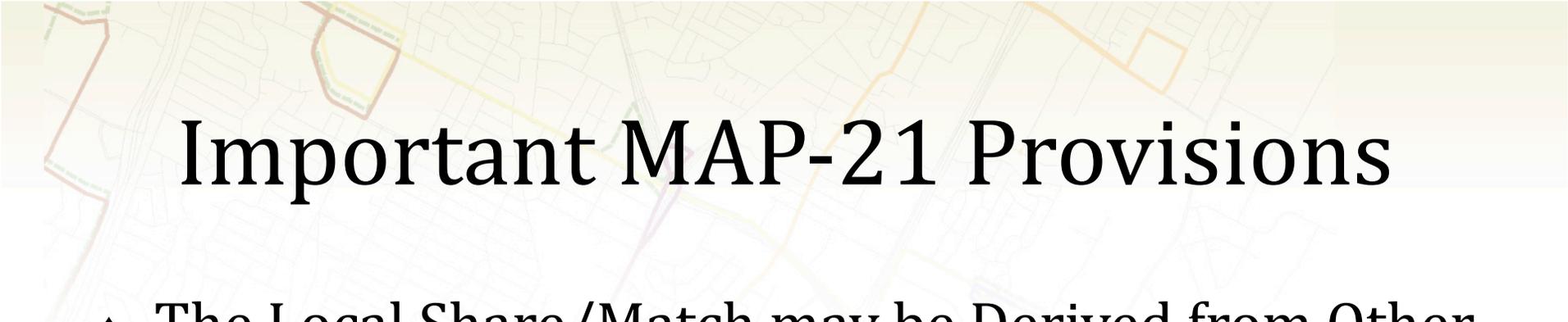
- ◆ **Goal:** To Overcome Existing Barriers Facing Americans with Disabilities Seeking Integration Into the Work Force and Full Participation in Society
- ◆ **Matching Requirements:**
  - Capital: 80% Federal/20% Local Match
  - Operating: 50% of Net Cost of Service



# Section 5317 – New Freedom

## ◆ Examples:

- Door-to-Door Service for Frail Elderly
- Mobility Management
- Expand Current Hours of Operation
- Incremental Cost of Providing Same-Day Service
- Providing Escorts or Volunteer Drivers/Aides
- Acquisition of Vehicles/Equipment To Accommodate Mobility Aides that Exceed the Dimensions and Weight Ratings Established for Wheelchairs Under ADA
- Additional Securement Devices
- Feeder Service/Accessible Taxis



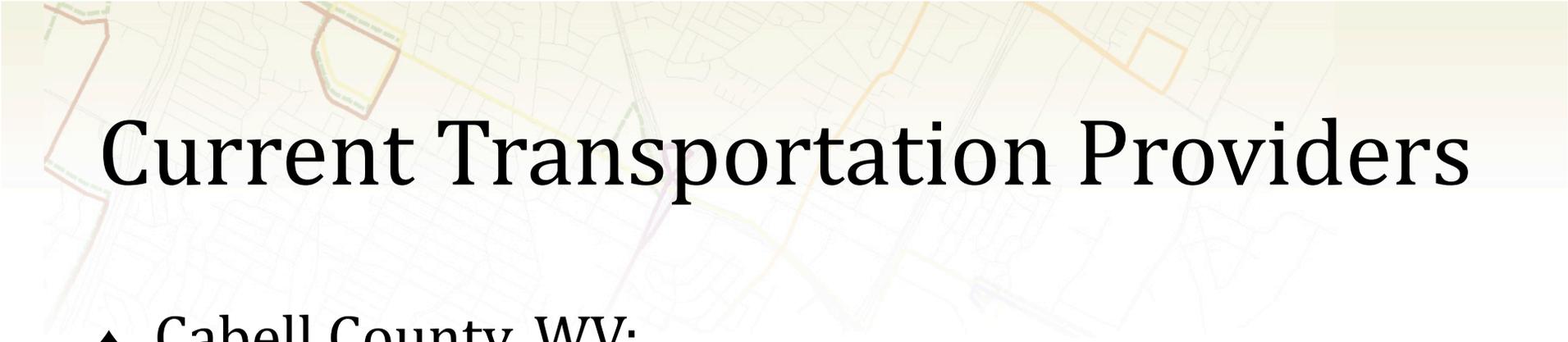
# Important MAP-21 Provisions

- ◆ The Local Share/Match may be Derived from Other Non-U.S DOT Transportation Sources.
- ◆ Recipients Must Certify that Projects Selected are Included in Locally Developed, Coordinated Public Transit-Human Services Transportation Plan.



# MAP-21 and Coordinated Plans

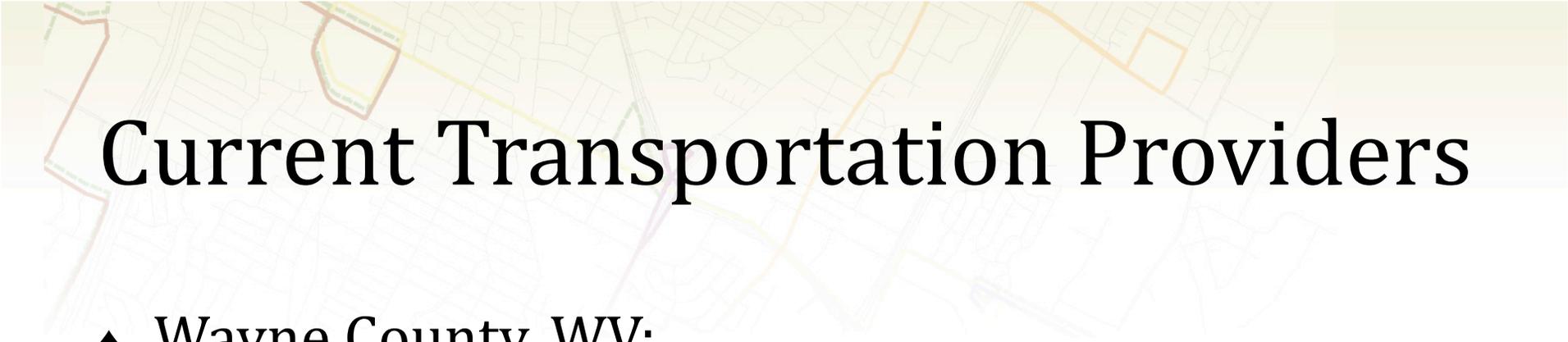
- ◆ MAP-21 Eliminated Discretionary Programs
  - Now Grantees Must Carefully Prioritize the Needs of Their Systems and Align their Plans with New Streams for Formula Assistance Under MAP-21



# Current Transportation Providers

## ◆ Cabell County, WV:

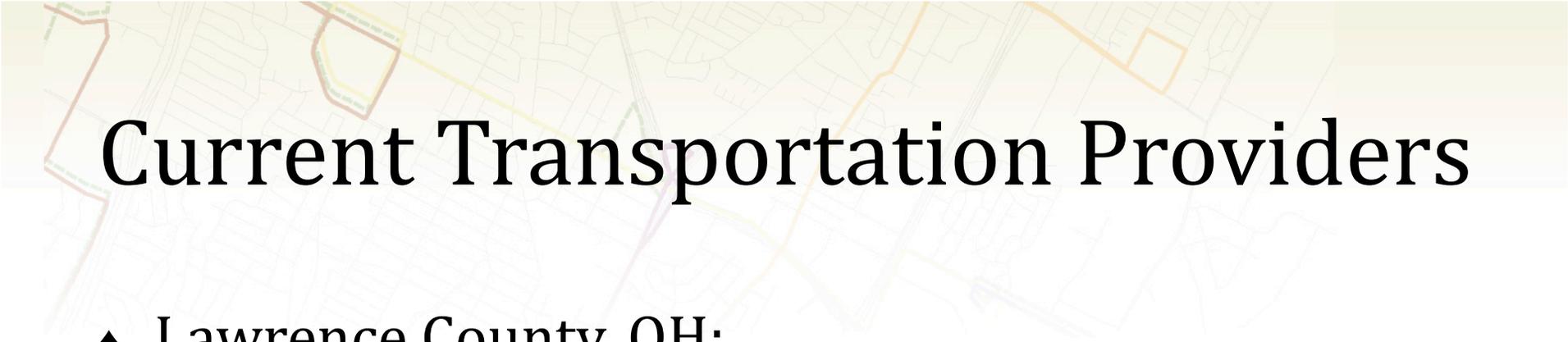
- Tri-State Transit Authority
- Autism Services Center
- Cabell-Wayne Association of the Blind
- Cabell County Community Services Organization
- Mountain State Centers for Independent Living
- MTS Ambulance
- Prestera Center
- Jan-Care Ambulance Service, Inc.
- Lincoln County Opportunity Center
- Yellow Cab
- Southwestern Community Action Council



# Current Transportation Providers

## ◆ Wayne County, WV:

- Wayne County Community Services Organization, inc. (Wayne X-Press)
- Autism Services Center
- Cabell-Wayne Association of the Blind
- Mountain State Centers for Independent Living
- MTS Ambulance
- Prestera Center
- Classy Limo
- Mountaineer Limo Services
- Southwestern Community Action Council, Inc.



# Current Transportation Providers

## ◆ Lawrence County, OH:

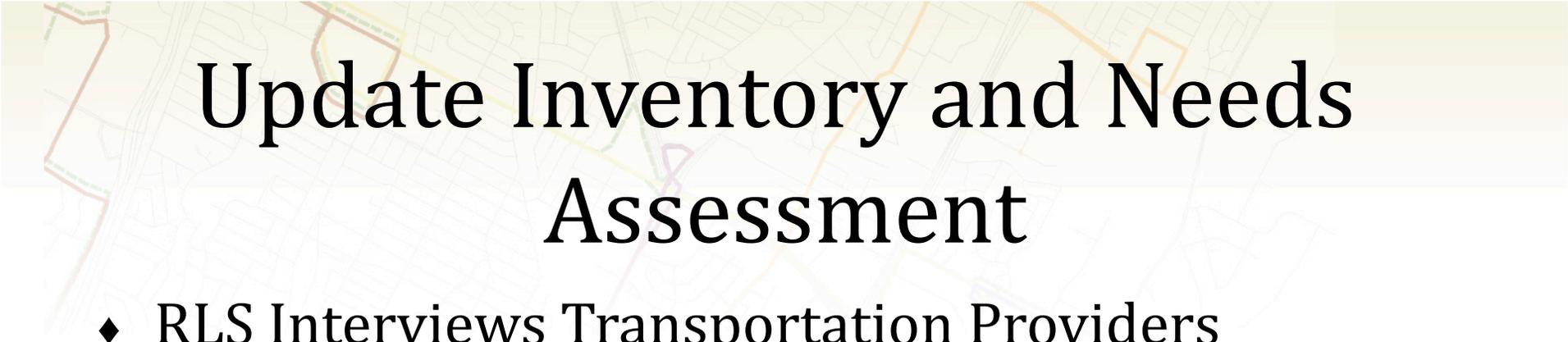
- Lawrence County Board of Developmental Disabilities
- Ironton-Lawrence County Community Action Organization
- Lawrence County Transit

## ◆ Boyd and Greenup Counties, KY:

- Our Lady of Bellefonte Hospital
- Northeast KY Community Action Agency
- Boyd County Community Center
- Greenup County Senior Center



# **NEXT STEPS**

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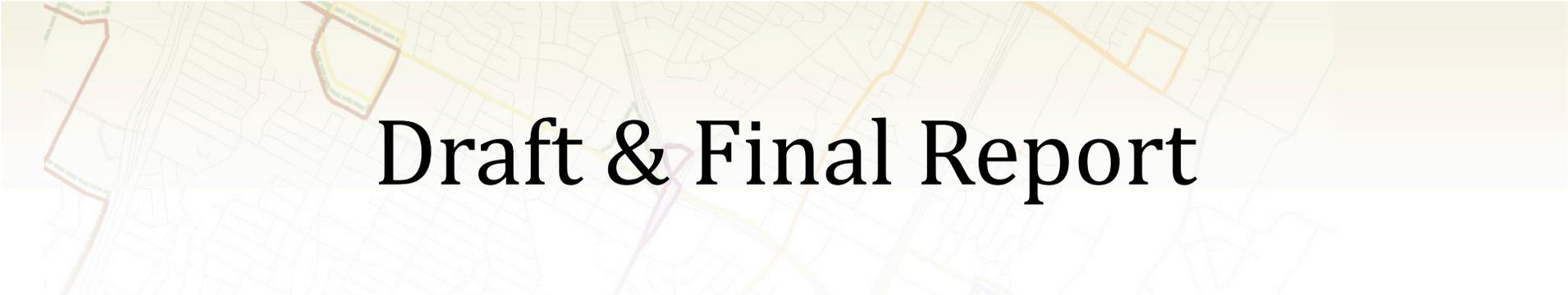
# Update Inventory and Needs Assessment

- ◆ RLS Interviews Transportation Providers
  - Organizations that Use or Purchase Transportation Have an Opportunity to Complete a Survey
- ◆ Distribute Public Needs Assessment Surveys:
  - Local Libraries
  - On-line with Announcements on Vehicles and Posted at Agencies



# Public Meeting #2

- ◆ Date: **August 22, 2013**
- ◆ Purpose: To Discuss Proposed Coordination Goals, Strategies and Priorities
  - The Refined Priorities will go into the Final Plan and Future Grant Applications Must Match the Goals Identified in the Plan for Each County



# Draft & Final Report

- ◆ Stakeholders Review the Draft Plan (3 weeks) and Submit Comments to RLS by Phone or Email
- ◆ RLS Presents Final Plan to Stakeholders for One Last Review
- ◆ Locally Adopt the Final Plan

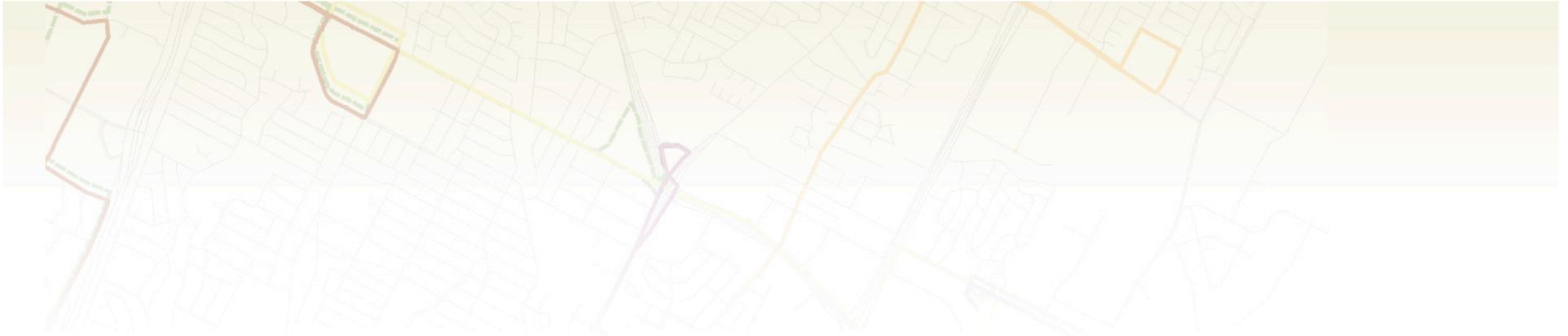


# UNMET TRANSPORTATION NEEDS

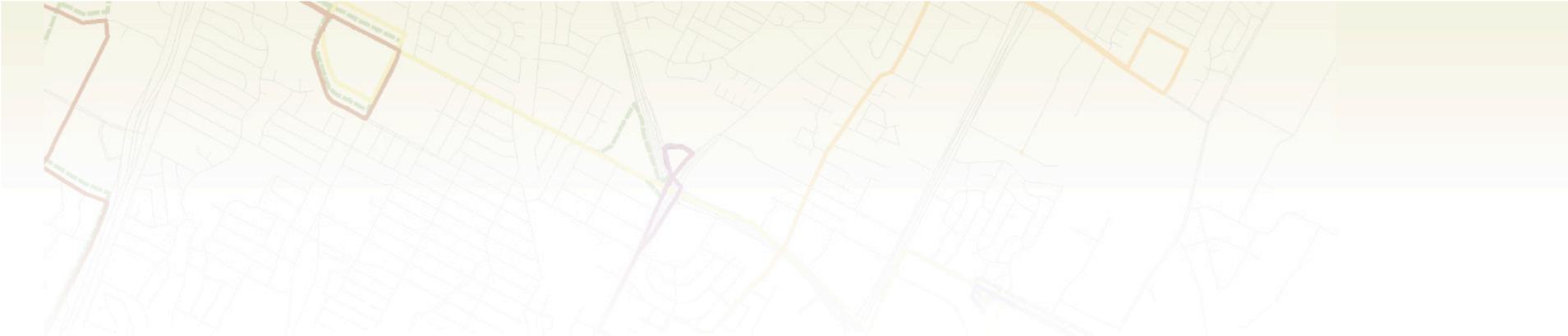


## Reminder!

- ◆ ***Participation*** in the Planning Process is Necessary –
  - Applications for Funding Must be Part of the Coordinated Transportation Plan.



# Questions Please



# Thank You!

Questions?

Please Call RLS & Associates, Inc. at  
(937) 299-5007

Coordinated Transportation Plan Update for the TMA

July 18, 2013

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Coordinated Transportation Plan Update for the TMA

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Diana Long Rural Transportation	PO Box 1900 3rd Ave Nevada	PHONE 304/542 3323 FAX 304.346 9001	dlong@njct.org
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July 18, 2013

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Coordinated Transportation Plan Update for the TMA

July 18, 2013

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Beth Welsh Prester Center	5400 US Rt 60 East Huntington WV 25705	PHONE 304 525-7857	beth.welsh@prester.org
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Coordinated Transportation Plan Update for the TMA

August 22, 2013

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Mike Payne Lawrence County Transit	305 North 5th St. Trenton, OH 45638	PHONE (740) 532-2269 FAX	MPAYNE@LCHCO.ORG
Ralph Kline Trenton Lawrence CAO	305 N. 5th St. Trenton, OH 45638	PHONE 740 532-3534 FAX	RKline@lchco.org
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Coordinated Transportation Plan Update for the TMA

August 22, 2013

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Kyrie Waller Tri-state Industries	606 Carlton Davidson Ln. Coal Grove OH 45638	PHONE 740-532-0406 FAX 740-532-0407	kwaller@lawrencecdd.org
Paul Sloane CWAB 38 Washington Ave HFN	CWAB	PHONE 304 922-6991 FAX 522 6924	CWAB . UTG
Kelly Ward FIVCO ADD	32 FIVCO Ct. Grayson, KY 41193	PHONE (606) 929-1366 FAX (606) 929-1390	kelly@fivco.org
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Chuck Ricks Cabell County Community Services ORGANIZATION	724 10th Ave Muntington, WV 25761	304 PHONE 529-4952 304 FAX 525-2061	cccco1@cccsd.com

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August 22, 2013

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Jennifer Wixtall	↓	PHONE ↓ FAX ↓	J.wixtall@hfa.wv.gov
Bethany Wild KYOVA Randy Spradling WVDOH D/2	400 Third Ave. Huntington, WV 25701 PO Box 880 Huntington, WV 25712	304-523-7434	BWild@entelos.net Ernest.R.Spradling@wv.gov

304-528-5600

**\*PUBLIC & STAKEHOLDER TRANSPORTATION MEETING\***

**Community Input Sought for Coordinated Public Transit-Human Services  
Transportation Plan for the Transportation Management Area (TMA) Including  
Cabell and Wayne Counties, West Virginia; Lawrence County, Ohio; and Greenup and  
Boyd Counties, Kentucky**

**When: Thursday, August 22, 2013, 10:00 AM to 12:00 PM**

**Where: KYOVA Interstate Planning Commission, 400 Third Ave. Huntington, WV**

Organizations that operate, purchase, or use public, human service agency, or private transportation for older adults, individuals with disabilities, people with low incomes, or the general public are strongly encouraged to attend. Your participation in the planning process is necessary for future Federal Transit Administration (FTA) grants that are included in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation. **These FTA grant programs include FTA Section 5310, Specialized Transportation for Older Adults and Individuals with Disabilities, and the funding programs previously titled Job Access Reverse Commute (JARC/FTA Section 5316) and the New Freedom Initiative (FTA Section 5317).**

Future applications for projects funded by the above noted FTA grants ***must*** be included in the coordinated transportation plan.

The purpose of the planning process is to outline needs and gaps in services and prioritize coordinated transportation strategies and projects for the Transportation Management Area (TMA) for 2014 through 2018. This meeting is a follow-on to the meeting held on July 18, 2013 at KYOVA.

The purpose of the meeting will be to discuss potential coordinated transportation strategies, future grant applications, and how to overcome challenges. Your participation is strongly encouraged and very much appreciated.

Participation from the general public is also very valuable to the project. Please post the enclosed meeting and survey announcement in a location where you consumers and staff can view it. Please encourage participation from your consumers in the survey and/or the meeting.

RSVPs are appreciated but not required. Please contact Laura Brown to RSVP: 1-800-684-1458 or [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com).

If you are unable to attend, submit comments in writing to:

Email: [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com) Fax: (937) 299-1055

Mail: RLS & Associates, Inc. 3131 South Dixie Hwy., Suite 545 Dayton, OH 45439

**\*Public Meeting\***  
**for Human Service Agency and Public  
Transportation in Cabell & Wayne  
Counties, WV; Greenup & Boyd Counties,  
KY; Lawrence County, OH**

When: August 22, 2013

10:00 AM to 12:00 PM

Where: KYOVA Interstate Planning Commission

400 Third Ave. Huntington, WV

The purpose of this meeting to finalize a plan that identifies unmet transportation needs and gaps in services for older adults, individuals with disabilities, and people with low incomes.

**Please complete the public survey at: <https://www.surveymonkey.com/s/KYOVATMA>**

\*For an alternate survey format, transportation to the meeting, or to ask questions, please call 1-800-684-1458.

**From:** [Saleem Salameh](#)  
**To:** [Amy Thomas \(E-mail\)](#); [Bethany Wild](#); [Bill Dingus](#); [Bre Shell](#); [Brett A. Boothe](#); [Brett Boothe](#); [Bruce Kenny](#); [Burkett, Frank](#); [Chad Mitten](#); [Charles Holley](#); [Christopher.T.Fleming@wv.gov](#); [Dannielle Slusher](#); [Dave Moore](#); [David Hagley](#); [Dora \(work\)](#); [Dorcas, Todd M](#); [Doug Buskirk](#); [Doug Cade](#); [Doug Rice](#); [Dupont, Bernadette](#); [Dyke, Kelly](#); [Edward Armbruster](#); [Elsayed, Gehan M](#); [Eplin, Raymond S](#); [Frank Betz](#); [gregory.i.bailey@wv.gov](#); [Ham, James](#); [Harrod, Justin \(KYTC\)](#); [Hostin, Juana \(O-Transit\)](#); [Hurst, Andrew](#); [Jeffery Blanton](#); [Jennifer Brown](#); [Jennifer L Hunter \(OEPA\)](#); [Jennifer Woodall](#); [Jim Orelemann \(OEPA\)](#); [Jim Roueche](#); [Jody Sigmon](#); [Kathleen Zubrzycki](#); [Kevin Burgess \(E-mail\)](#); [Locker, Mark](#); [Maleski, Mike](#); [Mark.Johansen@dot.state.oh.us](#); [Max Francis](#); [McCutcheon, Perry J](#); [Michele Craig](#); [Michele Whitlock](#); [Mike Payne](#); [Murray, Bill R](#); [neosha.price@dot.gov](#); [Nichols, Andrew](#); [O'Connell, Susan L](#); [Oesterling, Leigh](#); [Pamela Blakley](#); [Patrick Donovan](#); [Paul Davis](#); [Perez, Eric \(KYTC\)](#); [Perkins, Susan \(KYTC\)](#); [Perry J Keller](#); [Philip Biggs](#); [Phoepe Patton Randolph](#); [Ralph Kline](#); [Rawlings, Greg](#); [Richard L. Warner](#); [Richard McCoy](#); [Robert Pennington](#); [Salmons, Brianne](#); [Sam Granato](#); [Scott Ferry](#); [Scott Thomson \(E-mail\)](#); [shell4602@aol.com](#); [Shyna.Gawell@dot.state.oh.us](#); [Smith, Dianna](#); [Spencer, Lori](#); [Spradling, Ernest R](#); [steve.ross@ky.gov](#); [Steven Runyon](#); [tdgrubb@windstream.net](#); [Terri B Sicking](#); [Tom.Barnitz@dot.state.oh.us](#); [Tony Maietta](#); [Turner, Natasha](#); [Vanessa.Adams@dot.gov](#); [Vaughn.Wilson@dot.state.oh.us](#); [Vickie Bourne \(Bourne, Vickie\)](#); [Viviane Khounlavong Vallance](#); [Webb, Brian P](#); [William F Durham](#); [William.Francis@dot.state.oh.us](#); [Witt, Thomas \(KYTC\)](#)  
**Cc:** [Laura Brown](#); [Cara Adams](#); [Kathy K Elliott](#); [Mike Webb](#); [Zack Browning](#)  
**Subject:** PLEASE SAVE THE DATE! Coordinated Transportation Plan 2nd Meeting  
**Date:** Friday, July 26, 2013 3:21:32 PM

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Hello Everyone,

Our first meeting for the coordination plan was a success! Thank you to everyone who came and contributed to the discussion about unmet transportation needs and gaps in services for older adults, individuals with disabilities, people with low incomes, and the general public.

Our next meeting is scheduled **for Thursday, August 22, 2013 from 10:00 AM to 12:00 PM at the KYOVA Interstate Planning Commission Conference Room, 400 Third Avenue, Huntington, WV 25701.**

The agenda for the meeting will include:

1. Review of unmet needs and gaps in services.
2. Discussion of the updated inventory of transportation resources.
3. Discussion of prioritized strategies for coordinated transportation in Cabell and Wayne Counties, WV; Boyd and Greenup Counties, KY; and Lawrence County, OH.

Please remember that your participation in this planning process is valuable and important for your future applications for FTA Section 5310 funding. We sincerely appreciate your time. If you have any questions, please feel free to contact me by email or phone at the numbers listed below.

Please also share this message with anyone who may be interested in joining in on the meeting.

Thank you,

Saleem A. Salameh, , P.E., M.ASCE  
Technical Study Director/Transportation Engineer  
KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, WV 25701

Telephone 304.523.7434

Facsimile 304.529.7229

[Ssalameh@ntelos.net](mailto:Ssalameh@ntelos.net)

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Website: [www.wvs.state.wv.us/kyova](http://www.wvs.state.wv.us/kyova)

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Thank you for your cooperation.

# Delegation to visit N.D. Wednesday

West Virginia lawmakers will travel to North Dakota Wednesday for a day of meetings on North Dakota's oil and natural gas trust fund.

Senate President Jeff Kessler, who wants to start a similar fund in West Virginia, said the trip would cost about \$24,500 for the 21 people attending.

"About what I figured, roughly a thousand apiece," he said.

Nineteen state senators and delegates will attend, plus Steve McElroy,

Kessler's senior assistant, and Lynette Maselli, his media specialist.

The gang will stay two nights in North Dakota, holding a day of meetings Thursday before returning home Friday.

According to an agenda prepared by Kessler's office, Kessler will brief North Dakota officials on the state of natural gas development in West Virginia and his plans for a trust fund in the Mountain State.

West Virginia's delegation then will hear from North Dakota legislators, the state's Department of Mineral Resources, its Department of Trust Lands and the North Dakota Petroleum Council.

The discussion will include the history of North Dakota's trust fund, how the money is used, the status of oil and gas development in North Dakota, and the industry's impact on state and local infrastructure, among other topics.

Kessler and crew also will get a tour of the state Senate and House of Representatives chambers, and the North Dakota Chamber of Commerce plans to host a dinner for the visiting lawmakers Thursday evening.

All in all, the day will begin Thursday at 9 a.m. and end at 4 p.m., with an hour and a half for lunch and an hour-long tour of the state legislative chambers.

Fourteen lawmakers from around North Dakota have agreed to meet with West Virginia's delegation.

"I think there are an equal number of them out there that are looking forward to meeting us," Kessler said. "They're flattered, I think, they're doing something the rest of the world is taking notice of."

The delegation will not be able to meet with Gov. Jack Dalrymple, however, as he will be out of the state when West Virginia lawmakers arrive.

# Meter mechanic sentenced for theft of quarters

THE ASSOCIATED PRESS

BUFFALO, N.Y. — A former Buffalo, N.Y., parking meter mechanic has been sentenced to 2½ years in prison for stealing thousands of dollars in quarters while on the job.

Prosecutors say it was James Bagarozzo's idea to rig meters to get at the coins. He stole \$210,000 over more than eight years, grabbing fistfuls of coins, storing them in a bag in his truck and then rolling and cashing them in at banks.

Bagarozzo apologized during a brief statement. He blamed a gambling addiction and an illness he believed would kill him.

Bagarozzo pleaded guilty to theft in September, along with a former co-worker, Lawrence Charles. Charles admitted to stealing \$15,000 in quarters over about five years. He's expected to get six months to a year in prison at his Aug. 29 sentencing.



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CRAIG CUNNINGHAM/DAILY MAIL

# Guardsman honored for actions after car crash

Gov. Earl Ray Tomblin presents a Distinguished West Virginian award to Air National Guard Capt. Jeremy Mullins Monday. Mullins sprang into action in the early morning hours of Aug. 7 when a truck carrying 11 people — teenagers and young adults — crashed near his home. One teen died in the crash, but Tomblin and Adj. Gen. James Hoyer said the way Mullins stepped up and took charge of the situation prevented further tragedy. "I can't imagine waking up as you did and seeing those 11 youngsters in front of your house and having to do triage," Tomblin told Mullins. "It was you keeping calm after being able to notify 911 about what was going on ... it had to be terrible, but you did it with honor and dignity as all of our Guardsmen and women do." See video of the presentation at [www.dailymail.com](http://www.dailymail.com).

# State to report pension liabilities

Official says new statement requirement likely won't affect state's standing with lenders

By ZACK HAROLD  
DAILY MAIL CAPITOL REPORTER

New government accounting standards set to begin next year could put the hurting on states that do not adequately fund their pension programs, although officials do not expect West Virginia to experience much of a change.

Starting July 1, 2014, the Governmental Accounting Standards Board will require state governments to calculate unfunded pension liabilities — the amount of money still owed on state employees' retirement plans — into their financial statements.

For the first time, pension

debts will appear alongside other liabilities like employee payroll and bond payments.

Harry Mandell, actuary for the West Virginia Consolidated Public Retirement Board, said that will be bad news for states and cities where officials have neglected paying into pension plans, allowing debt to climb and climb.

With information about pension debts front and center, debt-ridden municipalities could have a difficult time borrowing money.

But Mandell said West Virginia has focused on paying its pension liabilities. While the Mountain State also will be required to report its pension debt alongside other liabilities, it probably will not affect the state's reputation with lenders, Mandell said.

"We're making our required contributions. It will affect other states more than it will us,"

retirement board executive director Jeffrey Fleck said.

It hasn't always been that way.

In 1991, West Virginia's Teachers Retirement System was only funded at 8.8 percent. Lawmakers eventually got their act together in 1994, adopting a 40-year plan to pay off the unfunded liability.

At the end of fiscal year 2012, the teacher pension plan was funded at \$5.14 billion, or 53 percent. Fleck said 2013's figures are not complete yet, but he expects the teachers' pension plan is now funded at about 56 percent.

"Which is the best it's been in the history of the plan," he said.

The state's other major pension plan, the Public Employees' Retirement System, is 77 percent funded at the end of fiscal year 2012, with an unfunded liability of \$1.2 billion.

The state also is on track to pay off that account.

A report by Moody's Investor's Service recently found West Virginia's unfunded pension liability was 86.2 percent of its annual revenue in 2011. That's the 13th highest percentage in the country.

The state's pension liability, as reported by Moody's, is the 24th largest in the nation at \$9.2 billion.

The ranking is based on the Teachers' Retirement System and the Public Employees Retirement System.

West Virginia still is much better off than states like Illinois or Connecticut, where unfunded liabilities are 241 percent and 190 percent of the states' annual revenues, respectively.

Contact writer Zack Harold at 304-348-7939 or [zack.harold@dailymail.com](mailto:zack.harold@dailymail.com). Follow him on Twitter at [www.twitter.com/ZackHarold](http://www.twitter.com/ZackHarold).

## CHARLESTON CITY COUNCIL

# Charleston city elections could be changed

By MATT MURPHY  
DAILY MAIL STAFF

City elections in Charleston could be changed to match state elections if an ordinance allowing it succeeds.

The law, first introduced in city council Monday night, would make city primary and general elections coincide with state and county elections in non-presidential years, beginning in 2018. City voting precincts would also be changed to match those of the county.

City Manager David Molgaard said the change in the election time would save the city \$250,000 per election.

To implement the change,

terms for officials elected in 2015 would be only three and one-half years, instead of four.

Council referred the ordinance to its Ordinance and Rules committee, which may amend the bill before sending it back to council.

A public hearing to allow residents to express any objections to the change is built into the law. According to the ordinance, the hearing would be scheduled for Oct. 7, but that date could be changed.

Matching the city's elections to those of the county and state is expected to increase voter turnout and reduce conflicts with current polling locations, particularly schools.

Also at Monday's meeting, cit-

izens commented in regard to a city ordinance dealing with cats, which will be introduced at council's next meeting, Mayor Danny Jones said.

Felines have been repeatedly brought up at recent meetings following complaints from residents about feral cats and hoarders.

West Side resident Thomas Dodson brought a large poster to the meeting showing pictures of a neighboring home where numerous cats live. He was in favor of increased regulation of the animals.

"We can't even enjoy our own space and our own backyard (because of the cats)," he said.

Chelsea Staley, representing

the Kanawha Charleston Humane Association, also spoke at the meeting. She urged council to integrate other forms of feline management — specifically a trap, neuter, return program — into whatever ordinance is proposed.

"There are more fiscally responsible and humane solutions," she said.

Once an ordinance dealing with cats is proposed, it will be sent to a council committee for amendment and consideration. If the committee passes the ordinance, it can be further amended at the council level before becoming law. The ordinance could tackle issues with feral cats, domestic cats or both.

# Another shark attack reported in Hawaii

THE ASSOCIATED PRESS

HILO, Hawaii — Hawaii authorities say the second shark attack in the state in less than a week has left a 16-year-old surfer with leg injuries.

The Hawaii County Fire Department said the boy suffered injuries on both legs after he was bitten Sunday afternoon southeast of Hilo. He was airlifted to Hilo Medical Center for treatment.

The boy's condition isn't clear. A call to the hospital's spokeswoman was not immediately returned.

The Hawaii Department of Land and Natural Resources

closed ocean waters along the coastline after the attack.

Earlier Sunday, officials closed Hapuna Beach on the Big Island's northwestern shore after lifeguards spotted a shark.

**"Public Meeting"**

**Community Input Sought for Public Transit-Human Services Transportation Plan for Cabell County & Wayne County, WV;**

**Lawrence Co, OH; Greenup County & Boyd County, KY**  
Aug. 22, 2013, 10:00 AM to 12:00 PM

**KYOVA Interstate Planning Commission,**  
400 Third Ave., Huntington

**Please complete a transportation needs survey by Aug. 30**  
<https://www.surveymonkey.com/s/KYOVA>

**Or call 1-800-684-1458**

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Opinion: [editor@dailymail.com](mailto:editor@dailymail.com)

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## Defense secretary planning China trip

THE ASSOCIATED PRESS

WASHINGTON — Defense Secretary Chuck Hagel says he will visit China next year as part of a push to increase high-level contacts between senior U.S. and Chinese defense leaders.

At a Pentagon news conference with his Chinese counterpart Hagel said the chiefs of the U.S. Army and Air Force will make separate visits to China later this year.

Hagel said the goal is to build more trust between the two nations' militaries in hopes of avoiding unintended tensions or military miscalculations.

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**LOTTERIES**

**Monday, Aug. 19, 2013**

**West Virginia:**  
Daily 3 — 298  
Daily 4 — 2899  
Cash 25 — 03-10-13-15-19-21

**Ohio:**  
Night Pick 3 — 561  
Night Pick 4 — 2512  
Night Pick 5 — 41840  
Day Pick 3 — 010  
Day Pick 4 — 4359  
Day Pick 5 — 03046  
Classic Lotto — 22-25-29-31-36-45  
Rolling Cash 5 — 1-18-21-24-26  
Mega Millions:

**WATER ADVISORIES**

Beckley Water Co. has issued a boil-water advisory for all of White Oak. Also in the advisory are Trump Street and Briarwood Drive, including all side streets. The notice was issued following a broken water main line.

Customers in those areas should boil their water for at least one full minute prior to use until further notice.

■ The Department of Health and Human Resources has lifted the boil-water advisory issued for Stuart's Hot Dawgs in Greenbrier County.

**WVGAZETTE.COM**

**Keep up with coal**  
See Gazette investigative reporter Ken Ward's blog, "Coal Tattoo: Mining's Mark on the World" at <http://blogs.wvgazette.com/coalattoo/>.

**Breaking news**  
Be the first to know about what's happening today. Get breaking news and updates online.

**A little birdie told me**  
If you're on Twitter, there are several Charleston Gazette "tweets" to follow for news, politics, features and multimedia. See [twitter.com](http://twitter.com) to set up a free account, then "follow" any of these addresses:

**gazette\_opinion:** Daily updates from the Gazette Opinion page.  
**kenwardjr:** Updates on the coal industry, environmental news and other investigative journalism.  
**RobByerswv:** The Gazette's Executive Editor Rob Byers.  
**KateLWhite:** Kate White covers Putnam County.

**traviscrime:** Travis Crum covers crime in the Kanawha Valley.  
**MitchVingle:** Mitch Vingle is the sports editor.  
**dougsmock:** Doug Smock covers sports, focusing on Marshall.

**the Charleston Gazette**  
1001 Virginia St. E.  
Charleston, WV 25301

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**STORY IDEAS**  
Please call 304-348-5100 if you have a news tip or an idea for a story.

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Volume 154, No. 192

**READERS' Voice**

■ Sandy Wells is to be commended on the wonderful job she has done with telling the story of each person she has interviewed in a positive, heartwarming way that gets the truth out with of each subject. There is no way to estimate how many lives she has touched, but I will miss her if and when she quits finding the joy and challenge of portraying her subjects to the readers. Well done.

■ The person who made the inane comment that Obama might "start another war with Russia" inferred that there had been a previous war with Russia. When was this war? I'm 72 years old and I can't remember that war.

■ Anyone who says they are ashamed of Arch Moore because he got arrested should not boast that they are proud of John Kennedy simply because he got away with it.

■ The Republicans in Congress and their followers are the No Party. We should say no to all of them in 2014 and in 2016.

■ Here is something the Gazette will never print: Planned Parenthood in Texas has to pay out \$4.3 million to settle a federal civil suit for billing Medicaid for services not provided to or not needed for patients.

■ I understand the need for police officers to stop for meals. But when 10 or 11 cruisers are parked at one restaurant at the same time for breakfast out at Southridge, how many are on the street in other sections of the city?

■ Stop the \$1.5 billion going to Egypt. It is only funding the slaughter of many, and we have no business in helping.

■ Why are the thrift stores closed on Saturdays? Those of us who work are unable to shop during their open hours and would love the opportunity to shop at the thrift stores on weekends.

■ The world famous Hatfield/McCoy family feud in Southern West Virginia started over a stolen pig. Now a judge tries to frame and jail a rival lover. Has justice improved?

■ Most ex-presidents earned the right to be called Mr. President, because they did their duty running the country. But G.W. Bush let the Dark Lord, Dick Cheney, do that job.

■ Every time a Gazette anti-gun editorialist sings, money in the NRA coffer box rings.

■ It's really annoying when watching local newscasters. Most are either so into themselves at the anchor desk (e.g. flirty, witty, or animated) or so flamboyant in appearance and manners that it detracts from the news content. The reporters are better than the anchors.

■ Which news networks is it that President Obama owns? None. You're getting the unbiased facts from CNN.

■ Gazette headline: Supreme Court deciding how to proceed on Judge Thornsbury, for framing a rival lover. They could start by removing him from office, and reviewing every conviction in his court.

■ What polls are you looking at? The same constituents that elected the president are still behind him and the equality he has spread throughout the nation. You truly need to get over the fact that he is African-American.

■ Please clarify. Did George W. Bush desert his military unit during the Vietnam War? Or was he just AWOL?

■ Cabell County Schools needs to take a closer look at their flashing lights located by Culloden Elementary School. Driving west on Route 60 the driver's view of warning lights and signs are blocked by tree limbs.

**Make your voice heard**  
Express your opinion on any subject you wish. The volume of calls and space restrictions prevent publication of all comments.  
**Call:** 304-357-4451  
**Email:** [readersvoice@wvgazette.com](mailto:readersvoice@wvgazette.com)

**Reach Kate White at**  
[kate.white@wvgazette.com](mailto:kate.white@wvgazette.com)  
or 304-348-1723.

**"Public Meeting"**  
**Community Input Sought for Public Transit-Human Services Transportation Plan for Cabell County & Wayne County, WV;**  
**Lawrence Co, OH; Greenup County & Boyd County, KY**  
**Aug. 22, 2013, 10:00 AM to 12:00 PM**  
**KYOVA Interstate Planning Commission, 400 Third Ave., Huntington**  
**Please complete a transportation needs survey by Aug. 30**  
<https://www.surveymonkey.com/s/KYOVTMA>  
**Or call 1-800-684-1458**

**Woman guilty of perjury in husband's death**

DECATUR, Ga. — The Georgia woman accused of lying to investigators about the death of her husband was convicted of perjury and several other counts on Monday.

Andrea Sneiderman's husband, Rusty Sneiderman, was shot in November 2010 outside a suburban Atlanta preschool. Her former boss, Hemy Neuman, was convicted in March 2012 but was found mentally ill and sentenced to life in prison without parole.

Prosecutors accused Sneiderman of lying to police investigating her husband's death and lying under oath during Neuman's trial. The 13-count indictment included charges of making false statements, hindering an investigation and perjury.

Jurors got the case Thursday and deliberated all Friday before leaving without a verdict. They returned for additional deliberations Monday and delivered the verdict after more than three hours. Sneiderman was found guilty of four counts of perjury, hindering the apprehension of a criminal, concealment of material facts, and three counts of giving false statements.

Prosecutors maintained that Sneiderman was having a romantic relationship with Neuman and that she repeatedly lied about the relationship, which they said hindered the investigation into her husband's death. Sneiderman and her defense team repeatedly denied that there was a romantic relationship and said police bungled the investigation by not focusing on Neuman even after she mentioned him to them.

Sneiderman's defense has said prosecutors had a weak case but



Andrea Sneiderman leaves the courtroom Monday, in custody, to await sentencing today in Decatur, Ga. Sneiderman, accused of lying to investigators about the death of her husband, was convicted of perjury and several other counts on Monday.

were desperate to convict Sneiderman of something.

Judge Gregory Adams set Sneiderman's sentencing for 9 a.m. today and said she had 30 days to file her notice of intent to appeal. Sneiderman was taken into custody shortly afterward. Throughout the trial, prosecutor played and replayed video and audio clips of Sneiderman's interviews with police investigators and her testimony during Neuman's trial. They contrasted that with witness testimony and documents that they said proved she had lied to police and the court.

The defense called a string of character witnesses who testified

that Andrea and Rusty Sneiderman had a happy and loving relationship. They also called experts to refute some of the documents and evidence presented by the prosecution.

Sneiderman, 37, of Decatur, was arrested last August after prosecutors accused her of helping to orchestrate the killing of her husband.

She spent much of the last year under house arrest. Lawyers for both sides had for months been planning for a trial on one count each of malice murder, felony murder and aggravated assault and other charges.

But on July 26 — the eve of

jury selection — DeKalb County District Attorney Robert James took the unusual step of asking the judge to dismiss the murder and aggravated assault charges. James cited his recent review of evidence the defense turned over as part of pretrial discovery.

Thomas Clegg, one of Sneiderman's lead attorneys, balked at the explanation. "I believe they have known all along that they didn't have a murder case," he said in open court. The judge granted James' request before the start of jury selection and released Sneiderman from house arrest.

— THE ASSOCIATED PRESS

**Casey named treasurer-elect attorney group**

**By Kate White**  
Staff writer

A Charleston lawyer, running for the 2nd Congressional District, was named treasurer-elect of the American Bar Association last week.

Nick Casey, who is also the former chairman of the West Virginia Democratic Party, will assume his role as treasurer beginning in August 2014 and hold the position for three years.

Casey is running for the seat that will be vacated by Rep. Shelley Moore Capito, R-W.Va., who is running for the U.S. Senate.

After graduating from the West Virginia University College of Law, Casey, 59, became a certified public accountant in 1979.

He said Monday that the position wouldn't interfere with his campaign.

"The responsibilities aren't particularly burdensome, because almost all of them, except a meeting or two, are done electronically now," he said.

Casey is a partner with the firm Lewis Glasser Casey & Rollins PLLC. He previously served as president of the West Virginia State Bar Association.

"I'm pleased I got elected and more so that they clearly elected Nick Casey from West Virginia," he said, adding the last time a West Virginia attorney held a national position with the association was in the 1930s.

Founded in 1878, the American Bar Association is one of the world's largest voluntary professional organizations, with nearly 400,000 members and more than 3,500 internal or related entities.

**Reach Kate White at**  
[kate.white@wvgazette.com](mailto:kate.white@wvgazette.com)  
or 304-348-1723.

**Suspect arrested in shooting of bystander**

**By Rusty Marks**  
Staff writer

Charleston police on Monday arrested a man suspected in the shooting of an innocent bystander on the city's West Side over the weekend.

Police charged Jamar D a s h a w n Adams, 25, of Indiana Avenue, with malicious wounding and three counts of wanton endangerment for an incident on Saturday, according to Sgt. Tony

Hazelett of the Charleston Police Department.

According to a criminal complaint on file in Kanawha County Magistrate Court, Jodeci Bateman, of Charleston, was talking to her father in the 1500 block of Second Avenue at about 2:30 p.m. Saturday, when Adams and another man allegedly got into an argument.

As Bateman got into her mother's car parked a short distance away, Adams allegedly started shooting at the other man, according to the criminal complaint. Bateman was hit in the right arm by a stray bullet.

Bateman's mother and Bateman's infant nephew were also

in the car, according to the criminal complaint.

Hazelett said Bateman's mother was able to identify Adams, and a warrant was issued for his arrest.

According to the criminal complaint, police found two empty 9 mm cartridge cases and two loaded rounds at the scene of the shooting.

Adams was picked up Monday morning and charged with the four felony counts. He was taken to the South Central Regional Jail, with bond set at \$150,000.

**Reach Rusty Marks at**  
[rustomarks@wvgazette.com](mailto:rustomarks@wvgazette.com)  
or 304-348-1215.

**Abduction attempt similar to three others**

KENOVA — The attempted abduction of a 10-year-old boy in Kenova is similar to three other incidents that occurred in the area in 2012, Police Chief Ray Mossman said.

The boy told Kenova police that a cargo van pulled up behind him Saturday as he was riding his bicycle. The boy said a man in the van asked him if he needed a ride. He refused and ran when the man started to get out of the van.

Descriptions of the van, the male driver and a male passenger are similar to information gathered during investiga-

tions of the earlier abduction attempts, which included two in Kenova in February 2012 and one in Wayne County in April 2012, Mossman said.

No arrests have been made in those incidents.

The van's driver is described as between 50 and 60 years old, and having a flattop haircut and a long, gray beard. The passenger is described as having a chest-length, salt-and-pepper beard and a barbed wire tattoo on one of his wrists.

Mossman said the vehicle is described as a 1985 Ford cargo van that is spray painted

black with a flat gray primer and has a loud exhaust. There might not be windows in the cargo area.

He said the boy told police that the license plate had the number 6 on it.

Investigators passed out fliers to businesses in Kenova on Sunday containing the descriptions of the van and the suspects.

The Kenova Police Department is asking anyone with information about the latest attempted abduction to call the department at 304-453-1281.

— THE ASSOCIATED PRESS

**Welcome**

Charleston Area Medical Center welcomes **Damian R. W. Maxwell, MD**, to its medical staff.

He joins the Department of Surgery specializing in Pediatric Surgery and General Surgery. Dr. Maxwell received his medical degree from the University of the West Indies Medical School. He completed a General Surgery residency at CAMC and a Pediatric Surgery fellowship at Montreal Children's Hospital. Dr. Maxwell is certified by the American Board of Surgery.

Dr. Maxwell welcomes new patients:  
CAMC Physicians Group – Pediatric Surgery  
830 Pennsylvania Ave., Suite 305  
Charleston, WV 25302  
Phone: (304) 388-1770

*Dr. Maxwell joins more than 600 physicians practicing at CAMC.*

**Charleston Area Medical Center**



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Moving Public Transportation  
Into the Future

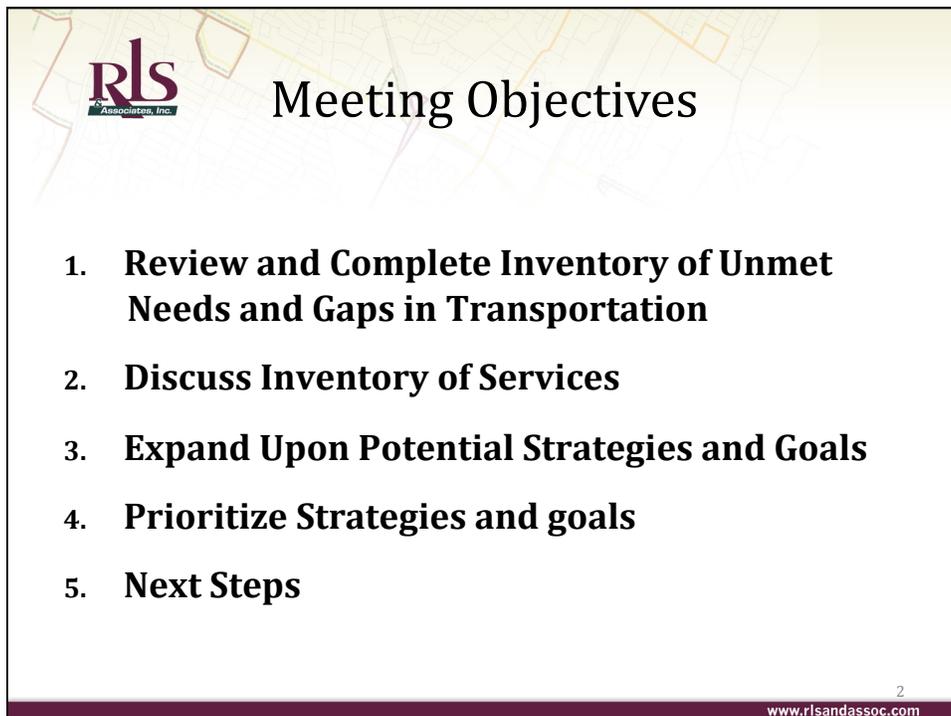
# TMA Coordinated Public Transit- Human Services Transportation Plan

## Public & Stakeholder Meeting

August 22, 2013

Presented by: Laura Brown, Senior Associate  
RLS & Associates, Inc.

1  
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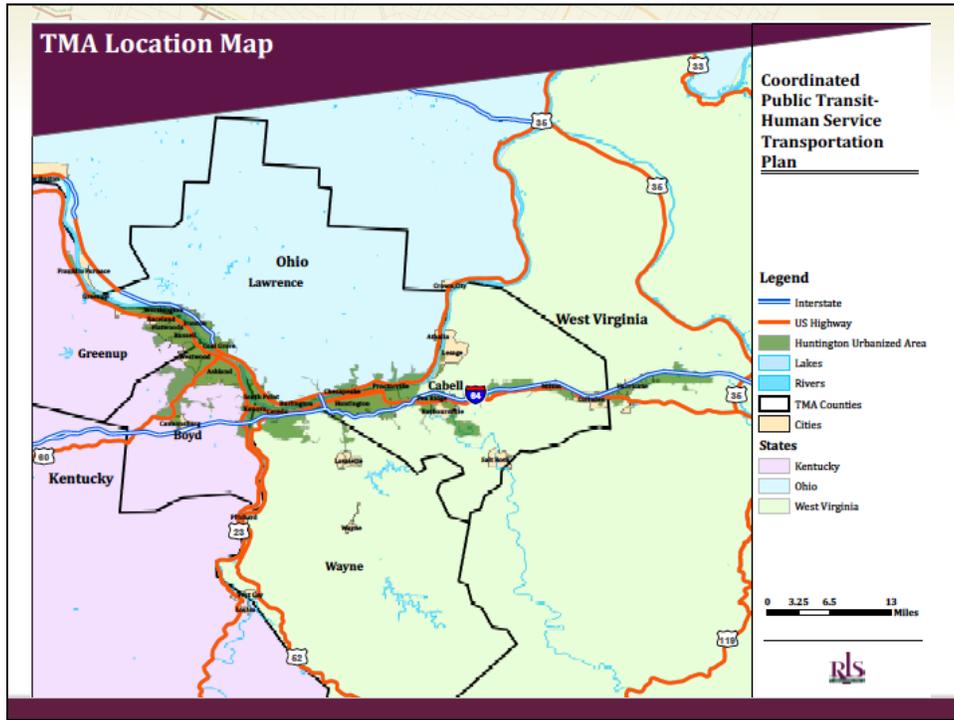


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## Meeting Objectives

- 1. Review and Complete Inventory of Unmet Needs and Gaps in Transportation**
- 2. Discuss Inventory of Services**
- 3. Expand Upon Potential Strategies and Goals**
- 4. Prioritize Strategies and goals**
- 5. Next Steps**

2  
www.rlsandassoc.com



# MAP-21 and Coordination Planning Requirements

4

## History of Coordination Plans

### Why Were Coordination Plans Developed?

- ◆ To Improve Transportation Services for People with Disabilities, Older Adults, and Individuals with Lower Incomes
- ◆ To Ensuring that Communities Coordinate Transportation Resources Provided through Multiple Federal Programs.



## MAP-21

- ◆ Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)
  - Signed Into Law on July 6, 2012
  - Effective as of October 1, 2012
  - Authorizes Programs for Two Years, Through September 30, 2014

## MAP-21 Provisions

- ◆ Consolidates Certain Transit Programs
  - Incorporates Section **5316/JARC**-Eligible Activities into Section 5311 or 5307.
  - Consolidates Section **5310** and **5317/New Freedom** Program Eligibilities into a Single Formula Program.

New	Repealed	Consolidated	Modified
<ul style="list-style-type: none"> <li>• Safety Authority (5329)</li> <li>• State of Good Repair Grants (5337)</li> <li>• Asset Management (5326)</li> <li>• Bus and Bus Facilities Formula Grants (5339)</li> <li>• Public Transportation Emergency Relief (5324)</li> <li>• TOD Planning Pilot Grants (20005(b) of MAP-21)</li> </ul>	<ul style="list-style-type: none"> <li>• Clean Fuels Grants (5308)</li> <li>• Job Access and Reverse Commute (5316) [JARC]</li> <li>• New Freedom Program (5317)</li> <li>• Paul S. Sarbanes Transit in the Parks (5320)</li> <li>• Alternatives Analysis (5339)</li> <li>• Over-the-Road Bus (Sec. 3038 – TEA-21)</li> </ul>	<ul style="list-style-type: none"> <li>• Urbanized Area Formula Grants (5307) [JARC]</li> <li>• Enhanced Mobility of Seniors and Individuals with Disabilities (5310) [New Freedom]</li> <li>• Rural Area Formula Grants (5311) [JARC]</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed Guideway Capital Investment Grants (5309)</li> <li>• Metropolitan and Statewide Planning (5303 &amp; 5304)</li> <li>• Research, Development, Demonstration, and Deployment (5312)</li> <li>• Technical Assistance and Standards (5314)</li> <li>• Human Resources and Training (5322)</li> </ul>

## Section 5310

- ◆ **Eligibility:** Private Nonprofit Organizations Where Existing Transportation Services Were Insufficient, Inadequate, or Inappropriate
- ◆ **Program Goal:** To Improve Mobility for Older Adults and Individuals with Disabilities
- ◆ **Example:** Purchase of New or Replacement Wheelchair Accessible Vehicles to Meet Unmet Transportation Needs

## Section 5310

- ◆ **Eligible Expenses:**
  - Capital & Operating Expenses to Support the Provision of Transportation to Meet Special Needs of Older Adults and Individuals with Disabilities
- ◆ **Matching Requirements:**
  - 80% Federal Participation
  - 20% Local Match (from any non-U.S. Department of Transportation Federal Source... Local Sources... State Source)

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## Section 5316 - JARC

- ◆ MAP-21 Consolidated JARC Into the 5311 & 5307 Formula Allocation
- ◆ Designated to Address the Unique Transportation Challenges Faced by People with Low-Incomes Who Were Seeking to Get and Keep Jobs
- ◆ Addresses the Disconnect Between the Jobs and the Job Seekers

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## Section 5316 - JARC

- ◆ **Eligible Purposes:** Capital, Planning, and Operating Expenses That Support the Development and Maintenance of Transportation Services Designed to Transport Individuals with Low-Incomes to and From Jobs and Job-Related Activities

11

## Section 5316 - JARC

- ◆ **Matching Requirements:**
  - Capital: 80% Federal/20% Local Match
  - Operating: 50% of Net Cost of Service
- ◆ **Example:**
  - Voucher Programs for Work Related Trips
  - Mobility Manager
  - New or Expanded Service to Meet Employment Needs

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## Section 5317 – New Freedom

- ◆ MAP-21 Consolidated it Into the Section 5310 Formula Program
  
- ◆ Designed to Support New Public Transportation Services and Public Transportation Alternatives Beyond Those Required by the Americans with Disabilities Act (ADA)

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## Section 5317 – New Freedom

- ◆ **Goal:** To Overcome Existing Barriers Facing Americans with Disabilities Seeking Integration Into the Work Force and Full Participation in Society
- ◆ **Matching Requirements:**
  - Capital: 80% Federal/20% Local Match
  - Operating: 50% of Net Cost of Service

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## Section 5317 – New Freedom

### ◆ Examples:

- Door-to-Door Service for Frail Elderly
- Mobility Management
- Expand Current Hours of Operation
- Incremental Cost of Providing Same-Day Service
- Providing Escorts or Volunteer Drivers/Aides
- Acquisition of Vehicles/Equipment To Accommodate Mobility Aides that Exceed the Dimensions and Weight Ratings Established for Wheelchairs Under ADA
- Additional Securement Devices
- Feeder Service/Accessible Taxis

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## Important MAP-21 Provisions

- ◆ The Local Share/Match may be Derived from Other Non-U.S DOT Transportation Sources.
- ◆ Recipients Must Certify that Projects Selected are Included in Locally Developed, Coordinated Public Transit-Human Services Transportation Plan.

## MAP-21 and Coordinated Plans

- ◆ MAP-21 Eliminated Discretionary Programs
  - Now Grantees Must Carefully Prioritize the Needs of Their Systems and Align their Plans with New Streams for Formula Assistance Under MAP-21

## Unmet Transportation Needs

- ◆ Days and Hours of Service:
  - Sunday service is needed, particularly for church
  - Saturday service for the general public should be expanded and increased
  - Late night transportation is needed for employment and other purposes
    - Mountwest
    - Hospital
    - Others?

## Potential Strategies

- ◆ 2.1: Continue to Support Programs, to Include Replacement Vehicles and Operating Dollars
- ◆ 2.2: TTA Service Expansions
  - Countywide Demand Response – Cabell Co
  - More Trips on Huntington-Charleston Route
  - Improve Coordination with Wayne X-Press and Ashland Bus
  - Extend Route to Mountwest Community College
  - U-Pass
- ◆ 4.1: Share Vehicles During Idle or Down Times

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## Unmet Transportation Needs/ Strategies

- ◆ Trip Purpose/Service Area Needs:
  - The Amish population
  - Transportation for in-home services staff
  - Classes at Voc Tech School, GED classes, etc.
  - Support employment at the Mall
  - Special trips (i.e., grocery bags, Home Depot)

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## Potential Strategies

- ◆ 2.3: Implement Rideshare Services for Job Seekers and Employed Individuals with Low Incomes
- ◆ 5.1: Work-Related Options for Transportation –
  - Carpools
  - Car Loan Programs
  - Employer-Sponsored Transportation
  - Route Expansions
  - Service Area Expansions

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## Unmet Transportation Needs

- ◆ Vehicle Maintenance/Reduce Costs:
  - Continue to seek cost saving strategies, to include vehicle maintenance and repair
    - Mountaineer Garage
    - Vocational School
  - Reduce operating costs without reducing service OR increase operating budgets through new revenue
    - Use 5310 for fuel budgets?

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## Potential Strategies

- ◆ 2.1: Continue to Support Programs, to Include Replacement Vehicles and Operating Dollars
- ◆ 3.1: Reduce the No-Show Rate
- ◆ 3.2: Collaborate to Purchase Supplies and Equipment
- ◆ 3.3: Develop Trip Sharing Agreements
- ◆ 3.4: Pursue Additional Operating Dollars
- ◆ 4.1: Share Vehicles During Otherwise Idle or Down Times

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## Unmet Transportation Needs

- ◆ Vehicle Accessibility Needs:
  - More vehicles for specialized transportation services

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## Potential Strategies

- ◆ 2.1: Continue to Support Programs, to Include Replacement Vehicles and Operating Dollars
- ◆ 4.1: Collaborate to Share Vehicles During Otherwise Idle or Down Times
- ◆ 4.2: Continue to Apply for and Utilize New and Replacement Lift-Equipped Vehicles

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## Unmet Transportation Needs

- ◆ Affordable Service Needs:
  - Options to lower passenger fares
    - Trip Tickets/Voucher Program
- ◆ 2.3: Implement Rideshare Services
- ◆ Other: Joint-Trip-Voucher Program for Reduced Fares

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## Unmet Transportation Needs

- ◆ Safety Needs:
  - Improve safety on the vehicles and at bus stops
- ◆ 6.1: Install Cameras On-Board Vehicles and at Transit Centers
- ◆ 6.2: Install GPS on Vehicles

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## Unmet Transportation Needs

- ◆ Information Sharing Needs:
  - Improve awareness of transportation options
  - Coordinating transportation providers should define and share performance measures
  - Continue to focus on collaboration

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## Potential Strategies

- ◆ 1.1: Have a forum to discuss mobility issues – ongoing meetings
- ◆ 1.2: Hire a Mobility Manager
- ◆ 1.3: Coordinate Transportation Information Materials with Cabell County Public Library Information Center

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**NEXT STEPS**

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## Update Inventory and Needs Assessment

- ◆ RLS Continues to Interview Transportation Providers
  - Organizations that Use or Purchase Transportation Have an Opportunity to Complete a Survey
- ◆ Increase Distribution of Public Needs Assessment Surveys:
  - On-line with Announcements on Vehicles and Posted at Agencies

## Draft & Final Report

- ◆ Stakeholders Review the Draft Plan and Submit Comments to RLS by Phone or Email
- ◆ RLS Presents via Email the Final Plan to Stakeholders for One Last Review
- ◆ Locally Adopt the Final Plan

A faint, stylized map of a city street grid is visible in the background of the slide, with some streets highlighted in orange and purple.

**Thank You!**

Additional Questions?  
Please Call RLS & Associates, Inc. at  
(937) 299-5007

**KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan  
Transportation Resource Survey**

---

**Instructions to Survey Respondent** – Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) was enacted in October 2012 and provides guaranteed funding for Federal surface transportation programs through FY 2014. MAP-21 requires the establishment of a locally-developed, public transit – human services transportation coordination plan (HSTC) in order for an applicant to access three specific funding programs; Section 5310 Elderly and Individuals with Disabilities. In response to this requirement, the West Virginia Department of Transportation/Division of Public Transit, KYOVA, and TTA are embarking on a thorough planning process to update the Coordinated Public Transit-Human Services Transportation Plan for Cabell and Wayne Counties, WV; Lawrence County, OH; and Greenup and Boyd Counties, KY. It is our intent to identify strategies that encourage more efficient use of available transportation services that bring enhanced mobility to older adults, individuals with disabilities, people with low incomes, and the general public.

As part of this planning process, we must develop current and complete inventories of transportation services available throughout our community. Please complete the following survey to the best of your ability. If you have any questions regarding this survey, please contact Laura Brown via email at [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com), or via telephone at (937) 299-5007.

---

**I. ORGANIZATION CHARACTERISTICS AND SERVICES PROVIDED**

The first set of questions has to do with the general characteristics of your organization and the general nature of the services provided.

**1. Identification of Organization:**

- a. Respondent's Name: \_\_\_\_\_
- b. Name of Lead Transportation Person (if different) \_\_\_\_\_
- c. Organization: \_\_\_\_\_
- d. Street Address: \_\_\_\_\_
- e. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- f. Work Phone: \_\_\_\_\_ Fax \_\_\_\_\_
- g. Respondent's E-mail: \_\_\_\_\_
- h. Respondent's Website Address: \_\_\_\_\_

**2. Your agency is a (check the appropriate response):**

- a. Governmental body
- b. Private nonprofit organization
- c. Public nonprofit organization
- d. Private, for-profit business
- d. Public Transit System
- e. Other (Specify) \_\_\_\_\_

**3. What segments of the population does your organization serve? (Check all that apply)**

- a. Older adults who are registered consumers of your agency
- b. Older adults who may or may not be registered consumers of your agency
- c. Individuals with disabilities (registered consumers only)
- d. Individuals with disabilities (general public)
- e. People with low incomes (registered consumers only)
- f. People with low incomes (general public)
- g. Students (Pre-school, Head Start)
- h. Students (K – 12, College, University)
- i. General public (no age, income, or other eligibility requirements)
- j. At-risk youth
- k. Veterans
- l. Other \_\_\_\_\_

**4. What are the geographic boundaries of your service area (i.e., what counties or communities do you serve)?**

**5. Please describe your organization’s primary mission and its goals.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Does your agency provide transportation?**

- Yes       No

**7. Please characterize the transportation services your agency provides:**

Percent of transportation that is provided directly by your agency/organization? \_\_\_\_  
Percent of transportation that is purchased from other providers? \_\_\_\_

**8. What are the daily hours and days of operation for your transportation services? Check days and list hours of operation in the space provided.**

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Transportation service begins:	_____	_____	_____	_____	_____	_____	_____
Transportation service ends:	_____	_____	_____	_____	_____	_____	_____

**9. What mode of transportation service do you provide?**

- a. Transportation service is provided on a set route and schedule (fixed route, deviated route, school-type route).
- b. Transportation service is provided on a response to individual or group travel requests.

**10. How do clients/customers access your transportation services? (Choose one of the following options)**

- There are no advance reservation requirements.
- Clients/customers must make an advance reservation (*e.g.*, by telephone, facsimile internet, arrangement through a third party, etc).

**How far in advance are reservations made (per policy)? \_\_\_\_\_**

**11. What level of passenger assistance do your drivers provide? (Select any of the following options that apply)**

- Curb-to-curb (*i.e.*, drivers will assist passengers in and out of vehicle only).
- Door-to-door (*i.e.*, drivers will assist passengers to the entrance of their origin or destination).
- Drivers are permitted to assist passengers with a limited number of packages.
- Drivers are permitted to assist passengers with an unlimited number of packages.
- We provide personal care attendants or escorts to those passengers who require such services.
- Passengers are permitted to travel with their own personal care attendants or escorts.

**12. Do you charge a fare?**

- Yes       No

If yes, what is the fare structure? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**13. Do you request donations from passengers?**

Yes       No

If yes, please describe the process for requesting donations and the amount collected:

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**14. What is your annual ridership? \_\_\_\_\_**

**15. How many unduplicated passenger trips did your agency provide between January 1 and December 31, 2010 (estimates are okay)? (A trip equals one person traveling in one direction. If a passenger completes a round trip, record this as two passenger trips.)**

How many one-way passenger trips? \_\_\_\_\_  
How many were provided directly by your agency/organization? \_\_\_\_\_  
How many were purchased from another provider? \_\_\_\_\_  
Who were they purchased from? \_\_\_\_\_  
What percentage of trips required wheelchair lift-equipped vehicles? \_\_\_\_\_

**16. If more transportation funding were available, what would be your top three projects (capital and operating)?**

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**17. Please list the number of transportation-related personnel from the following list at your agency/organization.**

Executive Director/Manager: \_\_\_\_\_  
Clerical/Staff: \_\_\_\_\_  
Drivers: \_\_\_\_\_  
Maintenance Crew: \_\_\_\_\_  
Dispatchers/Schedulers: \_\_\_\_\_  
Other: \_\_\_\_\_

**18. Does your agency use volunteers for transportation-related tasks?**

Yes       No

If yes, in what capacity are volunteers used? \_\_\_\_\_

\_\_\_\_\_

**19. Do your staff members use personal vehicles to provide transportation for the agency's consumers/clients?**

Yes       No

**20. If the agency maintains a fleet rooster, please request a copy. If not, please complete the following table to the best of your ability:**

Vehicle Type	Number of Vehicles				Were Federal or State Grant Funds Used to Purchase?
	Total Number	# of Seats	# of Wheelchair Tie-Downs	Year Purchased	
a) Sedans					
b) Station wagons					
c) Minivans					
d) Standard 15-passenger vans					
e) Light-duty bus (body-on-chassis type construction seating between 16-24 passengers)					
f) Medium duty bus (body-on-chassis type construction seating over 22 passengers with dual rear wheel axle)					
g) School bus (yellow school bus seating between 25 and 60 students)					
h) Medium or heavy duty transit bus					
i) Other (Describe):					

**21. Please indicate the number of passenger trips your agency purchased from other public or private operators between January 1 and December 31, 2012.**

Name of Provider:

_____:	_____
_____:	_____
_____:	_____
_____:	_____
_____:	_____

**22. What are the beginning and ending dates of your organization's fiscal year?**

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**23. What is your annual operating and capital budget for transportation services (please include only transportation services and not costs of other agency services).**

Total Operating Budget for Transportation (FY 2012): \_\_\_\_\_

Total Capital Budget for Transportation (FY 2012): \_\_\_\_\_

**24. Please check the items included in your transportation budget:**

- Personnel
- Depreciation
- Fuel
- Overhead/Indirect Costs
- Insurance
- Maintenance
- Other (please specify): \_\_\_\_\_

**25. What are your transportation operating revenues?**

Category	Actual, FY 2012
<b>Transportation Operating Revenues – List Individually</b>	
a) Fares Collected from Passengers Through Cash, or Tickets/Tokens Purchased by Passengers (Include Client Fees and/or General Public Fares Here)	
b) Revenues Collected From Vouchers purchased by Third Parties	
c) Donations	
d) Local Government Appropriations	
e) State Government Appropriations	
f) Grants Directly Received by Organization	
1) (Specify)	
2) (Specify)	
3) (Specify)	
g) Private Charitable Foundation (Specify)	
h) Medicaid	
i) United Way	
j) Fundraising	
k) Other (list)	
<b>Total Transportation Revenues – Total</b>	

**26. What are your transportation operating and capital expenses?**

Category	Actual, FY 2012
<b>Transportation Operating Expenses – List Individually</b>	
a) Transit Operation Expenses	
1) Transportation administration	
2) Transportation operations	
3) Transportation maintenance (facilities and equipment)	
<b>Total Operating Expenses</b>	
b) Transportation Capital Expenses	
<b>Total Transportation Operating and Capital Expenses</b>	

**II. ASSESSMENT OF NEEDS/COORDINATION**

**27. Which of the following activities are you currently coordinating with other agencies?  
(Please check all that apply.)**

- Information and Referral
- Client files
- Financial administration (i.e., pay checks, invoices)
- Grant applications
- Vehicle sharing
- Shared backup vehicles
- Joint purchasing of vehicles and equipment
- Vehicle specification
- Trip sharing
- Driver training
- Driver sharing
- Marketing
- Fuel purchasing
- Routing and scheduling
- Shared maintenance
- Dispatching
- Insurance purchasing
- Escort services (people who ride with older adults or individuals with disabilities)
- Trip booking
- Service brokerage
- Service consolidation
- Other (please specify)

**28. What elements of the existing transportation network provide the most useful personal mobility options in your service area (select one)?**

- Public transit
- Taxis and other private providers
- Non-profit/Human Service Agency transportation
- School buses
- Families, friends, and neighbors
- Carpool/Vanpool
- Bike and pedestrian amenities
- Travel Training
- Other (please define): \_\_\_\_\_

**29. In your assessment, what enhancements are most needed to improve personal mobility in your service area (select all that apply)?**

- Greater coordination among providers.
- Expanded Fixed Route and paratransit service.
- Longer hours and/or more days of service.
- Centralized scheduling and dispatch.
- Enhanced communication and advocacy.
- Expanded youth services and programs.
- Improved transit facilities.
- Improved pedestrian facilities.
- Enhanced safety and security on transit vehicles and in transit facilities.
- Service to and within rural areas.
- Loosening of eligibility restrictions.
- Lower fares on existing services.
- Other (Define): \_\_\_\_\_

**30. What issues, if any, have your coordination efforts encountered (check all that apply)?**

- Statutory barriers to pooling funds
- Restrictions placed on the use of vehicles
- Liability/insurance concerns
- Turf issues among providers
- Billing/accounting issues
- Unique characteristics of client populations
- Other (Define): \_\_\_\_\_

**31. In your opinion, what do you see as the greatest obstacle(s) to coordination and personal mobility in your service area (check only one)?**

- Statutory barriers to pooling funds.
- Restrictions placed on the use of vehicles.
- Liability/insurance concerns.
- Turf issues among providers.
- Lack of funding.
- Unique client characteristics/inability to mix clients on-board vehicles.
- Other (Define): \_\_\_\_\_

**32. In your opinion, what enhancements are most needed to improve the coordination of public transit and human service transportation in your service area?**

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**33. Did your governing board actively participate in the previous Coordinated Transportation Plan?**

**How did they participate?** \_\_\_\_\_

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**34. In your opinion, what is the level of support for coordinated transportation planning among elected officials, agency administrators, and other community leaders?**

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**35. Other issues, concerns, or information relevant to coordinated transportation?**

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**36. What are your Top Destinations?**

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# KYOVA Transportation Management Area Transportation Survey

## Transportation Survey

The purpose of this survey is to improve transportation in Cabell and Wayne Counties, WV; Lawrence County, OH; and Boyd and Greenup Counties, KY. We value your input and will use the information you provide toward making transportation better. Thank you in advance for your time! This survey is mostly multiple choice and will take no more than 10 minutes to complete.

If you would like to complete this survey in an alternate format, please email Laura at [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com) or call 1-800-684-1458.

### 1. In what COUNTY do you live?

- Cabell County, WV
- Wayne County, WV
- Lawrence County, OH
- Greenup County, KY
- Boyd County, KY
- Other
- Not Applicable

Other County

### \*2. In what COUNTY do you work?

- Cabell County, WV
- Wayne County, WV
- Boyd County, KY
- Greenup County, KY
- Lawrence County, OH
- Other
- Not Applicable

# KYOVA Transportation Management Area Transportation Survey

## 3. Do you need transportation on a regular basis for any of the following? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Getting to/from work between 5:00AM-7:30AM               | <input type="checkbox"/> Attending training or educational classes during the evening |
| <input type="checkbox"/> Getting to/from work between 7:30AM-8:30AM               | <input type="checkbox"/> Getting kids to childcare, school or school activities       |
| <input type="checkbox"/> Getting to/from work after 8:30 AM & before 5:00PM       | <input type="checkbox"/> Going to the doctor / dentist / other medical                |
| <input type="checkbox"/> Getting to/from work between 5:00 PM-8:00PM              | <input type="checkbox"/> Visiting friends and family                                  |
| <input type="checkbox"/> Getting to/from work between 8:00 PM-10:00PM             | <input type="checkbox"/> Shopping for essentials such as groceries                    |
| <input type="checkbox"/> Getting to/from work after 10:00PM                       | <input type="checkbox"/> Recreational activities and events                           |
| <input type="checkbox"/> Attending training or educational classes during the day | <input type="checkbox"/> Weekend and holiday travel                                   |
| <input type="checkbox"/> Other (beauty shop, etc.)                                |   |

## 4. How do you mainly get to places?

- |   |  |                               |
|---|--|-------------------------------|
| <input type="checkbox"/> Personal car/vehicle   | <input type="checkbox"/> Vanpool / Carpool     | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Bicycle/walking        | <input type="checkbox"/> Public Transportation |                               |
| <input type="checkbox"/> Family/Friends         | <input type="checkbox"/> Agency/Senior Center  |                               |
| <input type="checkbox"/> Other (please specify) |  |                               |

## \*5. If you answered "Public Transportation" in the previous question, what public transportation system do you ride? (Select all that apply.)

- Ashland Bus System (ABS)
- Lawrence County Transit (LCT)
- Tri River Transit (TTA)
- Wayne X-Press
- Greyhound
- None of the Above
- Other (please specify)

## 6. Do you have a disability that requires you to use a mobility assistance device such as a cane, walker, or wheelchair?

- Yes  No

# KYOVA Transportation Management Area Transportation Survey

## 7. Are your employment options limited because you do not have reliable transportation?

Yes

No

## 8. In which town/city/village do you live (or the town nearest to you)? Please include the state.

## 9. Which town do you work in (or nearest to) if applicable?

## 10. What town (and state) is your childcare provider in, if you have one?

## 11. What town is your primary medical provider in (if any)?

## Please rate how you agree with the following statements.

### 12. The transportation I use:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	N/A
Does a good job of getting me where I need to go.	<input type="radio"/>				
Makes me wish there was something better.	<input type="radio"/>				
Limits where I can work.	<input type="radio"/>				
Is difficult for me to afford.	<input type="radio"/>				
Makes it easy to do errands.	<input type="radio"/>				
Is difficult for me to board.	<input type="radio"/>				
Is not equipped to accommodate my disability accessibility needs	<input type="radio"/>				

### 13. I would use public buses regularly if:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	N/A
I knew what was available.	<input type="radio"/>				
There were bus routes where I lived.	<input type="radio"/>				
Wait time for pick-up was shorter.	<input type="radio"/>				
Bus arrival time was more reliable.	<input type="radio"/>				
It was easier for me to schedule a trip.	<input type="radio"/>				
I felt safe/secure on public buses and at bus stops.	<input type="radio"/>				
Someone taught me how to use the bus.	<input type="radio"/>				
Buses were easier for me to board.	<input type="radio"/>				
Language was not a problem.	<input type="radio"/>				

# KYOVA Transportation Management Area Transportation Survey

**14. I have a car, but I would use/continue to use public transportation to do the following if available:**

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	No personal car
Get to work.	<input type="radio"/>				
Get to college/university classes.	<input type="radio"/>				
Get to medical appointments.	<input type="radio"/>				
Get to Shopping, social events, entertainment.	<input type="radio"/>				
Get to service provider appointments.	<input type="radio"/>				

## Demographic Information

**\*15. Your age?**

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="radio"/> Under 19    | <input type="radio"/> 30-39 years | <input type="radio"/> 55-59 years |
| <input type="radio"/> 20-24 years | <input type="radio"/> 40-49 years | <input type="radio"/> 60-64 years |
| <input type="radio"/> 25-29 years | <input type="radio"/> 50-54 years | <input type="radio"/> 65 and over |

**16. Your gender?**

- Male  Female

**\*17. Do you consider yourself:**

- White
- African American/Black
- Hispanic
- Asian
- Native American Indian
- Multiple Races
- Other (please specify)

**18. In which country were you born?**

# KYOVA Transportation Management Area Transportation Survey

## 19. Number of persons in your household over the age of 18?

- 0                                       3                                       6 or more  
 1                                       4  
 2                                       5

## 20. Number of persons in your household under the age of 18?

- 0                                       3                                       6 or more  
 1                                       4  
 2                                       5

## \*21. Total annual household income?

- \$0-\$9,999                                       30,000-\$44,999                                       \$60,000-\$69,999  
 \$10,000-\$19,999                                       \$45,000-49,999                                       \$70,000-\$79,999  
 \$20,000-\$29,999                                       \$50,000-\$59,999                                       \$80,000+

## 22. Is English your first language?

- Yes                                       No

## 23. If English is not your native (first) language? How well do you understand the English language?

- Very well  
 Some  
 Not well  
 Not at all

## 24. Comments/ suggestions:

This survey can be submitted now by clicking the button at the end of the survey. Or, it can be mailed to RL&S Associates, Inc. 3131 South Dixie Hwy., Suite 545 Dayton, Oh. 45439, or emailed to [lbrown@rlsandassoc.com](mailto:lbrown@rlsandassoc.com).

### **Housing Development Corporation, Inc.**

Housing Development Corporation, Inc. is a non-profit organization, which operates the Fairfield East Community Center (under contract with the City of Huntington). The Fairfield East Community Center provides recreation services to all persons in the Fairfield East community, regardless of age. The Senior Citizens program was established to serve the needs of seniors and persons with disabilities who live in Huntington. The site offers transportation, socialization, fitness, onsite nutrition, recreation, and shopping for senior program participants. An aide is available to assist program participants in all of these activities. The community center is located at 2711 8th Avenue in Huntington, West Virginia.

The agency uses one lift-equipped 12-passenger cutaway to provide transportation for the participants of the Fairfield Program. The agency employs a Driver and a Senior Coordinator for their transportation services.

The transportation service is provided for 10 people on average per day, Monday through Friday, from 8:00 AM to 2:00 PM, with approximately 5100 trips per year.

### **Fare Structure and Eligibility**

Rides are provided free of charge to low income residents of Huntington who are seniors (62+) or persons with a disability (50+).

### **Coordination**

There is no formal transportation coordination with other public transit agencies in the area, although some community members utilize TTA's paratransit to reach the center. The Fairfield East Community Center does offer onsite nutrition in conjunction with Cabell County Community Services Organization, Inc.

### **Funding**

HDC, Inc. receives funding from the City of Huntington and Community Development Block Grant.

### **Needs**

The van the agency currently uses has met useful life and HDC has applied to the 5310 Program to replace their vehicle to consider serving the community.

**Operating Statistics**

Fairfield East Community Center Programs:	Transportation, socialization, fitness, onsite nutrition, recreation, and shopping
Client Eligibility:	Senior Citizens (62) and Participants with Disabilities (50+) who are also low income
Hours/ Days of Service:	8:00 AM –2:00 PM Monday- Friday
Mode of Services:	Door-to-door demand response
Transportation Staff:	Senior Coordinator Driver
Annual Trips Provided:	5100
Annual Transportation Cost:	\$38,600.00
Cost per Passenger Trip:	\$7.57
Funding Sources for Transportation:	City of Huntington, Community Development Block Grants

KYOVA TMA CORRINATED PUBLIC TRANSIT SERVICES  
TRANSPORTATION PLAN AMENDMENTS  
PUBLIC OPEN HOUSE FOR 02-04-15

Publish:

The Herald Dispatch

<http://www.wvs.state.wv.us/kyova/pressrelease.htm>

**OPEN HOUSE**

**KYOVA Interstate  
Planning  
Commission  
Community Input  
Sought for Amend-  
ment #1 to the KYO-  
VA TMA Coordinated  
Public Transit-  
Human Services  
Transportation Plan  
for the Huntington,  
WV-KY-OH Urbanized  
Area (Cabell, Wayne  
and Putnam Coun-  
ties, West Virginia;  
Lawrence County,  
Ohio; and Greenup  
and Boyd Counties,  
Kentucky)**

**400 Third Avenue  
Huntington, WV  
25701  
February 4, 2015**

Interested community  
members, human serv-  
ice agencies and trans-  
portation operators  
that provide passenger

**Legal Notices**

transportation for older  
adults, individuals with  
disabilities, people with  
low income or the  
general public are  
strongly encouraged to  
attend the open house  
style public meeting for  
discussion and com-  
ment on Amendment  
#1 to the KYOVA TMA  
Coordinated Public  
Transit-Human Services  
Transportation Plan.  
KYOVA Staff will be  
available to discuss the  
proposed Amendment.  
No formal presentation  
will take place.

The purpose of the  
open house is to re-  
ceive comment on new-  
ly identified transit  
agencies for inclusion  
into the KYOVA TMA  
Coordinated Public  
Transit-Human Services  
Transportation Plan.  
Participation in the  
planning process is re-  
quired for Federal  
Transit Administration  
(FTA) grants that are  
included in the Moving  
Ahead for Progress in  
the 21st Century  
(MAP-21) legislation.  
These programs in-  
clude FTA Section  
5310, Specialized  
Transportation for Old-  
er Adults and Individ-  
uals with Disabilities  
which includes the pre-  
viously funded New  
Freedom Initiative (FTA  
Section 5317).

The Open House will  
take place on Wednes-  
day, February 4, 2015  
from 9:00 a.m. to 4:00  
p.m. at KYOVA Inter-  
state Planning Commis-  
sion, 400 Third Ave-  
nue, Huntington, WV  
25701.

If you are unable to  
attend, comments may  
be submitted in writing  
before close of busi-  
ness February 11,  
2015. Please send all  
comments to:

KYOVA Interstate  
Planning Commission  
Saleem A. Salameh,  
Technical Study  
Director  
400 Third Avenue  
Huntington, WV  
25701

Website:  
[www.kyovaipc.org](http://www.kyovaipc.org)  
E-mail:  
[jwebb@kyovaipc.org](mailto:jwebb@kyovaipc.org) or  
[tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org)  
Fax: (304) 529-7229

**LH-28971  
1-27; 2015**

**RESOLUTION**

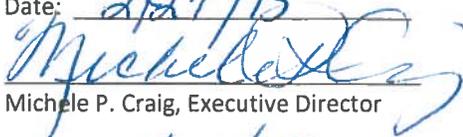
**OF THE KYOVA INTERSTATE PLANNING COMMISSION  
ADOPTING AMENDMENT #1 TO THE  
KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

- Whereas,** the KYOVA Interstate Planning Commission (KYOVA) is designated as the Metropolitan Planning Organization (MPO) by the Governors of West Virginia, Kentucky and Ohio, acting through the West Virginia Department of Transportation Division of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT) and, in cooperation with locally elected officials in the KYOVA region; and
- Whereas,** KYOVA Interstate Planning Commission adopted the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include new demographic and regional context information, transportation services gaps and solutions, and the steps for designating Consolidated Transportation Service Agencies on November 1, 2013; and
- Whereas,** the Moving Ahead for Progress in the 21st Century Act (MAP-21) requires that projects funded through Section 5310 the Enhanced Mobility of Seniors and Individuals with Disabilities formula grant program be derived from a locally developed Coordinated Plan beginning Fiscal Year 2013; and
- Whereas,** the Huntington, WV-KY-OH TMA Urbanized Area Coordinated Public Transit-Human Services Transportation Plan has been developed in accordance with federal standards and through outreach involving local public and private transportation providers, human services agencies, other interested parties, and the general public; and
- Whereas,** the Housing Development Corporation, Inc., a non-profit organization, which operates the Fairfield East Community Center (under contract with the City of Huntington) requested inclusion into the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to apply for Section 5310 Program funds as required through MAP-21; and
- Whereas,** KYOVA has met the public outreach requirements of 15 days as outlined in the KYOVA Participation Plan.

**NOW THEREFORE BE IT RESOLVED,** that KYOVA Interstate Planning Commission adopts Amendment #1 to the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include the Housing Development Corporation, which operates the Fairfield East Community Center transportation services (under contract with the City of Huntington).

  
Robert Pasley, Chairman

Date: 2/27/15

  
Michele P. Craig, Executive Director

Date: 2/27/15

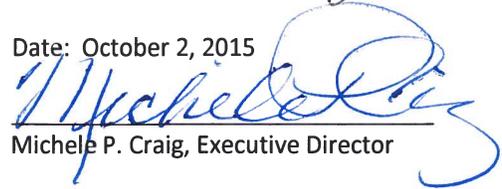
## RESOLUTION

### OF THE KYOVA INTERSTATE PLANNING COMMISSION ADOPTING AMENDMENT #2 TO THE KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

- Whereas,** the KYOVA Interstate Planning Commission (KYOVA) is designated as the Metropolitan Planning Organization (MPO) by the Governors of West Virginia, Kentucky and Ohio, acting through the West Virginia Department of Transportation Division of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT) and, in cooperation with locally elected officials in the KYOVA region; and
- Whereas,** KYOVA Interstate Planning Commission adopted the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include new demographic and regional context information, transportation services gaps and solutions, and the steps for designating Consolidated Transportation Service Agencies on November 1, 2013; and
- Whereas,** the Moving Ahead for Progress in the 21st Century Act (MAP-21) requires that projects funded through Section 5310 the Enhanced Mobility of Seniors and Individuals with Disabilities formula grant program be derived from a locally developed Coordinated Plan beginning Fiscal Year 2013; and
- Whereas,** the Huntington, WV-KY-OH TMA Urbanized Area Coordinated Public Transit-Human Services Transportation Plan has been developed in accordance with federal standards and through outreach involving local public and private transportation providers, human services agencies, other interested parties, and the general public; and
- Whereas,** Amendment #2 consists of updated census figures, project status and for the inclusion of additional eligible participant agencies. These agencies are representative of those who work with and serve the seniors, persons with low-income, and persons with disabilities for whom the coordinate transportation plan was intended. Participation in the Coordination Meeting, which was held on August 20, 2015 at the KYOVA office, was a requirement for FTA grant funding through the 5310 program and therefore allowed for the inclusion of the agencies in attendance to apply for Section 5310 Program funds as required through MAP-21; and.
- Whereas,** KYOVA has met the public outreach requirements of 15 days as outlined in the KYOVA Participation Plan.
- NOW THEREFORE BE IT RESOLVED,** that KYOVA Interstate Planning Commission adopts the attached list as Amendment #2 to the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan.

  
Robert Pasley, Chairman

Date: October 2, 2015

  
Michele P. Craig, Executive Director

Date: October 2, 2015



## **AMENDMENT #2: HUMAN SERVICES PUBLIC TRANSIT TRANSPORTATION COORDINATION PLAN**

The FY13 Human Service-Public Transit Transportation Coordination Plan for the Huntington WV-KY-OH Urbanized Area (Cabell and Wayne Counties in West Virginia; Boyd and Greenup Counties in Kentucky; and Lawrence County, Ohio) is being amended to update census figures and status of projects, make corrections, and add some participant agencies to the coordination plan. These agencies are representative of those who work with and serve the seniors, persons with low-income, and persons with disabilities for whom the plan was intended to coordinate transportation. The Coordinated plan enables coordination of transportation resources, as well as provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting, which was held on August 20, 2015 from 10AM -12 noon at the KYOVA offices, is a requirement for FTA grant funding through the 5310 program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirements of the Federal Transit Administration for Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

Listing of the Agencies being added to our coordinated plan:

**Branches Domestic Violence Shelter**

**Recovery Point of Huntington**

**Neighbors Helping Neighbors**

**Shelter of Hope**

**Northeast Kentucky Community Action Agency**

**St. Mary's Medical Center**

**Cabell Huntington Hospital**

**Children's Home Society**

**Huntington Comprehensive Treatment Center**

**Tri-State Literacy Council**

**Lily's Place**

**Cabell County Emergency Medical Services**

**Cabell County Schools: Cabell County Career Technology Center-Adult Education/ Job Training for Students with Disabilities**

**Mountwest Community and Technical College**

**River Valley Child Development Services/ LINK Child Care Resource and Referral**

**101 Mobility**

**Regional Intergovernmental Council**

**ITT Technical Institute**

**Veterans Administration**

**West Virginia Division of Rehabilitation Services**

**Emendations**

**The changes are shown in italics**

**On page 16, table updated**

Exhibit II.7: Median Household Income, 2013

County	Median Household Income
Boyd County, Kentucky	<i>\$40,379</i>
Greenup County, Kentucky	<i>\$44,060</i>
Lawrence County, Ohio	<i>\$41,552</i>
Cabell County, West Virginia	<i>\$38,374</i>
Wayne County, West Virginia	<i>\$36,964</i>

*Source: U.S. Census Bureau, Selected Economic Characteristics  
2009-2013 American Community Survey 5-Year Estimates*

On page 25, Ashland Bus Service (updated to reflect the correct number of routes)  
The city of Ashland Bus Service (ABS) offers *five* fixed routes throughout Ashland and adjoining areas.

On page 26, Days and Hours of Operation  
Hours of operation for Ashland Bus System are Monday through Friday, 7:00AM to 5:30 PM.

On Page 33, Transportation Needs and Vision  
The commuter express route was implemented and provides connections between the three transit agencies.

On page 40, Exhibit III.4 TTA Route Profile  
The routes have changed, with the addition of four routes (routes 11, 12, 13, and 14) and the discontinuation Huntington Charleston Commuter Route and the Pullman Marshall Shuttle.

Route number	Route destinations/ name
<b>Route 1</b>	Ceredo/Kenova
<b>Route 2</b>	Vo-Tech Center/Huntington Hospital/Prestera Center
<b>Route 3</b>	Third Avenue
<b>Route 4</b>	9th & 11th Avenue
<b>Route 5</b>	Walnut Hills/Walmart/Internal Medicine Group
<b>Route 6</b>	Madison Avenue
<b>Route 7</b>	Barboursville
<b>Route 8</b>	Hal Greer/John Marshall Medical Center/Pullman Square
<b>Route 9</b>	Milton
<b>Route 11</b>	Burlington Walmart, Ironton Transit Cafe, Ashland Depot, Ceredo Plaza
<b>Route 12</b>	Ceredo Plaza, Ashland Bus Depot, Ironton Transit Cafe, Burlington Walmart
<b>Route 13</b>	Pullman Square, Chesapeake Community Center, Ohio University, Rome, St. Mary's Hospital, Marshall University

<b>Route 14</b>	Pullman Square, Chesapeake, Burlington, Wal-Mart
<b>Route 20</b>	PM South/Late Service
<b>Route 30</b>	PM North/Late Service
<b>Route 40</b>	PM West/Late Service

On page 42, Challenges and Needs

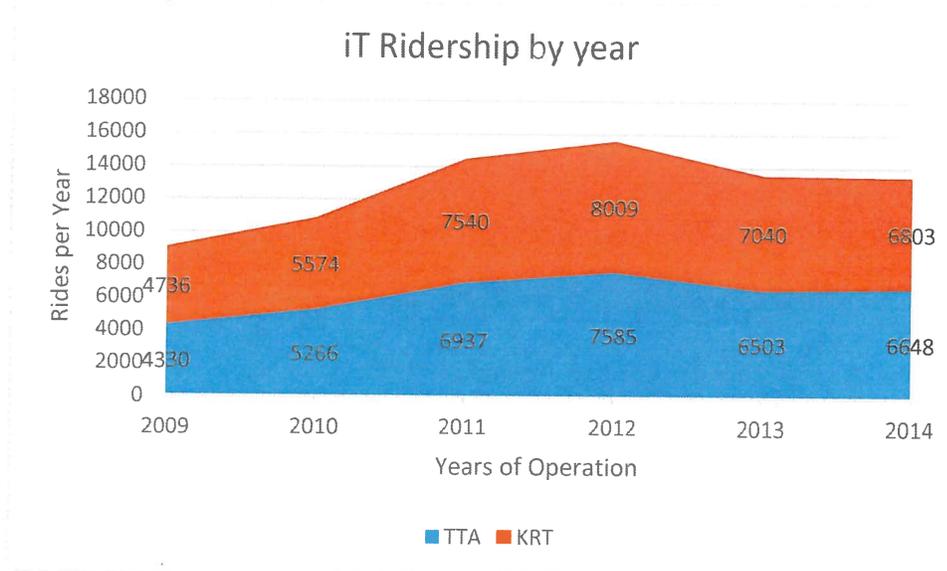
Update

- TTA and KYOVA have completed the FY13 call for projects, and three awards were made to Tri-State Industries (2 ADA accessible minivans), Huntington Development Corporation (a cutaway), and TTA (minivans).
- The Ohio governor has designated TTA as the recipient for the Section 5310 funds.

On page 43, Huntington-Charleston Commuter Bus

The Huntington-Charleston Commuter Service, or iT, was initially established as a demonstration project with Congestion Mitigation and Air Quality funds, and then subsidized by KVRTA, TTA, and WVDPT.

The ridership for the iT from 2009-2014 is plotted in the graph below.



The iT service was discontinued on August 30, 2015 since a sustained funding source could not be identified.

### **Branches Domestic Violence Shelter**

Branches Domestic Violence Shelter was established as a non-profit agency in 1980. Branches works to empower the increasing number of domestic violence victims and their families to break the cycle of domestic violence in our area. Aside from providing emergency shelter, Branches offers legal assistance, individual & group counseling, and case management to ready our clients to become independent. Currently, Branches has one operational emergency housing shelter and four outreach offices located in the adjoining counties of Mason, Putnam, Wayne, & Lincoln to provide additional resources. Transportation is provided with the eight vehicles in the fleet.

### **Fare Structure and Eligibility**

Transportation is provided to the clients by full-time staff on an as-needed basis and usually requires 24 hours advance notice. All of Branches' services are free of charge.

### **Coordination**

There is no formal coordination agreement with Branches and other transportation providers, but TTA has worked with the agency in the past and has been responsive to the needs of Branches' clients.

### **Funding**

Branches is grant and donation funded.

### **Needs**

The staff at Branches has cited that transportation is available, when staff is available. Clients who are moving often encounter issues with having a vehicle that can carry their belongings to their new home. Any transportation must be arranged with a prior 24 hours' notice.

### **Recovery Point of Huntington**

Recovery Point of Huntington provides a long-term residential program of recovery from alcohol and drug addiction. The recovery center for men, located at 2425 9th Avenue in Huntington, WV, offers 100 beds to men needing recovery services.

Currently, Recovery Point does not offer transportation services, but does use the local bus system.

### **Coordination**

The representative from Recovery Point stated that they were willing to coordinate services to complement their use of fixed route buses.

### **Funding**

Recovery Point of Huntington receives funding through state, national, and United Way grants and donations.

### **Needs**

With 100 clients needing transportation to and from appointments for medical, benefits, and legal appointments, Recovery Point is in the process of buying a van.

## **Neighbors Helping Neighbors**

Neighbors Helping Neighbors owns and operates a permanent common space (the Neighborhood) so volunteers from multiple service agencies can improve convenient access and efficiency to support the homeless and very low to moderate income families in the Greater Ashland/Boyd County community. The service agencies housed in the Neighborhood create a place where people in need can receive many services in emergency and crisis situations, such as securing food, showers, clothing, utilities assistance, medical treatment/medication assistance, and post office boxes. The agencies currently housed there are:

- Community Assistance and Referral Service (CAREs)
- River Cities Harvest, Inc.
- The Dressing Room operated by Federated Charities
- Ashland Community Kitchen, Inc.
- Clean Start operated by Ashland Area Presbyterian Ministries

## **Coordination**

The clients for Neighbors Helping Neighbors are currently using the local bus system, but cited the lack of route maps poses a problem for those unfamiliar with the area.

## **Funding**

Neighbors Helping Neighbors receives funding through grants and fundraising.

## **Needs**

The representative from Neighbors Helping Neighbors stated that they were interested in a 5310 van to provide services, especially on evenings and weekends, beyond the local bus services' operation days and times.

### **Shelter of Hope**

Shelter of Hope provides temporary and emergency shelter, rent and utility assistance for individuals and families in Boyd and Greenup County, Kentucky who are in need of transitional services leading them to self-sufficiency and for whom none is available from existing community resources.

### **Coordination**

Shelter of Hope is open to coordination of services and would like to see an arrangement for low or no cost transportation.

### **Funding**

Shelter of Hope is funded through monetary donations, Community Development Block Grants, Kentucky Housing Grants, and in-kind donations.

### **Needs**

Some of the clients are in need of transportation to medical/ mental health services in Huntington. The bus can be utilized to get there, but this method would require several transfers and is time consuming and may not always be the best method, depending on the health status of the client.

## **Northeast Kentucky Community Action Agency**

Northeast Kentucky Community Action Agency strives to provide affordable and reliable transportation to school, work, senior citizens centers, adult and child care centers, medical facilities, and recreational destinations. NKCAA operates a demand response service in Boyd and Greenup Counties, Monday through Friday, with 24 hour advanced scheduling. The rates are as follows:

In city limits: \$1.00/stop

1-5 miles: \$5.00/round trip

6-20 miles: \$10.00/round trip

21-50 miles: \$25.00/round trip

Over 50 miles: \$1.00 per mile per round trip (\$25 + \$1 per mile over 50)

Trips to the VA hospital are provided to veterans free of charge, but must be scheduled 72 hours in advance.

## **Coordination**

Intercity Bus Service is provided by Northeast Kentucky Community Action Agency to Boyd, Carter, Elliott, Greenup, and Lawrence Counties in Kentucky. This service for the general public, and the fare is \$5.00 per trip.

There is also a feeder service for Greyhound Bus in Ashland, and for Federated Transportation of the Bluegrass to the Lexington airport. This service must be scheduled 48 hours in advance.

## **Funding**

NKCAA is funded through contract revenue and the Office of Transportation Delivery.

## **Needs**

According to NKCAA's representative, they need more money and more vehicles. This could be a good opportunity for coordination.

### **St. Mary's Medical Center**

St. Mary's Medical Center is the largest medical facility in Huntington, Cabell County's largest private employer (2600+ employees) and, at 393 beds, is among the largest healthcare facilities in West Virginia. As a teaching facility associated with the Joan C. Edwards Marshall University School of Medicine, St. Mary's trains medical residents in several specialties. The hospital campus is home to the St. Mary's School of Nursing, the St. Mary's School of Medical Imaging and the St. Mary's School of Respiratory Care. All three programs are associated with Marshall University.

### **Coordination**

Coordination of service for predictable, recurring needs, such as for the elderly and the medically fragile population, as well as discharge of patients requiring transportation to rural areas not served by public transit. Currently, cab vouchers are issued for urgent situations to get patients to their home.

### **Funding**

St. Mary's Medical Center is supported by state, federal, commercial and private funds.

### **Needs**

Transportation for doctor appointments, outpatient pulmonary and cardiac rehab, support groups, dialysis transportation, and patients in areas not served by public transportation.

### **Cabell Huntington Hospital**

Cabell Huntington Hospital is a not-for-profit, regional referral center with 303 staffed beds. Located in Huntington, West Virginia, Cabell Huntington cares for patients from more than 29 counties throughout West Virginia, eastern Kentucky and southern Ohio. Opened in 1956, it is also a teaching hospital and is affiliated with Marshall University Schools of Medicine and Nursing. Cabell Huntington Hospital offers hospital services, referrals, community education/outreach, and support groups.

### **Coordination**

Cabell Huntington Hospital currently makes appropriate transportation referrals for patients, based on health and income parameters evaluated by the discharge nurse/ social worker. The representatives from CHH indicated they were interested in knowing more about transportation providers to make appropriate referrals.

### **Needs**

Providing transportation to support group meetings, and doctors' appointments for patients without transportation.

### **Children's Home Society**

The Children's Home Society of West Virginia is a private, non-profit child welfare organization founded in 1896. Comprehensive child welfare, behavioral health, social casework and advocacy services are provided to over 12,898 children and families each year from thirteen primary locations throughout the state, including the Ona, WV location.

### **Coordination**

Due to the nature of this agency, coordination might be difficult since the residents have requirements regarding supervision and occasionally protective services.

### **Funding**

The Children's Home Society of West Virginia is funded through state contract and Medicaid reimbursement.

### **Needs**

The Hovah Hall Underwood Shelter in Ona, WV currently has one vehicle. The children residing at this shelter are transported to school, vocational programs, medical appointments, psychological and counseling appointments, jobs and support group meetings.

**Huntington Comprehensive Treatment Center**

Although not a transportation provider, Huntington Comprehensive Treatment is a methadone clinic located in Cabell County at 135 Fourth Ave. in Huntington, West Virginia. The Huntington Treatment Center provides medically supervised methadone maintenance and Suboxone (buprenorphine) detox treatment to individuals who are attempting to overcome an addiction to or dependence upon heroin or other opioids on an outpatient basis.

The representative from the Treatment Center cited that transportation was a serious problem for some of their patients, especially those who live in areas not served by public transportation.

### **Tri-State Literacy Council**

Tri-State Literacy Council is a volunteer organization working to raise the literacy levels of adults. Although the Literacy Council does not provide transportation, the director of the agency addressed the interconnectivity between poverty and low-literacy, and therefore some of their program participants may be both transit dependent and have problems with traversing the routes.

### **Needs**

The Tri-State Literacy Council offers tutoring for different types of literacy and discussed the need for expanding transportation options into the rural areas to make it easier for adult learners to reach opportunities for training/ literacy skills tutoring.

### **Lily's Place**

Lily's Place is the first residential infant recovery center that also provides help and services for families, located at 1320 Seventh Avenue in Huntington, West Virginia. The transportation provided is for medical visits for the infants in the care of Lily's place.

### **Coordination**

The representatives from Lily's Place were open to coordination with other agencies.

### **Funding**

Lily's Place is a non-profit.

### **Needs**

The representatives from the agency addressed the transportation issues for the parents who are transit dependent. The involvement of the parents in the process is integral, and weather impacts the parents' ability to visit and participate in their baby's treatment, especially if they are some distance from the fixed routes. Lily's Place would be interested in collaborating with a transportation provider to transport parents to and from their offices.

### **Cabell County Emergency Medical Services**

Cabell County Emergency Medical Services provides not only emergency medical attention, but also medically necessary trips for qualifying patients who need transportation to a hospital or medical care, and trips home for particularly fragile patients. Since the type of transportation provided by CCEMS adheres to its own set of parameters, they would not be providing transportation beyond their scope of services. To that end, CCEMS was able to speak to some of the transportation issues experienced upon release from hospitalization or physician's care.

**Cabell County Schools:**

**Cabell County Career Technology Center-Adult Education/ Job Training for Students with Disabilities**

Although Cabell County Schools provides transportation for the K-12 students, the adult education program and job placement program for students with disabilities do not have transportation to and from educational facilities and job sites, respectively.

**Coordination**

There may be some opportunities for grant funded transportation programs and coordination with employers.

**Funding**

Cabell County Schools receives their funding through the West Virginia Department of Education.

**Needs**

The representatives would like to see a program established that these students could be offered transportation free of charge, whether it is to the Career and Technical Center, or to job sites after graduation..

**Mountwest Community and Technical College**

Although Mountwest Community and Technical College is not a transportation provider, they do provide educational services to students in the Tri-State area. The local transit provider currently serves Mountwest, but the representative for Mountwest cited a need for transportation from 7AM to 8PM weekdays and Friday from 8AM-12 noon.

This could be discussed with the transit provider to see what accommodations can be made.

River Valley Child Development Services/ LINK Child Care Resource and Referral

Although River Valley Child Development Services/ LINK Child Care Resource and Referral is not a transportation provider, they do offer income-based assistance to families needing financial support for childcare. This agency is well-aware of transportation concerns for families getting to their offices to apply for services, and even more so the time constraints placed on transit-dependent families who take children to daycare and then catch another bus to work.

Needs

Providing safe, reliable transportation in a manner that allows for time to make childcare arrangements as well as providing adequate time for educational and employment endeavors.

### 101 Mobility

101 Mobility, in Huntington, WV, sells, rents, and installs mobility devices and ADA accommodations, such as ramps and lifts. Since their business provides services for those who need accommodations to maintain mobility, they are a stakeholder in transportation needs for both seniors and persons with disabilities.

### Coordination

Although Mobility 101 is not a transportation provider, their representative expressed an interest in coordinating with local businesses and agencies to help address their ADA needs.

### Regional Intergovernmental Council

The Regional Intergovernmental Council (RIC) serves local governments within the four-county region of Boone, Clay, Kanawha and Putnam counties. One of 11 regional planning and development councils located within the state of West Virginia, RIC provides an array of services which support economic development, planning and inter-governmental cooperation.

Although the Regional Intergovernmental Council is not a transportation provider, a representative from the agency attended the meeting. There are plans to include representatives at each other's coordination meetings to share ideas and further coordinate services as some of the agencies overlap both planning areas. KYOVA has shared ideas and worked together on projects with the regional Intergovernmental Council in the past and hopes to continue this collaboration.

## ITT Technical Institute

Although ITT technical Institute is not a transportation provider, they spoke to the needs of the students that attend their school. Their representative was very open to coordination with transportation providers, and emphasized the need for low cost public transportation in the tri-state area.

### Veterans Administration

A representative from the Veterans' Administration attended the coordination meeting was able to make several contacts regarding provision of transportation service and asked to be included on future meetings of the coordination group.

West Virginia Division of Rehabilitation Services

West Virginia Division of Rehabilitation Services, who does not provide transportation, attended the coordination meeting. Since their agency provides vocational rehabilitation and job search support, they understand the importance of affordable, accessible transportation, especially for those program participants that do not have their own transportation or may have a disability that impairs their ability to drive.

NOTICE

**KYOVA  
Interstate Planning  
Commission  
FY2013 TMA Coordinat-  
ed Public Transit  
Human Services  
Transportation Plan  
Amendment #2**

The public is hereby made aware that the KYOVA FY13 TMA Coordinated Public Transit Human Services Transportation Plan for the Huntington WV-KY-OH Urbanized Area is being amended by the KYOVA Interstate Planning Commission in accordance with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and in cooperation with the West Virginia Department of Transportation, Kentucky Transportation Cabinet, Ohio Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

MAP-21 was enacted July 6, 2012, as Public Law 112-141 authorizing the federal surface transportation programs for highways, highway safety and transit for the 2-year period of 2013 and 2014 and was extended through October 29, 2015.

The FY13 Coordinated Public Transit Human Services Transportation Plan for the Huntington WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; and Lawrence County in Ohio) enables coordination of transportation resources, especially for seniors, persons with disabilities, and persons from low-income backgrounds. Additionally, the Coordinated Plan provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting is a requirement for FTA grant funding through the 5310 program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirement of the FTA for Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

Persons wishing to review the proposed amendment to the KYOVA 2013 Coordinated Plan may visit the KYOVA website at [www.kyovaipc.org](http://www.kyovaipc.org) or request a copy by contacting KYOVA Interstate Planning Commission before close of the business (4:30 p.m.) on Monday, September 28, 2015. A public Open House will be held at the KYOVA Office on Wednesday, September 23, 2015 between the hours of 9:00 a.m. and 4:00 p.m. Written comments will be accepted before, but no later than 4:30 p.m., Monday, September 28, 2015. If no public comments are received by that time, this amendment will be considered final.

The KYOVA office is located at 400 Third Avenue Huntington, WV 25701. Business hours are 8:30 a.m. to 4:30 p.m. All interested persons should direct inquiries to Michele P. Craig, Executive Director or Saleem A. Saleem, Ph. D., P.E., Transportation Study Director, at (304) 523-7434. E-mail requests and comments may be sent to [Ssaleem@kyovaipc.org](mailto:Ssaleem@kyovaipc.org).

LH-35890  
9-11; 2015

40555

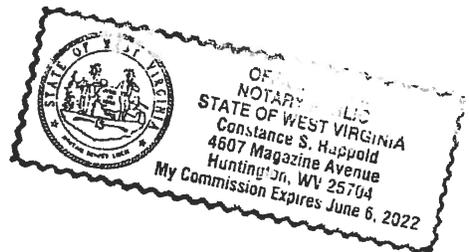
# AFFIDAVIT OF PUBLICATION

I, BANKY JARVIS being duly sworn, depose and say that I am Legal Clerk for *The Herald-Dispatch*, HD Media Co., LLC, who publishes at Huntington, Cabell County, West Virginia, the newspaper *The Herald-Dispatch*, an Independent newspaper, the morning seven days each week, Monday through Sunday including New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas; that I have been duly authorized by the Board of Directors of such corporation and the newspaper mentioned herein; that the legal advertisement attached in the left margin of this affidavit and made a part herof and bearing number 35890 was duly published in the *The Herald-Dispatch* once a week for 1 successive weeks, commencing with its issue of 09/11/2015 and ending with the issue of 09/11/2015, that said legal advertisement was published on the following dates: 09/11/2015 that the cost of publishing said annexed advertisement as aforesaid was \$ 101.50; that such newspaper in which such legal advertisement was published has been and is now published regularly, at least as frequently as once a week for at least fifty weeks during the calendar year as prescribed by its mailing permit and has been so published in the municipality of Huntington, Cabell County, West Virginia, for at least one year immediately preceding the date on which the legal advertisement set forth herin was delivered to such newspaper for publication; that such newspaper is a newspaper of "general circulation" as defined in article 3, chapter 59, of the West Virginia Code within the publication area or areas of the municipality of Huntington, Cabell, Putnam and Wayne Counties, West Virginia, and that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper on each date published consists of not less than four pages without a cover; and that it is a newspaper to which the general public resorts for passing events of a political, religious, commercial and social nature, and for current happenings, announcements, miscellaneous reading matter, advertisements and other notices.

Taken, subscribed and sworn to before me in my said county this day: 09/11/2015

My commission expires JUN 6, 2022

Constance S. Ruppel  
 Notary Public  
 Cabell County, West Virginia



[Signature]

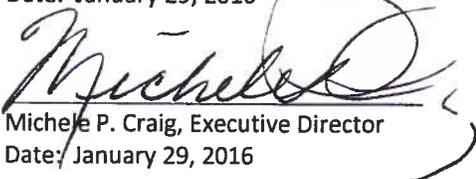
**RESOLUTION**

**OF THE KYOVA INTERSTATE PLANNING COMMISSION  
ADOPTING AMENDMENT #3 TO THE  
KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

- Whereas,** the KYOVA Interstate Planning Commission is designated as the Metropolitan Planning Organization (MPO) by the Governors of West Virginia, Kentucky and Ohio, acting through the West Virginia Department of Transportation (WVDOT) Division of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC), the Ohio Department of Transportation (ODOT) and, in cooperation with locally elected officials in the KYOVA region; and
- Whereas,** KYOVA Interstate Planning Commission adopted the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include new demographic and regional context information, transportation services gaps and solutions, and the steps for designating Consolidated Transportation Service Agencies on November 1, 2013; and
- Whereas,** the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the subsequent Fixing America's Surface Transportation (FAST) Act enacted on December 4, 2015, require that projects funded through Section 5310 the Enhanced Mobility of Seniors and Individuals with Disabilities formula grant program be derived from a locally developed Coordinated Plan beginning Fiscal Year 2013; and
- Whereas,** the Huntington, WV-KY-OH TMA Urbanized Area Coordinated Public Transit-Human Services Transportation Plan has been developed in accordance with federal standards and through outreach involving local public and private transportation providers, human services agencies, other interested parties, and the general public; and
- Whereas,** The Golden Girl Group Home, a non-profit organization, which operates in Ceredo, West Virginia, which is licensed by the West Virginia Department of Health and Human Resources, Offices of Social Services and Behavioral Health, and an approved West Virginia Medicaid provider; and
- Whereas,** The Golden Girl Group Home requested inclusion into the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to apply for Section 5310 Program funds as required through MAP- 21 in junction with the subsequent FAST Act; and
- Whereas,** KYOVA has met the public outreach requirements of 15 days as outlined in the KYOVA Participation Plan.

**NOW THEREFORE BE IT RESOLVED,** that KYOVA Interstate Planning Commission adopts the attached list as Amendment #3 to the KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan.

  
Robert Pasley, Chairman  
Date: January 29, 2016

  
Michele P. Craig, Executive Director  
Date: January 29, 2016

## **AMENDMENT #3: HUMAN SERVICES PUBLIC TRANSIT TRANSPORTATION COORDINATION PLAN**

The FY13 Human Service-Public Transit Transportation Coordination Plan for the Huntington WV-KY-OH Urbanized Area (Cabell and Wayne Counties in West Virginia; Boyd and Greenup Counties in Kentucky; and Lawrence County, Ohio) is being amended to add an agency to the coordination plan. This agency is representative of those who work with and serve the seniors, persons with low-income, and persons with disabilities for whom the plan was intended to coordinate transportation. The Coordinated plan enables coordination of transportation resources, as well as provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting is a requirement for FTA grant funding through the 5310 program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirements of the Federal Transit Administration for Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

Golden Girls Group Home

Golden Girl Group Home is a non-profit, residential group home which houses up to 24 girls for ages 12 to 21, who have been victims of sexual abuse and neglect. The site offers transportation, therapy, socialization, fitness, and recreation for program participants. The residence is located at 999 B Street in Ceredo, WV.

The agency uses five vans and two cars to provide transportation for the participants of the residential program.

The transportation service is provided to the residents of the facility as needed, 365 days a year.

**Fare Structure and Eligibility**

Residents ride free of charge, with costs being supported by the funding streams for the home itself.

**Coordination**

There is no formal transportation coordination with other public transit agencies in the area, although some transitional living participants utilize TTA's fixed route service to reach school and jobs.

**Funding**

Golden Girl receives funding from the Department of Health and Human Services and private donors.

**Needs**

The vans the agency currently uses has met useful life and Golden Girl has applied to the 5310 Program to replace their vehicle to continue transporting residents.

<b>Golden Girl Group Home</b>	
<b>Programs:</b>	<b>Transportation, therapy, socialization, fitness, and recreation</b>
<b>Client Eligibility:</b>	<b>Residents at the group home which serves sexually abused and neglected girls between the ages of 12 and 21</b>
<b>Hours/ Days of Service:</b>	<b>Any time, as needed</b>
<b>Mode of Services:</b>	<b>As needed, for residents</b>
<b>Transportation Staff:</b>	<b>Residential home staff</b>
<b>Annual Trips Provided:</b>	<b>1500</b>
<b>Annual Transportation Cost:</b>	<b>\$79,300</b>
<b>Cost per Passenger Trip:</b>	<b>\$7.57</b>
<b>Funding Sources for Transportation:</b>	<b>City of Huntington, Community Development Block Grants</b>

KYOVA TMA COORDINATED PUBLIC TRANSIT HUMAN SERVICES  
TRANSPORTATION PLAN AMENDMENT #3

Publish:

The Herald Dispatch

<http://www.wvs.state.wv.us/kyova/pressrelease.htm>

**NOTICE**

**KYOVA Interstate  
Planning  
Commission  
FY2013 TMA  
Coordinated  
Public Transit  
Human Services  
Transportation Plan  
Amendment #3**

The public is hereby made aware that the KYOVA FY13 Coordinated Public Transit Human Services Transportation Plan for the Transportation Management Area (TMA) for the Huntington WV-KY-OH Urbanized Area is being amended by the KYOVA Interstate Planning Commission in accordance with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the subsequent Fbdng America's Surface Transportation (FAST) Act enacted on December 4, 2015, in cooperation with the West

**Legal Notices**

Virginia Department of Transportation, Kentucky Transportation Cabinet, Ohio Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

The FY13 Coordinated Public Transit Human Services Transportation Plan for the TMA for the Huntington WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; and Lawrence County in Ohio) enables coordination of transportation resources, especially for seniors, persons with disabilities, and persons from low-income backgrounds. Additionally, the Coordinated Plan provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting is a requirement for FTA grant funding through the 5310 program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirement of the FTA for Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Port Authority (LCPA).

Public review period will begin Monday, December 21, 2015 and conclude at the close of business Tuesday, January 19, 2016, which satisfies the 30 day public review period. Persons wishing to review the proposed amendment to the KYOVA 2013 Coordinated Plan may visit the KYOVA website at [www.kyovalpc.org](http://www.kyovalpc.org) or request a copy by contacting KYOVA Interstate Planning Commission before close of the business (4:30 p.m.) on Tuesday, January 19, 2016. A public Open House will be held at the KYOVA Office on Tuesday, January 12, 2016 between the hours of 9:00 a.m. and 4:00 p.m. Written comments will be accepted before, but no later than 4:30 p.m., Tuesday, January 19, 2016. If no public comments are received by that time, this amendment will be considered final.

The KYOVA office is located at 400 Third Avenue Huntington, WV 25701. Business hours are 8:30 a.m. to 4:30 p.m. All interested persons should direct inquiries to Michele P. Craig, Executive Director or Saleem A. Saleem, Ph. D., P.E., Technical Study Director / Deputy Executive Director, at (304) 523-7434. E-mail requests and comments may be sent to [eh@kyovalpc.org](mailto:eh@kyovalpc.org).

LH-38657  
12-18; 2015

## RESOLUTION

### OF THE KYOVA INTERSTATE PLANNING COMMISSION ADOPTING AMENDMENT #4 TO THE FY 2013 KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

- Whereas,** the KYOVA Interstate Planning Commission (KYOVA) is designated as the Metropolitan Planning Organization (MPO) by the Governors of West Virginia, Kentucky and Ohio, acting through the West Virginia Department of Transportation Division of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT) and, in cooperation with locally elected officials in the KYOVA region; and
- Whereas,** KYOVA Interstate Planning Commission adopted the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include new demographic and regional context information, transportation services gaps and solutions, and the steps for designating Consolidated Transportation Service Agencies on November 1, 2013; and
- Whereas,** the Fixing Americas Surface Transportation (FAST) Act requires that projects funded through FTA Section 5310 the Enhanced Mobility of Seniors and Individuals with Disabilities formula grant program be derived from a locally developed Coordinated Plan beginning Fiscal Year 2013; and
- Whereas,** the Huntington, WV-KY-OH TMA Urbanized Area FY 2013 KYOVA Coordinated Public Transit-Human Services Transportation Plan has been developed in accordance with federal standards and through outreach involving local public and private transportation providers, human services agencies, other interested parties, and the general public; and
- Whereas,** Our Lady of Bellefonte Hospital (OLBH), the City of Russell, Kentucky, the Huntington West Virginia Housing Authority and the City of Barboursville, West Virginia requested inclusion into the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to apply for Section 5310 Program funds as required through the FAST Act; and
- Whereas,** KYOVA has met the public outreach requirements of 15 days (September 12 to September 26, 2016) as outlined in the KYOVA Participation Plan and received no comments

**NOW THEREFORE BE IT RESOLVED,** that KYOVA Interstate Planning Commission adopts Amendment #4 to the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include the following agencies: Our Lady of Bellefonte Hospital (OLBH), the City of Russell, Kentucky; the Huntington West Virginia Housing Authority, Huntington West Virginia; and the City of Barboursville, West Virginia.



Robert Pasley, Chairman  
Date: September 30, 2016



Christopher M. Chiles, Executive Director  
Date: September 30, 2016

# **AMENDMENT #4**

## **FY 2013 KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

## **AMENDMENT #4**

### **FY 2013 KYOVA HUMAN SERVICES PUBLIC TRANSIT TRANSPORTATION COORDINATION PLAN**

The FY 2013 Human Service Public Transit Transportation Coordination Plan for the Huntington, WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; and Lawrence County, Ohio) is being amended to add agencies to the coordination plan. This agency is representative of those who work with and serve the seniors, persons with low-income, and persons with disabilities for whom the plan was intended to coordinate transportation. The Coordinated Plan enables coordination of transportation resources, as well as provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting is a requirement for FTA grant funding through the Section 5310 Program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirements of the Federal Transit Administration for the Tri-State Transit Authority (TTA), the Ashland Bus System (SBS) and Lawrence County Transit (LCT).

The following are Amendment #4 additions to the FY 2013 KYOVA Human Services Public Transit Transportation Coordinated Plan.

## **ADDITION #1: OUR LADY OF BELLEFONTE HOSPITAL (OLBH)**

Our Lady of Bellefonte Hospital is a 214-bed not-for-profit acute care hospital located in Russell, Kentucky. It is a part of the Catholic-based Bon Secours Kentucky Health System, Inc., and employs approximately 1200 healthcare professionals.

The agency uses four (4) vans and private taxi service to provide transportation for the clients to and from the OLBH campus for office visits and outpatient services at OLBH. The majority of these clients include senior citizens and individuals with disabilities. The transportation service is available five (5) days a week during physician office hours and after hours based on the need. The van service is operated through the hospital's Faith Based Initiatives and the Foundation. OLBH also provides support to a Meals on Wheels Program.

### **Fare Structure**

Free of charge to those who have no other means of transportation. All cost will be absorbed by OLBH.

### **Coordination**

Participation with KYOVA and the agencies affiliated with public transportation listed in the Human Services Public Transit Transportation Coordination Plan.

### **Needs**

Vans/Buses to operate a van ministry service the seniors and disabled individuals to and from the OLBH campus for office visits and outpatient services at OLBH.

<b>OUR LADY OF BELLEFONTE HOSPITAL (OLBH)</b> St. Christopher Drive Ashland, KY 41101	
Programs	Acute care hospital serving the needs of the community
Client Eligibility	Senior and Disabled clients within the OLBH service area
Hours/Days of Service	7am to 6pm/Monday through Friday
Mode of Service	Door to Door Demand Response
Transportation Staff	Drivers, administrators and volunteers from OLBH
Annual Trips Provided	To Be Determined – New Service
Cost per Passenger Trip	To Be Determined – New Service
Funding Sources for Transportation	FTA Section 5310, donations, OLBH grants and other in-house sources

## ADDITION #2: HUNTINGTON WEST VIRGINIA HOUSING AUTHORITY

The Huntington, WV Housing Authority is an equal opportunity agency whose programs reach over 5,000 individuals and families. One of the goals of the Huntington WV Housing Authority is to assist in seniors and the disabled to function on their own through self-sufficiency programs and activities.

The agency operates eight (8) vans to transport the Senior population living in the four (4) senior communities in Huntington, WV. Those communities are: Fairfield Tower, Madison Manor, Riverview East and Trowbridge Manor. Supportive services and programs are available to the seniors and those individuals with disabilities living within the communities. A few of the services available are: transportation to and from doctor appointments, shopping and educational activities, nutrition and finance budgeting.

### Fare Structure

Clients ride free of charge. Cost are absorbed by the Huntington West Virginia Housing Authority.

### Coordination

Participation with KYOVA and the agencies affiliated with public transportation listed in the Human Services Public Transit Transportation Coordination Plan.

### Needs

Van/Bus to provide transportation services to and from their housing areas to doctor appointments, shopping and social activities for the seniors and disabled individuals.

<b>HUNTINGTON WEST VIRGINIA HOUSING AUTHORITY</b>	
300 7 <sup>th</sup> Avenue West Huntington, WV 252701	
Programs	Affordable housing (low-income) with supportive services; home ownership counselling; financial/budgeting
Client Eligibility	Seniors and Disabled residents of the Huntington, WV Housing Authority
Hours/Days of Service	Monday through Friday/9am to 5pm
Mode of Service	Curb to Curb Demand Response
Transportation Staff	Huntington WV Housing Authority staff, drivers
Annual Trips Provided	To Be Determined – new service
Cost per Passenger Trip	Free of charge to residents of the Huntington, WV Housing Authority
Funding Sources for Transportation	HUD, other grant funds and FTA Section 5310

### **ADDITION#3: THE CITY OF RUSSELL, KENTUCKY**

The City of Russell, Kentucky was established in 1874 and is located in Greenup County. The 2010 Census data reflects a total population of 3,380 of which 20.1 percent are 65 years old or older. Households with individuals 65 years or over were reported at 36.4 percent. According to the 2014 American Community Survey 18.9 percent aged 65 and over are below the poverty level.

The City will utilize the van to provide services to their Senior Citizen's Center, which is located downtown Russell. Services will include transportation to and from the Senior Center, to doctor appointments, errands such as grocery shopping, social activities and meal delivery.

#### **Fare Structure**

Clients will be assessed a fee of \$20 per month. This fee will include unlimited transportation to all activities sponsored by the Russell Senior Center, doctor appointments on operating days and shopping excursions.

#### **Coordination**

Participation with KYOVA and the agencies affiliated with public transportation listed in the Human Services Public Transit Transportation Coordination Plan.

#### **Needs**

The City of Russell operates a Senior Center that is open to all seniors living within the city limits. The seniors, in most cases, require transportation to and from the center to participate in activities as well as assistance for grocery shopping and general errands. The inclusion of a van will provide the means for the City of provide these services.

<b>THE CITY OF RUSSELL, KENTUCKY</b> 410 Ferry Street Russell, Kentucky 41169	
Programs	Transportation assistance services and Senior Citizen activities
Client Eligibility	Senior and Disabled persons within the city limits of Russell, Kentucky
Hours/Days of Service	Tuesdays and Thursdays
Mode of Service	Door to Door Demand Response
Transportation Staff	City and Senior Center Volunteers
Annual Trips Provided	To Be Determined – new service
Cost per Passenger Trip	\$20 per month / Pay per service requested
Funding Sources for Transportation	Section 5310, Senior Center Service Fee, donations and City of Russell, KY

## **ADDITION #4: CITY OF BARBOURSVILLE, WEST VIRGINIA**

The City of Barboursville, West Virginia was founded in 1813 and serves as Cabell County seat. The City operates a Senior Center on a daily basis and offers opportunities for social and health related activities.

The 2010 Census data reflects a total population of 3,964 of which 17.5 percent are 65 years old or older. Households with individuals 65 years or over were reported at 31.0 percent. According to the 2014 American Community Survey 7.2 percent aged 65 and over are below the poverty level.

The City of Barboursville will utilize the van to provide transportation services to individuals utilizing their Senior Citizen's Center. Services will include transportation to and from the Senior Center, to doctor appointments, errands such as grocery shopping, social activities and meal delivery.

### **Fare Structure**

To Be Determined for Senior and Disabled individuals who reside within the City of Barboursville, WV.

### **Coordination**

Participation with KYOVA and the agencies affiliated with public transportation listed in the Human Services Public Transit Transportation Coordination Plan.

### **Need**

Vans/buses to transport the senior and disabled population and to serve the residents of the City of Barboursville, WV.

<b>CITY OF BARBOURSVILLE, WEST VIRGINIA</b> 721 Central Avenue P. O. Box 266 Barboursville, West Virginia 25504 Phone: 304-736-9820 Webpage: Barboursville.org	
Programs	Senior Citizen and Disabled transportation services and activities
Client Eligibility	Seniors and disabled individuals within the city limits of Barboursville, West Virginia
Hours/Days of Service	To Be Determined
Mode of Service	Curb to Curb
Transportation Staff	City personnel
Annual Trips Provided	To Be Determined – New service
Cost per Passenger Trip	To Be Determined – New service
Funding Sources for Transportation	Section 5310 and City of Barboursville, West Virginia

KYOVA TMA COORDINATED PUBLIC TRANSIT HUMAN SERVICES  
TRANSPORTATION PLAN AMENDMENT #4

Publish:  
The Herald Dispatch  
[www.kyovaipc.org](http://www.kyovaipc.org)

Legal Notices

**KYOVA  
Interstate  
Planning  
Commission  
FY 2013 TMA  
Coordinated  
Public Transit  
Human Service  
Transportation Plan  
Amendment #4**

The public is hereby notified that the KYOVA FY 2013 TMA Coordinated Public Transit Human Services Transportation Plan for the Huntington, WV-KY-OH Urbanized Area is being amended by the KYOVA Interstate Planning Commission in accordance with the Fixing America's Surface Transportation (FAST) Act and in cooperation with the West Virginia Department of Transportation, Kentucky Transportation Cabinet, Ohio Department of Transportation, Federal Highway (FHWA), Federal Transit Administration (FTA), Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Transit (LCT).

The FY 2013 Coordinated Public Transit Human Services Transportation Plan for the Huntington, WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia, Boyd and Greenup counties in Kentucky and Lawrence County, Ohio) enables coordination of transportation resources especially for seniors, persons with disabilities and persons from low-income backgrounds. Additionally, the Coordinated Plan provides a focused look at transportation planning for

Legal Notices

these specific populations. Participation in coordinated meetings and outreach is a requirement for FTA grant funding through the Section 5310 program. An informal coordination meeting was held on August 2, 2016 at the KYOVA Office. Additional in-person coordination transpired for agencies unable to attend. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirement for the FTA for Tri-State Transit Authority (TTA), the Ashland Bus System (ABS) and the Lawrence County Transit (LCT).

Individuals wishing to review the proposed amendment to the KYOVA FY 2013 Coordinated Plan may visit the KYOVA website at [www.kyovaipc.org](http://www.kyovaipc.org) or request a copy by contacting the KYOVA Office before close of business (4:30 p.m.) on September 26, 2016. An informal public open house will be held on Monday, September 19, 2016 from 9:00 a.m. to 4:00 p.m. Written comments will be accepted before, but no later than 4:30 p.m., Monday, September 26, 2016. If no public comments are received by that time, this amendment will be considered final.

The KYOVA Office is located at 400 Third Avenue, Huntington, West Virginia. Business hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. All interested parties should direct inquiries to Chris Chiles, Executive Director or Saleem A. Saleem, Ph. D., P.E., Deputy Executive Director at (304) 523-7434. E-mail requests and comments may be sent to [ssalameh@kyovaipc.org](mailto:ssalameh@kyovaipc.org).

LH-46261  
9-12; 2016

# **AMENDMENT #5**

## **FY 2013 KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

## **AMENDMENT #5**

### **FY 2013 KYOVA HUMAN SERVICES PUBLIC TRANSIT TRANSPORTATION COORDINATION PLAN**

The FY 2013 Human Service Public Transit Transportation Coordination Plan for the Huntington, WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia; Boyd and Greenup counties in Kentucky; and Lawrence County, Ohio) is being amended to add agencies to the coordination plan. This agency is representative of those who work with and serve the seniors, persons with low-income, and persons with disabilities for whom the plan was intended to coordinate transportation. The Coordinated Plan enables coordination of transportation resources, as well as provides a focused look at transportation planning for these specific populations. Participation in the Coordination Meeting is a requirement for FTA grant funding through the Section 5310 Program. Furthermore, the public participation process for this update will satisfy the Program of Projects (POP) requirements of the Federal Transit Administration for the Tri-State Transit Authority (TTA), the Ashland Bus System (SBS) and Lawrence County Transit (LCT).

The following will be Amendment #5 to the FY 2013 KYOVA Human Services Public Transit Transportation Coordinated Plan.

## Easterseals – Central and Southeast Ohio

Easterseals Central and Southeast Ohio, Inc., an affiliate of National Easterseals and provides early childhood education and therapy, adult day, educational, therapeutic, recreational, and personal care programs, and services for people with disabilities or special needs in a 29-county territory via four service sites – Chillicothe, Columbus, South Point, and Mount Vernon. South Point is in Lawrence county which falls within the boundary of the Huntington, WV-KY-OH Urbanized Area. They have been providing services locally since 1935.

Programs and services include adult day programs in Ross, Knox, and Lawrence counties; long-term care ombudsman, mandated by the federal Older Americans Act and Ohio law to advocate for the rights of home care consumers and residents of long-term facilities; social and support services to their clients; and weekend respite for families of children with disabilities. The goal for the program is to provide community involvement and vocational options to individual with disabilities.

**Fare Structure:** At this time, clients will not be assessed a fee. Funding will be paid through Medicaid waiver and county funds.

### Coordination

Participation with KYOVA and the agencies affiliated with public transportation listed in the Human Services Public Transit Transportation Coordination Plan.

### Needs

Vehicles/vans to provide community trips as well as transportation for employment for individuals with disabilities living in Lawrence County, Ohio.

<b>Easterseals – Central &amp; Southeast Ohio</b> 3830 Trueman Court Hilliard, OH 43026	
Programs	Adult Day, Residential and Vocational to Adults with Disabilities
Client Eligibility	Senior and Disabled clients within Lawrence County, Ohio
Hours/Days of Service	8:00 a.m. to 3:30 p.m./Monday through Friday
Mode of Service	Transportation to from center activities
Transportation Staff	Drivers, administrators, and volunteers
Annual Trips Provided	To Be Determined – New Service
Cost per Passenger Trip	To Be Determined – New Service
Funding Sources for Transportation	FTA Section 5310, donations, Medicaid waiver and county funds

KYOVA TMA COORDINATED PUBLIC TRANSIT HUMAN SERVICES  
TRANSPORTATION PLAN AMENDMENT #5

Publish:  
The Herald Dispatch  
[www.kyovaipc.org](http://www.kyovaipc.org)

**KYOVA  
Interstate  
Planning  
Commission  
FY 2013 TMA  
Coordinated  
Public Transit  
Human Service  
Transportation  
Plan  
Amendment #5**

The public is hereby notified that the KYOVA FY 2013 TMA Coordinated Public Transit Human Services Transportation Plan for the Huntington, WV-KY-OH Urbanized Area is being amended by the KYOVA Interstate Planning Commission in accordance with the Fixing America's Surface Transportation (FAST) Act and in cooperation with the West Virginia Department of Transportation, Kentucky Transportation Cabinet, Ohio Department of Transportation, Federal Highway (FHWA), Federal Transit Administration (FTA), Tri-State Transit Authority (TTA), Ashland Bus System (ABS) and Lawrence County Transit (LCT).

The FY 2013 Coordinated Public Transit Human Services Transpor-

**Legal Notices**

tation Plan for the Huntington, WV-KY-OH Urbanized Area (Cabell and Wayne counties in West Virginia, Boyd and Greenup counties in Kentucky and Lawrence County, Ohio) enables coordination of transportation resources especially for seniors, persons with disabilities and persons from low-income backgrounds. Additionally, the Coordinated Plan provides a focused look at transportation planning for these specific populations. Participation in coordinated meetings and outreach is a requirement for FTA grant funding through the Section 5310 program. The public participation process for this update will satisfy the Program of Projects (POP) requirement for the FTA for Tri-State Transit Authority (TTA), the Ashland Bus System (ABS) and the Lawrence County Transit (LCT).

Individuals wishing to review the proposed amendment to the KYOVA FY 2013 Coordinated Plan may visit the KYOVA website at [www.kyovaipc.org](http://www.kyovaipc.org) or request a copy by contacting the KYOVA Office before close of business (4:30 p.m.) on Tuesday, February 21, 2017. An informal public open house will be held on Thursday, February 16, 2017 from 9:00 a.m. to 4:00 p.m. Written comments will be accepted before, but no later than 4:30 p.m., Tuesday, February 21, 2017. If no public comments are received by that time, this amendment will be considered final.

The KYOVA Office is located at 400 Third Avenue, Huntington, West Virginia. Business hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. All interested parties should direct inquiries to Chris Chiles, Executive Director or Saleem A. Saleem, Ph. D., P.E., Deputy Executive Director at (304) 523-7434. E-mail requests and comments may be sent to [ssaleme@kyovaipc.org](mailto:ssaleme@kyovaipc.org).

**LH-50086  
2-6; 2017**

## RESOLUTION

### OF THE KYOVA INTERSTATE PLANNING COMMISSION ADOPTING AMENDMENT #5 TO THE FY 2013 KYOVA TMA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

- Whereas,** the KYOVA Interstate Planning Commission (KYOVA) is designated as the Metropolitan Planning Organization (MPO) for the Huntington, WV-KY-OH Urbanized Area by the Governors of West Virginia, Kentucky and Ohio, acting through the West Virginia Department of Transportation Division of Highways (WVDOH), the Kentucky Transportation Cabinet (KYTC) and the Ohio Department of Transportation (ODOT) and, in cooperation with locally elected officials in the KYOVA region; and
- Whereas,** KYOVA Interstate Planning Commission adopted the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include new demographic and regional context information, transportation services gaps and solutions, and the steps for designating Consolidated Transportation Service Agencies on November 1, 2013; and
- Whereas,** the Fixing Americas Surface Transportation (FAST) Act requires that projects funded through FTA Section 5310 the Enhanced Mobility of Seniors and Individuals with Disabilities formula grant program be derived from a locally developed Coordinated Plan beginning Fiscal Year 2013; and
- Whereas,** the Huntington, WV-KY-OH Transportation Management Area (TMA) Urbanized Area FY 2013 KYOVA Coordinated Public Transit-Human Services Transportation Plan has been developed in accordance with federal standards and through outreach involving local public and private transportation providers, human services agencies, other interested parties, and the general public; and
- Whereas,** Easterseals – Central and Southeast Ohio requested inclusion into the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to apply for Section 5310 Program funds as required through the FAST Act; and
- Whereas,** KYOVA has met the public outreach requirements of 15 days (February 6, 2017 through February 21, 2017) as outlined in the KYOVA Participation Plan.

**NOW THEREFORE BE IT RESOLVED,** that KYOVA Interstate Planning Commission adopts Amendment #5 to the FY 2013 KYOVA TMA Coordinated Public Transit-Human Services Transportation Plan to include Easterseals – Central and Southeast Ohio.

  
Robert Pasley, Chairman  
Date: February 24, 2017

  
Christopher Chiles, Executive Director  
Date: February 24, 2017

# **APPENDIX D**

Section 5310

Onsite Review Form

SECTION 5310 ONSITE REVIEW

Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Agency: \_\_\_\_\_

Time Spent at Location: \_\_\_\_\_

Agency Personnel participating in review:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Current primary contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL INFORMATION**

1. What type of clientele are you serving?       Seniors  
 Individuals with Disabilities                       Seniors with Disabilities  
 General Public     Other \_\_\_\_\_

2. Have there been any changes in your service area since you applied for the vehicle(s)?  
 No  
 Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

3. Is your transportation service “open door” or “closed door?” Closed door service is transportation that is only available to registered riders. Open door service is service that is available to anyone meeting the eligibility requirements and no pre-registration is required.  
 Open Door     Closed Door

4. Have there been any changes in your agency’s financial condition that would adversely affect the operation of the transportation program?  
 No     Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

5. Are vehicles being used for the purpose that was stated in the grant application?

Yes  No, why not? \_\_\_\_\_

6. What procedures are followed so that meal delivery or other incidental services do not interfere with regular passenger service?

\_\_\_\_\_  
\_\_\_\_\_

7. Do you have any questions or concerns with the monthly 5310 reports?

Yes  No

8. Is your agency submitting the reports online?

Yes  No Why not? \_\_\_\_\_

9. Is your agency aware that failure to operate a vehicle for at least 10,000 miles per year may result in the return of the vehicle to the program for redistribution? (The project grant agreement stipulates that the TTA reserves the right to remove a vehicle from a recipient that fails to operate it less than 10,000 miles a year.)

Yes  No

10. Is your agency's passengers and/or the Board of Directors aware that anyone can ride on a Section 5310 vehicle if space is available? (The project guide states that transportation services can be provided to the general public after the needs of seniors and individuals with disabilities are met.)

Yes  No

11. Does the proof of insurance for all active equipment show that TTA as coinsured?

Yes  No, why? \_\_\_\_\_

12. Does the agency's single audit show any findings relating to the Section 5310 program?

Yes  No  NA If yes, what were the findings, and have they been resolved? Please provide a copy of the section of the audit that presents the findings and the management response.

\_\_\_\_\_  
\_\_\_\_\_

13. List three or more performance measures that you use to determine the overall impact of your program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COORDINATION**

14. Describe your current coordination activities. Include the names of other organizations and agencies that your agency partners with to enhance transportation as well as service- and/or cost-effectiveness that has resulted from your coordination activities. Examples of coordination activities could include referrals, shared services, shared training, joint grant agreements, and more.

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15. Is your agency aware of the public transit-human service coordination plans and periodic plan updates?

Yes  No

16. Did your agency participate in the plan development and/or update?

Yes  No Why not? \_\_\_\_\_

17. Cite the specific unmet needs, goals and strategies your project addresses, according to the Coordinated Plan.

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18. Please identify how your project will impact minority or low-income (100% of the Federal Poverty Level or below) populations.

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**FLEET AND MAINTENANCE**

19. How many total vehicles does the agency have that transport passengers? \_\_\_\_\_

20. How many active 5310 vehicles does your agency have? \_\_\_\_\_

21. How many vehicles were in use at the time of your visit? 5310 \_\_\_\_\_ Non-5310 \_\_\_\_\_

22. How many spares does your agency have? \_\_\_\_\_

23. Does the agency know that failure to have a documented preventive maintenance program will adversely affect future funding requests?

Yes  No

24. Does the agency have a documented preventive maintenance plan for each 5310 vehicle that at least meets the minimum requirements of the vehicle manufacturer, supplier or builder? (The project grant agreement requires grantees to establish a preventive maintenance plan that at least meets the manufacturer's requirements.)

Yes  No

25. Are preventive maintenance checks being done in accordance with the vehicle manufacturer's schedule? (The project grant agreement requires grantees to establish a preventive maintenance plan that meets the manufacturer's requirements.)

Yes  No

26. Is all work required by manufacturer's warranty provisions being performed?

Yes  No  N/A

27. Are vehicle warranties on file?

Yes  No  N/A

28. Does the agency have a maintenance file on each 5310 vehicle?

Yes  No

29. Are routine inspections and major repairs recorded? (Complete Attachment A.)

Yes  No

30. Do drivers or other staff perform daily pre-trip inspections of vehicles prior to operating each day?

Yes  No

31. Are deficiencies noted in pre-trip inspections repaired timely and properly reviewed by management?

Yes  No

32. Do vehicles meet an acceptable level of exterior cleanliness?

Yes  No  Unable to observe

33. Are the interiors of the vehicle clean?

Yes  No  Unable to observe

34. If applicable, did the lift/ramp and tie downs operate correctly?

Yes  No  Unable to observe

35. Have there been any excessive or recurring maintenance expenditures?

Yes  No What was the problem? \_\_\_\_\_

### **SAFETY**

36. Do all vehicle drivers have a valid and appropriate driver's license? (The project grant agreement requires the recipient to ensure that all drivers have a valid and appropriate driver's license as required.)

Yes  No

37. Driver training offered?

- First Aid     CPR     Operation Lifesaver/RR Crossing     PASS     Defensive Driving  
 Other \_\_\_\_\_

38. Have all of your drivers received PASS training? (The project grant agreement requires recipients to have all drivers trained and certified in PASS.)

- Yes  No    How many need training? \_\_\_\_\_

39. Is your agency aware that pursuant to Executive Order No. 13043, any applicant is encouraged to adopt on-the-job seatbelt use policies and programs for your employees when operating company-owned, rented, or personally operated vehicles and include this provision in any third-party contracts, third party subcontracts, and sub-agreements entered into under the Section 5310 Program?

- Yes  No

40. What is the seat belt policy? \_\_\_\_\_

41. Is your agency aware that pursuant to Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving, 23 U.S.C. 402 note and DOT Order 3902.10, "Text Messaging While Driving," Section 5310 recipients are encouraged to adopt on-the-job policies and programs for its employees when operating company-owned, rented, or personally operated vehicles to reduce cell phone usage and text messaging while driving and to avoid distracted driving?

- Yes  No

42. Are vehicles stored in a safe place that ensures against loss, damage, theft or flood damage?

- Yes  No

43. Have written emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown or other emergency situation been developed and implemented? (The project grant agreement requires recipients to develop and implement emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown or other emergency.

- Yes  No

#### **ADA**

44. How many of the agency's vehicles are accessible? \_\_\_\_\_

45. Does the agency follow its equipment manufacturer's preventive maintenance plan for ADA accessibility equipment?

- Yes  No

46. Is the preventive maintenance of the ADA accessibility equipment documented?

- Yes  No

47. How often is the lift/ramp cycled? (The project grant agreement requires recipients to cycle the wheelchair lift/ramp on each day of use.) \_\_\_\_ daily \_\_\_\_ weekly

48. How often are tie downs checked? \_\_\_\_\_

49. Are tie downs stowed away after each day? (Recommended)

Yes  No

50. Does the agency have in their policy and procedures a complaint process for employees and passengers to address ADA complaints?

Yes  No

51. Does the agency have a process in place for employees and passengers to request ADA reasonable modifications?

Yes  No

52. Is the agency providing the following service provisions as required by ADA: Please place (X) in appropriate box Yes No

1. Maintain lifts/ramps and other accessibility equipment in operative condition?  Yes  No

2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment?  Yes  No

3. Deploy lifts at any designated stops?  Yes  No

4. Provide service to individuals using respirators or portable oxygen or other mobility aids?

Yes  No

5. Provide service to individuals who use wheelchairs to board and ride accessible vehicles. A wheelchair is defined as "a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered," even when the wheelchair cannot be secured?  Yes  No

6. Allow adequate time for vehicle boarding/disembarking?  Yes  No

7. Transport service animals? (Passengers are not required to provide any type of certification.)

Yes  No

8. Train personnel to proficiency so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way?  Yes  No

9. Display blue accessibility symbol on all accessible vehicles?  Yes  No

10. Make information available in an accessible format upon request and have adequate telephone capacity, both voice and TDD?  Yes  No

11. Allow standees use of lifts or ramps upon request?  Yes  No

53. How do persons with disabilities schedule a ride? Are these procedures different from a non-disabled person? \_\_\_\_\_  
\_\_\_\_\_

54. Should the provider not have a lift/ramp equipped vehicle in its inventory, does the provider have a written agreement with another provider in its service area to provide the service as needed?

Yes  No, why not? \_\_\_\_\_

55. Who provides your back-up ADA service? \_\_\_\_\_

### FEDERAL ASSURANCES

56. Who is responsible for ensuring that civil rights obligations are fulfilled?  
\_\_\_\_\_

57. Have there been any civil rights complaints filed by employees or passengers with the agency?

Yes  No

58. Is the recipient aware of its non-discrimination responsibilities? (Cannot discriminate against employees, including applicants, on the grounds of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or status as a parent. Must ensure that no person is excluded from participation in, denied the benefits of, or be subjected to discrimination under any federally assisted program.)  Yes  No

In addition to complying with Title VI requirements itself, TTA must ensure that recipients of Section 5310 vehicles meet these requirements.

Recipients must: • notify clients that the agency will operate programs without regard to race, color and national origin; • describe the procedures that members of the public should follow in order to request additional information on the agency's nondiscrimination obligations; and • describe the procedures that members of the public should follow to file a discrimination complaint against the agency. Agencies are to use TTA's Section 5310 WV Title VI Program Template, if needed, to develop the noted requirements. If completed, date Title VI Plan adopted. \_\_\_\_\_

59. What efforts are made to assure that the benefits of the program are not systematically denied to minorities or low-income persons?  
\_\_\_\_\_

60. Is the Title VI nondiscrimination notice posted on the vehicles? (The project grant agreement requires recipients to post the Title VI nondiscrimination notice on vehicle and at agency sites.)

Yes  No, why not? \_\_\_\_\_

Besides posting this information on your vehicles, you should include this information on your agency's web site and brochures. "(Your agency's name), operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact (insert contact person or phone number)." Remember to keep the contact

information updated. TTA must report Title VI complaints to FTA. Therefore, TTA requires that you report any Title VI complaints within 24 hours.

61. Is the agency aware that it cannot provide exclusive school bus service in competition with private school transportation operators?

Yes  No

62. Is the agency presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

Yes, please explain \_\_\_\_\_  No

63. Is your agency aware that it must agree to inform TTA of any information it receives from any source alleging a violation of a prohibition of the Trafficking Victims Protection Act of 2000?

Yes  No

64. Is your agency aware that it must provide access to services for persons with Limited English proficiency to the extent applicable and except to the extent that FTA determines otherwise in writing? (Your agency must agree to facilitate compliance with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency", 42 U.S.C. §2000d-1 note, and with the provisions of U. S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons", 70 Fed. Reg. 74087, December 14, 2005.)

Yes  No

Recipients must provide meaningful access to individuals who are limited English proficient (LEP). LEP includes persons who are illiterate. Each recipient must document its process used to determine what steps are necessary to provide meaningful access based on four factors (LEP assessment is part of the required Title VI Plan):

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP individuals come into contact with the program activity or service.
3. The nature and importance of the program, activity or service provided by the program.
4. The resources available to the recipient and costs.

65. Does your agency provide charter service?

Yes  No If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

66. Does your agency notify TTA when you provide a charter?

Yes  No

(Remember, Section 5310 recipients may provide transportation service for "program purposes" only which is defined in 49 C.F.R. Part 604 as "transportation that serves the needs of either human service agencies or targeted populations" (seniors and/or individuals with disabilities). Your service only qualifies for the exemption contained in 49 C.F.R. 604.2(e) if the service is designed to serve the needs of targeted populations. Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not "for program purposes" and must meet

the requirements of the Federal Transit Administration's Charter Rule. As examples, the following are considered charters and fall under the Federal Transit Administration Charter Rule: (1) An individual chartering a vehicle to take his relatives, including elderly aunts, and a cousin who is a disabled veteran to a family reunion; or (2) a charter for the Boy Scouts or a school group that includes grandparents.)

67. Is your agency aware that it may have to comply with the U.S. Federal Motor Carrier Safety Administration Interstate (FMCSA) regulations?

Yes  No

(5310 vehicles exempt since transportation performed by an agency established under a compact between States that has been approved by the Congress of the United States or a 9 to 15 passenger vehicle (including the driver) for direct compensation, provided the vehicle is not being operated beyond a 75 air-mile radius (86.3 statute miles) from the driver's normal work-reporting location.)

### **COMMUNICATION EQUIPMENT**

68. If applicable, has the communication equipment been installed and is it in good working order?   
Yes  No, why? \_\_\_\_\_

69. Has the installation of the communication equipment improved the efficiency of the transportation program?

Yes  No

### **PURCHASE OF TRANSPORTATION SERVICES**

70. How has the receipt of 5310 funding for the purchase of transportation services enhanced/expanded transportation services for seniors and individuals with disabilities (regardless of age)?

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71. How many additional passenger trips, service hours or service miles have been provided with this funding? \_\_\_\_\_

72. How many individuals with disabilities were served that were not seniors? \_\_\_\_\_

73. Have you submitted an audit to DPT nine months after the close of the fiscal year?

Yes  No If no, why not? \_\_\_\_\_

**SUGGESTED CHANGES TO VEHICLE SPECIFICATIONS FROM DRIVERS/AGENCY  
PERSONNEL/PASSENGERS:**

Inspect all active Section 5310 Vehicles and communication equipment. Note any recurring problems vehicle has had. Document vehicle odometer readings.

**GENERAL COMMENTS/FOLLOW-UP ACTION:**

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DATE: \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_ Please Print Name \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_ Please Print Name \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_ Please Print Name \_\_\_\_\_

TTA AND KYOVA'S SECTION 5310 SENIORS AND INDIVIDUALS WITH DISABILITIES  
PROGRAM MANAGEMENT PLAN (PMP) DECEMBER 2018 UPDATE  
PUBLIC INVOLVEMENT NOTICE

Publish:  
The Herald Dispatch  
[www.kyovaipc.org](http://www.kyovaipc.org)

**PUBLIC NOTICE**

Notice is hereby given that the Tri-State Transit Authority (TTA), serving as the designated recipient, and KYOVA Interstate Planning Commission as joint administrators has revised the Huntington, WV-KY-OH Urbanized Area Section 5310 Seniors and Individuals with Disabilities Program Management Plan (PMP) for the KYOVA planning area. This document describes the agencies' policies and procedures for administering the Federal Transit Administration's Section 5310 Program. TTA and KYOVA receive an annual allocation of Section 5310 funds for the KYOVA planning area of the Huntington, WV-KY-OH Urbanized Area.

The Federal Transit Administration requires the development and revisions of a PMP as needed. The PMP is used when FTA conducts oversight reviews of TTA and KYOVA to examine whether the procedures in the PMP satisfy current requirements and to determine if the agencies are following their own stated procedures.

It is the policy of TTA and KYOVA that all revisions of the Section 5310 Seniors and Individuals with Disabilities Program Management Plan be made available for public comment. The revised PMP is available for public comment for thirty (30) days from the date of this notice, which is 12-10-2018. Public comments regarding this plan will be accepted through January 9, 2019.

TTA and KYOVA will consider every request for reasonable accommodation to provide language interpretation for people with Limited English Proficiency (LEP) and translations of written material necessary to access programs and information.

View the Plan at [kyovaipc.org](http://kyovaipc.org) under the Transit tab and the Public Involvement tab (Public Comments and Announcements)

For additional information and/or submission of comments, please contact:

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KYOVA Interstate  
Planning Commission  
P.O. Box 939  
Huntington, WV 25712  
Phone: 304-523-7434  
E-mail:  
[tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org)

**LH-66911 12-10-18**

The Herald Dispatch  
12-10-2018