Section 5311 & Title III-B Application and Guide

Fiscal Year 2017

South Dakota DOT
Connecting South Dakota and the Nation

DSS
Strong Families – South Dakota's Foundation and Our Future
South Dakota Department of Social Services

Introduction

Section 5311 Program

The Surface Transportation Assistance Act authorized the Section 5311 Program. The U.S. Department of Transportation selected the Federal Transit Administration (FTA) for federal liaison and the Governor of South Dakota has designated the South Dakota Department of Transportation (SDDOT) for state administration.

There are two categories of public transportation assistance: 1) administrative costs and 2) operating costs. Administrative costs are reimbursed using 82.82% federal funds; examples are project director salaries, vehicle insurance and secretary and bookkeeper salaries. Operating costs are reimbursed using federal funds to pay 51.76% of the operating deficit (full operating cost minus bus income); examples are driver and dispatcher salaries, oil and fuel costs, bus maintenance and repair costs, licenses and bus barn heat. One half of the local share for both capital and operating costs must be provided in cash from sources other than federal funds. The other half of the local share may be made up of unrestricted funds from other federal programs. Projects eligible for Section 5311 assistance must benefit residents in non-urban areas of South Dakota with less than 50,000 population.

Title III-B Program

The Older Americans Act authorizes Title III-B Supportive Services funds to be utilized for transportation services for individuals 60 years of age and older on a suggested donation basis. Title III-B funding is to be used to secure and maintain maximum independence and dignity in a home environment for individuals capable of self-care with appropriate supportive services. It cannot be used for individuals residing in long term care facilities, such as nursing facilities or assisted living facilities. The U.S. Department of Health and Human Services selected the Administration on Aging (AoA) as the federal liaison and the Governor of South Dakota has designated the South Dakota Department of Social Services (SDDSS), Division of Adult Services and Aging as state liaison.

There are two categories of Title III-B assistance: 1) administrative costs and 2) service/operating costs. Examples of administrative costs include director salaries, travel and office supplies. Service/operating cost examples include driver salaries, travel, insurance, oil, fuel, maintenance and repair costs.

Title III-B administrative and service/operating costs are combined into total costs. This total cost is reduced by reimbursements and participant donations equaling net cost. Assistance may be sought using federal/state funds to pay 75% of the net cost. The remaining 25% of net cost must be provided by the applicant in the form of cash match.

Projects eligible for Title III-B assistance may serve people in urbanized and/or non-urbanized areas.

Technical Assistance

SDDOT and SDDSS intend to assist any prospective applicants in the preparation of applications for projects under this program including those that provide service to predominately low-income and minority populations. Applications prepared with SDDOT and SDDSS assistance will be evaluated on the same basis as those which are not.

Any applicant seeking assistance in preparing an application should contact:

Lisa Donner
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South Dakota Department of Transportation
700 East Broadway Avenue
Pierre, South Dakota 57501-2586
Phone: 605-773-4169
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Application Instructions

An application must be submitted for each project by the appropriate applicant/grantee. Below are a list of definitions and a list of application submittal requirements that must be included in the application submission. The required submittals are described in greater detail later in this application.

Definitions

- **Designated State Agency** - SDDOT, Secretariat and SDDSS, Division of Adult Services and Aging.
- **Applicant/Grantee** - the organization undertaking legal responsibility for carrying out project.
- **Eligible applicants** – State Agencies, Local Public Bodies and Agencies thereof (cities-counties), Indian Tribes and Nonprofit Organizations. Private for-profit providers of service are eligible recipients through purchase of service agreements with a local eligible applicant for the provision of public transportation services.

Application Submittal Requirements

Required Document	Required if submitting for 5311 Only	Required if submitting for both 5311 / Title III-B	Required if submitting for Title III-B Only
Letter of Transmittal	X	X	X
Application Cover Sheet – Attachment 1	X	X	X
System Description and Level/Use of Service – Attachment 2	X	X	X
Project Description and Justification – Attachment 3	X	X	X
Assurance – Attachment 4	X	X	
Project Budget - Attachment 5	X	X	
Annual Bus Facility Use Certification – Attachment 6	X	X	X
Annual Shop Equipment or Tool Certification – Attachment 7	X	X	X
Annual Vehicle Use Certification – Attachment 8	X	X	X
Published Public Notice	X	X	
Title III-B Assurance – Attachment 10		X	X
Transportation Service Projections - Title III-B Projects – Attachment 11			X
Transportation Objectives and Budget – Title III-B Projects – Attachment 12			X

IMPORTANT SUBMISSION INFORMATION

All applicants requesting Section 5311 funds **only** shall submit applications to the South Dakota Department of Transportation.

All applicants requesting Title III-B funds **only** shall submit applications to the South Dakota Department of Social Services, Division of Adult Services and Aging.

All applicants requesting **both** Section 5311 and Title III-B funding shall submit two originals to South Dakota Department of Transportation.

Applications are due: July 15, 2016

If the application submission is not received by the above due date, $100.00 per day will be subtracted from the Section 5311 amount allowed to be awarded.

ATTACHMENTS

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Letter of Transmittal

All applicants are required to have a detailed letter of transmittal describing their purpose for applying for funding and how and why the sub grantee will benefit from receiving funding.

Attachment 1
Cover Sheet

Each agency is to include a cover sheet to enclose this entire application.

Attachment 2
System Description and Level and Use of Service

These worksheets allow the applicant to describe system characteristics and service level characteristics.

Attachment 3
Project Description and Justification

All applications must include a detailed project description and justification which includes information about the applicant's project and is not found elsewhere in the application. The project description and justification must include the following paragraph headings and information for approval:

Project Description

This section must include a description of the proposed project, including a summary of any proposed or implemented improvements within the current year and/or expansions or reductions in current service, if applicable. This description must include the following supportive information, but it is not limited to these items:

1. Description of proposed service to all users including general public, low-income, elderly, citizens with disabilities and minority populations.
2. The benefits to all users: general public, low-income, elderly, citizens with disabilities, and minority populations.
3. Current map of service area showing communities served or bus routes.
4. Description of how the general public including low-income, elderly, citizens with disabilities and minority populations will be informed of the service.

Project Coordination Initiative

All Section 5311 applicants must submit an update to their 2013 approved locally developed transportation coordination plan. All past Section 5311 applicants that were required to have an approved coordination plan are not eligible for funding without the submission of their updated coordinated plan by September 30th, 2016. The update should include measurable results for goals in the approved plan, new goals with timeframes along with any other major changes to the plan. Submit this information as a separate submission. If you are a new applicant a coordination plan is required to be submitted to SDDOT for approval.

Public Involvement

This illustrates the extent of public involvement in preparing the application. Any meetings, hearings or public notices pertaining to the application or project must be described.

Private Enterprise Involvement

This section describes existing private mass transportation companies in the service area to be covered by the project. If the project provides service in competition with or supplementary to service provided by an existing mass transportation company, the description must outline how the project is essential and how the recipient, to the maximum extent feasible, provides for the participation of the private companies. This description shows the project's efforts to include private providers and other forms of private enterprise in the project. A copy of the required public notice must be sent by direct mail to each private and public provider in your service area. The description must include or describe the results of the mailing. If the recipient contracts directly with a private company for the transportation service, this description is not required.

Provisions for Elderly Persons and Persons with Disabilities and Low-Income or Minority Populations

This section must describe how the needs of the elderly persons and persons with disabilities, especially wheelchair users and semi-ambulatory persons, will be met. The applicant must make every effort to ensure that elderly persons and persons with disabilities will be able to use the public transportation service effectively. In addition, applicants must provide a balanced description of the needs of all users, including low-income or minority users. Applicants are advised that the needs of all populations are to be weighed equally; including those of the general public.

Attachment 4
Standard Assurance
(Section 5311 Applications and Title III-B Applications)

The assurances in attachment 4 for Section 5311 are statements assuring compliance with the laws and administrative requirements described in the attachment. Attachment 4 may simply be reproduced, signed, dated and submitted. However, the submission must use each assurance verbatim.

Before signing the master list of assurances, an applicant is advised to examine the assurances carefully in order to become fully aware of the obligations being undertaken. While the majority of assurances are self-explanatory, others may require referring to the cited Federal Regulations.

Attachment 5
Project Budget

Each application must include a project budget. The necessary budget formats are located in Attachment 5 for Section 5311 applicants and in Attachment 12 for Title III-B applicants. All increases from the previous year must be clearly identified for each line item along with supportive justifications for the proposed increases.

Attachments 6, 7, 8
Annual Certifications
(Section 5311 Applications and Title III-B Applications)

These certifications are required of all applicants if applicable. If a certification is not applicable to an applicant, please write "N/A" on the certification and return it with those certifications that are applicable to the project. All certifications should be returned with the applications.

Attachment 9
Public Notice
(Section 5311 Applications)

Before the application can be approved by SDDOT, the applicant must publish a public notice offering the opportunity for a public hearing on the proposed Section 5311 project and invite service proposals from private and public transit providers.

The applicant must publish the public notice in newspaper(s) of general circulation in the service area. This notice shall be published at least twice, with the first publication at least ten days before the application is submitted to SDDOT. The public should be given thirty days from the first publication to respond. If a sample cover letter and sample public notice is needed, please contact the SDDOT Transit office.

The applicant must document the results of the public notice. If there is a request for a hearing, SDDOT will publish a notice of intent to hold a public hearing in a newspaper of general circulation in the service area. This notice shall be published at least twice before the public hearing with the first publication occurring not less than thirty days before the date of the hearing. SDDOT will make a transcript of the hearing.

A copy of the PUBLIC NOTICE must be sent by direct mail to all public and private transit or paratransit providers in the proposed service area at the time the notice is sent to the newspaper(s) for publishing. Any response to this mailing must be documented.

Attachment 10
Assurance
(Section 5311 and Title III-B Applications)

The assurances in attachment 10 for Title III-B are statements assuring compliance with the laws and administrative requirements described in the attachment. Attachment 10 may simply be reproduced, signed, dated and submitted. However, the applicant must use each assurance verbatim.

Before signing the master list of assurances, an applicant is advised to examine the assurances carefully in order to become fully aware of the obligations being undertaken. While the majority of assurances are self-explanatory, others may require referring to the cited Federal Regulations.

Attachment 11, 12
Transportation Service Projections
(Title III-B Applications)

All Title III-B applications must include completed forms in these sections.

Attachment 1
Application Cover Sheet
(Section 5311 and Title III-B)

PROJECT PERIOD

Beginning: Ending:

INDICATE FUNDING REQUESTED

Section 5311 ☐ Section 5311/Title III-B ☐ Title III-B ☐

APPLICANT AGENCY

Name:

Address:

The applicant certifies that to the best of its knowledge and belief, the statements in this application are true and correct, and that it will comply with the attached assurances.

(Typed Name of Authorized Representative of Board)

(Title) *(Telephone Number)*

(Signature of Authorized Person) *(Date of Application)*

CONTACT PERSON FOR QUESTIONS PERTAINING TO THIS APPLICATION

Name:

Address:

Telephone Number:

E-Mail Address:

Attachment 2
System Description
Section 5311 and Title III-B

1. Type of service (check all that apply):

❒Fixed Route ❒Demand/Response
❒Deviated Fixed Route

*If Fixed Route, describe how you meet the requirements of the Americans with Disabilities Act. *You will need to provide a Complementary Paratransit Plan to SDDOT office.*

**If Demand/Response is this:

❒Curb-to-curb ❒Door-to-door
❒Door-through-door ❒Reservations required***

If reservations are required, how far in advance? _____

2. Service Area:
Check one: ❒City ❒County ❒Multi-County,
❒Other (specify):

3. Population:
What is the population of your service area?

4. Connectivity:
Do you connect with other modes of transportation? Check all that apply.

❒Urban Public Systems ❒Airports/Trains
❒Intercity Carriers
❒Other Rural Operators in Your Region ***(please list below):***

Attachment 2
Level and Use of Service
Section 5311 Applicants

1. Ridership:
   Estimate the average number of rides: Per Day _____ Per Year _____

   Projected growth or decline in rides over last year: Per Day _____ Per Year _____

2. Passenger Type: Indicate percent. Must total 100%.
   _____ Elderly (60 and over)
   _____ Disabled
   _____ General Public
   _____ Youth

3. Trip Purpose: Indicate percent. Must total 100%.
   _____ Medical
   _____ Nutrition
   _____ Education
   _____ Other (specify)
   _____ Employment
   _____ Social/Recreation
   _____ Shopping/Personal

4. Days/Hours of Service:
   List days of the week and hours transit provider is in service.
   _____
   _____
   _____

5. Marketing or Advertising:
   Explain how people know about or can access the transit provider for service.
   _____
   _____
   _____

6. Annual Miles of Service:
   Total annual mileage of all vehicles: _____

Attachment 3
Project Description and Justification

Please refer to the attachment description at the beginning of the application regarding project description and justification as required.

Use additional pages as necessary.

Attachment 4
Assurance
(Section 5311 Applications)

The _____ hereby assures and certifies to the following:

1. That "special efforts are being made in its service area to provide transportation that handicapped persons, unable to use the recipient's service for the general public, can use. This transportation service shall be reasonable in comparison to the service provided to the general public and shall meet a significant fraction of the actual transportation needs of such persons within a reasonable time."
2. Have the requisite fiscal, managerial, and legal capability to carry out the Section 5311 program and to receive and disburse Federal funds.
3. Some combination of state, local, or private funding sources has been and will be committed to provide the required local share.
4. Have, or will have by the time of delivery, sufficient funds to operate and maintain the vehicles and/or equipment purchased under this project, as applicable.
5. To the maximum extent feasible coordinated with other transportation providers and users, including social service agencies capable of purchasing service.

Date: _____ By: _____

Signature of Authorized Official

Attachment 5
5311 Project Budget Information
(Section 5311 Applications)

In preparing Section 5311 project budgets, applicants shall itemize entries under each revenue and expense category. Each entry must outline the proposed increase from the previous year with a justification for the proposed increase in each budget submitted. It is particularly important that the itemization of revenues and expenses be sufficient for SDDOT to verify the calculations of eligible operating expenses, net project cost, local match and eligible Section 5311 assistance.

The budget is developed by Section 5311 applicants on the basis of revenue and expense statements. The budget serves three basic and interrelated purposes:

1. The project budget must fully describe estimated transit operating expenses, the identification of expenses, the application of state and local government funds and other sources of local match, and the resulting eligibility for Section 5311 assistance.
2. To demonstrate the manner in which the eligible expenses are covered by transit operating revenues, state/local government funds, other non-federal income sources, and Section 5311 operating assistance.
3. To demonstrate the required matching of federal funds by a local match. (Throughout this section, the term "local match" is used synonymously with "non-federal share", and may include state funds, county funds, funds provided by regional bodies, certain non-fare box transit revenues, and unrestricted federal funds which are eligible as local match.) For operating assistance, the amount represented as local match must be equal to or greater than the amount of Section 5311 funds requested.

Appropriate documentation in support of the project budget may be provided to demonstrate the proper allocation of revenues to non-operating expenses and such other reconciliations as may be necessary to clarify estimates or projections of financial conditions during the project year. Certification of project budgets based on estimates or projections is not required. Section 5311 funds are disbursed on a reimbursement basis only. The project budget shows estimated Section 5311 funds, but reimbursements are made on all eligible actual costs up to the limiting contract amount.

If the budget within the application does not fit the agency's operation, use the excel format budget and modify as directed to fit the agency's operations. The budget should match the administrative and operating expenses of the agency.

All expenses applied for in this application are to be directly related to your transit program and shall relate to an actual cost incurred by the organization while providing public transportation for people. If staff works on multiple programs in your organization, you must only submit bills for work related to the transit program.

The project budget submitted in this exhibit contains several basic line items, as follows:

- Eligible Expenses
  - Administrative and Overhead - Some of the more common eligible administrative and overhead expenses are the project director's salary, secretary and bookkeeper salaries, office supplies, office rent, utilities, travel expenses, vehicle insurance, vehicle lease, and training.

- Operating - Eligible operating expenses are fuel, oil, replacement tires, replacement parts, drivers' and mechanics' salaries, dispatcher salaries, and vehicle licenses. Expenses for contractual services directly incidental to the management and operation of transportation services and which are not otherwise reimbursed are also included. In practice, eligible operating expenses are derived as the remainder when various categories of non-eligible expenses are subtracted from total expenses.

  - The following three items are generally **ineligible** for Section 5311 assistance:

    1. Costs of advisory councils, unless prior SDDOT approval has been granted.
    2. Indirect transit-related functions or activities of regional or local entities performed as a normal or direct aspect of general public administration (e.g., expenses of a City Council in considering transit matters).
    3. Expenses for contingencies or capital acquisitions, including contributions to a capital reserve account or fund.

- Bus and Other Income
  Bus and Other Income must equal or exceed 15% of the total combined administrative and operating project costs. As indicated above, all funds used to cover eligible operating expenses must be represented in the project budget. This line represents those revenues used to cover eligible expenses. This can include all or part of a service contract.

  Revenue items that directly offset transit expenses and which are subtracted from the total project costs to determine net project costs eligible for Section 5311 assistance include:

  - All fares must be reported at 100%.
  - Interest income earned on working capital.
  - Proceeds from the sale of equipment in excess of the depreciated value (Private Operators only).
  - Cash discounts and refunds that directly offset accrued expenses.
  - Insurance claims and reimbursements that directly offset accrued liabilities.

- Net Project Cost
  - Administrative: Net administrative cost equals Total Administrative Costs minus Bus & Other Income. This is the amount of eligible administrative expenses that is eligible to be covered by Section 5311 funds and the required local match funds. The reimbursement for administration expenses shall not exceed 82.82% of net project costs.

  - Operating: Net operating cost equals Total Operating Cost minus Bus and Other Income. This is the amount of eligible operating expenses that is eligible to be covered by Section 5311 funds and the required local match funds. The reimbursement for Operating expenses shall not exceed 51.76% of Net Operating Costs.

- Local Match
  Local match (i.e., non-federal share) includes all funds that can be used to match Section 5311 funds. The local match must be 17.18% of the net administrative cost and 48.24% of the net operating cost. Local match may include state funds, county funds, funds provided by regional bodies, non-operating revenues and unrestricted funds from other federal programs.

Non-operating revenues are public grants, service contracts and income generated from other activities of the local agency not directly related to transit vehicle operation and maintenance, such as ferry operations, airport operations and interstate carrier ticket sales.

Unrestricted funds are Federal funds allowed by the Federal agency administering them to be used to match other Federal dollars, such as Title III-B funds. However, the applicant must have documentation that authorization has been received from the Federal agency to use funds for matching purposes.

Project applicants are ultimately responsible for identifying unrestricted funds because they are held accountable by the other federal agencies involved.

- Section 5311 Funds Requested
  This is the amount determined to be the estimated Section 5311 share. The estimated Section 5311 share is 82.82% of the net administrative cost and 51.76% of the net operating cost. Total Section 5311 Funds - This amount represents the total of estimated Section 5311 funds requested for administrative plus operating.

- Summary Of All Funds
  These amounts summarize the funds breakdown provided in the above budget.

- Administration and Operating Policies
  Include copies of administrative and fiscal policies, vehicle operating and maintenance policies and personnel and drivers' training policies **ONLY** if any of these policies have changed since they were provided with your agency's previous year's budget application.

Attachment 5
Project Budget Summary – Instructions
Projects requesting Section 5311/Title III-B Funds

TOTAL PROPOSED BUDGET –

Line 1 - Enter Proposed Budget Subtotals from Administrative and Operating Budget sheets.

Line 1 - Total Column - Sum of Line 1 Administrative plus Operating Columns.

BUS AND OTHER INCOME – The Total in this category must equal or exceed 15% of the Total Proposed Budget. All revenues directly derived from the bus must be identified in this category.

Line 2a - Bus Donations/Fares – Enter estimated donations and fares to be collected. 100% of fares are required to be reported during the month they are received.

Line 2b - Advertising – Enter estimated income from sale of advertisements on the buses.

Line 2c – Medicaid – Enter estimated or projected Medicaid reimbursements.

Line 2d - Bus Contracts – Specify the service contracts to be used to meet or exceed the 15% requirement. Show each contract on a separate line. Add lines if necessary.

Line 2e - Other Local Funds – Specify other income that is used to directly offset transit operating or administration expenses, interest income earned on working capital, insurance claims and reimbursements which directly offset accrued liabilities, sale of equipment, cash discounts and refunds that directly offset accrued expenses, etc.

TOTAL BUS AND OTHER INCOME

Line 3 - Sum of Lines 2a through 2e.

Line 3 - Total Column - Sum of Line 3 Administrative plus Operating Columns.

NET PROJECT COSTS – This category is the difference between the total proposed budget and those revenues directly coming from the operation of the buses.

Line 4 - Result of Line 1 minus Line 3.

REQUESTED 5311 FUNDS

Line 6 - Result of Line 4 times the percentage on Line 5. This is the maximum amount that may be requested and reimbursed in Section 5311 program funds.

Line 6 - Total Column – Sum of Line 6 Administrative plus Operating Columns.

LOCAL MATCH – This category is the match requirements for the Section 5311 program – 17.18% of net administrative project costs and 48.24% of net operating project costs**.**

Match funds may include State funds, county funds, funds provided by regional bodies, non-operating revenues, and unrestricted funds from other federal programs or contracts. Unrestricted funds are Federal funds allowed by the administering agency to be used as match, such as Title III-B funds. The applicant must have documentation that authorization has been received from the Federal agency to use the funds for matching purposes.

Line 7a – Enter the amount of Title III-B Funds being requested. Title III-B funds will be provided at the same level as FY 2016.
Line 7a – Total Column – Sum of Line 7 Administrative and Operating.
Line 7b – Local Funds to be used as local match.
Line 7c – Other Funds to be used as local match.

REQUIRED LOCAL MATCH

Line 8 – Sum of Lines 7a through 7c. Administrative Column must equal 17.18% of Line 4 Administrative Column and Operating Column must equal 48.24% of Line 4 Operating Column.

Line 8 – Total Column – Sum of Line 8 Administrative and Operating Columns.

TOTAL REQUESTED SECTION 5311 FUNDS

Line 9 – Enter the amount from Line 6 Total Column.

TOTAL REQUESTED TITLE III-B FUNDS

Line 10 – Enter the sum of Line 7a Administrative plus Operating Columns.

TOTAL REQUESTED STATE FUNDS

Line 11 – Enter the amount received in the current year of State Funds. State Funds will be granted at same levels as FY 2014 based on availability.

TOTAL LOCAL EFFORT

Line 12 – Enter the difference of Line 1 Total Column minus Lines 9, 10, and 11.

TOTAL FUNDING

Line 13 – Enter the sum of Lines 9 through 12. This should equal Line 1's Total Column.

Attachment 5

Applicant Name:

Project Administrative Budget

	Current Year Expenditures	Proposed Budget	Increase/ (Decrease)
Personnel			
Project Director's Salary			
Fringe Benefits			
Bookkeeper Salary			
Fringe Benefits			
Secretary Salary			
Fringe Benefits			
Travel			
(Specify)			
Office			
Office Rent			
Office Utilities			
Office Supplies/Telephone			
Insurance			
Vehicle Insurance			
Bus Facility Insurance			
Professional/Board Insurance			
Contract Services			
Management Contract			
Other (Specify)			
Miscellaneous			
Audit			
Marketing/Ads/Promotion			
Other (Specify)			
Subtotal Administrative	$	$	$

Attachment 5

Project Administrative Budget – Justification of Increases

Provide a justification for each requested proposed line item increase or decrease in the Administrative Budget.

1. **Personnel**

2. **Travel**

3. **Office**

4. **Insurance**

5. **Contract**

6. **Miscellaneous**

Applicant Name: _____

Attachment 5

Project Operating Budget

	Current Year Expenditures	Proposed Budget	Increase/ (Decrease)
Personnel			
Driver Wages			
Fringe Benefits			
Dispatcher Wages			
Fringe Benefits			
Mechanic Wages			
Fringe Benefits			
Facilities			
Garage Utilities			
Garage Supplies			
Garage Maintenance			
Vehicles			
Normal Maintenance			
Major Repairs			
Tires			
Fuel			
Miscellaneous			
Driver Physicals			
Contract Services (Specify)			
Other (Specify)			
Subtotal Operating	$	$	$

Attachment 5

Project Operating Budget – Justification of Increases

Provide a justification for each requested proposed line item increase or decrease in the Operating Budget.

1. **Personnel**

2. **Facilities**

3. **Vehicles**

4. **Miscellaneous**

Attachment 5

Applicant Name: _____

Project Budget Summary

Projects requesting Section 5311 plus Title III-B Funds

		ADMINISTRATIVE	OPERATING	TOTAL
1	**TOTAL PROPOSED BUDGET**	$	$	$
2	**BUS AND OTHER INCOME**			
a	Bus Donations/Fares	$	$	
b	Bus Advertising	$	$	
c	Medicaid	$	$	
d	Bus Contracts (Specify)	$	$	
e	Other Local Funds (Specify)	$	$	
3	**TOTAL BUS & OTHER INCOME**	$	$	$
4	**NET PROJECT COSTS**	$	$	$
5	*(Percent to apply to net project costs)*	82.82%	51.76%	
6	**REQUESTED 5311 FUNDS**	$	$	$
7	**LOCAL MATCH**			
a	Title III-B Funds – **Same as 2015**	$	$	
b	Local Funds	$	$	
c	Other Funds (Specify)	$	$	
8	**REQUIRED LOCAL MATCH**	$	$	$

SUMMARY OF ALL FUNDS

9	**Total Requested 5311 Funds** (Total shown on line 6)	$
10	**Total Requested Title IIIB Funds** (Sum of Line 7a Admin. plus Op. Columns)	$
11	**Total Requested State Funds (**State Funds same as 2015)	$
12	**Total Local Effort** (Total shown on Line 1 minus Lines 9, 10 and 11)	$
13	**TOTAL PROJECT FUNDING** (Total of Lines 9 to 12 - should be the same as the Total on Line 1)	$

Attachment 6
Annual Bus Facility Use Certification
(Section 5311 Applications)

Annual Bus Facility Use Certification

The South Dakota Department of Transportation, Office of Air, Rail and Transit (SDDOT) requires you to submit an annual bus facility use certification.

I, _____, certify to the SDDOT, that the bus facility that has been partially funded
(Exec Director, Board Pres., etc.)

with funds from the Federal Transit Administration to _____ is still being used
(Your transit agency name)

in accordance with the terms of the original agreement, and that no part of the local contribution to the cost of the facility has been refunded or reduced. Applicable facilities will be maintained at a high level of cleanliness, safety and mechanical soundness. It is understood that this facility is to be used for transit-related purposes, and this/these facilities will be maintained in accordance with the Maintenance Facility Policy that was signed on _____ and submitted to SDDOT.

I understand a template of the Maintenance Facility Policy is available to me at http://www.sddot.com/fpa/transit/forms.asp and will be immediately available to me when requested, and that SDDOT may request a copy of our signed Maintenance Facility Policy at any time.

This certification applies to bus facilities in the following community/communities:

_____

_____

_____

_____
Printed Name Transit Agency Name

_____ _____
Signed Name, Title Date

Annual Shop Equipment or Tool Certification

The South Dakota Department of Transportation, Office of Air, Rail and Transit (SDDOT) requires you to submit an annual shop equipment or tool certification with your FY 2016 application.

I _____ certify to the SDDOT, that the shop equipment or tools that
(Exec Director, Board Pres., etc.)

have been granted to _____ with funds
(Your transit agency name)

from the Federal Transit Administration or the State of South Dakota, are being used in accordance with the terms of the original agreement, and that no part of the local contribution to the cost of the shop equipment or tools have been refunded or reduced. Applicable equipment and tools will be maintained at a high level of cleanliness, safety, and mechanical soundness.

List shop equipment or tools that have been funded in part by funds from the Federal Transit Administration:

_____

_____

_____

_____
Printed Name Transit Agency Name

_____ [ ]
Signed Name, Title Date

Attachment 8
Annual Vehicle Use Certification
(Section 5311 Applications)

Annual Vehicle Use Certification

The South Dakota Department of Transportation, Office of Air, Rail and Transit (SDDOT) requires you to submit an annual vehicle use certification.

I _____ certify to the SDDOT, that transit vehicles that have been granted
(Exec Director, Board Pres., etc.)

to _____ with funds from the Federal Transit
(Your transit agency name)

Administration or the State of South Dakota, are still being used in accordance with the terms of the original agreement, and that no part of the local contribution to the cost of the equipment has been refunded or reduced. Applicable vehicles will be maintained at a high level of cleanliness, safety, and mechanical soundness.

_____
Printed Name Transit Agency Name

_____ _____
Signed Name, Title Date

Attachment 9
Public Notice
(Section 5311 Applications)

Applicant must provide documentation of a public notice and copy of the paper affidavit that the notice was ran in the paper.

Attachment 10
Assurances
(Title III-B Applications)

The Grantee/Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including 45CFR Part 74 OMB Circulars No. A-102 and A-110, as they relate to the application, acceptance and use of federal funds for this federally-assisted project. Also the Grantee/Applicant assures and certifies to the grant that:

1. PROPERTY MANAGEMENT STANDARDS:
The Grantee agrees to observe Federal Government uniform standards governing the Utilization of property whose cost was charged to a project supported by a Federal grant.

2. TECHNICAL ASSISTANCE:
The State agrees to provide technical assistance regarding Department of Social Services' rules, regulations and policies to the Grantee and to assist in the correction of problem areas identified by the State's monitoring activities.

3. LICENSING AND STANDARD COMPLIANCE:
The Grantee agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this agreement. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Grantee's failure to ensure the safety of all individuals served is assumed entirely by the Grantee.

4. ASSURANCE REQUIREMENTS:
The Grantee agrees to abide by all applicable provisions of the following assurances: Federal Funding Accountability and Transparency Act (FFATA**)**, Lobbying Activity, Byrd Anti Lobbing Amendment (31 USC 1352), Debarment and Suspension, Debarment and Suspension (Executive orders 12549 and 12689), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009 as applicable.

5. RETENTION AND INSPECTION OF RECORDS:
The Grantee agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, statistical, fiscal, other and other information records necessary for reporting and accountability required by the State. The Grantee shall retain such records for six years following termination of the agreement. If such records are under pending audit, the Grantee agrees to hold such records for a longer period upon notification from the State. The State, through any authorized representative, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement. State Proprietary Information

retained in Grantee's secondary and backup systems will remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Grantee's established record retention policies.

All payments to the Grantee by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment of this agreement shall be returned to the State within thirty days after written notification to the Grantee.

6. WORK PRODUCT:

Grantee hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, State Proprietary Information, State Data, End User Data, Personal Health Information, and all information contained therein provided to the State by the Grantee in connection with its performance of service under this Agreement shall belong to and is the property of the State and will not be used in any way by the Grantee without the written consent of the State.

Paper, reports, forms software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State none the less reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Grantee agrees to return all information received from the State to State's custody upon the end of the term of this contract, unless otherwise agreed in a writing signed by both parties.

7. AUDIT REQUIREMENTS:

For nonprofit sub-recipients, if the total of all Department of Social Services funding is greater than $750,000 during the Grantee's fiscal year, the Grantee agrees to submit to the State a copy of an annual entity-wide, independent financial audit. The audit shall be completed and filed with the Department of Social Services by the end of the fourth month following the end of the fiscal year being audited. The audit should be sent to:

Department of Social Services
Provider Reimbursements and Audits
700 Governors Drive
Pierre, SD 57501

For nonprofit sub-recipients if federal funds of $750,000 or more have been expended by the Grantee during the Grantee's fiscal year the audit shall be conducted in accordance with OMB Circular A-133, now under Subpart F-Audit Requirements in 2 CFR Part 200 by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Audits shall be completed and filed with the Department of Legislative Audit by the end of the fourth month following the end of the fiscal year being audited. For an A-133, now under Subpart F audit, approval must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit
A-133 Coordinator
427 South Chapelle
% 500 East Capitol
Pierre, SD 57501-5070

For either an entity-wide, independent financial audit or an A-133, now under Subpart F-Audit , the Grantee assures resolution of all interim audit findings. The Grantee shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the Department or its' contractor(s) may perform.

Failure to complete audit(s) as required will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely satisfied.

8. COST PRINCIPLES:
Grantee agrees to comply in full with the applicable cost principles as outlined in OMB Circulars A-21 (Cost Principles for Educational Institutions), A-87 (Cost Principles for State, Local, and Indian Tribal Governments), or A-122 (Cost Principles for Non-Profit Institutions). Grantee agrees to establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

9. TERMINATION:
This Agreement may be terminated by either party hereto upon thirty (30) days written notice, and may be terminated by the State for cause at any time, with or without notice. Upon termination of this agreement, all accounts and payments shall be processed according to financial arrangements set forth herein for services rendered to date of termination.

10. FUNDING:
This contract depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

11. AMENDMENTS:
This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

12. CONTROLLING LAW:
This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

13. SUPERCESSION:
All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

14. SEVERABILITY:
In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or renderunenforceable any other provision hereof.

15. IT STANDARDS:
Grantee warrants that the software and hardware developed or purchased for the state will be in compliance with the BIT Standards including but not limited to the standards for security, file naming conventions, executable module names, Job Control Language, systems software, and systems software release levels, temporary work areas, executable program size, forms management, network access, tape management, hosting requirements, administrative controls, and job stream procedures prior to the installation and acceptance of the final project. BIT standards can be found at http://bit.sd.gov/standards/.

16. NOTICE:
Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the Division being contracted with on behalf of the State, and by the Grantee, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

17. SUBCONTRACTORS:
The Grantee will not use subcontractors to perform work under this agreement without the express prior written consent of the State. The State reserves the right to reject any person from the contract presenting insufficient skills or inappropriate behavior.

The Grantee will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Grantee will cause its subcontractors, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors. The Grantee is required to assist in this process as needed.

18. HOLD HARMLESS:
The Grantee agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Grantee to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

19. INSURANCE:

Before beginning work under this Agreement, the Grantee shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. The Grantee, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits listed below. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Grantee agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Grantee shall furnish copies of insurance policies if requested by the State.

A. Commercial General Liability Insurance:
The Grantee shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than $1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:
The Grantee shall maintain business automobile liability insurance or an equivalent form with a limit of not less than $500,000 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

C. Worker's Compensation Insurance:
The Grantee shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.

D. Professional Liability Insurance:
The Grantee agrees to procure and maintain professional liability insurance with limit not less than $1,000,000.

20. CONFLICT OF INTEREST:

Grantee agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

21. TERMS:

By accepting this agreement, the Grantee assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written Approval by the State shall be in violation of the terms of this agreement, and the agreement shall be subject to termination.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Grantee certifies, by signing this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or any state or local government department or agency. Grantee further agrees that it will immediately notify the State if during the term of this Agreement its principals become subject to debarment, suspension of ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

23. CONFIDENTIALITY OF INFORMATION:

For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Grantee by the State. Grantee acknowledges that it shall have a duty to not disclose any State Proprietary Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Grantee shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this contract; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this contract; (iii) make State Proprietary Information available to any of its employees, officers, agents or consultants except those who have agreed to obligations of confidentiality at least as strict as those set out in this contract and who have a need to know such information. Grantee is held to the same standard of caring in guarding State Proprietary Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding State Proprietary Information in the strictest confidence. Grantee shall protect confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced. State Proprietary Information shall not include information that (i) was in the public domain at the time it was disclosed to Grantee; (ii) was known to Grantee without restriction at the time of disclosure from the State; (iii) that is disclosed with the prior written approval of State's officers or employees having authority to disclose such information; (iv) was independently developed by Grantee without the benefit or influence of the State's information; (v) becomes known to Grantee without restriction from a source not connected to the State of South Dakota. State's Proprietary Information shall include names, social security numbers, employer numbers, addresses and all other data about applicants, employers or other clients to whom the State provides services of any kind. Grantee understands that this information is confidential and protected under applicable State law at SDCL 1-27-1.5, modified by SDCL 1-27-1.6, SDCL 28-1-29, SDCL 28-1-32, and SDCL 28-1-68 as applicable federal regulation and agrees to immediately notify the State if the information disclosure, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the agreement except as required by applicable law or as necessary to carry out the terms of the agreement or to enforce that party's rights under this agreement. Grantee acknowledges that the State and its agencies are public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this agreement for the State to take any action that the State reasonably believes is necessary to comply with the South Dakota open records or open meetings laws. If work assignment performed in the course of this Agreement required security requirements or clearance, the Grantee will be required to undergo investigation.

The following shall be completed by the Provider:

Type of Organization:

Individual ☐ Nonprofit ☐ Profit ☐

Provider fiscal year begins _____ and ends _____

Federal ID Number _____

Signature of Authorized Official

Title

Date

The following shall be completed by the State:

Subrecipient status: XX OR Vendor status: _____

Fund source name: Title III-B CFDA No: 93.044

Program(s): Supportive Services - Transportation

MSA Account Code: 1000\2004 5206070 0832 310E0105

Attachment 11
Title III-B Transportation Service Projections
(Title III-B Application)

PROJECT NAME: _____

1. Estimate TOTAL COSTS: $_____

   Estimate the TOTAL number of miles to be driven: _____

   Estimate the cost per mile: $_____ (total costs divided by total miles)

2. Estimate Units of Service (one-way trips)

   Total Units: _____ Cost per Unit: $_____

   Elderly Units of Service: _____

3. Estimate the total number of unduplicated older persons to be served (60 years of age and older): _____

4. Estimate the following unduplicated older persons:

   A. Minority _____

   B. Economically Needy _____

   C. Frail/Disabled _____

5. Estimate the number of one-to-one personal contacts made to encourage a non-participant to utilize your transportation services. Outreach: _____

Attachment 12
TITLE III-B - TRANSPORTATION
Instructions

1. Objective:
   Complete the objective with the total number of units to be provided and the total number of unduplicated or different people to be served by the end of the grant period.

   A unit of service for each of these services is defined as:
   Transportation - a one-way trip

2. Service Projections:
   Fill in the total number of units of service and the total number of unduplicated older persons to be served during each quarter. Economically needy persons have an income at or below the current Bureau of Census poverty threshold. Socially needy persons may include non-English speaking, over the age of 75, living alone or in a rural, isolated area.

3. Geographic Area to be Served:
   Enter the area to be served by name of town(s) and surrounding vicinities.

4. Supporting Data:
   This section is a request for the information you have which shows that there is a need for the particular service in your geographic area. The answer should include the source of this information and the names, if any, of other agencies providing the services in the area.

5. Self-explanatory.

6. Action Steps:

   In this section, please provide a step-by-step explanation of how you will achieve the objectives of the grant. Each entry is called an action step that describes the activities that will occur during the grant year. Indicate the timeframe or completion date for each action step. Please include how each of the following areas will be addressed.
   A Promotion/Advertising
   B Service Analysis & Planning
      i. Evaluations
      ii. Community surveys
   C Budget
      i. Fundraising or local support
      ii. Donations (methods for encouraging & collecting)
      iii. Cost Analyses
   D Policy Planning (operating & administrative)
   E Involvement with DSS field staff and other agencies.

   Provide time frames for completion of the following activities:
   A. Driver Evaluations
   B. Establishment of transportation advisory board

Attachment 12
Title III-B Objectives and Budget
(Title III-B Applications)

Objective: To provide _____ units of service to _____ unduplicated older persons by _____

1. Service Projections:

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Units:					
Unduplicated Persons:					

Of the number of unduplicated persons: _____ are economically needy

_____ are socially needy

_____ are minority

2. Geographic Area to be Served: (County/Town)

_____

_____

_____

3. What data do you have that indicates the need for this service in your area?
(Source of information, other agencies providing services in your area, etc.)

_____

_____

_____

_____

_____

_____

4. Estimated average number of miles to be driven each month: _____

   Estimated average number of miles to be driven each year: _____

   Scheduling - Describe the hours and days of week service is in operation. Attach schedules.

List vehicles to be used and source of acquisition:

Are vehicles used by any other agency or organization? _____

If so, who and on what basis?

Indicate other vehicles and transportation systems available in your community, e.g., school buses or vehicles owned by other agencies, and explain efforts made to coordinate services or share vehicle use.

Attach additional sheets as necessary

5. Action Steps | Completion Date

Attachment 12
TITLE III-B - TRANSPORTATION
Service Operation Costs - Instructions

1. Personnel:
   List each individual whose salary and fringe benefits will be a cost to the grant. Fringe benefits may include Social Security, unemployment compensation, Workers Compensation, health insurance, life insurance and retirement. List by title of position, number of hours per day, times hourly rate per hour, times days per year, plus fringe benefits.

   EXAMPLE: Driver: 4 hours/day x $5.00 x 260 days = $5,200 + $980 (fringe benefits) = $6,180.

   *Attach an itemization of fringe benefits for full and part-time employees.

2. Travel:
   This item is for staff travel for the purpose of supporting the objective as described in the application. List travel by trips, number of miles and purpose. Any out-of-state travel will require approval by the Division of Adult Services and Aging.

   Include here any mileage reimbursement for volunteers. Reimbursement may not exceed .37¢ per mile. Meal costs may not exceed $5.00 for breakfast, $9.00 for lunch, and $12.00 for dinner. Lodging may not exceed $50.00 plus tax. Adult Services and Aging will consider higher lodging costs if rate has been approved by the grantee board of directors.

3. Supplies:
   List any supplies that are needed for operation of the grant.

4. Other Costs:
   List gas, oil, maintenance, repairs, mileage paid to volunteers for transporting eligible individuals and other items not included in the above categories.

5. Vehicle/Volunteer Insurance:
   List vehicle/volunteer insurance.

6. Total:
   Enter the total of all costs listed in the above budget categories.

Attachment 12
TITLE III-B - TRANSPORTATION
Service Operation Costs

Applicant Name: _____

Budget Category: _____ **Total:** _____

1. Personnel

Position	Hours/Day	Rate/Hour	Days/Year	Fringe Benefits	Total

2. Travel

3. Supplies

4. Other Costs (Itemize)

5. Vehicle/Volunteer Insurance

6. Total

Attachment 12
TITLE III-B - TRANSPORTATION
Administration Budget - Instructions

1. Personnel:
   List each individual whose salary and fringe benefits will be a cost to the grant. List by title of position, number of hours per day spent in this program times hourly rate times days per year plus fringe benefits. Fringe benefits may include Social Security, unemployment compensation, Workers Compensation, health insurance, life insurance and retirement. Use example in service operation costs instructions.

   Administrative personnel include project directors, coordinators, secretaries and bookkeepers whose time cannot be tied directly to a specific service objective.

2. Travel:
   This item is for staff travel for the purpose of supporting the objective as described in the application. List travel by trips, number of miles and purpose. Any out-of-state travel will require approval by the Division of Adult Services and Aging.

   Include here any mileage reimbursement for volunteers. Reimbursement may not exceed 37¢ per mile. Meal costs may not exceed $5.00 for breakfast, $9.00 for lunch, and $12.00 for dinner. Lodging may not exceed $50.00 plus tax. Adult Services and Aging will consider higher lodging costs if rate has been approved by the grantee board of directors.

3. Supplies:
   List here office supplies such as paper, stamps, pencils, stamps, file folders, etc., and printing costs.

4. Other Costs:
   List here such costs as telephone, DTA dues and other administrative costs not entered in the categories above.

5. Total:
   Enter the total of all costs listed in the above budget categories.

Attachment 12
TITLE III-B - TRANSPORTATION
Administration Budget

Applicant Name: _____

Budget Category: _____ **Total:** _____

1. **Personnel** (Include fringe benefits)

-

Position	Hours/Day	Rate/Hour	Days/Year	Fringe Benefits	Total

2. **Travel**

3. **Supplies** (Office)

4. **Other Costs** (Itemize)

5. **Total**

Attachment 12
TITLE III-B - TRANSPORTATION
Project Summary - Instructions

A. Total Project Budget:

Bring forward totals from service operation costs and administration costs to each budget category and total.

B. Funding:

1. Total Cost:	Enter the total of project income.
2. Less Reimbursement:	Enter the total estimated reimbursements.
3. Less Participant Donations:	Enter the total of donations.
4. Net Costs:	Line 1 minus Lines 2 and 3.
5. Local Match:	Enter total match (local cash) from the Supporting Budget Schedule. This figure should be at least 25% of Line 4. (Net Costs)
6. Federal/State Title III-B Funds Requested:	Line 4 (Net Costs) minus Line 5 (Local Match).

C. Enter the total estimated units of service to be provided.

To determine cost per unit, divide the Total Cost from Line B.1. by the number of units.
Total Cost ($20,000) / Units of Service (10,000) = $2.00/unit.

D. To be completed by transportation providers only:

Total miles to be drive: Enter the estimated number of miles to be driven during the year.

Cost per mile: Calculate the cost per mile by dividing total cost from Line B.1 by the total number of miles to be driven.

Example: Total Operating Cost: $5,100
Miles to be driven: 6,000

$5,100 divided by 6,000 miles = $.85 per mile

Attachment 12
TITLE III-B - TRANSPORTATION
Project Summary

A.

Total Project Budget:	Total Service Operation Costs	Administrative Costs	Total
Personnel:			
Travel:			
Supplies:			
Other Costs:			
Vehicle Insurance:			
Total Costs:			

B.

Funding:

Total Cost	
Less Reimbursements	
Participant Donations	
Net Costs	
Local Match %	
Federal/State Title III-B Funds Requested	

C.

Service/Cost Projections:

Estimated units of service:*

Cost per unit of service:

D.

Transportation Providers:

Total Miles to be driven:*

Cost per mile:

*Use your current units and miles to project year-end totals.

Attachment 12
TITLE III-B - TRANSPORTATION
Project Supporting Budget Schedule – Instructions

Local cash match for Title III-B must be a minimum of 25% of the net costs (total cost less project income). At a minimum, local match for the continuing programs must be at the present level. Any exceptions must be approved by Adult Services and Aging.

1. Local Cash Resources
   List the amount of cash contributions and source. Attach letters of commitment from contributing organizations. If through fundraising, explain tentative plans).

2. Total
   Add the cash resources and enter on the Project Summary Sheet as local match.

3. Other
   Some programs have staff whose salaries are paid through Green Thumb, Job Training Partnership Act (JTPA) or other federal programs. These staff are undoubtedly essential to the operation of the program. Please identify those staff persons and their salaries. Also, show volunteer hours per day or other resources available to the program that are not claimed as match.

Attachment 12
TITLE III-B - TRANSPORTATION
Project Supporting Budget Schedule
Local Match Available

Source: _____ Amount: _____

1. **Local Cash Resources** (Itemize and attach letters of commitment)**:**

Total:

2. **Other** (Explain)**:**

Attachment 12
TITLE III-B - TRANSPORTATION
Staff Training Plan

All Title III grantees shall establish a staff training plan.

In the space below, indicate the areas of training which will be provided during the grant period. Examples of areas of training include, but are not limited to the following: state-provided fiscal training sessions, Cardiopulmonary resuscitation (CPR), first-aid, bus driver training, etc. Grantees should utilize local resources whenever possible in the provision of staff training. Use additional sheets if necessary.

Staff Participants	Training Area	Completion Date