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GOVERNOR

TRANSPORTATION CABINET

200 Mero Street
Frankfort, Kentucky 40601

Jim Gray
SECRETARY

January 8, 2024

SUBJECT: SFY2025 Section 5303, 5304, 5310, 5311 and 5339 Grant Assistance
Application Checklists and Required Certifications/Assurances

Dear Applicant:

Enclosed is the application checklist to guide you in the development of the subject application(s) for SFY 2025 assistance. We ask that you read the guideline, thoroughly, prior to beginning your application. SFY2025 grants may be submitted online at <https://kyotd.intelligrants.com/IGXLogin> or via mail at KYTC/Office of Transportation Delivery, Attention: Vickie Bourne, 200 Mero Street, Frankfort, KY 40622. Attached is an Authorizing Resolution that must be adopted by the Governing Board prior to the application process. The Authorizing Resolution is required to be uploaded in the online web portal during the application process if your Agency chooses to apply online.

Users will have access to the online grant portal beginning February 1, 2024. During this time, your agency will be allowed to create and continue to work on the application. The application portal will close at 11:59 pm (EST) on April 1, 2024. Please be reminded that you must be registered in SAM.gov with an "active" status to receive Federal funding.

If your Agency will be submitting the application online, please note that only one application will be included for all grant sections. The applicant will be required to select which grant(s) from which you are requesting assistance. If your Agency will be submitting via mail, a separate application will need to be submitted for each grant section from which you are requesting assistance and should include a completed checklist(s).

Projects selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program (**Section 5310**), must be derived from a locally developed, Coordinated Public Transit-Human Service Transportation Plan. This Plan must be developed through a process that includes representatives of public, private, and non-profit transportation and human service providers and participation by members of the public. We encourage you to be knowledgeable of and active in the Coordinated Plan/update process. All 15 elements of the Checklist must be addressed in the Plan, with particular emphasis on No. 1, the Four Main Points of the Plan. Please clearly identify each element on the Checklist in the Plan.

If you are the **Section 5310 Lead Agency** for your area, you must notify all eligible organizations, in each county of your area, about the new **Section 5310** application cycle. Each applicant must complete a Preliminary Assessment for each vehicle requested. For online applicants, this will be completed within the online application instead of as a separate document.

Letters for the required Coordination Meeting must go out at least thirty (30) days before the date of the meeting and must be sent, at a minimum, to all providers in your service area and local officials. The Coordination Meeting for **Section 5310 and Section 5311** must be held thirty (30) days before the scheduled Public Hearing **IF A PUBLIC HEARING IS REQUIRED**. **Section 5311** must have a Public Hearing for any **fare increase or for major reduction of transportation service**.

The Public Hearing must be advertised, and letters sent out to county and local officials, fourteen (14) days before the Hearing date. The Hearing must be accessible for persons with disabilities. The Public Hearing/Notices should also accommodate the needs of Limited English Proficient (LEP) individuals. If the Hearing is poorly attended, a transcript is still required. In addition, a written analysis must be included in the application(s) regarding possible reasons for poor attendance at the Hearing and proposed solutions for better attendance at future Hearings.

Rural Transit Assistance Program (RTAP) funding is provided as a source of funding to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of transit operators in non-urbanized areas. Applicants that are seeking SFY2024 RTAP Training/technical assistance should submit their needs and budget(s). This will be completed within the online application process for those Agencies applying online. Please be advised that the RTAP contract period will be **July 1, 2024 – June 30, 2025** (100% Federal).

All **Section 5311** applications must include evidence of local support from each county/city served. If applicable, there should be a separate line-item budget and detailed description, including maps, of Section 5311(f) services (Intercity).

Under the Open Projects Status Section of the **5311/5310/5339** applications, the following information **MUST** be reported as of April 1, 2024: Current open capital projects, remaining funding balances (State and Federal), equipment purchases, and updated Milestones/Timelines showing steps from bid advertisement all the way to final inspection and acceptance, and funds spent for equipment yet to be purchased.

On the Application Checklist, where capital assistance is eligible and there is a section asking for a vehicle, equipment or facility specifications, many agencies have previously just included an old bid package and/or old specifications. FY 2025 applications, which include capital request(s) must include:

- A valid Independent Cost Estimate (ICE) for each proposed procurement, if applicable;
- Bona Fide, up-to-date Vehicle/Equipment/Facility Specifications and Bid Package with all required clauses and documents; and/or
- Quote specifications.

For Agencies/KPTA Members wishing to procure vehicles from a Kentucky Public Transit Association (KPTA) Bid, reference would be made to that project.

In order to formally document our application process for **Section 5304 funds**, we are asking each applicant to provide a description/justification of their proposed transportation planning/technical assistance activities for rural areas to be served, a list of Goals & Objectives to be achieved during SFY25 and that will be reported on a monthly or quarterly basis, a proposed budget, a commitment of local share, and federally required certifications and assurances.

Multimodal transportation planning must be cooperative, continuous, and comprehensive through a performance-driven, outcome-based approach to planning. In preparation for these requirements, we are asking each applicant to give a detailed description of the make-up of their Authorizing Board and to detail their involvement in other regional Boards, Authorizing Entities, etc.

In order to formally document our application process for **Section 5303 funds**, we are asking each MPO to provide a description/justification for their transit planning elements, a proposed budget and a commitment of local share and federal required certifications and assurances. All coordinated service planning activities undertaken in urbanized areas must be included in the UPWP of the applicable MPO.

All applications must be submitted no later than April 1, 2024.

In the enclosed attachment is a list of requirements that will need to be entered in the online grant system and/or completed and submitted with a paper application. Final applications may be submitted online at <https://kyotd.intelligrants.com/IGXLogin> or via mail at KYTC/Office of Transportation Delivery, Attention: Vickie Bourne, 200 Mero Street, Frankfort, KY 40622. All applications must be received by end of the day on April 1, 2024.

If you have any questions, please contact your Project Manager or Tabitha Martin, Regional Program Manager, at (502) 564-7433.

Sincerely,



Vickie Bourne
Executive Director
Office of Transportation Delivery

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Enclosures