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**FY 83
Section 18,
Section 16(b)(2),
and
State Transit
Assistance
Consolidated
Grant Application**

PROCEEDURE



FY 83 TRANSIT GRANT APPLICATIONS

Introduction

The materials contained in this booklet apply to grant applications for financial assistance to Iowa public transit systems for FY 83. Forms, samples and directions apply only to State Transit Assistance (STA), Section 18 and Section 16(b)(2) programs.

One completed grant application with original signatures for any or all of the programs covered in this booklet must be submitted to your Iowa DOT Public Transit Division District Manager, 5268 NW Second Avenue, Des Moines, Iowa 50313 no later than April 1, 1982. Blank forms will be furnished to your office. If additional forms are needed contact your Public Transit Division District Manager. Note that the public hearing requirements necessitate proscribed advance public notices which should be published as soon as possible, if not already accomplished (see pages 2-4).

It should also be noted that the development of fundable projects under the STA program for all transit systems is based on the completion of a transit development plan by the regions or planning documentation by large urban systems. Such a plan (referred to as a TDP in this document) must be submitted to the Iowa DOT Planning and Research Division in accordance with published guidelines before STA grant applications will be reviewed.

Grant Application Procedures Format

Since the three transit funding programs covered in this procedures booklet have several common requirements, one form or document may fulfill the requirements of one, two, or all three programs. This booklet attempts to facilitate the completion of these forms and documents without requiring

duplication of effort. To achieve this the booklet is divided into sections, divided by colored sheets, containing blank forms or sample documents relevant to either several or single programs. A Material Reference Guide is the key to choosing which sections to complete. The sections contain different series of forms and samples, designated C through F, for the following purposes:

- C Series: Forms and documents required by all three programs.
- D Series: Required for STA and, possibly, one federal program.
- E Series: Required for Section 18 and, possibly, Section 16(b)(2).
- F Series: Required for Section 16(b)(2) only.

Material Reference Guide

This table on page vii is your guide to which documents are needed for the programs for which you are applying and will serve as your application cover sheet. The Guide should be used as follows:

- STA-only applicants need only complete those requirements found in the column headed "STA" or those included in combined columns.
- STA- and Section 18-only applicants need only complete requirements found in the appropriate columns.
- Applicants for all three programs must complete all listed requirements.
- If material has been previously submitted (for FY 82 application) and is still correct, please check the appropriate boxes.

Form Completion Directions

C-Series:

- Public Hearing (pages 2-5). Documents must be submitted similar to samples provided. Please note "Suggestion Box" on page 2.

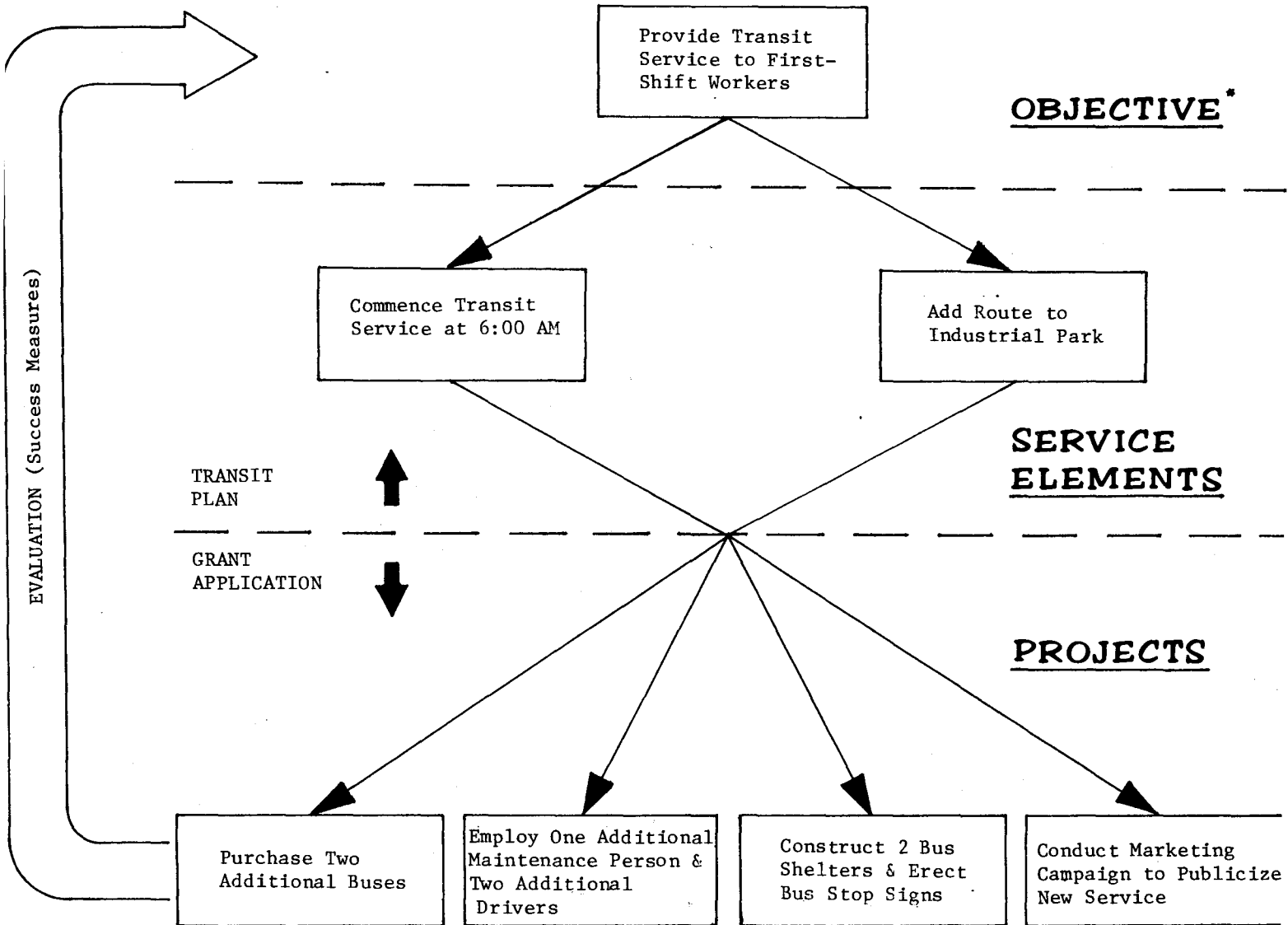
- System Financial Information, Forms C-1 (page 6). All applicants must complete columns under "FY 83" corresponding to the number of Developmental Alternatives described in their TDP. UDMS or Section 15 Systems may use this form and transfer appropriate data to the form directly from the following UDMS forms:
 - Expenses by Function,
 - Revenue Detail Schedule,
 - Revenue Subsidiary Schedule: Sources of Public Assistance, and
 - Capital Subsidiary Schedule: Sources of Public Assistance.
- Transit Services Provided, Forms C-2 and C-3 (Pages 7 and 8) require important data regarding union local membership required for Section 13(c) assurance to the US Department of Labor. Note: Greyhound (Union Code "A", Local #1126), Trailways (Union Code "A", Local #1133), Jefferson (Union Code "A", Local #1319), Missouri Transit (Union Code "C", Local #833). Regional and State A-95 Review (pages 9-10). Documents must be submitted similar to samples provided.

D-Series:

- Resolution, Form D-1 (page 12). Complete as shown.
- Legal Opinion, Form D-2 (page 13).
- Advance Funding Request and Certification (page 14, if applicable).
- Project Development, Forms D-4 and D-5 (pages 15 and 16). Development of projects which are to be considered for Iowa DOT funding in FY 83 must be shown on these forms. Note that the forms shown on pages 15 and 16 are filled in describing a hypothetical project--constructing bus shelters and erecting bus stop signs. This example is taken from the flow chart on page v which shows the development of projects from the objective and service elements stated in the TDP. In developing projects for STA funding, the following points must be considered:

1. A project is a specific action which can be funded and audited directly and is necessary to implement one or more service elements.
 2. A project may constitute an addition to existing service or an improvement to existing service (Improvement does not necessarily mean a change in service level). Under certain circumstances a project may even entail the reduction of existing service, though this would probably not require additional funding.
 3. A project, for whatever purpose, must be accompanied by one or more success measures which can be drawn from the output of a transit system's normal data collection procedures by the end of project period. The success measures should show how the project contributes to the achievement of the stated objective--not merely the implementation of the service element(s). In the example, carrying four percent of plant workers relates to the objective of providing service to first-shift workers. Stating that transit service now starts at 6:00 AM would not be an appropriate success measure.
 5. Success measures shall be monitored through the project year. All success measures must be monitored through UDMS output, Section 15, or another easily analyzed means.
 6. Complete total project budget on Form D-5 including specific action steps (necessary to implement project) and timetable for each step. This should prove to be a useful management tool.
- Statistics, Form D-6 (page 17). Complete those columns which correspond to developmental alternatives in the TDP and for which you have generated projections.

EXAMPLE--PROJECT DEVELOPMENT FLOW CHART



*For FY 83 OBJECTIVES ARE SUBJECT TO NEGOTIATION BETWEEN THE TRANSIT AGENCY AND THE IOWA DOT AFTER SUBMITTAL OF GRANT APPLICATION. NEGOTIATIONS WILL OCCUR DURING THE PLANNING PROCESS IN SUBSEQUENT YEARS.

E-Series (Section 18 and 16(b)(2) applicants only):

- Social Service Coordination Description, Sample Letter, pages 19-20.
Provide letter as per sample and/or reference other appropriate document.
- Private Providers Participation, Sample Letter, pages 19 and 20. As above.
- Private Providers Dispute Process, Sample Letter, page 21. Provide letter as per sample and/or reference other material.

F-Series (Section 16(b)(2) applicants only):

- Complete all forms as provided.
- Replacement Vehicles, Submit a copy of your current UDMS "Revenue Vehicle Inventory Schedule" (I 408) and place an "X" in the left margin next to the vehicles to be replaced with new Section 16(b)(2) equipment (as applicable).

**TRANSIT ASSISTANCE GRANT APPLICATION
COVER SHEET**

	New Material or Form Attached	Last Year's Material Still Correct (No New Material Attached)	Material Reference Guide		
			S.T.A.	Section 18	Section 16(b)(2)
<i>N/A - Not Applicable</i>					
C Series - Common to all three programs			Page 1		
Public Hearing			Page 2		
Proof of publication of notices			Pages 3 & 4		
Hearing results (minutes or transcript)			Page 5		
System financial information			C-1		
Transit service provided			C-2 & C-3		
Region A-95 review			Page 9		
State A-95 review			Page 10		
D Series			Page 11		
Resolution authorizing application			D-1	N/A	N/A
Legal opinion			D-2	N/A	N/A
Advance Funding Request and Certification			Page 14	N/A	N/A
Project development			D-4 & D-5	N/A	N/A
Statistics and projections			D-6		N/A
E Series			Page 18		
Social services coordination description			N/A	Reference RTDP or other document or attach in letter form	
Private providers participation			N/A	Reference RTDP or other document or attach in letter form (pp. 19-20)	
Private providers dispute process			N/A	Page 21	
F Series			Page 22		
Application certification			N/A	N/A	F-1
Sign off			N/A	N/A	F-2
Project description & justification			N/A	N/A	F-3
Project budget & est. operating expense			N/A	N/A	F-4
Title VI assurance			N/A	N/A	F-5
Verification & assurance			N/A	N/A	F-6
Replacement vehicles			N/A	N/A	Modified UDMS vehicle inventory (I 408)

Note: Check applicable boxes. Do not fill in shaded areas.

C SERIES

Public Hearing

Requirements for Section 18, satisfy Section 16(b)(2) and STA (taken from Appendix "L" of Contract Binder)

"RESPONSIBILITIES

- b.(2) For each project selected pursuant to paragraph 6d(1) of this directive and prior to the obligation of any funds, publish a public notice which shall include the name of the applicant, the area to be served by the proposed undertaking, an adequate description of the proposal, and the time, date, and place of a public hearing which shall be held within 60 days after publication of the notice within the proposed service area. The public notice shall be published at least two times, one of which shall be at least 30 days prior to the hearing, in a newspaper having general circulation in the vicinity of the proposed undertaking. The hearing shall be held at a place and time generally convenient for persons affected by the proposed undertaking. Provision shall be made at the hearing for submission of written statements, exhibits, and oral statements. A verbatim written transcript of the oral proceedings at the hearing shall be made and such transcript together with copies of exhibits, copies of the published notice, and written statements, shall be [made] and sent to the Department of Transportation..."

Suggestion: Since a Public Hearing is required for all three programs (i.e., STA, 18, 16(b)(2)), we suggest that you try to combine all necessary hearings into one. Be sure that the notice, hearing opening and appropriate materials reference individual programs, projects and amounts. Build in an extra "Margin Of Safety" in the dollar figures.

SAMPLE

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held by the City Council of Muscatine, Iowa at the City Hall Council Chambers at 7:25 P.M. on March 1, 1979 for the purpose of considering a project for which financial assistance is being sought from the Urban Mass Transportation Administration, pursuant to the Urban Mass Transportation Act of 1964, as amended, generally described as follows:

- Three - 17 passenger transit buses with air-conditioning
- One - 17 passenger transit bus with air-conditioning and equipped with handicap lift.

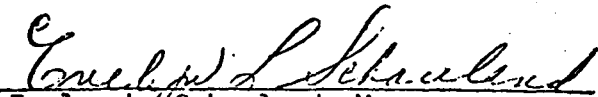
These vehicles are intended to replace the present equipment now being used by the City of Muscatine for the Senior Citizen Transportation System.

Under Section 18 of the Urban Mass Transportation Act of 1964, as amended funds are allocated on the basis of 80 % Federal and 20 % Local.

Estimated cost of the project -	\$79,750
Estimated Local Share -	\$15,950
Section 18 Funds Requested -	\$63,800

This project will not have a significant environmental impact on the area and no persons, families or businesses will be displaced by this project. The project will be in conformance with the comprehensive transportation plan for the City. The Senior Citizen Transportation System operated by the City of Muscatine is intended to provide public transportation for handicapped and elderly residents within the corporate limits of the City. A copy of the application for a Federal grant for the proposed project is available for public inspection at the City Hall, Muscatine, Iowa.

At the public hearing, the City of Muscatine will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project.


Evelyn L. Schauland, Mayor
City of Muscatine, Iowa

SAMPLE

William L. Fahy....., Publisher of The Muscatine Journal,
a newspaper of general circulation printed and published at Muscatine,
in Muscatine County, Iowa, being first duly sworn, says that

City of Muscatine - Notice Public Hearing
Senior Citizen Transportation

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Evelyn L. Schauland, Mayor
City of Muscatine, Iowa

of which annexed printed slip is a true, correct and complete copy, was published in said The Muscatine Journal once each week for.....2..... weeks in succession, the first publication having been made there-in on

..... January 26 19 79

the second on..... February 2 19 79

the third on..... 19.....

and the fourth on..... 19.....

..... 19.....

..... 19.....

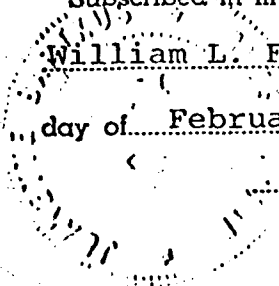
William L. Fahy
Publisher

Subscribed in my presence and sworn to before me by the said

William L. Fahy..... this 2nd

day of February..... 19 79

Jeanette Bortolin
Notary Public in and for Muscatine County, Iowa.



SAMPLE

COUNCIL PROCEEDINGS
SPECIAL
March 29, 1979

The Marshalltown City Council met in special session Thursday, March 29, 1979, at 7:00 o'clock P.M. in the Council Chambers at City Hall.

Mayor Stegmann called the meeting to order at 7:02 P.M.

ROLL CALL: Present - Deninger, Hamblin, McKimney, Nicholson, Peterson, Ream, Cooper, Cordes.
Absent - Dunham.

Mayor Stegmann directed the Clerk to read the special call.

SPECIAL MEETING
March 29, 1979

TO: James Deninger, Ronald Dunham, Richard Hamblin, Gerald McKimney, Jack Nicholson, Edward Peterson, A. J. Ream, Jean Cooper, Stanley Cordes, and Paul Lovig.

You, and each of you, are hereby notified of the Call of the Special Meeting to be held March 29, 1979 at 7:00 o'clock P.M., in the Council Chambers at City Hall, for the purposes of conducting a public hearing on the City's application to the Iowa Department of Transportation for Public Transit Assistance, and taking action on Resolutions approving agreements for engineering services on S. 3rd Street to S. 6th Street connection and Resolution approving engineering services redesign of 18th Avenue railroad overpass.

/s/ Howard Stegmann, Mayor

/s/ J. E. Deninger
/ns/ Ronald Dunham
/s/ Richard Hamblin
/s/ Gerald McKimney
/s/ Jack Nicholson
/s/ Edward Peterson

/s/ A. J. Ream
/s/ Jean Cooper
/s/ Stan Cordes
/s/ Paul Lovig
/s/ Vicki L. McNally, Radio Station KFJB
/s/ Lois Jacobs, Times Republican
/ns/ Radio Station KDAO

Mayor Stegmann then stated we would conduct the public hearing on the City's application to the Iowa Department of Transportation for Public Transit Assistance, and called for anyone in the audience wishing to speak.

The only person in the audience was Anna Mayer, who stated she was only an observer and did not have any comments on the bus application. Mayor Stegmann again called for anyone wishing to comment, but no one commented. The Clerk advised there were no written comments on the bus application.

The Clerk then informed the Council that our Resolution which was passed at our Monday night's Council meeting in connection with the application would have one change in the source of operating support. Instead of the Iowa D.O.T. supplying \$21,587.00 of the anticipated support revenue, we would file a grant under Section 18 for \$5,587.00 and from Iowa D.O.T. for \$16,000.00, leaving the total grant money at \$21,587.00, with the City's share \$23,963.00, for the total of \$45,550.00 necessary to cover operating deficit.

Discussion followed as to the application for one new bus at an anticipated cost of \$88,000.00. The Clerk explained this was a city cruiser type bus which has a Detroit diesel motor and is much sturdier and has a record of being easier and less expensive to maintain.

Mayor Stegmann then closed the public hearing at 7:16 P.M.

RESOLUTION APPROVING AGREEMENT BY AND BETWEEN THE CITY OF MARSHALLTOWN, IOWA AND HOWARD R. GREEN COMPANY RELATING TO ENGINEERING SERVICES FOR EIGHTEENTH AVENUE OVERPASS was read.

Mayor Stegmann then asked Wayne Hartwig to explain this agreement.

System Financial Information

UDMS Section 15 Transit Operator _____	FY'82 Actuals & Estimated	FY'83 (Complete appropriate # of columns)			
		Dev. Alt. 1	Dev. Alt. 2	Dev. Alt. 3	Dev. Alt. 4
I. OPERATING EXPENSES					
A. Vehicle operations - 010					
B. Vehicle maintenance - 041					
C. Non-vehicle maintenance - 042					
D. General administration - 180					
Total (A-D)					
II. OPERATING FUNDING					
401 Passenger fares for transit service					
402 Special transit fares					
409 Local cash grants & reimbursements					
411 State cash grants & reimbursements					
411.01 Iowa DOT					
411.99 All others					
413 Federal cash grants & reimbursements					
413.01 Section 5					
413.02 Section 18					
413.99 All others federal					
Total all others (403,404,405,406,407,408,410,412,430,440)					
Total revenue					
III. Balance (I-II)					
IV. CAPITAL EXPENSES					
A. Vehicles & vehicle equip.					
B. Structures & bldgs.					
C. Other					
Total (A-C)					
V. CAPITAL FUNDING					
A. Local cash grants & reimbursements					
B. State cash grants & reimbursements					
1. Iowa DOT					
2. All other					
C. Federal cash grants & reimbursements					
1. Section 3 UMT Act					
2. Section 5 UMT Act					
3. Section 18(b)(2) UMT Act					
4. Section 18, UMT Act					
5. All others					
Total (A-C)					

UNION CODE

- A - Amalgamated Transit Workers
- B - AFSCME
- C - Teamsters
- D - Transport Workers Union of America
- E - Other

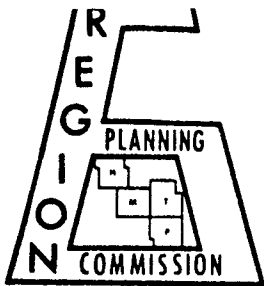
**TRANSIT OPERATIONS
UNDER CONTRACT**

Use
union
code

"x" if yes

List transit operations under the category showing their current status of (date) _____ (Agency Name)	Union Local Number	Union/Bargaining Unit	Crosses urban/ regional boundary	Crosses regional boundary	Crosses state boundary	Consumer	Provider	Consolidated	Sub-contract w/out prior DOT approval	Sub-contract with prior DOT approval	Receiving Public Money
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
Note: If the transit agency itself operates or provides transit services, list it as #1 on this sheet.											

*-represents "surface public transportation provider" in accordance with Section 13(c).



REGION SIX PLANNING COMMISSION

Suite 10, Woodbury Building, 8 North First Avenue ;
Marshalltown, Iowa 50158; Phone: 515-752-0717

March 5, 1980

SAMPLE

Mr. Al Baker, District Manager
Public Transit Division
5268 NW Second Avenue
Des Moines, Iowa 50319

Dear Mr. Baker:

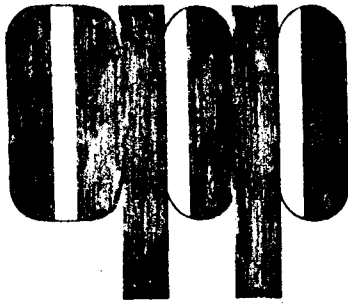
The Region Six Planning Commission, in its capacity as an areawide clearinghouse, has had an opportunity to review the application for Section 18 funding made by the Central Iowa Region Transit System. These funds (\$72,000.00) would assist in the project to secure three vans and one small bus for the regional transit system.

This project is consistent with local and regional objectives described in the FY-79 Regional Transit Development Plan. This areawide clearinghouse recommends the project for funding.

Sincerely,

Gerald Suchan
Executive Director

GS/dd



STATE OF IOWA

SAMPLE

Office for Planning and Programming

523 East 12th Street, Des Moines, Iowa 50319 Telephone 515/281-3711

ROBERT D. RAY
Governor

ROBERT F. TYSON
Director

STATE CLEARINGHOUSE

PROJECT NOTIFICATION AND REVIEW SIGNOFF

Date Received: March 7, 1980 State Application Identifier: 801128

Review Completed: April 2, 1980

APPLICANT PROJECT TITLE:

Section 18 Capital Assistance Grant for the Purchase of Replacement Vehicles

APPLICANT AGENCY: Region Six Planning Commission

Marshalltown, Iowa 50158

Address Suite 10, Woodbury Building
8 North First Avenue

Atten: Eileen Kelley, Transit Planner

FEDERAL PROGRAM TITLE, AGENCY AND CATALOG NUMBER: Highway Research, Planning and Construction
U.S. Department of Transportation

Federal Highway Administration

Catalog Number - 20.205

AMOUNT OF FUNDS REQUESTED: Federal - \$72,000.00 Local - \$49,262.00
State - 57,063.00 Other - 35,509.00 TOTAL - \$213,834.00

PROJECT DESCRIPTION:

Region Six Planning Commission application for Section 18 Capital Assistance Grant funds for the purchase of replacement vehicles for the regional transit system.

The State Clearinghouse makes the following disposition concerning this application:

No Comment Necessary. The application must be submitted as received by the Clearinghouse with this form attached as evidence that the required review has been performed.

Comments are Attached. The application must be submitted with this form plus the attached comments as evidence that the required review has been performed.

STATE CLEARINGHOUSE COMMENTS:

A. Thomas Wallace
Federal Funds Coordinator

D SERIES

AUTHORIZING RESOLUTION

We, hereby, authorize _____

_____ (Applicant's legal name) on _____ (date)

to apply for \$ _____ (total amount of funds) to be used for _____

(capital and/or operating) assistance under the state transit assistance program and enter into contract with the Iowa Department of Transportation.

Name: _____ (Applicant's Governing Body)

By: _____

Title: _____

Address: _____

Telephone: _____ / _____ (Area)

OPINION OF LEGAL COUNSEL

It is my opinion that _____

(applicant's legal name) has the authority to apply for state transit assistance program funds and expend such funds if awarded in accordance with Iowa Department of Transportation Rules 820-(09,B)1 as adopted by the Transportation Commission and approved by the Legislative Rules Committee; and that the above name is a duly constituted agency in accordance with the laws of Iowa; and that there is no existing or threatened legal impediment to the above names applying for or receiving such funds, or carrying out the project if successful in being awarded such funds.

Name: _____

By: _____

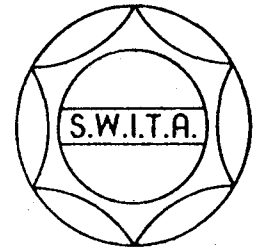
Address: _____

Telephone: _____ /
(Area)

SWIPCO



SOUTHWEST IOWA PLANNING COUNCIL
AND
SOUTHWEST IOWA TRANSIT AGENCY



18 West 6th Street

Atlantic, Iowa 50022

(712) 243-4196

November 7, 1979

SAMPLE

Dee Arends, District Manager
Iowa Department of Transportation
5268 N.W. Second Avenue
Des Moines, Iowa 50313

Dear Dee:

This letter is to serve as SWIPCO's application for advanced allocation under option #1 cited in 2.2(3) of the IDOT Administrative Rules for "Advanced Allocations of State Transit Assistance Funding".

SWIPCO/SWITA is presently experiencing severe cash flow problems. By the end of the last fiscal year (FY 79) SWITA's Accounts Payable exceeded over \$20,000.00. Many of these bills were incurred as early as April, and remained unpaid as late as September. Similar cash flow problems occurred at the end of the second quarter in FY 79. Since our cash flow has not changed significantly from last year, a similar situation will in all probabilty arise again this year without IDOT advanced funding.

Therefore, I would request that SWIPCO/SWITA be allowed IDOT advanced funding as quickly as possible so that the stifling cash flow situation of the past can be avoided in the future.

Sincerely,

Timothy O. Borich
Transit Director

TOB/cf

I certify that I have read the administrative rules for advanced funding and will comply with them.

Robert Donels 11/7/79

Robert Donels,
Executive Director

Date

SAMPLE

Project Development

Priority

1. Objective (from TDP): Provide transit service to first-
shift workers. 2 of 4
(Total # of objectives)

2. Service elements (from TDP): _____
 - a. Add one route to industrial park. 1 of 2
 - b. Commence service at 6:00 AM 2 of 2
 - c. _____ _____ of _____

3. Project description: Construct two bus shelters and erect needed
bus stop signs. 3 of 4

4. Success measures:

Revenue (if approp.) _____

Passengers (if approp.) Increase by 1.25%

Other _____

and/or narrative Carry 4 percent of first-shift workers by the end of the project
year (4-1-82)

5. Total project funding sources (be specific):

	Amount
a. Iowa DOT	\$ <u>6,000</u>
b. <u>Local General fund</u>	<u>2,500</u>
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
Total	\$ <u>8,500</u>

Project Expense Budget

Project Title Bus shelters and signs

Action Step (Specific)	Cost Center (Budget Line Item*)	Cost Estimate	Timetable	
			Start	Finish
1. Develop shelter specifications.	Gen. Admin. (160)	100	5-1-81	5-6-81
2. Conduct study to determine locations for shelters and signs.	Gen. Admin. (160)	450	5-1-81	5-20-81
3. Advertise for bid.	Gen. Admin. (160)	150		5-15-81
4. Award contract for two shelters.	Struct. & Bldgs.	7,000	6-15-81	6-19-81
5. Fabricate and install bus stop signs.	Struct. & Bldgs.	800	7-1-81	7-8-81
		Total \$ 8,500		

SAMPLE

-16-

*Budget line items should correspond to budget form and format used on Form C-1

STATISTICS

Transit System _____

Developmental Alternative (From TDP)

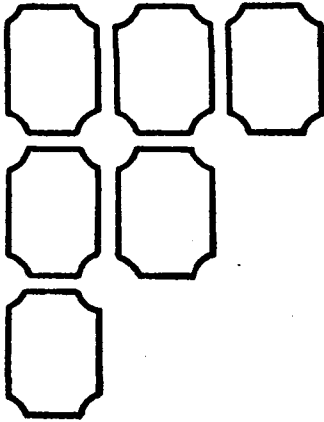
Applying for: (Indicate one) 1. 2. 3. 4. (If applicable)

Note: Do not fill in shaded areas

	FY '82 Actual & Estimated	FY '83 (From Plan)			
		Dev. Alt. 1	Dev. Alt. 2	Dev. Alt. 3	Dev. Alt. 4
Total passengers					
Annual revenue miles					
Number of peak period vehicles					
_____ AM to _____ AM _____ PM to _____ PM					
Number of off-peak period vehicles					
Annual vehicle hours					
Fare structure: (Per person)					
Date effective (Actual or projected)					
Adult					
Elderly					
Handicapped					
School					
Adult monthly pass					
Other (Specify)					

E SERIES

SAMPLE



east central iowa
council of governments

105 2nd avenue coralville, iowa 52241 (319) 354-2328

September 16, 1980

Mr. Doug Rogers
Iowa Department of Transportation
Public Transit Division
5268 N.W. 2nd Avenue
Des Moines, IA 50313

RE: Notification of Section 18 Application to Private Providers

Dear Mr. Rogers:

With the exception of Greyhound Lines, Jefferson Lines, and Missouri Transit Line I cannot conceive of any private provider within our six county area that is not aware of and had an opportunity to comment on ECICOG's Section 18 capital grant.

Because the three major line haul operators are not headquartered in our region they may not know of our interest to apply if their local managers have not notified them of the application. These lines should certainly know, however, of the statewide application of which our application is part--therefore our obligation to contact them is nebulous.

Here follows a description of ECICOG's efforts to notify providers and citizens of our intent:

The Transit Advisory Committee has discussed the capital application package at least seven times: June 25, 1979; August 14, 1979; October 30, 1979; December 11, 1979; January 29, 1980; May 20, 1980; and June 14, 1980. Private providers to include: Cedar Rapids Cab, Iowa Industrial Transportation, and Charter Coaches, Inc. have attended several of these meetings.

SAMPLE

Mr. Doug Rogers
September 15, 1980
Page 2.

The East Central Board has had at least two public hearings and four public meetings with regards to the project:


March 29, 1979	Public hearing on Regional Transit Development Program
August 30, 1979	Discussion of Section 18 requirements and adoption of 13C provisions
March 27, 1980	Public hearing on Capital Assistance application
April 24, 1980	Discussion of vehicle title and capital assistance project
June 26, 1980	Approval of bus specifications
August 28, 1980	Approval of minority and women's business enterprise provisions

All public hearings and meeting notices are duly published in newspapers of general circulation within the area. Moreover, radio and television media are given copies of agendas and hearing notices.

It seems nearly impossible that any regional private provider, with the exception of the major bus companies, could not be aware of our capital assistance application.

ECICOG has not received any objections to the application to date.

Sincerely,


James D. Elza, Jr. AICP
Director

JDE:mv



City of Marshalltown

P.O. BOX 757 / MARSHALLTOWN, IOWA 50158 / PHONE 515-754-5701

MAYOR: HOWARD STEGMANN

April 25, 1980
(Dictated April 24th)

Department of Transportation
Public Transit Division
5268 N.W. 2nd Avenue
Des Moines, Iowa 50313

SAMPLE

Re: Disputes or conflicts.

Gentlemen:

I am writing to you to advise that the Transportation Committee of the City of Marshalltown has agreed on the following procedures in case any disputes or conflicts may arise with a private provider of services concerning the Section 18 Grant Project which the City is involved in operating the bus.

The disputes or conflicts will be handled in the following manner.

1. If the provider has a permit of convenience and necessity, the dispute according to Iowa State Code is the responsibility of the Transportation Regulation Board and will be forwarded directly to them.
2. In the instance where the provider is not a holder of the permit of convenience and necessity, the first step of action in case of a dispute or conflict will be for the communications to be filed directly with the City Clerk and the provider of services. If this cannot be resolved satisfactorily, the Small Urban Transit Advisory Committee of the City of Marshalltown will then review the situation and make recommendations to the City Council for action to resolve the dispute or conflict to the satisfaction of both the provider and the City. However, if none of the above steps prove satisfactory an outside arbitrator will be used to attempt to settle the conflict or dispute.
3. And finally, if this fails then it will become a civil case for the courts.

I trust this meets with your approval.

Respectfully submitted,

A. E. Minner
City Clerk

AEM:hlc

F SERIES

APPLICANT'S CERTIFICATION

I certify that the services provided or offered to be provided by existing public or private transit or paratransit operators are unavailable, insufficient, or inappropriate to meet the special needs of elderly and handicapped persons within the service area.

I further certify that private transit and paratransit operators have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the development of the transportation program and in the provision of the proposed special transportation services for the elderly and handicapped persons.

Signed:

Name

Position

Applicant's Legal Name

Date

INDIVIDUAL SIGN-OFFS FROM PRIVATE AND PUBLIC TRANSIT
AND PARATRANSIT OPERATORS INCLUDING TAXICAB OPERATORS

I certify that I have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the development of the transportation program and in the provision of the proposed special transportation services by _____

(Applicant's Name)

I further certify that the services I am providing or am prepared to provide are not designed to meet the special needs of elderly and handicapped persons within the _____

_____ service area.

(Applicant's Name)

I also certify that I have no present or anticipated objections to this application which I know will be for the purpose of buying Transit vehicles which will be used for the transportation of elderly and handicapped persons within my service area.

SIGNED:

Name

Position

Name of Transportation Operation

Date

Section 16(b)(2) Project Description

Number and type of vehicles proposed:

Vehicles are intended to (specify the number of vehicles on each line, and do not list any vehicle twice):

_____ Replace existing service

_____ Expand existing service

_____ Start new service

Types of service to be provided: (% of use)

_____ Demand response (Dial-A-Ride)

_____ Fixed route

_____ Other (specify) _____

Estimated number of elderly and handicapped persons to use service:

Elderly per day _____ Handicapped per day _____

Elderly per month _____ Handicapped per month _____

Estimated number of total clients within the following:

_____ Black

_____ Asian or Pacific Islander

_____ Hispanic

_____ American Indian or Alaskan Native

Describe benefits to be derived from the project to the elderly and handicapped user:

Identify shortcoming of existing services and how your project will overcome them:

V Estimated Capital Budget for Transportation Project:

	Number	Unit Cost	Total
Estimated Vehicle Cost:*			
Estimated Price of each Vehicle _____			
5-9 Passenger Station Wagon _____			
10-16 Passenger Vehicle _____			
17-24 Passenger Vehicle _____			
School Bus (up to 30 adult passengers) _____			
(over 30 adult passengers) _____			
Transit Bus _____ Passengers _____			
Delivery and Preparation Cost per Vehicle _____			
Total Estimated Vehicle Cost _____			
Estimated Cost for Related Equipment:			
Wheelchair Lifts _____			
" Ramps _____			
Radio Equipment _____			
Air Conditioning _____			
Other Equipment _____			
Total Estimated Cost for Related Equipment _____			
Estimated Cost of Other Facilities:			
Passenger Shelters _____			
Construction, Renovation of Facilities _____			
Total Estimated Cost of other Facilities** _____			
Total Estimate _____			
Contingencies (10%) _____			
Total Estimated Cost of Project _____			
Federal Grant Requested (80% of Project) _____			
Local Contribution (20% of Project) _____			

Estimate annual operating expenses:

Drivers' salaries	_____
Maintenance and repair	_____
Fuel	_____
Other	_____
Total	_____

Vendors of new vehicles will be required to certify that the vehicles will comply with air pollution criteria currently established by the Environmental Protection Agency.

Important Procurement Information

It must be understood that vehicles to be procured under this program will be purchased through competitive bidding in accordance with established State and Federal procedures. Where possible by law, the State will procure the vehicles and equipment on behalf of the private nonprofit organizations; where this is prohibited, the individual organizations will procure vehicles and equipment through competitive bidding procedures established by the State. The State will offer every assistance possible under law.

*Use total cost of vehicles. Do not show only the 80% Federal share.

**Explain in detail on a separate sheet. Any project proposing construction or renovation of transit facilities will be carefully examined by both the State and UMTA to determine whether all existing alternatives have been examined.

Assurance of Compliance with Title VI of the Civil Rights Act of 1964:

Name of Organization: _____

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U. S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department under Federal urban mass transportation programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient by the Department under Federal urban mass transportation programs, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this assurance shall obligate the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Recipient for the period during which the Federal financial assistance is extended to it by the Department under Federal urban mass transportation programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department under Federal urban mass transportation programs. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Recipient its successors, transferees, and assignees. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Signed by _____
 (President, Chairman of Board, or comparable authorized official)

Date _____

Verification

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

I declare that the forgoing is true and correct.

Executed on _____ at _____
Date City and State

Signature of Corporate Officer

Title

Fiscal and Managerial Capability Certification:

I certify that, based on my experience with the _____,
and a review of the organizations records, that the organization has the requisite fiscal and managerial capability to carry out the project.

Signed _____ Date _____
Chairperson, or official of the organization
other than the operating director

Availability of Local Share Assurance

_____ gives its assurance that the 20 percent
(Transit System)
local share portion of the Section 16(b)(2) Application (for IA-16-0006) is available from unmatched, non-federal funds, as presented in the application budget and narrative.

Signature of Authorized Representative

Typed Name and Title

Date

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