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**APPLICATION FORMS  
FOR FEDERAL  
CAPITAL GRANTS  
  
UNDER SECTION 5310  
  
OF THE  
  
FIXING AMERICA'S SURFACE TRANSPORTATION ACT  
(FAST Act)**

**Enhanced Mobility of Seniors and Individuals With Disabilities Program  
  
FY2026 and FY2027 Funding**

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)  
MARYLAND TRANSIT ADMINISTRATION (MTA)  
Office of Local Transit Support (OLTS)  
9/2024

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
SECTION 5310 PROGRAM APPLICATION  
FY2026 and FY2027**

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**PART I**  
**Section 1**  
**INTRODUCTION**  
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**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
FEDERAL SECTION 5310 PROGRAM APPLICATION  
FY2026 and FY2027**

**Introduction**

As a result of Federal program changes following the enactment of the Fixing America's Surface Transportation Act (FAST Act), the Section 5310 program now funds not only capital purchases such as vehicles, equipment, and Preventative Maintenance for private non-profit organizations, it also funds operating and mobility management projects.

**Program Purpose:**

To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000) and rural (under 50,000). Eligible projects include both traditional capital investments and non-traditional investment beyond the American with Disabilities Act (ADA) complementary paratransit services.

**Grant Application Process Review Meeting**

The Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) review session for the Section 5310 Grant Program (Parts I, II and III) will be held in-person during the Transportation Association of Maryland (TAM) Annual Conference on Thursday, September 19, 2024. To register, please visit. <https://www.taminc.org/conference> Every attempt will be made to audiotape the session to be placed on the TAM website, but that cannot be guaranteed.

Please Note: If you attend the Grant Application Process Review Meeting it is recommended that you either print out a copy of the grant application or bring a laptop with the application loaded. No hard copies of the grant application will be available on the day of the meeting.

**Application Submittal**

The 5310 Human Services Grant application **Parts II** and **Part III** plus corresponding documentation will be submitted electronically via the **MDOT MTA Grant Application Portal** (<https://mtaolts.ecopwise.com>) no later than January 24, 2025 at 4:00 pm.

**NO APPLICATIONS WILL BE ACCEPTED VIA DELIVERY OR U.S. MAIL.**

## **APPLICATION SCHEDULE**

All applicants must adhere to the following schedule. There will be **NO EXCEPTIONS to these deadlines.**

### **Week of Tuesday, September 10, 2024**

- Program Announcement

### **Thursday, September 19, 2024 – 5310 Grant Application Process**

The review of the FY2026/FY2027 5310 Grant will be held in-person on September 19, 2024 at the **Transportation Association of Maryland (TAM) Conference** (September 17-19, 2024). Every attempt will be made to tape the session, but that cannot be guaranteed. If successful it will be posted on the 5310 grant sight on the TAM website: <https://www.taminc.org/>

### **Wednesday, October 30, 2024**

- Deadline for publishing public notice of application
- Deadline for mailing letter of notification of application to existing private providers

### **Wednesday, November 27, 2024**

- Deadline for submission of comments by transportation providers and private citizens

### **Wednesday, November 27, 2024**

- Application Submission: Only Part II **via email** to the Regional Planning offices: Baltimore Metropolitan Council or the Regional Coordination Body: Tri County Council of Lower Eastern Shore, Maryland Upper Shore Transit (MUST), Southern Maryland Regional Transportation Coordination Committee (RTCC) or Tri County Council of Western Maryland

### **Monday, December 16, 2024**

- Deadline for response from applicant to transportation providers and private citizens on their comments

### **Monday, December 30, 2024**

- Deadline for Regional Coordinating Body/Metropolitan Planning Organizations (MPO) to contact applicants to notify them that their projects were endorsed or not endorsed. (Endorsed applications must include their S. 5310 Certificate of Endorsement with their application to MDOT MTA)
- Deadline for Regional Bodies to send list of endorsed applications to MDOT MTA

**Friday, January 24, 2025 – 4:00 PM**

- Deadline for submission of endorsed applications (Parts II and III) to MDOT MTA OLTS. **DO NOT MAIL OR DROP OFF THE APPLICATION**

- **APPLICATIONS SUBMISSION:**

All applicants are to register with the MDOT MTA Grant Application Portal here: <https://mtaolts.ecopwise.com>

Only **Part II and Part III** of the application with all corresponding documentation are to be uploaded to this portal no later than January 24, 2025 by 4:00 pm

**Week of January 27-31, 2025**

- MDOT MTA will review Part II of the application for completeness

**Week of February 5, 2025**

- Endorsed applications will be sent to the 5310 Application Review Sub-committee of the State Coordinating Committee for Human Services Transportation (SCCHST) for scoring

**Week of February 26, 2025**

- Sub-committee will meet to review scores and rank projects

**Week of April 15, 2025**

- Final recommendations will be sent to MDOT MTA Capital Programing

**June 2025**

- Notification of award or no award

These deadlines **must** be met. If they are not met, the non-profit organization's application will not be accepted. **NO EXCEPTIONS**

## **PROGRAM REQUIREMENTS**

### **FEDERAL REQUIREMENTS**

To be eligible for Section 5310 funding, FAST Act requires that projects funded through the Section 5310 Program be “included in a locally developed, coordinated public transit-human services transportation plan” that was “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public.”

FTA guidance defines a coordinated public transit-human service transportation plan as one that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation. Required elements of the plan are:

- An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery;
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Detailed guidance from FTA on the coordinated planning requirements for the Section 5310 Program can be found on pages V-1 through V-10 in the most recent Section 5310 Program Circular (FTA C 9070.1G, issued July 7, 2014). This circular can be found on the FTA website at: [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070\\_1G\\_FINAL\\_circular\\_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf).

### **REGIONAL COORDINATION PLANS IN MARYLAND**

In Maryland, preparing and updating locally developed, coordinated public transit-human services transportation plans are the responsibility of five (5) regional coordinating planning organizations. Each of the five (5) Statewide regions has developed a Coordinated Public Transit-Human Services Transportation Plan that 1) identified the transportation needs of individuals with disabilities, elderly individuals and individuals with low incomes, 2) provided strategies for meeting those local needs, and 3) identified potential projects that correspond to each strategy. The Maryland regional plans, which were initially completed in September 2007 with updates in September 2015 and in 2019-2020, are available via the project website: <http://www.kfhgroup.com/marylandcoordinatedplans/>

The Washington, DC metropolitan area coordinated plan (which includes Montgomery and Prince George's counties) is updated by MWCOC. The December 2018 updated plan can be found on the MWCOC website at: <https://www.mwcog.org/coordinated-human-service-transportation-plan/>

The latest version of each region's plan will serve as the basis for selection of projects to be funded through the MDOT MTA administered Section 5310 Program for FY2026 and FY2027. The Coordinated Transportation Plans have been updated to meet the cycle required by FTA.

Applicants are encouraged to familiarize themselves with the current plan in their region to ensure their project is consistent with the plan. All awarded projects are required to be derived from their region's Coordinated Public Transit-Human Services Transportation Plan. In addition, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers.

#### **ENDORSEMENT OF LOCAL APPLICATIONS BY REGIONAL COORDINATING BODIES**

A required step in the local application process is to **submit Part II: Application via email** to the appropriate Regional Coordinating Body for endorsement. Regional Coordinating Bodies are responsible for reviewing local applications before the agency submits the application to MDOT MTA, and endorsing only those applications that are derived from/included in the current regional coordinated plan.

**Indication of endorsement must be received from the appropriate Regional Coordinating Body prior to submitting the final application to the MDOT MTA.**

**The deadline for submission of Part II: Application to the Regional Coordinating Body is Wednesday, November 27, 2024. Please submit the application via Email to the appropriate Regional Coordinating Body.**

Contacts for the Regional Coordinating Bodies can be found in the **Appendix in Part I, Section 2** of this application package.



## **PUBLIC AND TRANSPORTATION OPERATOR NOTICE REQUIREMENTS**

Prior to submission of a Section 5310 application to the MDOT MTA, the applicant must provide formal notice to the general public as well as to operator/transportation providers in the region, and address comments received as a result of these notifications.

### **PUBLIC NOTICE**

Each applicant must publish a public notice in a local area-wide newspaper briefly describing the transportation services your organization is proposing to provide with the vehicle and/or equipment for which you are applying in this application. Members of the public must be given an opportunity to submit comments on the proposed project to the applicant, and the applicant must respond to any comments received. All such comments and responses must be included as part of the final application. Specific requirements for this notice are found in Part II of the application package.

For this grant application cycle, the deadline for publishing the notice is **Wednesday, October 30, 2024**, the deadline for submission of comments from the public to the applicant is **Wednesday, November 27, 2024**, and the deadline for responding to any comments received is **December 16, 2024**.

### **WRITTEN NOTIFICATION TO TRANSPORTATION PROVIDERS**

To ensure that the Section 5310 program does not fund projects that will duplicate or compete with existing services, all transportation providers in the proposed service area of the Section 5310 grant application must be notified in writing, by postal mail (unless by exception), of the intended submittal. Transportation operators to be notified include public transit operators\*, private transit and paratransit operators such as charter bus and taxi operator, social service operators, particularly those funded previously under the Section 5310 or other Federal programs, and specialized transit operators funded by the Maryland Statewide Special Transportation Assistance Program (SSTAP).

All providers in the proposed service area must be informed of the proposed project so they can submit comments to the applicant, and the applicant must respond to any comments received. All such comments and responses must be included as part of the final application. Specific requirements for this notice are found in **Part I, Section 2** of the application package, and lists of past recipients of FTA and Section 5310 grants are provided as an appendix.

***\* Notification to public transit providers must be made by Email***

For this grant application cycle, the deadline for emailing/ mailing these notifications is **Wednesday, October 30, 2024**, the deadline for submission of comments from the public to the applicant is **Wednesday, November 27, 2024**, and the deadline for responding to any comments received is **Monday, December 16, 2024**.

## **PROGRAM DESCRIPTION**

Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to States and designated recipients (recipients) to improve mobility for seniors and individuals with disabilities. In Maryland, the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) has been designated by the Governor to receive these funds and administer the program.

The Maryland Section 5310 program provides grant funds for capital and operating expenses to recipients for public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable, as well as for alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

### **PROGRAM GOALS AND OBJECTIVES**

The goal of the Federal Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other Federally assisted programs and services in order to make the most efficient use of Federal resources.

The program is designed to supplement other capital and operating assistance programs by funding transportation projects for seniors and individuals with disabilities in urbanized, small urban and rural areas. The program seeks to enhance coordination of State and Federally-assisted programs and services in order to encourage the most efficient use of resources and achieve the programs' goal of improved mobility.

The objectives of the Section 5310 Program in Maryland are to:

- Maximize the use of funds available to the State of Maryland;
- Distribute funds in an equitable and effective manner;
- Promote and encourage applications from a broad spectrum of interested agencies;
- Establish criteria for evaluating applications for program funds;
- Provide technical assistance to organizations through workshops and administrative assistance; and

- Coordinate Maryland's efforts to provide quality human services transportation services by working with appropriate Federal, State and local agencies, transit customers and transportation providers to develop a cooperative, coordinated, and human services transportation system.

## **ELIGIBLE APPLICANTS**

### ***Eligible Direct/Designated Recipients under the Federal Program***

Since the passage of FAST ACT, eligible direct recipients for Federal Section 5310 program funds include:

- Designated recipients in Urbanized Areas over 200,000 population:
- For the Washington Urbanized Area within the District of Columbia, Maryland and Virginia region, the designated recipient is Metropolitan Washington Council of Governments (MWCOCG).
- For the Baltimore Urbanized area, the designated recipient is the MDOT MTA.
- MDOT MTA is the designated recipient for all Rural and Small Urbanized Areas under 200,000 in population.
- Federally recognized Indian tribes for Section 5310 funds that a State or designated recipient has awarded to the tribe.

The designated recipient applies for funding from the FTA for itself and on behalf of sub-recipients, and in turn awards funding to sub-recipients.

### ***Eligible Local Applicants (Sub-recipients)***

Eligible applicants for Section 5310 funds in Maryland are private, non-profit corporations that submit either:

- A copy of the Articles of Incorporation filed with the Maryland Department of Assessments and Taxation, or
- A copy of the determination from the U.S. Internal Revenue Service documenting their organization's private, non-profit status.

## **ELIGIBLE PROJECT EXPENSES**

As described under the coordinated planning requirements, all awarded Section 5310 projects are required to be derived from the most recent regional Coordinated Public Transit-Human Services Transportation Plans. In addition to being within a project derived from or included in the applicable regional plan, Section 5310 project funding eligibility is limited to the following types of project expenses.

### ***Eligible Capital Expenses***

In accordance with FTA guidance, at least 55 percent of Section 5310 funds must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. Eligible capital expenses that meet this 55 percent requirement involve the following:

- 1) Rolling stock and related activities for Section 5310-funded vehicles
  - a. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
  - b. Vehicle rehabilitation or overhaul;
  - c. Preventative maintenance;
  - d. Radios and communication equipment; and
  - e. Vehicle wheelchair lifts, ramps, and securement devices.
- 2) Support equipment for Section 5310 Program
  - a. Computer hardware and software;
  - b. Transit-related intelligent transportation systems (ITS);
  - c. Dispatch systems.
- 3) Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management activities may include:
  - a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
  - b. Support for short-term management activities to plan and implement coordinated services;
  - c. The support of State and local coordination policy bodies and councils;
  - d. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - e. The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - g. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring

technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

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

Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for the following:

- 1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- 2) Public transportation projects (capital and operating) that exceed the requirements of ADA;
- 3) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- 4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

### **LOCAL MATCH**

The Section 5310 Federal share of eligible capital expenses may not exceed 80% of the net project costs, and the Federal share of eligible operating expenses may not exceed 50% of the net operating costs. A local match of 20% is required for capital projects, and 50% of the net operating costs for operating project.

The local match **must be provided in cash** for all projects.

All of the local share must come from sources other than Federal Department of Transportation (DOT) funds. Federal DOT program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. Some examples of non-DOT Federal funds are the Community Development Block Grant, and the Appalachian Regional Commission funds. Examples of other sources for local match monies that may be used for any or all of the local share include local appropriations, dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions.

## **COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS**

Section 5310 supplements other transportation funding programs and must be coordinated with those FTA programs and with transportation programs funded by other Federal and State sources. The coordinated planning requirements were described earlier in this application package.

Section 5310 funds may not be used to support services that compete with public transit or private-for-profit providers, or to provide transportation for school children. The program is subject to certain standard requirements of Federal programs including Title VI Civil Rights, Minority Business Enterprise, Equal Employment Opportunity, Americans with Disabilities Act/Nondiscrimination on the Basis of Handicap, Procurement, Drug-Free Workplace, Lobbying, Suspension and Debarment, and other applicable Federal and State requirements. Recipients of vehicle funding are also subject to minimum maintenance and insurance requirements throughout the useful life of the vehicle. As applicable, all Section 5310 grantees are subject to reporting and financial management requirements related to the grant, and can expect MDOT MTA staff to conduct periodic site visits and review of program compliance. Many of the Federal and State requirements are listed within the certifications and assurances that must be signed and submitted as Part II of the Section 5310 application. These signed certifications and assurances will become part of the grant agreement if awarded.

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

The MDOT MTA is the State agency designated by the Chief Executive Officer of Maryland charged with developing project selection criteria. The MDOT MTA/OLTS conducts a competitive selection process that is separate, but coordinated with, the planning process.

Each local application must be submitted to the appropriate Regional Coordinating Bodies. The Regional Coordinating Bodies are facilitated by the following organizations:

- Baltimore Region (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard counties and Baltimore City): Baltimore Metropolitan Council (BMC)
- Lower Eastern Shore (Somerset, Wicomico, and Worcester counties): Tri-County Council for the Lower Eastern Shore of Maryland
- Southern Maryland (Calvert, Charles, and St. Mary's counties): Tri-County Council for Southern Maryland (TCCSMD)
- Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot counties): Maryland Upper Shore Transit (MUST)

- Western Maryland (Allegany, Frederick, Garrett, and Washington counties): Tri-County Council for Western Maryland (TCCWMD)
- Washington Region (Montgomery and Prince George's counties): Metropolitan Washington Council of Governments (MWCOG)

**Note to applicants:** Applicants who provide all or most of their service within one region should send their applications to that Region. If some of your service originates or terminates in another region but your vehicles and services are “housed” in a “home” region, then send your project applications to the region where housed. Some applicants, however, have multiple facilities/locations across the state that operates under their organization’s administrative umbrella. If you are submitting a project request for more than one facility/location for your organization, then you must send a separate project application to each Regional Coordinating Body that applies. The Regional Coordinating Bodies will review and endorse or not endorse each application/project within their region.

#### **STATE COORDINATING COMMITTEE FOR HUMAN SERVICES TRANSPORTATION APPLICATION REVIEW AND SCORING INFORMATION**

The Regional Coordinating Bodies send their recommendations to the MDOT MTA. The MDOT MTA then reviews the applications to ensure compliance and sends those that are responsive to the 5310 Review Sub-committee of the State Coordinating Committee for Human Services Transportation (SCCHST) to be scored and ranked for selection.

The 5310 Review Sub-committee will use the following criteria:

##### **1. Extent and Urgency of Local Needs (10 pts.)**

This criterion relates to project justification; i.e. the transportation needs to be met by an agency's proposed project, the urgency of these transportation needs, and the benefits that will accrue to elderly persons and persons with disabilities because of the transportation proposed in the application.

##### **2. Coordination and Cooperation (20 pts.)**

Proposed projects must be derived from the region’s Coordinated Transportation Plan. Other considerations include the degree to which the proposed project demonstrates coordination or cooperation among local service agencies and existing transit and paratransit operators. Coordination among agencies serving the elderly and agencies serving persons with disabilities is very important. Coordination may include the sharing of vehicles among agencies, or one agency transporting clients of another agency, or coordinating unused vehicle time with another agency, so that maximum vehicle utilization is achieved. This coordination will also take into consideration projects that do not include vehicles.

### 3. Vehicle Utilization (10 pts.)

Refers to the degree to which the service plan provides for the fullest possible utilization of the requested vehicle(s) as well as vehicles currently or proposed to be operated, i.e., ridership projections, miles, and hours of operations, etc. This also refers to proposed operational arrangements for project services.

### 4. Fiscal and Managerial Capability (10 pts.)

The degree to which the applicant appears to be capable of conducting the proposed project, with particular reference to the source and availability of both capital and operating funds and to the capacity of the agency for providing an efficient service. In particular, the provision of efficient transportation services, maintenance, driver training, and administrative oversight will be evaluated.

The maximum possible score is **50 points**. Failure to complete any section will result in a score of zero for that section.

The selection process provides for a broad and equitable approach for selection of recipients for Section 5310 funds that meets the requirements of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. The MDOT MTA/OLTS encourages participation of minority organizations and organizations that serve minority communities in the Section 5310 Program area.

Once the SCCHST has reached a decision on the award of grant funds, the MDOT MTA completes a single State-wide application that includes all the equipment and all necessary information on the successful applicant organizations.

The Statewide application is submitted for Federal approval. Local funding awards are contingent upon Federal funding awarded to the State.



## **GRANT AWARDS FOR VEHICLE PURCHASES**

MDOT MTA conducts a centralized procurement of certain vehicles funded under the Section 5310 program on a State-wide basis on behalf of the sub-recipients.

MDOT MTA will generally award the grants to purchase vehicles during the fall following the application period, subject to FTA funding approval.

Successful applicants for vehicle funding will be asked for their 20% local contribution upon delivery of the vehicles, which is typically six months to one year after the grant application is submitted to the MDOT MTA.

Once awarded, vehicle delivery will typically be made six to eighteen months (6-18 months) after the order has been placed with MDOT MTA.

MDOT MTA will retain a lien on vehicles funded under the Section 5310 program until the vehicle meets useful life criteria (provided in part I of this application package) and the vehicle is retitled. The MDOT MTA OLTS monitors vehicles funded through the Section 5310 program for which the MDOT MTA is a lien holder on the title, to ensure ongoing compliance with Federal and State requirements.

Procurement of sufficient vehicle insurance coverage is very important for the continued operation of your transportation program. We request that your agency review the insurance limit requirements outlined in this application on page 95. It is imperative that these limits be met by all grant recipients of Section 5310 funds.

For the FY2026/FY2027 5310 Grant Application, MDOT MTA will offer capital grant awards for vehicles. MDOT MTA has four vehicle vendors – two for small buses and two for minivans. Available vehicles offer different configurations and options, which is laid out in the order forms.

**AVAILABLE VEHICLES FOR THIS APPLICATION WILL BE ANNOUNCED IN 2025**

**PLEASE NOTE:** Due to the volatile vehicle manufacturing market and supply chain issues prices are subject to change. MDOT MTA will continue to monitor this situation and let the grantee know of any price changes and will use all grant opportunities that are available to cover any increases; if funding concessions are unavailable, the grantee would be required to cover any cost increases. If the grantee cannot afford the increase, you will have the opportunity to cancel your order at that time.

**PROCEDURES FOR NOTIFYING ALL TRANSPORTATION PROVIDERS AND INTERESTED CITIZENS**

The following procedures and schedules must be followed in notifying all existing transportation providers in your agency's proposed Section 5310 service area and private citizens.

**1. Public Notice - Must be published by Wednesday, October 30, 2024**

Your organization must publish a public notice in a local area wide newspaper briefly describing the transportation services your organization is proposing to provide with the vehicle or equipment for which you are applying in this application.

The required notice form follows these instructions. This notice must be published by Wednesday, October 30, 2024. This will give your agency sufficient time to respond to any comments received.

**When you place the public notice in the newspaper, ask the paper to send you a certified copy of the public notice to be included in your Section 5310 application.**

**REQUIRED PUBLIC NOTICE FORMAT**

The (name of Organization), a private non-profit organization located in (Name of County) County, is applying to the U.S. Department of Transportation, Federal Transit Administration through the State Coordinating Committee for Human Services Transportation of the State of Maryland for financial assistance to aid in the purchase of (Description of project) for (total funds applied for in application) designed to meet the special transportation needs of seniors and individuals with disabilities.

The (Name of Organization) plans to provide transportation services as follows:

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The detailed service plan is available for review at (location of office) from (hours and dates). Any private citizen, public or private transit or paratransit operator wishing additional information or desiring to submit comments on the project applied for or on the performance of (your agency's name) may be obtained by calling (area code and telephone number of agency office).

2. **Written Notification Wednesday, October 30, 2024**  
***Email to Public Transit Operators and by Mail to all others***

To ensure that the Section 5310 Program does not fund projects that will duplicate or compete with existing services, all transportation providers in the proposed service area of the Section 5310 grant application must be notified of the submittal in writing. All providers in the proposed service area must be informed of the proposed service so they can submit comments to you on your performance. The notification to public transit operators must be by email with a date/time stamp and notification to all others must be postmarked using regular mail in a time period sufficient for transportation providers to review your application for capital funds and comment upon the intended service prior to submission. All such comments and your response must be included as part of the application.

- a. Send the letter to operators in your service area (letter follows). Notice must be mailed/emailed by **Wednesday, October 30, 2024**

Operators to be notified include:

- EMAIL Notification: Local transit operating systems (LOTS), particularly those funded under Federal Transit Administration (FTA) Section 5307 or Section 5311 programs or the former Section 5316 or 5317 programs;
- Mail Notification: Private transit and paratransit operators such as charter bus and taxi operators;
- Mail Notification: Social service operators, particularly those funded previously under the FTA Section 5310 or other Federal programs;
- EMAIL Notification: Transit operators funded by the Maryland Statewide Special Transportation Assistance Program (SSTAP);

For your convenience, lists of past recipients of FTA and Section 5310 grants are provided in the **Appendix in Part I, Section 2**. Private and public operators can be identified by using resources such as the telephone company Yellow Pages or through internet searches, under heading of "Bus Lines", and/or "Taxicabs". For other social service providers, county or city social service offices and the county or city transportation planner may know of such operators. ***REMEMBER, YOUR ORGANIZATION NEED CONTACT ONLY THOSE OPERATORS THAT PROVIDE SERVICE IN YOUR AREA.***

**Submit with Part III (Certifications and Assurances) of the Application**

- A dated sample copy of the letters sent to existing private operators advising them of your agency's intent to operate the proposed service;
- The operator Notification Certification listing the mailing list for all operators notified;
- All forums, meetings, hearings, or other opportunities for involving the private sector early in the project development process; describe your Citizens Advisory Committee;
- Copies of all comments received and your responses to the comments from both the transportation operators and the private sector that were offered for consideration.

LETTER OF NOTIFICATION  
TO BE SENT TO LOCAL TRANSIT AND PARATRANSIT OPERATORS  
BY THE 5310 APPLICANT  
*(To Public Transit operators, send an email with this as an attachment)*

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Salutation:

The (Applicant Agency), a private, non-profit organization located in (Name of County) County, is applying to the U.S. Department of Transportation, through the State Coordinating Committee for Human Services Transportation of the State of Maryland for financial assistance to aid in the purchase of (Description of Project) designed to meet the special transportation needs of seniors and individuals with disabilities. For capital projects, eighty percent (80%) of the cost of this purchase is funded by the Federal Transit Administration (FTA) under the provisions of Section 5310 of the Federal Transit Act. For operating projects, fifty percent (50%) of the net operating costs are funded by the Federal Transit Administration (FTA). The remaining costs are provided by the local applicant organization. Funds available under this Federal program are limited in Maryland to private, non-profit organizations.

If a vehicle application: The (Applicant Agency) is applying for financial assistance to aid in the purchase of (Number and types of Vehicles or Equipment) designed to meet the special needs of (Types of Persons to be Served, i.e., seniors, individuals with disabilities, etc.) in (General Service Area). This (Vehicle or Equipment) will be used to (Briefly Describe Proposed Service).

Federal guidelines require that all existing local transportation operators must be given an opportunity to comment on the proposed project in the application for funds or on our service plan, should they so desire. It is not the intent of the State of Maryland when making funds available to non-profit agencies to preclude possible participation by private operators. It is the desire of the State to effectively utilize available Federal funds to improve the transportation services to seniors and individuals with disabilities through projects sponsored by private, non-profit organizations, where such services are currently unavailable, insufficient or inappropriate.

Comments must be received no later than **November 27, 2024**. If you intend to make comments on the proposed project or service plan, please send your comments in writing directly to us. Send a copy of your comments to **Ms. Cydney Dickens, Program Manager, MDOT MTA, [cdickens@mdot.maryland.gov](mailto:cdickens@mdot.maryland.gov)**.

If you should need any additional information on our service proposal, please contact us.

(Name and Title)  
(Applicant Agency)  
(Address and Telephone)

3. **Receipt of Comments from Operators/Private Citizens – November 27, 2024**

All comments must be submitted to the FTA Section 5310 applicant by November 27, 2024

4. **Review Comments from Providers and Private Citizens - Must be completed by December 16, 2024**

When the comments are returned to you, review them carefully to determine which, if any, of the comments could affect your application submittal. The FTA requires that before you submit your final application, you must consider the views and comments of private transportation providers and citizens and if appropriate modify your application. Your organization must respond to the individual or provider making the comment, **in writing**, that their comments were received.

**FOR MORE INFORMATION ON GRANT APPLICATION PROCESS**

There will be an in-person review of the 5310 Grant Application process during the Transportation Association of Maryland Annual Conference (see page 5). Please note: Every effort will be made to audiotape the review session. If successful, the recording will be available on the TAM website (<https://www.taminc.org/office-of-local-transit-support>).

However, if you need clarification on any portion of this application, call or email the Program Manager:

**Cydney Dickens**  
**(410) 767-8356**  
[cdickens@mdot.maryland.gov](mailto:cdickens@mdot.maryland.gov)

**PART I**  
**Section 2**  
**APPENDICIES**

## **APPENDICES**

1. Regional Strategies from the most recent Coordinated Plans
2. List of Regional Coordinating Bodies
3. List of Public Transit Grant Recipients in Maryland
4. List of Active Section 5310 Mailing List
5. List of Regional Planners



*Appendix 1*

**REGIONAL GOALS/STRATEGIES**

**IDENTIFIED FROM EACH REGION'S  
COORDINATED PUBLIC TRANSIT –  
HUMAN SERVICES TRANSPORTATION PLAN**

*You are encouraged to read the plan that is pertinent to your region.*

*Plans can be found at:*

<http://www.kfhgroup.com/marylandcoordinatedplans/>

## **Regional Strategies Identified in each Region's Coordinated Public Transit-Human Services Transportation Plan**

Please note: The Baltimore, Southern Maryland, and Western Maryland regions identified multiple strategies as equally important priorities, while the Lower and Upper Shore regions ranked identified strategies in a priority order. In addition, the Washington DC region includes Montgomery and Prince George's Counties.

### **Baltimore Area (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties and Baltimore City) – 2019 Plan Update**

<http://www.kfhgroup.com/marylandcoordinatedplans/regions/baltimore/>

- Continue to support capital needs of coordinated human service/public transportation providers.
- Improve coordination among public transportation and human service transportation providers.
- Expand availability of demand-response and specialized transportation services to provide additional trips for targeted populations.
- Provide flexible transportation options and more specialized and one-to-one services through expanded use of volunteers.
- Provide “centralized point of access” that offer information on available aging and disability resources and/or offer travel training to targeted populations.
- Expand availability of accessible transportation services.
- Expand access to taxi and other private transportation providers.
- Assess current transportation services

### **Lower Eastern Shore (Somerset, Wicomico, and Worcester Counties) – 2020 Plan Update**

<http://www.kfhgroup.com/marylandcoordinatedplans/regions/lowershore/>

- Maintain existing services through appropriate operating and capital funding.
- Expand Outreach and Marketing Efforts
- Expand access to public transit services

- Expand access to other transportation services and options
- Improve coordination and connectivity between various transportation providers in the region
- Explore opportunities to obtain additional funding and resources to support public transit and human services transportation

### **Southern Maryland (Calvert, Charles, and St. Mary's Counties) – 2019 Plan Update**

<http://www.kfhgroup.com/marylandcoordinatedplans/regions/southernmaryland/>

- Maintain existing services
- Expand Outreach and Marketing Efforts
- Expand regional public transportation services
- Expand to other transportation services and options
- Expand specialized transportation services
- Explore opportunities to obtain additional funding and resources to support public transit and human services transportation
- Improve coordination and connectivity in the region
- Improve community infrastructure that supports accessibility and use of public transportation and human services transportation

### **Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot Counties) – 2019 Plan Update**

<http://www.kfhgroup.com/marylandcoordinatedplans/regions/uppershore/>

- Maintain existing services through appropriate operating and capital funding.
- Expand outreach and marketing efforts
- Expand access to public transit services
- Expand access to other transportation services and options

- Improve coordination and connectivity between various transportation providers in the region
- Explore opportunities to obtain additional funding and resources to support public transit and human services transportation

### **Western Maryland (Allegany, Frederick, Garrett, and Washington Counties) – 2019 Plan Update**

<http://www.kfhgroup.com/marylandcoordinatedplans/regions/westernmaryland/>

- Maintain existing services through appropriate operating and capital funding.
- Ensure customers are aware of existing transportation options and can use these services effectively.
- Expand public transportation options in the region.
- Expand specialized transportation services for people who are unable to use or access public transit services.
- Consider a broader variety of transportation services that target specific needs identified through the coordinated transportation planning process.
- Secure additional funding and resources to support community transportation services. Expand access to employment opportunities in the region.
- Expand access to employment opportunities in the region.
- Improve coordination and connectivity between transportation providers in the region.

### **Washington, DC (Montgomery and Prince George's Counties) – December 2018 Updated Plan**

<https://www.mwcog.org/coordinated-human-service-transportation-plan/>

- Expand availability and coordination of transportation options
- Increase awareness of exiting transportation services
- Improve accessibility of transportation options
- Make transportation options more affordable and sustainable

- ***Priority Projects:***
  - Mobility Management at Systems Level and Individual Level
  - Coordinated Planning Efforts
  - Travel Training
  - Door-through-Door or Escorted Transportation Service
  - Increased Access to Transit Stations (and First Mile/Last Mile Connections)
  - Increase Wheelchair-Accessible Options in Taxi and Ride-Hailing Services
  - Volunteer Driver Programs
  - Tailored Transportation Service for Clients of Human Service Agencies

*Appendix 2*

**REGIONAL COORDINATING BODIES**

### **Regional Coordination Bodies**

Mid-Shore Regional Council  
(Caroline, Cecil, Dorchester, Kent  
Queen Anne's, Talbot and for this grant  
The Lower Shore counties of Somerset,  
Wicomico and Worcester)

Scott Warner  
Mid-Shore Regional Council  
8737 Brooks Drive, Suite 101  
Easton, MD 21601  
410-770-4798  
[swarner@midshore.org](mailto:swarner@midshore.org)

Tri County Council for the  
Lower Eastern Shore

Sharon Jones  
Shore Transit Director  
Tri-County Council LES  
(Somerset, Wicomico, Worcester)  
31901 Tri-County Way  
Suite 133  
Salisbury, MD 21804  
410-341-8980  
[sjones@tcclesmd.org](mailto:sjones@tcclesmd.org)

Southern Maryland Regional  
(Calvert, Charles, St. Mary's)

Jessica Richards, CCTM  
Regional Transit Coordinator  
P.O. Box 745  
15045 Burnt Store Road  
Hughesville MD 20637  
301-274-1922 ext. 325  
[jrichards@tccsmd.org](mailto:jrichards@tccsmd.org)

Western Maryland  
(Frederick, Allegany, Garrett  
and Washington Counties)

Ryan Davis  
Economic Development Planner  
Tri-County Council for Western MD  
1 Technology Drive, Suite 1000  
Frostburg, MD 21532  
301-689-1300  
[rdavis@tccwmd.org](mailto:rdavis@tccwmd.org)

## **Metropolitan Planning Organizations**

Baltimore Region  
(Annapolis, Anne Arundel, Baltimore,  
Carroll, Harford, Howard Counties and  
Baltimore City)

Baltimore Metropolitan Council  
Timothy Briggs  
Transit Planner  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230  
410-732-0500 x 1037  
[tbriggs@baltometro.org](mailto:tbriggs@baltometro.org)

Washington Region  
(Montgomery and Prince  
George's Counties)

Metropolitan Washington Council of  
Governments  
Nicholas W. Ramfos  
Director, Transportation Operations  
Programs  
777 North Capitol Street, N.E.  
Washington, D.C. 20002  
202-962-3313  
[nramfos@mwkog.org](mailto:nramfos@mwkog.org)



*Appendix 3*

**PUBLIC TRANSIT GRANT RECIPIENTS**

*Emailed notification letters are preferred.*

## **PUBLIC TRANSIT GRANT RECIPIENTS**

### **ALLEGANY COUNTY**

Elizabeth Robinson-Harper  
Allegany County  
1000 Lafayette Street  
Cumberland, MD 21502  
301-722-6360

### **CITY OF ANNAPOLIS**

Kwaku Agyemang-Duah  
Annapolis Department of Public  
Transportation  
308 Chinquapin Round Road  
Annapolis, MD 21401  
410-263-7964

### **ANNE ARUNDEL COUNTY**

Samuel Snead  
Office of Transportation  
2664 Riva Road, 3<sup>rd</sup> Floor, MS 6600  
Annapolis, MD 21401  
410-222-7440

### **BALTIMORE CITY**

Monica White  
Department of Transportation  
417 E. Fayette Street  
Baltimore, MD 21202  
410-545-6020

### **BALTIMORE COUNTY**

Marchel Simmons  
Baltimore County Department of Aging  
611 Central Avenue  
Towson, MD 21204  
410-887-2109

### **CALVERT COUNTY**

Sandra Wobbleton  
Calvert Co. Office of Transportation  
175 Main Street  
Prince Frederick, MD 20678  
410-535-4268

### **CARROLL COUNTY**

Doug Brown  
Department of Public Works  
225 North Center Street, #221  
Westminster, MD 21157  
443-386-2170

### **CECIL COUNTY**

Suzanne Kalmbacher, Transit Chief  
Cecil County Transit  
200 Chesapeake Blvd., Suite 2500  
Elkton, MD 21921  
410-996-8422

### **CHARLES COUNTY**

Jeffrey Barnett, Chief of Transit  
Department of Planning & Growth  
Management, Transit Division  
Charles County Government  
200 Baltimore Street  
LaPlata, MD 20646  
301-934-0102

### **DORCHESTER COUNTY**

Andy Hollis  
Delmarva Community Services  
2450 Cambridge Beltway – P.O. Box 637  
Cambridge, MD 21613  
410-221-1900

### **FREDERICK COUNTY**

Roman Steichen  
TransIT Services of Frederick County  
1040 Rocky Springs Road  
Frederick, MD 21702  
301-600-2065

### **GARRETT COUNTY**

Mike Hill, Director of Transportation  
Garrett County CAC, Inc.  
104 East Center Street  
Oakland, MD 21550  
301-533-9010

**HARFORD COUNTY**

Gary Blazinsky Administrator  
Harford County Transit  
1311 Abingdon Road  
Abingdon MD 21009  
410-612-1620

**HOWARD COUNTY**

Bruce Gartner  
Howard County Office of Transportation  
George Howard Building  
3430 Courthouse drive  
Ellicott City, MD 21043  
410-313-1655

**KENT, CAROLINE AND TALBOT COUNTIES**

Andy Hollis  
Executive Director  
Delmarva Community Services  
2450 Cambridge Beltway, P.O. Box 637  
Cambridge, MD 21613  
410-221-1900

**MONTGOMERY COUNTY**

Dan Hibbert, Chief  
Division of Transit Services  
Executive Office Building  
101 Monroe Street, 5<sup>th</sup> Floor  
Rockville, MD 20850  
240-777-5800

**PRINCE GEORGE'S COUNTY**

Oluseyi Olugbenle  
Prince George's County  
Department of Public Works and  
Transportation  
9400 Peppercorn Place, Suite 300  
Landover, MD 20785  
301-883-5656

**QUEEN ANNE'S COUNTY**

Steve Palmer  
Queen Anne's County  
316 Safety Drive  
Centerville, MD 21617  
410-758-0848

**SOMERSET COUNTY**

Sheree Marshall  
Somerset County Office on Aging  
11916 Somerset Avenue  
Princess Anne, MD 21853  
410-651-3400

**ST. MARY'S COUNTY**

Allison Swint  
St. Mary's Transit System  
44829 St. Andrews Church Road  
California, MD 20619  
301-863-8400

**TOWN OF OCEAN CITY**

Robert Shearman Jr,  
Town of Ocean City Transportation  
Department  
204 65<sup>th</sup> Street  
Ocean City, MD 21842  
410-723-2174

**WASHINGTON COUNTY**

Kevin Cerrone  
Washington County Commuter  
1000 West Washington Street  
Hagerstown, MD 21740-5212  
240-313-2750

**WICOMICO/WORCESTER COUNTY**

Sharon Jones  
31901 Tri-County Way  
Suite 133  
Salisbury, MD 21804  
410-341-8980



## *Appendix 4*

### **NON-PROFITS IN MARYLAND MAILING LIST**

***Please note:*** Due to personnel and time constraints, this list has not been vetted by MDOT MTA; Therefore, some organizations may have changed locations, ceased to exist, or may have recently been created and not on this list.

*It is recommended that you check the organizations in your region before sending out the letters.*

## **TRANSPORTATION SERVICE PROVIDERS - Nonprofits**

Allegany  
Memorial Hospital & Home Health Services  
600 Memorial Avenue  
Cumberland MD 21502  
(301) 777-4127

Allegany  
Friends Aware, Inc.  
1601 Holland Street  
Cumberland, MD 21502  
301-722-7268

Allegany  
Allegany County League for Crippled Children  
P.O. Box 267  
Cumberland MD 21502

Allegany  
Allegany County Nursing Home  
730 Furnace Street Extended  
Cumberland MD 21502  
301-777-5940

Allegany  
Allegany County Human Resource Development  
Commission – Adult Day Care  
720 Furnace Street  
Cumberland, MD 21502

Allegany  
Moran Manor Nursing Home  
25701 Shady Lane  
Westernport MD 21562  
301-359-3000

Allegany  
Frostburg Village Adult Medical Daycare  
1 Kaylor Circle  
Frostburg MD 21532

Allegany  
Allegany County Nursing Home  
730 Furnace Branch Street  
Cumberland MD 21502  
301-777-5941

Allegany  
Housing Authority of Allegany County  
701 Furnace Street, Suite One  
Cumberland MD 21502  
Allegany  
Western Maryland Health Systems  
300 East Oldtown Road  
Cumberland MD 21502

Allegany  
Blind Industries & Services of MD  
322 Paca Street  
Cumberland MD 21502

Allegany  
Frostburg Village of Allegany County  
One Kaylor Circle  
Frostburg MD 21532  
301-689-2459

Allegany  
Archway Station  
45 Queen Street  
Cumberland MD 21502  
301-777-1700

Allegany  
Allegany County United Way  
101 S Centre Street  
Cumberland MD 21502  
301-722-2700

Allegany  
Horizon Goodwill Industries, Inc.  
14515 Pennsylvania Avenue  
Hagerstown, MD 21742  
301-733-7330

Allegany  
Salem Children's Trust-Frostburg  
605 Salem Drive  
Frostburg MD 21532  
301-689-8176

Spectrum Support, Inc.  
27 East Industrial Boulevard  
Cumberland, MD 21502  
301-724-1690

Western Maryland Health System  
Regional Medical Center  
12500 Willowbrook Road  
Cumberland, MD 21502

Anne Arundel  
Opportunity Builders, Inc.  
8855 Veterans Highway  
Millersville, MD 21108

Anne Arundel  
Arundel House of Hope  
514 N Crain Highway, Suite K  
Glen Burnie MD 21061  
410-863-4888

Anne Arundel  
Providence Center, Inc.  
930 Point Pleasant Rd  
Glen Burnie MD 21060  
410-766-2212

Anne Arundel  
Annapolis Housing Authority  
1217 Madison Street  
Annapolis MD 21403  
410-267-8000

Anne Arundel  
Arundel Lodge, Inc.  
2600 Solomons Island Road  
Edgewater MD 21037  
443-433-5900

Anne Arundel  
Woods Adult Day Care Center  
8227 Cloverleaf Drive, Suite 300  
Millersville MD 21108  
301-987-0360

Anne Arundel  
Bay Community Support Services  
31168 Braverton St, Suite 300  
Edgewater, MD 21037-26801401

Anne Arundel  
Mr. Calvin Parker  
Fairfield Nursing and Rehabilitation Center  
1454 Fairfield Loop Road  
Crownsville, MD 21032  
410-923-6820

Anne Arundel  
Anne Arundel Co. Economic Opportunity  
2660 Riva Rd, Suite 200  
Annapolis MD 21401  
410-222-7410

Anne Arundel  
City of Annapolis Housing Authority  
1217 Madison Street  
Annapolis MD 21403

Anne Arundel  
Omni House, Inc.  
P.O. Box 1270  
Glen Burnie MD 21060  
410-768-6777

Anne Arundel  
Partners In Care  
8151-C Ritchie Highway  
Glen Burnie MD 21122  
410-544-4800

Anne Arundel  
Ms. Cheryl Richardson  
Bello MaChre  
7765 Freetown Road  
Glen Burnie, MD 21060  
443-702-3000

Anne Arundel  
South County Faith Network, Inc.  
6248 Shady Side Road  
P.O. Box 529  
Shadyside, MD 20764  
410-867-1128

Anne Arundel  
The Arc of Maryland  
130 Lubrano Dr, Suite 212  
Annapolis, MD 21401  
410-571-9320

Baltimore  
Associated Black Charities  
2 Hamill Rd  
272 N Quadrangle  
Baltimore, MD 21210  
410-659-0000

Baltimore  
Comprehensive Housing Assistance, INC. (CHAI)  
5809 Park Heights Avenue  
Baltimore, MD 21215-3931  
410-500-5331

Baltimore  
Medstar Harbor Hospital  
3001 South Hanover Street  
Baltimore MD 21225  
410-350-3200

BWI Business Partnership, Inc.  
1306 Concourse Dr., Suite 215  
Linthicum Heights, MD 21090  
410-859-1000

PACT  
7000 Tudsbury Road  
Baltimore, MD 21244

ARC of Howard County  
11735 Homewood Road  
Ellicott City, MD 21042  
410-730-0638

The Arc Central Chesapeake Region  
931 Spa Road  
Annapolis, MD 21401  
410-269-1883

The Arc Northern Chesapeake Region  
4513 Philadelphia Road  
Aberdeen, MD 21001

Easter Seals Adult Day Services  
7138 Windsor Boulevard  
Baltimore, MD 21244

Gallagher Services for People with Developmental  
Disabilities  
2520 Pot Spring Road  
Lutherville-Timonium, MD 21093  
410.252.4005

Goodwill Industries of the Chesapeake  
222 E Redwood Street  
Baltimore, MD 21202-3312

Sheppard Pratt at Howard County  
9030 Route 108, Suite A  
Columbia, MD 21045

Jewish Community Services  
5750 Park Heights Avenue  
Baltimore, MD 21215  
410-466-9200

Linwood Center, Inc.  
3421 Martha Bush Drive  
Ellicott City, MD 21043  
Prologue, Inc.  
Harry and Jeanette Weinberg Center  
3 Milford Mill Road  
Baltimore, MD 21208

Spectrum Support, Inc.  
2 Park Center, Unit 3  
Owings Mills, MD 21117

Richcroft, Inc.  
Executive Plaza IV  
11350 McCormick Road, Suite 700  
Hunt Valley, MD 21031

St. Ann Adult Day Services  
3308 Benson Avenue  
Halethorpe, MD 21227  
410-646-0320

Baltimore  
Community Services Division  
Catholic Charities  
320 Cathedral Street  
Baltimore MD 21201

Baltimore  
United Way of Central Maryland  
1800 Washington Blvd, Suite 340  
Baltimore MD 21230

Baltimore  
Villa Maria School  
2300 Dulaney Valley Road  
Timonium MD 21093

Baltimore  
MD. Assoc. of Non-Profit Organizations  
1500 Union Ave, Suite 2500  
Baltimore MD 21211

Baltimore  
Resident Services Coordinator  
The Shelter Foundation  
111 S Calvert St, Suite 2700



Baltimore MD 21202  
410-828-7185  
Baltimore

My Sisters Place Lodge  
111 W. Mulberry Street  
Baltimore MD 21201  
410-727-3523

Baltimore  
Ms. Andrea Braid  
Jenkins Senior Living Campus  
3308 Benson Avenue  
Baltimore MD 21227  
410-646-0320

Baltimore  
Allen AME Church  
1130 West Lexington Street  
Baltimore MD 21223

Baltimore  
ARC of Baltimore  
7215 York Road  
Baltimore MD 21212  
410-296-9675 ext. 5317

Baltimore  
Franciscan Center  
101 W 23<sup>rd</sup> Street  
Baltimore MD 21218

Baltimore  
Behavioral Health Administration  
O'Connor Building  
201 West Preston Street  
Baltimore MD 21201

Baltimore  
Baltimore County Community College-Dundalk  
Single Step Program  
7200 Sollers Point Road  
Baltimore MD 21222

Baltimore  
Community Behavioral Health  
Association of Maryland  
18 Egges Lane  
Catonsville MD 21228  
410-788-1865

Baltimore  
The Villa  
6806 Bellona Avenue  
Baltimore MD 21212  
410-377-2450

Baltimore  
The Chimes  
4815 Seton Drive  
Baltimore MD 21215

Baltimore  
Baltimore Jewish Council  
5750 Park Heights Ave  
Baltimore MD 21215

Baltimore  
Alliance Inc.  
8003 Corporate Drive  
Baltimore MD 21236

Baltimore  
Kennedy Krieger High School  
3825 Greenspring Avenue  
Baltimore MD 21211

Baltimore  
Director  
Johns Hopkins School of Medicine, AIDS  
1830 Monument Street  
Room 8071  
Baltimore MD 21205

Baltimore  
Director  
St. Bernadine's Special Education School  
3814 Edmonds Avenue  
Baltimore MD 21229

Baltimore  
Director of Development/Marketing  
The League for People with Disabilities  
1111 East Cold Spring Lane  
Baltimore MD 21239

Baltimore  
ReVisions, Inc.  
20 Winters Lane  
Catonsville MD 21228  
410-747-4492

Baltimore  
Baltimore American Indian Center  
113 South Broadway  
Baltimore MD 21231  
Baltimore  
Echo House  
1705 West Fayette Street  
Baltimore MD 21223  
410-947-1700

Baltimore  
National Federation for the Blind  
Jernigan Place  
200 E Wells Street  
Baltimore MD 21230  
410-659-9314

Baltimore  
UMD Medical System/Harbor City Unlimited  
1227 W. Pratt Street  
Baltimore MD 21223  
410-328-8560

Baltimore  
Liberty Medical Center, Inc.  
2600 Liberty Heights Avenue  
Baltimore MD 21215  
410-393-4727

Baltimore  
Johns Hopkins Bayview Medical Center  
1627A Thames Street  
Baltimore MD 21231  
410-550-1155

Baltimore  
Bethel AME Church  
1300 Druid Hill Avenue  
Baltimore MD 21217

Baltimore  
Jewish Community Center of Greater Baltimore  
5700 Park Heights Avenue  
Baltimore MD 21215  
410-542-4900

Baltimore  
Woodburne Center  
1301 Woodburne Avenue  
Baltimore MD 21239

Baltimore  
Maryland School for the Blind  
3501 Taylor Avenue  
Baltimore MD 21236-4499  
410-444-5000

Baltimore  
St. Luke's United Methodist Church  
2119 Gwynn Oak Avenue  
Baltimore MD 21207  
410-944-4111

Baltimore  
Catholic Charities/Kessler Park  
4230 Hollins Ferry Road  
Lansdowne MD 21227

Baltimore  
Mosaic Community Services Inc.  
1925 Greenspring Drive  
Timonium MD 21093  
410-453-9553

Baltimore  
Mission Helpers of Sacred Heart  
1001 West Joppa Road  
Baltimore MD 21204  
410-823-8585

Baltimore  
Mount Washington Pediatric Hospital  
1708 West Rogers Avenue  
Baltimore MD 21209  
410-578-8600

Baltimore  
St. Elizabeth's School for Special Education  
801 Argonne Drive  
Baltimore MD 21218  
410-889-5054

Baltimore  
Mercy Hospital  
301 St. Paul Street  
Baltimore MD 21202

Baltimore  
Macedonia Baptist Church  
718 West Lafayette Avenue  
Baltimore MD 21217

Baltimore  
St. Vincent's Villa  
2600 Pot Springs Road  
Timonium MD 21093

Baltimore  
Johns Hopkins Bayview Medical Center  
4940 Eastern Avenue  
Baltimore MD 21224

Baltimore  
Family & Children's Services of Central MD  
4623 Falls Road  
Baltimore, MD 21209  
410-366-1980

Baltimore  
Project PLASE  
1814 Maryland Ave.  
Baltimore MD 21201  
410-837-1400

Baltimore  
People Encouraging People, Inc.  
4201 Primrose Avenue  
Baltimore MD 21215  
410-764-8560

Baltimore  
United Cerebral Palsy of Central MD  
11350 McCormick Rd, Suite 100  
Hunt Valley MD 21031

Baltimore  
Action In Maturity  
700 W 40<sup>th</sup> Street  
Baltimore MD 21211-2140  
410-889-7915

Baltimore  
Grace Presbyterian Church  
2604 Banister Road  
Baltimore MD 21215  
410-521-3418

Baltimore  
Pickers Gill Retirement Community  
615 Chestnut Avenue  
Towson MD 21204  
410-842-0421

Baltimore  
Mental Health Association of Maryland  
1301 York Rd, Suite 505  
Lutherville MD 21093  
443-901-1550

Baltimore  
Stella Maris, Inc.  
2300 Dulaney Valley Road  
Timonium MD 21093

Baltimore  
Penn-Mar Organizations, Inc.  
310 Freeland Rd  
Freeland MD 21053-9676

Baltimore  
St. Ambrose  
321 East 25th Street  
Baltimore MD 21218

Baltimore  
Sheppard Pratt Hospital  
6501 North Charles Street  
Baltimore MD 21285-6815  
410-938-4000

Baltimore  
Mary Elizabeth Lange Center  
601 East Chase Street  
Baltimore MD 21202  
410-244-8605

Baltimore  
Glass Health Systems  
3635 Old Court Road  
Baltimore MD 21208

Baltimore  
Blind Industries & Services of MD -Baltimore  
3345 Washington Blvd.  
Baltimore MD 21227  
410-737-2600

Baltimore  
Christ Temple Apostolic Cathedral  
701 Cherry Hill Road  
Baltimore MD 21225  
410-355-0040

Baltimore  
Forest Park Senior Center  
4801 Liberty Heights Avenue  
Baltimore MD 21207  
410-466-2124

Baltimore  
Associated Catholic Charities  
320 Cathedral Street  
Baltimore MD 21201  
4101-547-5474

Baltimore  
Bon Secours Baltimore Health System  
2000 W. Baltimore St  
Baltimore MD 21223  
410-362-3364

Baltimore  
Banner Neighborhoods  
2911 Pulaski Highway  
Baltimore MD 21224

Baltimore  
First Apostolic Faith Church  
P.O. Box 762  
Baltimore MD 21203

Baltimore  
Canton Baptist Church & Neighborhood Center  
3202 Toone Street  
Baltimore MD 21224  
410-563-1177

Baltimore  
Francis X. Gallagher Center  
2520 Pot Spring Road  
Timonium MD 21093  
410-252-4005

Baltimore  
Mt. Zion Baptist Church  
2000 E Belvedere Ave  
Baltimore MD 21239

Baltimore  
Mr. Ken Strong  
Southeast Community Organization  
10 South Wolfe Street  
Baltimore MD 21231

Baltimore  
New Ventures  
76 Cranbrook Road Suite 110  
Cockeysville MD 21030

Baltimore  
Washington Village Medical Center  
700 Washington Blvd  
Baltimore MD 21230

Baltimore  
Senior Network of North Baltimore  
5828 York Road  
Baltimore MD 21212  
410-323-7131

Baltimore  
COIL Senior Center  
100 South Calhoun Street  
Baltimore MD 21212

Baltimore  
East Baltimore Community Corporation  
301 N. Gay Street  
Baltimore MD 21202  
410-752-3200

Baltimore  
Ms. Karen Wheeler  
Waxter Center  
1000 Cathedral Street  
Baltimore MD 21201

Baltimore  
Ms. Connie Wise  
Baltimore Salvation Army  
814 Light Street  
Baltimore MD 21230  
410-347-9944

Baltimore  
McHannon Limited  
6740 Glen Kirk Road  
Baltimore, MD 21239

Baltimore  
MD. Dept of Health & Mental Hygiene  
201 West Preston Street  
Baltimore MD 21201

Baltimore  
Today's Care & Family Adult  
Medical Day Care  
3039 Hamilton Avenue  
Baltimore MD 21214  
410-339-9009

Baltimore  
Baltimore Co. Dept. of Aging  
511 Central Avenue  
Towson MD 21204  
410-887-8287

Baltimore  
G & A Van Service  
1730 N. Payson Street  
Baltimore MD 21228  
410-383-6110

Baltimore  
Mt. Sinai Baptist Church  
922 E. Preston Street  
Baltimore MD 21202  
410-339-7263

Baltimore  
Mt. Zion A.M.E. Church  
12728 Manor Road  
Glen Arm, MD 21067

Baltimore  
Augsburg Lutheran Home of MD.  
6811 Campfield Road  
Baltimore MD 21207  
410-486-4573

Baltimore  
Southeast Community Development Corporation  
10 South Wolfe Street  
Baltimore MD 21231

Baltimore  
On Our Own, Inc.  
5-7 Bloomsbury Drive  
Baltimore MD 21228  
410-747-4492

Baltimore City  
St. Anthony's Church  
4414 Frankford Avenue  
Baltimore MD 21206-5133  
410-488-0400

Baltimore City  
On Our Own, Inc./Baltimore City  
6301 Harford Road  
Baltimore MD 21214  
410-444-4500

Baltimore City  
On Our Own, Inc.  
Charles Street Center  
2225 N. Charles Street  
Baltimore MD 21218  
410-235-0273

Baltimore  
Hearts & Ears, Inc.  
611 Park Ave, Suite A  
Baltimore MD 21201  
410-523-1644

Baltimore  
On Our Own Center, Inc  
10 Dunmanway  
Baltimore MD 21222  
410-282-1701

Baltimore City  
Commission on Aging & Retirement Ed. (CARE)  
1001 E Fayette Street  
Baltimore MD 21201  
410-396-4932

Calvert  
Calvert Memorial Hospital  
100 Hospital Road  
Prince Frederick MD 20678  
410-535-4000

Calvert  
Southern MD Community Network, Inc  
305 Prince Frederick Blvd  
P.O. Box 998  
Prince Frederick MD 20678

Calvert  
Calvert Nursing Center  
85 Hospital Road  
Prince Frederick MD 20678  
410-535-2300

Calvert  
Dept. of Community Resources  
Calvert County Government  
175 Main Street  
Prince Frederick MD 20678

Calvert  
On Our Own of Calvert County  
P.O. Box 2961  
24 Solomon Island Rd  
Prince Frederick MD 20678  
410-535-4787 ext. 1117

Calvert  
Calvert Co. Dept. of Social Services  
200 Duke Street  
Prince Frederick MD 20678  
410-286-2112

Calvert  
Adult Day Care of Calvert County  
PO Box 1659  
Prince Frederick, MD 20678  
410-535-0133

Calvert  
ARC of Southern MD  
P.O. Box 1860  
355 W Dares Beach Rd  
Prince Frederick, MD 20678

Calvert  
LifeStyles of Maryland  
120 Jibsail Drive, Unit #6  
Prince Frederick MD 20678

Calvert  
Smile, Inc.  
10290 HG Trueman Road  
Lusby, MD 20657

Caroline  
Town of Federalsburg Senior Center  
P.O. Box 471  
Federalsburg MD 21031

Caroline  
Caroline County Developmental Center  
P.O. Box 460  
Ridgely MD 21660  
410-634-2102  
Caroline

Caroline Center, Inc.  
P.O. Box 460  
Ridgely MD 21660  
410-634-2102 ext. 14

Caroline  
Benedictine Programs and Services  
14299 Benedictine Lane  
Ridgely, MD 21660

Caroline  
Caroline County Health Department  
P.O. Box 10  
Denton MD 21629  
410-479-0556

Caroline  
Caroline Nursing Home, Inc  
520 Kerr Avenue  
Denton MD 21629  
410-479-2130

Carroll  
Carroll County Health Department  
290 S Center Street  
Westminster MD 21157

Carroll  
Human Services Programs of Carroll County, Inc.  
10 Distillery Drive  
Westminster, MD 21158

Carroll  
ARC of Carroll County  
180 Kriders Church Road  
Westminster MD 21158  
410-848-8414

Carroll  
CHANGE, Inc.  
115 Stoner Avenue  
Westminster MD 21157  
410-876-2179

Carroll  
Target Community & Educational Services  
111 Stoner Avenue  
Westminster MD 21157  
410-848-9090

Carroll  
Carroll Lutheran Village

300 St. Luke Circle  
Westminster MD 21158  
410-876-8113

Cecil  
OSFS Oblate Retreat Center  
1120 Blueball Road  
Childs MD 21916  
410-398-3383

Cecil  
Upper Bay Counseling &  
Support Services, Inc.  
200 Booth Street  
Elkton MD 21921  
410-996-5194

Cecil  
Bayside Community Network  
P.O. Box 9  
1290 West Pulaski Highway  
Elkton MD 21992-0009  
410-398-6394

Cecil  
Rising Sun Family Care Center  
2626 Tome Highway  
Colora MD 20917  
410-658-6806

Cecil  
Family Support & Education Center  
Hollingsworth Manor/200 Road B  
Elkton MD 21921  
410-392-9272

Cecil  
Union Hospital Medical Adult Day Care Center  
301 Augustine Herman Highway, Suite B  
Elkton, MD 21921  
Cecil  
Chesapeake Care Resources, Inc  
80 Marysville Road  
Northeast MD 21901  
410-542-6300 ext. 237

Cecil  
Maryland Rural Development Corporation  
2057 Pulaski Highway/P.O. Box 513  
North East MD 21901  
410-287-5023

Charles  
Charles County Dept. of Community Services  
Division of Aging and Community Centers  
8190 Port Tobacco Road  
Port Tobacco MD 20677

Charles  
Disabled American Veterans - Chapter 36  
2209 Pinefield Court  
Waldorf MD 20601  
301-932-7653

Charles  
Charles County Association for  
Handicapped & Retarded Citizens  
P.O. Box 2367  
Waldorf MD 20604  
301-932-7030

Charles  
LifeStyles of Maryland  
101 Catalpa Drive, Suite 103  
P.O. Box 1794  
LaPlata MD 20646

Charles  
Sage Point  
10200 LaPlata Road  
LaPlata MD 20646

Charles  
Spring Dell Center, Inc.  
6040 Radio Station Road  
LaPlata MD 20646  
301-934-4561

Charles  
Mr. Tom Weyl  
Melwood Farm Training Center/Waldorf  
5606 Dower House Rd  
Upper Marlboro MD 20772

Charles  
TRIAD House Alternatives for Youth  
P.O. Box 659  
Charlotte Hall MD 20622  
301-870-1405

Charles  
Southern MD Tri-County Community Action  
P.O. Box 280  
Hughesville MD 20637  
301-274-4474

Dorchester  
Pleasant Day Adult Day Care Center  
2474 Cambridge Beltway  
Cambridge MD 21613

Frederick  
Frederick County Community Action Agency  
100 South Market Street  
Frederick MD 21701

Frederick  
Scott Key Center  
1050 Rocky Springs Road  
Frederick MD 21702  
301-694-1600

Frederick  
YMCA of Frederick County  
1000 N. Market Street  
Frederick MD 21701  
301-663-1651

Dorchester  
Delmarva Community Services  
2450 Cambridge Beltway  
Cambridge MD 21613  
410-221-1900

Dorchester  
Eastern Shore Hospital Center  
P.O. Box 800  
5262 Woods Rd  
Cambridge MD 21613

Frederick  
Abilities Network  
5104 Pegasus Court, Ste E  
Frederick, MD 21704

Frederick  
ARC of Frederick County, Inc.  
620A Research Dr  
Frederick, MD 21703

Frederick  
Frederick County  
Family Partnership  
8420 Gas House Pike, Ste EE  
Frederick, MD 21701

Frederick  
Partners in Care  
Department of Aging  
22 S Market St, Suite 15  
Frederick, MD 21702

Frederick  
Francis Scott Key Center  
Frederick Co Health Dept.  
350 Montevue Lane  
Frederick, MD 21702

Frederick  
Frederick County  
Workforce Services  
200 Monroe Ave  
Frederick, MD 21703

Frederick  
Unified Community Connections  
5736 Industry Lane  
Frederick MD 21704  
301-663-8700

Frederick  
Way Station  
P.O. Box 3826  
230 W. Patrick Street  
Frederick MD 21705  
301-662-0099

Frederick  
The Jefferson School  
2940 Point of Rocks Road  
Jefferson MD 21755  
301-624-8400

Frederick  
Daybreak Adult Day Services  
7819 Rocky Springs Road  
Frederick MD 21702  
301-696-0808



Frederick  
Community Living, Inc.  
620B Research Court  
Frederick, MD 21703  
301-663-8811 ext205

Frederick  
Goodwill Industries of Monocacy Valley, Inc.  
400 East Church Street  
Frederick MD 21701  
301-662-0622

Garrett  
Garrett County Lighthouse, Inc.  
P.O. Box 116  
Oakland MD 21550  
301-334-9126

Garrett  
Appalachian Parent Association  
39 South Third Street  
Oakland MD 21550  
301-334-8146

Garrett  
Garrett County Community Action  
104 East Center Street  
Oakland MD 21550  
301-334-9431

Garrett  
Garrett County Area Agency on Aging  
104 East Center Street  
Oakland, MD 21550-1328

Garrett  
Diakon Adult Day Services at Mountain Glade  
375 Pythian Avenue  
Oakland, MD 21550

Harford  
Ms. Ruth Fender  
Citizens Care and Rehabilitation Center  
415 South Market Street  
Havre de Grace MD 21078

Harford  
Northern MD Society for the  
Aid of Retarded Children  
P.O. Box 610  
Aberdeen MD 21001

Harford  
Alliance, Inc.  
4501 Wharf Point Court  
Belcamp MD 21017  
410-994-0600

Harford  
Keypoint Health Services Inc.  
135 N. Parke Street  
Aberdeen MD 21001  
443-625-1590

Howard  
Grassroots Crisis Intervention Center, Inc  
6700 Freetown Road  
Columbia MD 21044  
410-531-6006

Howard  
Bethel Korean Presbyterian Church  
3165 St. Johns Lane  
Ellicott City MD 21043  
410-628-1964

Howard  
Humanim  
6355 Woodside Court  
Columbia MD 21046  
410-381-7171

Harford  
Margaret Keller Day Care Center  
101 West Riding Drive  
Bel Air MD 21014  
410-836-9073

Harford  
Caring Hands  
41 North Philadelphia Blvd  
Aberdeen MD 21001  
410-575-7125

Harford  
Harford Center, Inc.  
4 N. Earlton Road  
Havre de Grace MD 21078  
410-575-6795

Howard  
Howard County Community Action Council  
9820 Patuxent Woods Dr  
Columbia MD 21046

410-313-6440

Howard  
Winter Growth, Inc  
5460 Ruth Keeton Way  
Columbia, MD 21044

Howard  
The People Community Baptist Church  
31 Norwood Road  
Silver Spring MD 20905  
240-876-1617  
Aberdeen MD 21001  
443-625-1590

Howard  
Stay at Home  
9430 Farewell Road  
Columbia MD 21045

Kent  
Fairlee Manor Recreation Center  
22242 Bayshore Road  
Chestertown MD 2162

Kent  
Kent Center, Inc.  
215 Scheeler Road  
Chestertown, MD 21620-1020  
410-788-7303

Kent  
Psychotherapeutic Services  
P.O. Box 690  
Chestertown MD 21602  
410-778-9114

Montgomery  
Korean American Senior Citizens  
Association of Maryland, Inc.  
13421 Georgia Ave. Suite 117  
Silver Spring MD 20906  
301-438-7304

Montgomery  
St. John's Baptist Church  
12319 New Hampshire Avenue  
Silver Spring, MD 20904

Montgomery  
Jubilee House  
10408 Montgomery Ave.,

Kensington, MD 20895

Montgomery  
National Lutheran Home  
2301 Research Blvd, Suite 310  
Rockville MD 20850

Montgomery  
Friends House  
17340 Quaker Lane  
Sandy Spring MD 20860

Montgomery  
Mobile Medical Care, Inc.  
9309 Old Georgetown Road  
Bethesda MD 20814

Montgomery  
Montrose Baptist Church  
P.O. Box 7930  
16501 Shady Grove Rd  
Gaithersburg MD 20898

Montgomery  
Community Services for Autistic  
Adults and Children  
8615 E. Village Ave  
Montgomery Village MD 20886  
240-912-2220

Montgomery  
Leisure World  
3701 Rossmoor Blvd  
Silver Spring MD 20906  
301-598-1355

Montgomery  
National Association of the Deaf  
8630 Fenton St, Suite 820  
Silver Spring MD 20910  
301-587-1788

Montgomery  
Jewish Social Service Agency  
6123 Montrose Road  
Rockville MD 20852  
301-816-2602

Montgomery  
Jewish Foundation for Group Homes  
1500 East Jefferson St.

Rockville, MD 20852

Montgomery  
Montgomery County Catholic Charities  
11160 Viers Mill Road Suite 700  
Wheaton MD 20902  
Montgomery  
St. Johns Convent  
10201 Georgia Avenue  
Silver Spring MD 20902

Montgomery  
Community Support Services, Inc.  
9075 Comprint Court  
Gaithersburg MD 20877  
301-926-2300 x208

Montgomery  
Call n Ride  
P.O. BOX 8465  
Gaithersburg, MD 20898

Montgomery  
Division of Transit Services  
Medicaid  
101 Monroe St, 5th Floor  
Rockville, MD 28050

Montgomery  
Bethesda Vital Living Services  
4805 Edgemoor Lane, 2<sup>nd</sup> Floor  
Bethesda, MD 20814

Montgomery  
Carol Jean Cancer Foundation, Inc  
10718 Cleos Court  
Columbia, MD 21045

Montgomery  
St. Johns Baptist Church  
9055 Tamar Dr  
Columbia, MD 21045

Montgomery  
Leafy House  
10000 Brunswick Lane  
Kensington, MD 20910

Montgomery  
Victory Housing, Inc.  
11400 Rockville Pike, Suite 505  
Rockville, MD 20852

Montgomery  
Treatment and Learning Centers  
2092 Gaither Rd, Suite 100  
Rockville, MD 20850

Montgomery  
Everymind  
1000 Twinbrook Parkway  
Rockville, MD 20851

Montgomery  
The Family Services Agency Inc.  
610 E. Diamond Ave. Ste. 100  
Gaithersburg, MD 20852

Montgomery  
Aging & Disabilities Services  
401 Hungaford Drive  
Rockville, MD 20580  
Prince George's  
Ardmore Enterprises  
3000 Lottsford Vista Rd  
Bowie, MD 20721-4001

Prince George's  
The Residences at Thomas Cirle  
1330 Massachusetts Avenue NW  
Washington DC 20005

Montgomery  
ARC of Montgomery County  
11600 Nebel Street  
Rockville MD 20850

Prince George's  
Universal Life Church  
Oakwood Knolls  
6610 Adrian Street  
New Carrollton MD 20784

Prince George's  
ARC of Prince George's County  
1401 McCormick Dr  
Largo MD 20744

Prince George's  
Vesta, Inc.  
3900 Forestville Road  
Forestville MD 20747

Prince George's

United Communities Against Poverty  
1400 Doewood Lane  
Capitol Heights MD 20743  
301-322-5700

Prince George's  
Bowie Therapeutic Nursery Center  
3120 Belair Drive  
Bowie MD 20715  
301-262-9167

Prince George's  
Heaven Helpers Ministry  
7108 East Forest Road  
Landover, MD 20785

Prince George's  
St. Phillips Episcopal Church  
13801 Baden Westward Rd  
Brandywine MD 20613  
301-888-2566

Prince George's  
Senior Network  
7001 Oxon Hill Road  
Oxon Hill MD 20745

Prince George's  
Family Service Foundation  
5301 76th Avenue  
Landover Hills MD 20784  
Prince George's  
Greater Baden Medical Services, Inc  
7450 Albert Road  
Brandywine, MD 20613

Prince George's  
City of College Park Housing Authority  
9014 Rhode Island Avenue  
College Park MD 20740

Prince George's  
Baptist Senior Adult Ministries  
15 Crescent Street  
Greenbelt MD 20070

Prince George's  
Union United Methodist Church  
14418 Old Marlboro Pike  
Upper Marlboro MD 20772  
301-627-5088

Prince George's  
City of Capitol Heights  
1 Capitol Heights Blvd  
Capitol Heights MD 20027

Prince George's  
St. John's Evangelical Lutheran Church  
5820 Riverdale Road  
Riverdale MD 20737  
301-927-4100

Prince George's  
MedSource Community Services  
3060 Mitchellville Road, Suite 214  
Bowie MD 20716  
301-249-0606

Prince George's  
Greenbelt Golden Age Club  
25 Crescent Road  
Greenbelt MD 20770  
301-474-6878

Prince George's  
First New Horizon Baptist Church  
P.O. Box 176  
Clinton MD 20735

Prince George's  
City of College Park  
4500 Knox Road  
College Park MD 20740  
301-864-8667

Prince George's  
Ms. Marybeth Peters  
Second Family  
337 Bright Seat Rd, Suite 111  
Landover MD 20785

Prince George's  
Youth Service Bureau  
2614 Kenhill Drive  
Bowie MD 20715  
301-262-6200

Prince George's  
City of Greenbelt  
25 Crescent Road  
Greenbelt MD 20770  
301-474-8000

Prince George's  
Crescent Cities Adult Medical Day Care  
7001 Oxon Hill Road  
Oxon Hill MD 20745  
301-567-188  
Prince George's  
Vesta, Inc.  
4615 Wheeler Hills Road  
Oxon Hill MD 20745  
301-505-1700

Prince George's  
New Home Baptist Church  
8320 Landover Road  
Landover, MD 20785  
301-773-8100

Prince George's  
Opportunities, Inc.  
5100 Philadelphia Way  
Lanham MD 20706  
301-731-4242

Prince George's  
Ardmore Enterprises, Inc.  
3010 Lottsford Vista Road  
Mitchellville MD 20721  
301-577-2575 ext 701

Prince George's  
New Horizons  
16000 Trade Zone, #109  
Upper Marlboro MD 20774  
301-249-0206

Queen Anne's  
Ms. Phyllis Landry-Lugo  
Chesterwye Center, Inc.  
P.O. Box 96  
Grasonville MD 21638  
410-827-7048

Queen Anne's  
Crossroads Community, Inc.  
P.O. Box 718

Centreville MD 21617  
410-758-3050

Queen Anne's  
Queen Anne's County Aging Commission  
104 Powell Street  
Centreville MD 21617  
410-758-3900

Queen Anne's  
Queen Anne's County Recreation & Parks  
Box 37  
Centreville, MD 21617

Somerset  
Somerset County Developmental Center  
P.O. Box 18  
5574 Tull's Corner Road  
Marion MD 21838  
410-623-2261

Somerset  
Somerset County Commission on Aging  
11916 Somerset Avenue  
Princess Anne MD 21853  
410-651-3400

Somerset  
Edward W. McCready Foundation  
201 Hall Highway  
Crisfield MD 21817  
410-968-1200

St. Mary's  
Pathway's, Inc.  
P.O. Box 129  
Hollywood MD 20636  
301-373-3065

St. Mary's  
Southern Maryland Center for L.I.F.E.  
30265 Oaks Road Suite 3  
P.O. Box 657  
Charlotte Hall MD 20622  
301-884-4498

St. Mary's  
The Center for Life Enrichment  
25089 Three Notch Road

P.O. Box 610  
Hollywood MD 20636  
301-373-8100

St. Mary's  
United Cerebral Palsy  
21815 Three Notch Road Suite H  
Lexington Park MD 20653

St. Mary's  
St. Mary's County Office on Aging  
P.O. Box 653  
Leonardtown MD 20650

St. Mary's  
St. Mary's Health Department  
P.O. BOX 316  
Leonardtown, MD 20650

St. Mary's  
On Our Own of St. Mary's  
P.O. BOX 1245  
Leonardtown, MD 20650

St. Mary's  
St. Mary's Nursing Center  
P.O. Box 518  
21585 Peabody Street  
Leonardtown, MD 20650

St. Mary's  
St. Mary's Adult Medical Day Care, Inc  
24400 Mervell Dean Road  
Hollywood, MD 20636

St. Mary's  
Seniors United for Independence  
P.O. Box 653  
Leonardtown MD 20650  
301-475-5100

St. Mary's  
ARC of Southern Maryland  
St. Mary's County Services  
Brenton Market Place, Unit H  
25470 Point Lookout Rd  
Leonardtown, MD 20650

Talbot

Channel Markers  
8865 Glebe Park Dr, Unit 2  
Easton, MD 21601  
410-822-4611

Talbot  
Memorial Hospital @ Easton  
219 South Washington Street  
Easton MD 21601

Talbot  
St. Marks Village  
212 Bay Street  
Easton MD 21601  
410-822-1315

Talbot  
Bethany House  
P.O. Box 249  
Cordova MD 21625

Talbot  
Chesapeake Rehabilitation Center  
713 Dover Street  
Easton MD 21601  
410-822-4122

Talbot  
Mid-Shore Mental Health Systems, Inc.  
28578 Mary's Ct, Suite 1  
Easton, MD 21601

Talbot  
Upper Shore Aging, Inc.  
100 Schaubert Rd  
Chestertown, MD 21620

Washington County  
Washington County Commission on Aging  
535 East Franklin St  
Hagerstown MD 21740  
301-790-0275

Washington County  
Mental Health Authority  
Office of Consumer Affairs – Transp. Svcs.  
339 E Antietam St, Suite 5  
Hagerstown, MD 21740

Washington County Easter Seals Society

Adult Day Services  
101 East Baltimore Street  
Hagerstown, MD 21740

Washington County  
Head Start  
325 W. Memorial Blvd.  
Hagerstown, MD 21740

Washington County  
Community Partnership for Children & Families  
33 West Washington Street, Ste. 210  
Hagerstown, MD 21740

Washington County  
Reeder's Memorial Home  
141 South Main Street  
Boonsboro MD 21713  
301-432-5457

Washington County  
United Community Connections  
118 East Oak Ridge Drive  
Suite 2000  
Hagerstown, MD 21740

Washington County  
Mental Health Center of Western Maryland, Inc.  
1180 Professional Court  
Hagerstown, MD 21740

Washington County  
Goodwill Industries, Inc./Hagerstown  
14515 Pennsylvania Avenue  
Hagerstown MD 21742  
301-733-7330

Washington County  
Washington County Human Dev. Council  
P.O. Box 663  
433 Brewer Avenue  
Hagerstown MD 21741  
301-791-5421

Washington County  
The Arc of Washington County  
820 Florida Avenue  
Hagerstown MD 21740  
301-733-3550

Washington County  
Broadmore Assisted Living  
1175 Professional court  
Hagerstown MD 21740  
301-766-0066

Washington County  
Brooklane Health Services  
P.O. Box 1945  
Hagerstown MD 21742

Washington County  
Turning Point of Washington County  
25 East North Avenue  
Hagerstown MD 21740  
301-733-6063

Washington County  
Western Maryland Hospital Center  
1500 Pennsylvania Avenue  
Hagerstown MD 21740  
301-977-0042

Washington County  
Washington County Community Action Council  
117 Summit Ave.  
Hagerstown, MD 21740  
301-797-4161

Washington D.C.  
United States Army Distaff Hall  
6200 Oregon Avenue NW  
Washington DC 20015

Washington County  
Magnolia Foundation  
1710 Underpass Way  
Hagerstown MD 21740  
301-745-8700

Washington D.C.  
National Children's Center, Inc.  
Adult Services/Washington  
410 A University Blvd W  
Silver Spring, MD 20901  
202-722-2364

Washington D.C.  
Whitman Walker Clinic, Inc.  
Schwartz Housing Services  
1407 S Street NW

Washington DC 20009

Washington D.C.  
Lt. Joseph P. Kennedy Institute  
801 Buchanan Street NE  
Washington DC 20017

Washington D.C  
Northeastern Presbyterian  
2112 Varmum Street NE  
Washington DC 20018  
301-350-1221  
Washington D.C  
Episcopal Senior Ministries  
2900 Newton St NE B  
Washington DC 20018

Worcester  
Hartley Hall Nursing Home  
1006 Market Street  
Pocomoke City MD 21851  
410-957-2252

Worcester  
Worcester County Developmental Center  
8545 Newark Road, P.O. Box 70  
Newark MD 21841

Wicomico  
TIPS  
31681 Hide A Way Drive  
Parsonsburg MD 21849  
410-334-3497

Wicomico County  
Hudson Health Services, Inc.  
P.O. Box 1906 - 1506 Harting Drive  
Salisbury, Maryland 21802  
410-219-9000

Wicomico County  
The Salvation Army  
P.O. Box 3235  
Salisbury, Maryland 21802  
410-749-7771

Wicomico County  
Deer's Head Center  
P.O. Box 2018 351 Deer's Head Hospital Road  
Salisbury, Maryland 21801  
410-543-4000

Wicomico County  
Blind Industries & Services of Maryland/Salisbury  
P.O. Box 2133 2240 Northwood Drive  
Salisbury, Maryland 21802  
410-749-1366

Wicomico County  
Dove Pointe  
1225 Mt. Hermon Road  
P.O. Box 1610  
Salisbury, Maryland 21802

Wicomico County - Shore Transit  
31901 Tri-County Way, Suite 133  
Salisbury, Maryland 21801  
443-260-2300

Wicomico County  
SHORE UP! Inc.  
520 Snow Hill Road  
Salisbury, Maryland 21804  
410-749-1142



*Appendix 5*

**MDOT MTA REGIONAL PLANNERS**



## Regional Planners

### AUTHORIZED DESIGNEE

The following persons are authorized to act on behalf of the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) in the administration of Grant Agreements with the jurisdictions listed below:

Regional Planner	Jurisdictions
<b>Cydney Dickens</b> 410-767-8356 <a href="mailto:cdickens@mdot.maryland.gov">cdickens@mdot.maryland.gov</a>	Human Services Programs State Wide (Except DCS)
<b>Chris Taylor</b> 410-767-3142 <a href="mailto:Ctaylor7@mdot.maryland.gov">Ctaylor7@mdot.maryland.gov</a>	Baltimore City Baltimore County Carroll County Harford County
<b>Luke Benson</b> 410-767-3906 <a href="mailto:lbenson@mdot.maryland.gov">lbenson@mdot.maryland.gov</a>	Anne Arundel County City of Annapolis Howard County Montgomery County Prince George's County
<b>Bruce Hojnacki</b> 410-767-3758 <a href="mailto:bhojnacki@mdot.maryland.gov">bhojnacki@mdot.maryland.gov</a>	Charles County Calvert County St. Mary's County
<b>Kirby Wilhelm</b> 410-767-3781 <a href="mailto:kwilhelm1@mdot.maryland.gov">kwilhelm1@mdot.maryland.gov</a>	Allegany County Frederick County Garrett County Washington County
<b>Jason Kepple</b> 410-767-7330 <a href="mailto:JKepple@mdot.maryland.gov">JKepple@mdot.maryland.gov</a>	Cecil County Dorchester County - (DCS) Somerset County Town of Ocean City Queen Anne's County Delmarva Community Service (DCS) <ul style="list-style-type: none"> <li>• Kent County</li> <li>• Talbot County</li> <li>• Caroline County</li> </ul> Shore Transit (Tri-County Council Lower E. Shore) <ul style="list-style-type: none"> <li>• Wicomico County</li> <li>• Worcester County</li> <li>• Somerset County</li> </ul>

**PART II**

**APPLICATION FORMS AND  
SUBMISSION INSTRUCTIONS**

FY2026 and FY2027 Section 5310 Application Checklist	
<b>PART II</b>	
<input type="checkbox"/>	General Information and Application Summary <i>(first page of your application)</i>
<input type="checkbox"/>	General Agency Information
<input type="checkbox"/>	Extent and Urgency of Agency Needs
<input type="checkbox"/>	Agency Services Chart
<input type="checkbox"/>	Project Coordination
<input type="checkbox"/>	Service Contracts
<input type="checkbox"/>	Vehicle Utilization
<input type="checkbox"/>	Vehicle Replacement (if applicable)
<input type="checkbox"/>	Vehicle Utilization Plan
<input type="checkbox"/>	Equipment Inventory
<input type="checkbox"/>	Fiscal and Managerial Capability
<input type="checkbox"/>	Transportation Program Capital Budget
<input type="checkbox"/>	Previous Grant Cycle Information
<input type="checkbox"/>	Source of Local Contributions
<input type="checkbox"/>	Vehicle Worksheets/Order Forms
<input type="checkbox"/>	Transportation Program Operating Budget Worksheet
<input type="checkbox"/>	Maintenance Plan
<input type="checkbox"/>	Driver Training
<b>PART III</b>	
<input type="checkbox"/>	General Certifications & Assurances
<input type="checkbox"/>	Authorizing Resolution
<input type="checkbox"/>	Opinion of Counsel
<input type="checkbox"/>	Civil Rights Certification
<input type="checkbox"/>	Proof of your Organization's Non-Profit Status
<input type="checkbox"/>	Project Assurances
<input type="checkbox"/>	Coordination Assurance
<input type="checkbox"/>	Lobbying Certification
<input type="checkbox"/>	Regional Coordinating Body Certificate of Endorsement
<input type="checkbox"/>	Private Sector Involvement – Description, Public Notice Certification
<input type="checkbox"/>	Copies of any comments received and your organization's responses

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
SECTION 5310 PROGRAM APPLICATION  
FY2026 and FY2027**

**GENERAL INSTRUCTION FOR YOUR FINAL SUBMISSION**

**Part II (all sections )** of the application contains information that will be circulated to the Application Review Subcommittee of the SCCHST for their review, scoring and selection.

**Part III** of the application contains the various assurances and requirements that must be met in order for your organization's application to be considered by the SCCHST.

**PRIOR TO SUBMISSION, YOU MUST REGISTER AT <https://mtaolts.ecopwise.com>  
SUBMIT PART II AND PART III PLUS ADDITIONAL SUPPLEMENTAL DOCUMENTATION  
ELECTONICALLY TO <https://mtaolts.ecopwise.com>  
**NO HARD COPY SUBMISSIONS WILL BE ACCEPTED.****

**The General Information and Application Summary (see page 63)**  
**must be the first page of your application**

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**THE DEADLINE FOR SUBMITTING APPLICATIONS THIS YEAR:**

**FRIDAY, JANUARY 24, 2025 4:00 P.M.**

**NO EXCEPTIONS**

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Submit your application **electronically** with a transmittal letter to:

**Ms. Cydney Dickens, 5310 Program Manager  
Office of Local Transit Support (OLTS), 8th Floor  
Maryland Transportation Administration  
Maryland Transit Administration  
6 St. Paul Street  
Baltimore, MD 21202-1614**

**Electronic Submission At <https://mtaolts.ecopwise.com>**

**PART II, Section 1**  
**APPLICATION SUMMARY**

# THIS MUST BE THE FIRST PAGE OF THE APPLICATION

## GENERAL INFORMATION AND APPLICATION SUMMARY

FY2026 and FY2027

Legal Name of Applicant Organization:				
DBA (Doing Business As) Name:				
Federal Tax ID #:		DUNS #:		CAGE:
Address				
<b>Contact Person</b>	<b>Name</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>Email</b>
Executive Director				
Project Director				
Primary Contact Person				
Counties Served				
<b>*MDOT MTA Region(s) Which Proposed Projects Will Serve (check all that apply)</b>				
<input type="checkbox"/> Baltimore Region (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard counties and Baltimore City) <input type="checkbox"/> Lower Eastern Shore (Somerset, Wicomico, and Worcester counties) <input type="checkbox"/> Southern Maryland (Calvert, Charles, and St. Mary's counties) <input type="checkbox"/> Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot counties) <input type="checkbox"/> Western Maryland (Allegany, Frederick, Garrett, and Washington counties) <input type="checkbox"/> Washington Region (Montgomery and Prince George's)				
<b>*Please refer to Note to Applicants on Page 16 to determine areas of service.</b>				
<b>Summary of Current Program and Services (one trip equals one, one-way passenger trip)</b>				
# trips provided per day		# lift vehicles in service		
# total vehicles in service		# seats available		
# vehicles currently on order		# wheelchair places available		
<b>Estimated number of clients within the following groups who receive any of your agency's services</b>	<b>Number</b>	<b>Number of clients you transport with your agency's transportation services* (these do not overlap)</b>		
Black			Ambulatory	Non-Ambulatory
Hispanic		Elderly		
American Indian		Disabled		
Asian or Pacific Islanders		Total		
Caucasian		# of Eligible Low-Income Individuals _____		
Alaskan Native		% of Eligible Low-Income Individuals _____		
Total Agency Clientele				



<b>Traditional: Vehicle, Equipment and Mobility Management Request in Priority Order</b>				
Description (If vehicle -Gas or Diesel) Other Equipment/PM/Mobility Management	Replacement (Vehicle #)	Expansion	Rehab	Cost**
				\$
				\$
				\$
				\$
<b>Application Budget (Estimated)</b>				
Total Budget	\$			
Federal Funds (80%)	\$			
Local Funds (20%)	\$			

- Age of your elderly clients depends on your agency's guidelines
- Eligible Low-Income Individual is an individual whose family income is at or below 150 percent of the poverty line
- \*\* see page 92 for approx. costs

<b>Non-Traditional: Operating Request in Priority Order</b>			
Program Name	Federal	Local	Total Cost**
			\$
			\$
			\$
			\$
<b>Application Budget (Estimated)</b>			
Total Budget	\$		
Federal Funds (50%)	\$		
Local Funds (50%)	\$		

<b>Non-Traditional: Capital Request in Priority Order</b>			
Program Name	Federal	Local	Total Cost**
			\$
			\$
			\$
			\$
<b>Application Budget (Estimated)</b>			
Total Budget	\$		
Federal Funds (80%)	\$		
Local Funds (20%)	\$		

**Note:** In order to determine priority, place the number of priority throughout all three boxes. Example: priority 1 is in the non-traditional (50/50), priority 2 is in non-traditional 80/20, Priority 3 is traditional (80/20). If no priority is assigned it will be assumed that the order of the list is the priority.

**PART II, Section 2**  
**GENERAL AGENCY INFORMATION**

**NOTE: AGENCY AND TRANSPORTATION PROGRAM INFORMATION**

Part II, Sections 1 through 5 of application is to be submitted according to the format. You must submit each section, complete or labeled “N/A”, before your application will be considered complete. Sample charts/tables should be duplicated as appropriate for use by the applicant.

Applications for financial assistance must contain or address the following in Part II of this application:

- General Agency Information
- Extent and Urgency of Local Needs
- Coordination and Cooperation
- Vehicle Utilization
- Fiscal and Managerial Capability

## **GENERAL AGENCY INFORMATION**

I. Please provide a brief agency description (if necessary, use separate page but keep in the context of your application). At a minimum, include in this description the following information:

- a. Purpose of the agency
- b. Specific goals of the agency
- c. Length of time the agency has provided client services
- d. Length of time the agency has provided transportation services
- e. Brief overview of your transportation program
- f. Specific ways in which your transportation program serves your agency's clients
- g. Geographic area served by your agency (region, county, or city)

II. Please complete the following pages regarding your agency's Civil Rights/Cell Phone Policies.

## A. CIVIL RIGHTS

Do you employ 50 or more persons whose primary function deals with the transportation of clients?

☐ YES

☐ NO

How much State/Federal transportation funding did you receive in your last year of funding? \_\_\_\_\_

Is the amount of State/Federal transportation funds more than \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance?

☐ YES

☐ NO

If you answered yes to either question above and are awarded a grant, you will be asked to develop a formal EEO program.

The State and any sub-recipients that receive funds from FTA for planning, capital, or operating assistance in excess of \$250,000 to award in prime contracts, exclusive of funds for transit vehicle purchases, in a given Federal fiscal year must prepare a DBE program.

Is the amount of State/Federal transportation funds received in your last year of funding for planning, capital, or operating assistance more than \$250,000?

☐ YES

☐ NO

If "Yes," please provide a copy of your approved DBE program.

**If your organization does not have an MDOT MTA/FTA approved DBE plan, please contact your regional planner. A list of regional planners is included in the Appendix at the back of this document.**

Do you have an approved MDOT MTA/FTA Title VI Policy Statement/Plan?

☐ **YES**

☐ **NO**

Date of Approval\*\_\_\_\_\_

If you answered no to the question above, and are awarded a grant, you will be asked to develop a formal Title VI Policy Statement/Plan.

**\*PLEASE NOTE: USE THE DATE OF YOUR LAST APPROVED PLAN**

## **B. CIVIL RIGHTS CONTACTS - Applicant**

### **EEO CONTACT - Applicant**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department/Organization \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

### **ADA CONTACT - Applicant**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department/Organization \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

### **Title VI CONTACT - Applicant**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department/Organization \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

### **C. CELL PHONE USE**

Do you have a policy regarding the use of cell phones and other portable electronic devices for employees of your program?

☐ **YES**

☐ **NO**

Please include a copy of your policy.



**PART II, Section 3**  
**EXTENT AND URGENCY**  
**OF LOCAL NEEDS**

## **EXTENT AND URGENCY OF AGENCY NEEDS**

This section relates to project justification; i.e., the transportation needs to be met by your agency's proposed project, the urgency of these transportation needs, and the benefits that will accrue to the individuals with disabilities and elderly individuals because of the transportation proposed in the application.

In responding to the following questions please remember that it is very important that you provide a clear picture of the needs described above.

1. Please describe the proposed project. What equipment, facilities, or services would be funded if your request is approved? What is the time period of the proposed project? What counties, cities and towns would be served? Who would be eligible to use the services?
2. Describe the needs, urgency of these needs and benefits of this request. As a separate supplemental document, please provide supporting information such as surveys, waiting lists, requests denied, planning documents, etc. You may need to use a separate piece of paper. **(Do not submit clients' names with this application.)**

3. Is your agency requesting a **vehicle** in this application?

☐ **YES** ☐ **NO**

If yes, is this vehicle an:

\_\_\_\_\_ Replacement of 5310 vehicle

\_\_\_\_\_ Replacement of non-5310 vehicle

\_\_\_\_\_ Expansion

If Expansion, indicate reason for expansion:

\_\_\_\_\_ Adding program component

\_\_\_\_\_ Increasing number of clients

\_\_\_\_\_ Insufficient number of vehicles for current agency needs

4. Is your agency requesting **equipment** other than a vehicle in this application?

☐ **YES** ☐ **NO**

If yes:

Equipment

Purpose (How it will be used in your transportation program)

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5. Is your agency requesting **preventative maintenance** for Section 5310-funded vehicles in this application?

☐ **YES** ☐ **NO**

If yes, please describe your maintenance program.

---

---

6. Is your agency requesting funding for **mobility management and coordination activities** in this application?

☐ **YES** ☐ **NO**

If yes, please describe the activities to be supported by this funding.

7. Is your agency requesting funding for **public transportation alternatives that assist seniors and people with disabilities with transportation** in this application?

☐ **YES** ☐ **NO**

If yes, please describe the services to be supported by this funding.

---

---

What is the need for these alternative services that current public transportation services are unable to meet?

8. Is your agency requesting **Operating** funding in this application?

☐ **YES** ☐ **NO**

If yes, please describe the services to be supported by this funding.

9. **Is this a scalable project?**

☐ **YES** ☐ **NO**

If yes, please describe how the project will be scaled back and still fit the need and urgency of the proposed project.

---

---

## **AGENCY SERVICES CHART**

The chart on the following page should provide information on your agency, current transportation program description and justification for your application request. If it is necessary to provide additional or supporting information such as surveys, waiting lists, requests denied or planning documents, please include documents at the end of the application but reference it within the body of the application.

The Agency Description Chart requires two (2) categories of information: services provided, and clients served. The following is a definition and explanation of the information requested.

- **Age range of current clients** - What is the age range of the individuals with disabilities and elderly individuals currently served by your agency?
- **Age range eligible for serving** - Is your agency able to serve clients of a wider age range? If so, please indicate.
- **Services provided by agency** - Place an "X" next to all the services provided by your agency. Also indicate how much service is being provided by indicating on the chart the number of clients served by category. If a specific function of your agency is not listed, indicate as other and explain.
- **Current total clients** - How many clients are currently enrolled in your agency services?
- **Current riders** - How many clients are currently using your agency's transportation services per week, per service?
- **Total** - provide the total number of clients listed per column for each category of client. The total number of current individuals with disabilities and elderly individuals should be placed in column (1), etc.

Age Range of Current Clients												
Age Range Eligible for Serving												
	Elderly/ Ambulatory		Elderly/ Non-Ambulatory		Disabled/ Ambulatory		Disabled/ Non-Ambulatory		Employment		Total	
	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders	Current Total Clients	Current Riders
Service Provided by Agency: enter no. of Clients served per week												
_____ Adult Day Care												
_____ Nursing Home												
_____ Vocational Training												
_____ Activity Center												
_____ Sheltered Workshop												
_____ Senior Center/Services												
_____ Residential Services												
_____ Family & Community Programs												
_____ Medical Transportation												
_____ Other												

\*Please indicate if new or expanded service. Elderly/Non-Ambulatory includes cognitive and physical disabilities.

**PART II, Section 4**  
**COORDINATION AND COOPERATION**

## **PROJECT COORDINATION**

This section relates to the degree to which the proposed project demonstrates coordination or cooperation among local service agencies and existing transit and paratransit operators. Coordination and cooperation among agencies serving individuals with disabilities and elderly individuals is very important. To interface most effectively, service providers must be knowledgeable about each other's purpose, capabilities and areas served.

1. Please list below all other providers of transportation services to the individuals with disabilities and elderly individuals in your locality. (These operators must also be on the Operator Notification Certification in Part III.) Include public, private non-profit agencies. Next to the agency name, explain how your services are the same or differ from those of the named agency (can be on a separate page as a supplement document but need to clearly identify the location within the grant application).

<b><u>Operator</u></b>	<b><u>Type of Service provided</u></b>	<b><u>Difference/Similarity</u></b>
------------------------	--	-------------------------------------

2. Coordination of your organization's transportation with that operated by other providers can take many forms. Examples of some arrangements are: obtaining fuel and oil through a joint purchase agreement with another provider, obtaining maintenance for vehicles under an agreement with another provider, referring your clients to other agencies/operators, transporting other agencies' clients, or coordinating unused vehicle time with another agency, so that maximum vehicle utilization is achieved, having an ongoing and active advisory committee which includes agencies providing transportation, and providing training.

Explain how your transportation operation is or will be coordinated with existing services operated by public, private-non-profit, or private-for-profit transportation providers in your locality. Please use specific examples and include back-up documentation.

3. If other agencies do have use of your vehicles indicate:

<b><u>VIN#</u></b>	<b><u>Agency</u></b>	<b><u>% Operating Time</u></b>
--------------------	----------------------	--------------------------------

4. Identify which Strategy(ies) within the Coordinated Public Transit-Human Services Transportation Plan this project responds to. (Regional Strategies can be found on the following pages. For Baltimore, Lower Eastern Shore, Southern Maryland, Upper Eastern Shore and Western Maryland, you would at least state the first strategy.) Explain how your agency implements this strategy/these strategies. Be sure to clearly explain how your project/services fit into the regional plan(s).

## **SERVICE CONTRACTS**

1. List any current or proposed contracts or other agreements your organization has for providing transportation to other agencies. Attach copies to Part I.

**Check here if this is not applicable** \_\_\_\_\_

2. List names and addresses of any public or private transportation provider from which your organization purchases, or plans to purchase, transportation service.

**Check here if this is not applicable** \_\_\_\_\_



**PART II, Section 5**  
**VEHICLE UTILIZATION**  
**AND**  
**REQUESTED VEHICLES**

## VEHICLE UTILIZATION

### 1. Vehicle and Equipment Request in Priority Order:

Description	Expansion	Replacement	Rehabilitation	Cost
1.				\$
2.				\$
3.				\$
4.				\$

### 2. Vehicle Replacement

If replacement vehicles are being requested, complete the following for each vehicle to determine eligibility: (Criteria for replacement follows chart).

Since there is a lag period between the time of your application and the actual delivery date of an approved vehicle, allowance must be made for the mileage which will be added to the vehicle during this lag time.

The following formula should be used to account for this additional mileage and thereby determine if your vehicle will meet the minimal service life criteria.

Vehicle Description	Vehicle to be replaced	Vehicle to be replaced
Vehicle Identification Number		
Date Vehicle was placed in service		
Current Date		
Total Months of Ownership		
Current Vehicle Mileage (Date _____)		
Average Miles per Month (Current Mileage divided by Total Months of Ownership)		
Projected Mileage (Average Mileage per Month X 36 Projected Months)		
<b>Total Vehicle Mileage</b> (Current & Projected Mileage)		
Projected Age of Vehicle in Months (Total Months of Ownership + 36 Months)		
Total Age of Vehicle (in years) (Projected Age of Vehicle in Months divided by 12)		

If you are awarded a Section 5310 replacement vehicle, how will you dispose of the vehicle to be replaced?  
\_\_\_\_ Sell Vehicle \_\_\_\_ Use Vehicle as Backup \_\_\_\_ Junk Vehicle \_\_\_\_ Other

- If requesting more than two vehicles to be replaced, please duplicate this form and include with application

# **Minimum Vehicle Service-Life Policy**

## **Minimum Service-Life Standards**

To ensure that vehicles are adequately maintained and remain in service for their normal service life, the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) has established minimum service-life standards for vehicles funded with State or Federal funds. These standards apply to all vehicles purchased with Sections 5307, 5309, 5310, 5311, 5316, 5317, American Disabilities Act (ADA), or Statewide Special Transportation Assistance Program (SSTAP) funds, and to all vehicles that will be replaced with vehicles funded from these programs, regardless of the initial funding source.

Service-life begins on the date the vehicle was placed in service and continues until it is removed from service.

<b>Classification</b>	<b>Yrs.</b>	<b>Miles</b>
Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans	4 years	100,000
Light Duty Small Bus (Cutaway)	5 years	150,000
Medium Duty Bus	7 years	200,000
Heavy Duty Bus	10 years	350,000
Heavy Duty Bus	12 years	500,000

## **Vehicle Classifications**

- Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans: at least four (4) years of service or an accumulation of at least 100,000 miles.
- Light Duty Small Bus, body on chassis-type (cutaway): at least five (5) years of service or an accumulation of at least 150,000 miles.
- Medium duty transit buses: at least seven (7) years of service or an accumulation of at least 200,000 miles.
- Heavy duty transit buses: at least ten (10) years of service or an accumulation of at least 350,000 miles.
- Heavy duty transit buses: at least twelve (12) years of service or an accumulation of at least 500,000 miles.

Although a minimum standard for service-life is adopted, additional information about the condition of the vehicle is necessary for all replacement requests. Vehicles will not be replaced

based solely on age and accumulated mileage, therefore details such as repair records or estimated repair costs must be provided with the request.

Below is minimum information that is requested to submit for a replacement vehicle. Use forms provided in the applications.

- Fleet Vehicle Number,
- Present Mileage,
- Vehicle Identification Number and delivery date (if the vehicle to be replaced was purchased under a previous Sections 5307, 5309, 5310, 5311, 5316, 5317, ADA, or SSTAP grant),
- A description of the condition of the vehicle to be replaced, including the reasons for replacing the vehicle at this time, and
- An indication of how the vehicle will be disposed of (sell, salvage, or used as backup or other). **NOTE:** any insurance proceeds received for this vehicle will be deducted from MDOT MTA's State and Federal portion of the eligible cost of a replacement vehicle.

### **Replacement Prior to Meeting Minimum Service-Life Criteria**

If a replacement vehicle is being requested for a vehicle which has not or will not meet the established Service-Life criteria, the applicant must describe the circumstances necessitating the replacement of the vehicle. The applicant would need to complete the information above, in addition to providing the following information:

- A list of any repairs that will be required to keep the vehicle in service, and an estimated cost of each repair,
- A description and cost of repairs made to the vehicle to date (attach the repair and preventative maintenance records, if available).

FTA classifies this as early asset replacement.

## **Vehicle Rehabilitation**

If you are applying for funding for vehicle rehabilitation, identify each vehicle to be rehabilitated, give a description of work to be done for each and provide an estimate for the cost of rehabilitation.

Note: Rehabilitation of vehicles will only be approved for those vehicles purchased with FTA funds or if the Maryland Department of Transportation is added on the vehicle title. Rehabilitated vehicles will not be eligible for replacement until at least three years after rehabilitation takes place.

A vehicle may be rehabilitated if:

- it is at least four (4) years old or has 100,000 miles (this may be projected in accordance with the vehicle replacement formula chart).
- the cost of the rehabilitation is less than 50% of the purchase price of a “like” vehicle.
- the rehabilitation work restores the vehicle to a “nearly new” vehicle status
- the vehicle can meet, after rehabilitation, the current Section 5310 safety standards and specifications
- the rehabilitation work will add 36 months or approximately 65,000 miles to the life of the vehicle

If such rehabilitation work is approved for funding under this Section 5310 application, the MDOT MTA will have final approval on specifications and solicitation.

## **Vehicle Inventory**

Please complete this form for your agency’s entire vehicle inventory. List all vehicles in the following order:

- vehicles that are to be replaced or rehabilitated; [list highest priority first]
- currently used vehicles that will not be affected by this application;
- vehicles that are currently on order through a previous year’s application or another funding source and are yet to be received.

If you are replacing a vehicle in which the status is inactive or back up, please explain why. The Committees’ current policy is not to replace inactive or back up vehicles unless adequate justification is made. Use a separate page if needed to explain in detail. If a vehicle is used daily during peak service, it is not considered a backup vehicle.

**PLEASE USE THE VEHICLE INVENTORY FORM ASSOCIATED WITH THIS APPLICATION.**

**Organization** \_\_\_\_\_

Indicate all vehicles currently owned by the applicant organization, as well as vehicles requested in **FY2026/FY2027** and funded in previous years that are currently on order, for your **transportation** program. Insert additional pages as needed.

[illegible]

[illegible]

*Copy page and insert if needed.*

## Section 5310 Program Application for FY2026 and FY2027

Jurisdiction \_\_\_\_\_

Organization \_\_\_\_\_

	Vehicle Type	Equipped with Lift or Ramp?	Seating Capacity		Communi- cations Equipment	Capital Funding Source	Current Mileage	Grant # AND Award Year	Order Date	Indicate Vehicle being replaced
			Ambu- latory	Wheel- chair						
<b>VEHICLES AWARDED BUT NOT RECEIVED (prior to 2022):</b>										
<b>REPLACEMENT VEHICLES REQUESTED IN FY2026 and FY2027:</b>										
<b>EXPANSION VEHICLES REQUESTED IN FY2026 and FY2027:</b>										

*Copy page and insert if needed.*



## Section 5310 Program Application for FY2026 and FY2027

Jurisdiction \_\_\_\_\_

Organization \_\_\_\_\_

### Form 6a: FIXED ASSET INVENTORY

List all existing property assigned to or available to the **transportation** program, regardless of ownership or funding source, **in which you wish to replace in this application.**

Inventory Control Number	Department (Ops, Admin., Maint, etc.)	Date Acquired	Asset	Description: Use and Condition	Original Cost	Federal/ State (Percent Share)	Grant Number	Disposition Action	Owner

Copy page and insert if needed.

Inventory control number: The number assigned, if any, by your organization to each asset.

Department: The department within your organization that manages/uses the property. For example, the asset may be a printer, and it is located in "Admin".

Product: For example, Desktop computer, Laptop, Bus Shelter, etc.

Description: Provide a description of the daily use and condition of the asset.

**Jurisdiction** \_\_\_\_\_  
**Organization** \_\_\_\_\_

Indicate how each vehicle listed in the Vehicle Inventory (Form 6) is used on a regular basis. If vehicles are used for multiple services, please use a separate line for each route or service. If schedules are different on different days of the week, please use a separate line for each day. Insert additional lines and pages as needed. **Please call for clarification if you have any questions on completing this form.**

[illegible]

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## **PART II, Section 6**

### **FISCAL AND MANAGERIAL CAPABILITY**

*Vehicle and Budget Excel Forms can be found on the  
Transportation Association of Maryland Website:  
<https://www.taminc.org/office-of-local-transit-support>*

## **FISCAL AND MANAGERIAL CAPABILITY**

This section measures the degree to which your agency is capable of conducting the proposed project, with particular reference to the source and availability of both capital and operating funds.

The project budget section should provide information on the cost of the requested vehicles and equipment, your transportation program's budget, and the source of funds for the local contribution portion of the procurement. There are also sections on maintenance of vehicles, driver training and administrative oversight.

### **1. Previous Grant Cycle information**

If you were awarded a 5310 grant from the previous grant cycle, please indicate the following (if you have more than one previous grant, please provide information on additional page):

Grant Line Item: \_\_\_\_\_  
Description: \_\_\_\_\_  
Grant Award: \_\_\_\_\_  
Grant Balance: \_\_\_\_\_

If this is **your first 5310 grant application**, please include a copy of the organization's last financial statement and/or audit.

### **2. Transportation Program Capital Budget**

This section should provide information on the cost of the requested vehicles and equipment, your transportation program budget, and the source of funds for the local contribution portion of the procurement. Please complete the following:

#### **Source of Local Contributions**

List the **specific sources** and amounts of [cash] funds that will be provided for the local contributions. If these local match contributions will be coming from a source outside your organization, please include a letter indicating the match amount.

<b><u>Source</u></b>	<b><u>Amount</u></b>
----------------------	----------------------

<b><u>TOTAL</u></b>	<b>\$</b>
---------------------	-----------

### **3. Vehicle Worksheets/Order Forms**

Excel worksheets/order forms for the small bus and van selections are located within the 5310 application files on the TAM website (<https://www.taminc.org/office-of-local-transit-support>). Please include the worksheets/order forms for the selected vehicles that are to be included in this grant application.

#### **4. NOTICE TO APPLICANTS REQUESTING CAPITAL EQUIPMENT, PREVENTATIVE MAINTENANCE AND MOBILITY MANAGEMENT**

Funding for capital expenditures will not be limited to the purchase of vans and buses. Capital purchases may include but are not limited to radios and communication equipment, vehicle rehabilitation, vehicle sanitization equipment, personal protective equipment (PPE), hardware and software that will be used for your transportation program, and spare parts with a unit cost of at least \$300 and useful life of more than one year. Capital expenses under the Section 5310 program may also include preventative maintenance of Section 5310 vehicles and mobility management activities.

Capital funding for equipment purchases, Preventative Maintenance and Mobility Management may be requested by indicating so on the attached Equipment, Preventative Maintenance and Mobility Management Request Form. The request form must be attached to your main application and accompany your application through all steps of the application approval process. These requests, if awarded, may be eligible to be reimbursed by the MDOT MTA using 80% Federal funds and 20% grantee funds.

Requests for Preventative Maintenance funding should be in the form of a total dollar amount for the entire fiscal year. If awarded, the grantee shall submit quarterly requests for payments accompanied by the following back-up information in order to receive an 80% reimbursement from the MDOT MTA:

- Labor Costs
- Labor Hours
- Parts Cost
- Inspections Costs
- Repair Costs

Quarterly request for payment forms will be included with your grant agreement.

#### **Preventative Maintenance as defined below:**

All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner.

#### **Common eligible preventative maintenance requests include but are not limited to:**

Oil Changes, tire rotation, tire replacement, transmission flushes, vandalism repairs, mechanic training, and the labor cost associated are considered eligible expenses.

#### **Ineligible requests include but are not limited to:**

- Fuel
- Accident repairs
- Insurable items
- Warranty Items

Legal Applicant Name:

**CAPITAL  
EQUIPMENT, PREVENTATIVE MAINTENANCE AND MOBILITY  
MANAGEMENT REQUEST FORM**

*List all FY2026 and FY2027 equipment requests, preventative maintenance funding request and attach justification and supporting documentation for each request. List in priority order from top to bottom.*

Priority Among All FY2026 and FY2027 Capital Requests	Equipment Description	Total FY2026 and FY2027 Project Cost	FY2026 Funding		FY2027 Funding	
			5310		5310	
			Federal (80%)	Grantee (20%)	Federal (80%)	Grantee (20%)
<i>Copy and insert additional pages if needed</i>						
<b>Total Equipment Costs:</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**For all Capital Requests an Independent Cost Estimate (ICE) must be completed. 2 estimates minimum for each item. Include a copy of the ICE form(s) in your application.**

**Project Description – Provide a description of the project request(s) above and justify its necessity.**

**Is your maintenance contracted or performed within your agency / county?** \_\_\_\_\_

**Please include copy of purchasing/procurement policy.**



**NAME OF Human Service AGENCY**

**INDEPENDENT COST ESTIMATE (ICE) FORM**

**Agency Name:**

**Project Name and Grant Number:**

**Date:**

**Project Description (must include type of good or service, number of units, preliminary specifications or dimensions, product longevity, warranty and/or product service requirements and number of purchase options expected to be exercised):**

**Date(s) and number of Estimates (cite each estimate source) \*:**

**Estimate (cite expected unit price and extended price, including all services and required components):**

**Method of Obtaining Estimate (check appropriate section):**

- ☐ Obtained direct estimate from vendor(s):
- ☐ Published List Price:
- ☐ Past Agency Pricing (date and contract):
- ☐ Engineering or Technical Estimate:
- ☐ Independent Third-Party Estimate:
- ☐ Other (specify):

**Additional Comments:**

**Rationale for Type of Procurement (explain why the type of procurement and cost estimate was selected):**

**Prepared By:**

**Date Prepared:**

**Phone:**

**Email:**

\* Minimum 2 estimates per Capital item requested

## 5. Vehicle Insurance Requirements

The following insurance limits are required for each vehicle purchased or rehabbed with FTA Section 5310 funds.

- **Comprehensive Business Automobile Liability:** The policy or policies shall cover all automobiles defined as motor vehicles, whether owned, non-owned leased, or hired, to a minimum combined single limit for Bodily Injury and Property Damage of \$1,000,000.
- Each organization must have collision insurance for protection of FTA's 80% financial interest in each vehicle. This would include Comprehensive and Collision or Upset Coverage on the vehicle.
- There must be Uninsured Motorist coverage for limits of liability of \$30,000 per person, and \$60,000 per accident.
- The Maryland Department of Transportation **must** be named an additional insured party on each insurance policy for all vehicles procured under this program. Each applicant organization must present to the Administration a letter from its insurance company stating that the minimum limits of coverage, as specified above, can be provided.

## 6. Section 5310 Two-Year Budget

One budget template is provided on the TAM website <https://www.taminc.org/office-of-local-transit-support> that will allow you to include your **current** transportation budget and your **requested** application amounts. The amounts entered should reflect a **two-year** budget and requested amounts for fiscal years FY 2026 and FY 2027, a date span of July 1, 2025 through June 30, 2027.

*Please include the two-year budget in your 5310 grant application.*

**Columns:** Notice each column is labeled with a letter: A, B, C, D, E, F and G. There is a separate column for each type of program request. Column A is the total of Columns B through G. Your requested amount should be entered in the appropriate column.

**Line Items:** There are four sections related to expenditures: "Vehicles Operations," "Maintenance," "Administrative" and "Capital." These sections should total in the "Total Expenses" line.

The sections blacked out indicate an area not applicable to that particular section. *For example, in the section for Vehicle Operations Expenses the Mobility Management (D),*

*Equipment-Vehicles (E), Equipment-Not Vehicles (F) and Preventive Maintenance (G) columns are blacked out as they are not pertinent to Vehicle Operations Expenses. Vehicle Operations Expenses **are** applicable for Current Transportation Budget (B) and Project Specific Operating (C) columns.*

The Revenue section is "Farebox and Other Revenue Not Included as Local Share." If you collect fares or donations, receive contract revenue or bus advertising dollars, these amounts should be listed in the appropriate line in this "Revenue" section. The amounts in this section will be deducted from your "Total Expenses" to culminate in the "Net Project Cost." (You may elect to include this revenue in the Local Match section instead of the Revenue section.)

The "Local Funds/Match" section plus the "Federal Funds Requested" should add up to your "Net Project Cost." Please be cognizant of the required percentage of Local versus Federal dollars making up your requested amount in each column.

The following pages contain definitions for each line item. If you would like assistance in determining your actual transportation costs, please call Cydney Dickens at [cdickens@mdot.maryland.gov](mailto:cdickens@mdot.maryland.gov) or 410-767-8356.

**a. Column A - Overall Transportation Program Budget**

The Overall Transportation Program (Column A) is the total amount of your Current Transportation Budget (Column B) and your Program Requests (Columns C through G) for a two-year span.

**b. Column B - Current Transportation Budget**

The Current Transportation Budget (Column B) should be filled out by all applicants and is to be completed only for the **transportation component** of your organization prior to the requested amounts in your application; *do not include* non-transportation related expenses in this column, or in any of the other columns; *do include* portions of expenses shared with transportation. This should include expenses related to all vehicles currently operated by your organization.

If a cost category is not applicable to your program, put "N/A" in the line for that cost category. Use footnotes as needed to provide additional explanation where expenses may not be self-explanatory.

**c. Column C - Requested Project Specific Operating Budget**

Requested Project Specific Operating (Column C) is to be completed only if you are requesting operational funding for non-traditional projects. Fill in each line item applicable to the operating amount you are requesting in your application. Please

note that operational funding, if awarded, will be provided for up to 50% (Federal) of the total operational costs associated with the individual project.

**d. Column D - Requested Mobility Management Budget**

The Mobility Management (Column D) is to be completed only if you are requesting funding for Mobility Management projects. Please note that this funding, if awarded, will be provided for up to 80% (Federal) of the total costs associated with the individual project.

**e. Column E - Requested Equipment - Vehicles**

The Requested Equipment – Vehicles (Column E) is to be completed only if you are requesting funding for the acquisition of expansion or replacement buses or vans and related procurement, testing, inspection, and acceptance costs. These costs should be placed in the “Capital Equipment Expenses” section. Please note that this funding, if awarded, will be provided for up to 80% (Federal) of the total costs associated with the individual project.

**f. Column F - Requested Equipment – Not Vehicles**

The Requested Equipment – Not Vehicles column is to be completed only if you are requesting funding for equipment such as vehicle wheelchair lifts, ramps, securement devices, radios and communication equipment and transit-related information technology systems including scheduling/routing/one-call systems. These costs should be placed in the “Capital Equipment Expenses” section. Please note that this funding, if awarded, will be provided for up to 80% (Federal) of the total costs associated with the individual project.

**g. Column G - Requested Preventive Maintenance**

The Requested Preventive Maintenance column is to be completed only if you are requesting funding for the preventive maintenance costs of the vehicles used in your Section 5310 transportation program. These costs should be placed in the “Capital Equipment Expenses” section. Please note that this funding, if awarded, will be provided for up to 80% (Federal) of the total costs associated with the individual project.

## **DEFINITIONS FOR EXPENDITURES**

### **Vehicle Operations**

<b>Driver salaries:</b>		includes all wages paid to drivers for the operation of passenger vehicles or the value of time spent driving.
<b>Dispatcher salaries</b>	..	includes all wages paid to individuals responsible for the dispatching of passenger vehicles or the value of time spent dispatching.
<b>Fringe benefits</b>	..	includes the cost of fringe benefits for drivers and dispatchers.
<b>Fuel and oil</b>	..	includes the cost of gasoline, diesel fuel, engine oil and other lubricants.
<b>Tubes and tires</b>	..	Includes material for the maintenance of tires and purchase or rental of tires.
<b>Vehicle insurance</b>	..	includes the cost of vehicle and transportation related types of insurance including liability and property damage, workers' compensation, fire and theft.
<b>Vehicle lease</b>	..	includes the cost of leasing vehicles used to transport passengers.
<b>Vehicle license, registration</b>	..	includes the cost of licensing and/or registration tax on vehicles used to transport passengers.
<b>Vehicle storage facility rental</b>	..	includes the costs of renting a facility to store passenger vehicles.
<b>Other</b>	..	includes the cost of expenses not categorized above. These items must be specified.
<b>Purchased Service</b>	..	includes the cost of any portion of service purchased from another operator.

### **Maintenance**

<b>Mechanic salaries</b>	..	includes all wages paid to mechanics on staff or the value of their time spent on maintenance.
<b>Fringe benefits</b>	..	includes the cost of fringe benefits for mechanics on staff.

<b>Maintenance service</b>	“	includes the cost of outside contracts for maintenance of passenger vehicles.
<b>Materials &amp; supplies</b>	“	includes the cost of materials and supplies to maintain passenger vehicles and includes any materials and supplies not provided through a maintenance service contract. (including vehicle sanitization equipment, personal protective equipment)
<b>Maintenance facility rental</b>	“	Includes costs incurred by renting a facility in which vehicles are maintained by staff mechanics.
<b>Equipment rental</b>	“	Includes costs of renting maintenance equipment and includes any equipment rental costs not provided through a maintenance service contract.
<b>Utilities</b>	“	includes all utility costs for maintenance facilities. If maintenance facilities are not metered separately, all utility costs should be included in the Administration utilities costs.
<b>Other</b>	“	includes other maintenance expenses not categorized above. These items must be specified.

### **Administration**

<b>Administrator salary</b>	“	Includes all wages paid to the administrator of the agency for time allotted to the transportation programs or the value of their time spent on transportation-type administrative duties.
<b>Manager salary</b>	“	Includes all wages paid to the manager of the transportation program for time allotted to the transportation programs or the value of their time spent on transportation management duties.
<b>Secretary salary</b>	“	includes all wages paid for secretarial/clerical support for the transportation programs or the value of their time spent on secretarial/clerical duties.
<b>Bookkeeper salary</b>	“	includes all wages paid for bookkeeping support for the transportation programs or the value of time spent on bookkeeping duties.
<b>Other staff</b>	“	includes all wages paid to other staff not categorized above supporting the transportation program or the value of their time. Other staff <u>must</u> be itemized.

**Fringe benefits**                    “       includes the cost of fringe benefits for the staff included in the salary categories listed above.

**Materials & supplies** includes all the cost of office materials and supplies.

**Telephone**                         “       includes all telephone rental, purchase and installation costs.

**Office rental**                     “       includes the cost of renting office space for the transportation program.

**Utilities**                            “       includes all utility costs for the administrative offices or for all facilities if they are not metered separately that are attributed to the space allocated to transportation.

**Office equipment rental**       “       Includes the cost of renting office equipment for the use of the transportation program or a proportionate amount.

**Other**                                “       includes other administrative costs not categorized above that contribute to the operation of your transportation program. All items must be specified.

3. **MAINTENANCE PLAN**

Do you have a written maintenance plan?

☐ **YES**

☐ **NO**

If Yes, please attach a copy as a supplemental document.

If No, describe the maintenance program for vehicles used in providing transportation services. It is required that you develop a written maintenance plan.

Describe arrangements used for maintenance (i.e. in-house, contract, county, etc.).

Agencies that operate vehicles with a seating capacity of 16 passengers or more including the driver are subject to the Maryland Preventative Maintenance Program (PM). If you are subject to the PM Program; attach a sample of the certification kept on each vehicle.

4. **DRIVER TRAINING**

Describe your agency's driver training procedures. Indicate if your agency has a structured training program including defensive driving, safety inspection, passenger assistance, etc. How much training is provided and how often?

Provide a copy of your training schedule and curriculum as a supplemental document.



## **WHEN YOU COMPLETE YOUR APPLICATION:**

This application including a transmittal letter to Cydney Dickens (contact information is below) in its entity should be uploaded to:

<https://mtaolts.ecopwise.com>.

Please note, your one FILE may include different documents but [they] must be clearly marked as to which PART and/or SECTION it refers to.

For example:

PART II, Section General Information, OR  
PART II, Section 5 Fiscal Information/Budget, OR  
PART II, Vehicle Worksheets/Order Forms  
PART III, Certifications and Assurances  
SUPPLEMENTAL DOCUMENTS/INFORMATION

**HARD COPY APPLICATIONS WILL NOT BE ACCEPTED;**

**ALL APPLICATIONS MUST BE UPLOADED TO <https://mtaolts.ecopwise.com>  
NO LATER THAN JANUARY 24, 2025 BY 4:00 PM.**

### **Information For Transmittal Letter Only:**

Cydney Dickens  
Program Manager  
Maryland Transit Administration  
6 St. Paul Street, 8<sup>th</sup> Floor  
Baltimore, Maryland 21202

**PART III**  
**CERTIFICATIONS AND ASSURANCES**

**Complete the standard requirements and assurances,  
inserting the necessary forms at the back of this application.**

**Part III** of the application with all corresponding documentation is to be uploaded to the MDOT MTA Grant portal no later than January 24, 2025 by 4:00 pm

**I. Assurances**

- **FTA Assurances and Certifications**

**Link to FY 2024 FTA Certifications and Assurances:**

<https://www.transit.dot.gov/funding/grants/grantee-resources/certifications-and-assurances/fy2024-annual-list-certifications-0>

- **Authorizing Resolution**
- **Opinion of Counsel**
- **Civil Rights**
- **Project Assurances**
- **Coordination Assurances**
- **Lobbying Certification**

**II. Private Non-Profit Status**

**III. Regional Coordinating Body or Metropolitan Planning Organization  
Certificate of Endorsement**

**IV. Procedures for Notifying all Transportation Providers**

- **Operator Notification Certification**

**PLEASE NOTE:**

**TYPE THE NAME OF YOUR ORGANIZATION IN EACH BLANK SPACE ON THE FOLLOWING  
PAGES, USE THE ASSURANCE FORMS PROVIDED.**

**DO NOT RETYPE**

SAMPLE: Authorizing Resolution

**PUBLIC TRANSPORTATION PROGRAM RESOLUTION**

\_\_\_\_\_  
(Name of Authorizing Body)

WHEREAS, the Maryland Transit Administration is the designated recipient in Maryland for grants under the Federal Transit Act; and

WHEREAS, the Maryland Transit Administration will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the Maryland General Assembly to provide assistance for public transportation projects; and

WHEREAS, the purpose of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country, by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all area.

WHEREAS, the Maryland Transit Administration has been designated as the State agency with principle authority and responsibility for administering the Section 5310 Program for small urbanized and rural areas; and

WHEREAS, (Legal Name of Applicant)\_\_\_\_\_ hereby assures and certifies that it will comply with the Federal and State statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title) \* \_\_\_\_\_ of (Name of Applicant's Governing Body) \_\_\_\_\_ is hereby authorized to submit a grant for Federal and State funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the Maryland Transit Administration to provide public transportation services.

I (Certifying Official's Name)\* \_\_\_\_\_ (Certifying Official's Title) \_\_\_\_\_ do hereby certify that the above is true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) \_\_\_\_\_ duly held on the day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

## SAMPLE

## OPINION OF COUNSEL

Name of Recipient  
Address of  
Recipient

Dear (Responsible Official for Recipient):

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with all applications of (Recipient) for financial assistance pursuant to the provisions of the Federal Transit Act (the "Act") for planning, capital, training, demonstration, and/or operating assistance project(s). The legal authority for (Recipient's) ability to carry out planning, capital, training, demonstration, and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. (Recipient) is authorized under (cite and quote from legal authority) to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by (Recipient) or be lease arrangements with other parties.
2. The authority of (Recipient) to provide for its share of project funds is set forth in (cite source and provide a copy of, for example, local ordinance passed by City Council making local funds available.)
3. I have reviewed the pertinent Federal, State and local laws, and I am of the opinion that there is no legal impediment to your making applications for financial assistance pursuant to the Act. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation for other any which might in any way adversely affect any proposed project(s), or the ability of (Recipient) to carry out such projects.

Sincerely,

Legal Counsel

## CIVIL RIGHTS INFORMATION

As a condition of receipt of funding from Section 5307, 5310, 5311, 5316 and/or 5317 of the Federal Transit Act, information is needed from you on the implementation of Title VI, Civil Rights. You must submit the following as part of your application.

### 1. **Lawsuits or Complaints**

Attach to this certification a list of any active lawsuits or complaints naming your agency which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include; the date the lawsuit or complaint was filed, a summary of the allegation, the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree.

\_\_\_\_\_ Check here if no such lawsuits or complaints have occurred within the past year, a Statement to this effect must be submitted.

### 2. **Federal Financial Assistance**

Attach a description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies.

### 3. **Civil Rights Compliance Reviews**

Attach a summary of all civil rights compliance review activities conducted in the last three years. The summary should include; the purpose or reason for the review, the name of the agency or organization that performed the review, a summary of the findings and recommendations of the review, a report on the status and/or disposition of such findings and recommendations.

\_\_\_\_\_ Check here if a summary of all civil rights compliance review activities is not needed.

This review would be included as part of your A-128 or A-133 Single Audit or Triennial Review or conducted by the U.S. Office of Civil Rights, Federal Transit Administration.

\_\_\_\_\_  
(Signature of authorized official & date)

\_\_\_\_\_  
(Print authorized official's name)

\_\_\_\_\_  
(Applicant's title)

## **NON-PROFIT STATUS**

Insert one of the following as evidence of your organizations non-profit status:

1. A copy of the Articles of Incorporation filed with the Maryland Department of Assessments and Taxation, or
2. A copy of the determination letter from the U.S. Internal Revenue Service documenting your organization's private, non-profit status.

Although a copy of either of the above is acceptable, submission of Item # 2 (above), IRS documentation, greatly expedites the State and FTA reviews of your non-profit status.

The documents submitted for this part of your application **must** reflect the current and correct name of your organization.



**Maryland Department of Transportation**  
**Maryland Transit Administration**  
**Maryland Section 5310 Program**  
**PROJECT ASSURANCES**

1. For applications for all capital projects, I certify that the 20% local contribution will be available when required, in the form of cash or certified check. I understand that for non-vehicle capital projects the maximum amount available for reimbursement from the MDOT MTA will be 80%. For all projects in this application, I certify that the local match will be provided from sources other than Federal DOT funds. (Federal Community Development Block Grant, Revenue Sharing, and Appalachian Regional Commission funds may be used.)
2. I have reviewed the foregoing estimates of operating expenses and revenues, and to the best of my knowledge, these Statements are reasonable, and the proposed project is within the financial capability of the organization to operate. I understand that the maximum amount for reimbursement from the MDOT MTA will be 50%.
3. I certify that any vehicles purchased on behalf of \_\_\_\_\_ under the Section 5310 Program in Maryland will not be used in the transportation of school pupils to and/or from educational facilities defined and recognized by the Maryland Department of Education. I further certify that said vehicles will be utilized in full compliance with program guidelines and regulations, and in general accordance with the plan as approved in this application.
4. I certify that \_\_\_\_\_ is incorporated in the State of Maryland as a private, non-profit organization; and furthermore, that said organization is currently in good standing with the Maryland Department of Assessments and Taxation.
5. I certify that equipment purchased under this Federal grant program on behalf of \_\_\_\_\_ will be maintained in accordance with the maintenance and inspections schedules provided by the manufacturer.
6. I certify that based on my experience with and a review of the organization's records, that the organization has the requisite fiscal and managerial capability to operate the project.
7. I certify that vehicles purchased under this Federal grant program on behalf of \_\_\_\_\_ will, to the extent practical, be used for coordination with other non-profit organizations.
8. 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 the seniors and individuals with disabilities proposed to be served by the assistance sought under this application.
9. Verification  
I am an officer of the non-profit organization applying herewith and am authorized to make this verification on its behalf. The Statements and certifications in the foregoing document are true of my own knowledge.

I declare that the foregoing is true and correct.

Signature of Authorized Official \_\_\_\_\_  
Name (printed) \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

### **COORDINATION ASSURANCE**

The \_\_\_\_\_ (recipient) assures, in accordance with the requirements of Section 5310 (b)(5) of Federal Transit Laws, Title 49, United States Code, Chapter 53, as amended, that the program to be assisted under this grant application provides for the maximum feasible coordination of its transportation services with transportation services assisted by other Federal sources.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, \_\_\_\_\_ (Authorized Person) hereby certify to the Maryland Transit Administration of the Maryland Department of Transportation, on behalf of \_\_\_\_\_ (Applicant-Grantee) that to the best of my knowledge and belief:

1. No Federal appropriated funds have been or will be paid by or on behalf of the Applicant to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and
  - a. If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
  - b. The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, subagreements, contracts under grants, loans, and cooperative agreements).
2. The Applicant understands that this certification is a material representation of fact upon which reliance is placed by the Federal Government and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: \_\_\_\_\_  
Signature of Authorized Official & Date

\_\_\_\_\_  
Name (print)

Title \_\_\_\_\_

### **Regional Coordinating Body Certificate of Endorsement**

A certificate of endorsement by the appropriate Coordinating Body and or Metropolitan Planning Organization (MPO) is required for all applicants in order to be considered for Section 5310 funding in Maryland.

1. Applicants submit one electronic copy via email of Part II – Sections 1 through 5 to the appropriate Regional Coordinating Body and or MPO by **November 27, 2024**.
  - Shore Transit (Somerset, Wicomico, Worcester)
  - Maryland Upper Shore Transit - MUST (Caroline, Cecil, Dorchester, Kent, Queen Anne's, Talbot)
  - Southern Maryland Regional Transportation Coordination Committee - Calvert, Charles and St. Mary's counties)
  - Tri County Council of Western Maryland (Allegany, Frederick, Garrett and Washington counties)
  - Baltimore Metropolitan Council (Anne Arundel, Baltimore, Carroll, Harford, Howard counties)
  - Washington Metropolitan Council of Governments (Montgomery and Prince George's counties)
2. A technical subcommittee of the Regional Coordinating Bodies reviews applications to ensure transportation services are coordinated to the maximum extent feasible and the projects are included in or derived from the region's most recent human service transportation coordination plan. Applications are reviewed based on:
  - Applicant's knowledge of other providers' purpose, capabilities, and areas served;
  - Degree to which proposed project demonstrates transportation coordination with local or regional service agencies and existing transit and paratransit providers;
  - Extent of coordination of services, maintenance, fuel, and training;
  - Percentage of operating time other agencies have use of applicant's vehicles;
  - Existence of contracts or agreements for purchasing or providing transportation services;
  - Applicant's involvement in local or regional coordination efforts.
3. The subcommittee makes recommendation to the full Coordinating Body. The Coordinating Body reviews subcommittee's recommendation and determines applications for endorsement. Applications are not ranked but are given an endorsement or non-

endorsement. A debriefing from the Regional Coordinating Body may be requested by any applicant that receives a non-endorsement.

4. The Coordinating Body presents endorsed projects to MDOT MTA (and thereby the SCCHST Review Subcommittee) by **December 30, 2024**. The SCCHST Review Subcommittee considers the Regional Coordinating Bodies endorsements as part of award process.
6. The SCCHST Review Subcommittee will meet to review and rank submitted projects during the week of **February 26, 2025**.

Maryland Department of Transportation  
Maryland Transit Administration  
Section 5310 Program

REGIONAL COORDINATING BODY OR METROPOLITAN PLANNING ORGANIZATION  
CERTIFICATE OF ENDORSEMENT

for  
Transportation Projects of Private, Non-Profit Organizations  
Applying for Assistance in Maryland under Section 5310 of the  
Fixing America's Surface Transportation Act (FAST Act)  
State FY2026 and FY2027

This serves as recognition and certification of the transportation service to be provided to seniors and individuals with disabilities by (Applicant Agency) \_\_\_\_\_ as an essential service for the Region and is coordinated to the maximum extent feasible with other transportation services. The services proposed are found to be necessary to meet area transportation needs, are included in or derived from the most recent regional human service transportation coordination plan, and therefore this agency's application for FY 2026-FY2027 Section 5310 funding in Maryland is endorsed.

Regional Coordinating Body or  
Metropolitan Planning Organization: \_\_\_\_\_

Planning Official: (typed) \_\_\_\_\_

Signature of Above Official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Consistent with State Coordination

\_\_\_\_\_ Inconsistent with State Coordination

Maryland Department of Transportation  
Maryland Transit Administration  
Maryland Section 5310 Program

**PRIVATE SECTOR INVOLVEMENT CERTIFICATION**  
**PUBLIC NOTICE CERTIFICATION**  
**OPERATORS NOTIFICATION CERTIFICATION**

Please provide a description of Private Sector Involvement and include sample copy of the certified public notice and one sample copy of the letter that was sent requesting comments on the proposed project were sent to each of the transit and paratransit operators, both public and private, listed below who are known to be providers of transportation in our service area.

Description of Private Sector Involvement:

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Operator Contacted

Address

Comments  
Received\*  
Yes No

I certify that I have made a good faith effort to notify all transit and paratransit operators, both public and private, in my service area, and they have been contacted concerning the transportation service we propose to provide for the elderly and persons with disabilities.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **WHEN YOU COMPLETE YOUR APPLICATION:**

This application including a transmittal letter to Cydney Dickens (contact information is below) in its entity should be uploaded to:

<https://mtaolts.ecopwise.com>.

Please note, your one FILE may include different documents but [they] must be clearly marked as to which PART and/or SECTION it refers to.

For example:

PART II, Section General Information, OR  
PART II, Section 5 Fiscal Information/Budget, OR  
PART II, Vehicle Worksheets/Order Forms  
PART III, Certifications and Assurances  
SUPPLEMENTAL DOCUMENTS/INFORMATION

**HARD COPY APPLICATIONS WILL NOT BE ACCEPTED;**  
**ALL APPLICATIONS (Part II and Part III) MUST BE UPLOADED TO**  
**THE MDOT MTA GRANT PORTAL <https://mtaolts.ecopwise.com>**  
**NO LATER THAN JANUARY 24, 2025 BY 4:00 PM.**

### **Transmittal Letter Information:**

Cydney Dickens  
Program Manager  
Maryland Department of Transportation  
Maryland Transit Administration  
6 St. Paul Street, 8<sup>th</sup> Floor  
Baltimore, Maryland 21202