**ATTACHMENT 2.C**

 LETTER OF NOTIFICATION

 TO BE SENT TO LOCAL TRANSIT AND PARATRANSIT OPERATORS

 BY THE 5310 APPLICANT

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 service are currently unavailable, insufficient or inappropriate.

Comments must be received no later than **February 17, 2015**. 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. Monica White, Regional Planner, Maryland Transit Administration, 8th Floor, 6 St. Paul Street, Baltimore, MD 21202**.

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

 (Name and Title)

 (Applicant Agency)

 (Address and Telephone )

MTA Form 2.C, Service Notification Template 9/30/16