

**APPLICATION FORMS  
FOR FEDERAL  
CAPITAL GRANTS**

**UNDER SECTION 5310**

**OF THE**

**MOVING AHEAD FOR PROGRESS IN THE  
21ST CENTURY ACT (MAP-21)**

**Enhanced Mobility of Seniors and Individuals With Disabilities Program**

**FY2018 and FY2019 Funding**

MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
Office of Local Transit Support  
8/2016

**MARYLAND DEPARTMENT OF TRANSPORTATION  
 MARYLAND TRANSIT ADMINISTRATION  
 SECTION 5310 PROGRAM APPLICATION  
 FY 2018 and FY 2019**

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**INTRODUCTION AND  
PROGRAM INFORMATION**

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
SECTION 5310 PROGRAM APPLICATION  
FY 2018 and FY 2019**

**NOTICE TO APPLICANTS**

As a result of Federal program changes following the enactment of the Moving Ahead for Progress in the 21st Century Act (MAP-21), 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.

Under the new Federal regulations the Washington Metropolitan Council of Governments (MWCOG) has been named as the direct recipient of funding for the Urbanized Area within the Washington, Maryland and Virginia region. If you would like to apply for funding for “non-traditional” projects and have service that originates and/or terminates in the Washington DC-VA-MD Urbanized Area <http://www.mwcog.org/tpbcoordination/resources/geography.asp> you should apply to MWCOG.

If you are applying for “traditional” projects you should submit an application to the MTA regardless of your service area.

If you are requesting funding for “traditional” and “non-traditional” projects (given you are in the Washington Urbanized Area) you will have to apply to both. For those agencies providing service outside of the Washington Urbanized Area you will only apply to MTA for both “traditional” and “non-traditional” projects.

## **APPLICATION SCHEDULE**

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

### **September 27, 2016**

- .. Program Announcement and application meetings with MTA staff.

### **October 3, 2016**

- .. Webinar for follow up questions on application process

### **October 7, 2016**

- .. Application meeting for any new organizations that wish to apply for 5310 grants.

### **October 28, 2016**

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

### **November 28, 2016**

- .. Deadline for submission of comments by transportation providers and private citizens.
- .. Deadline for submitting application Part I (1 hard copy and 1 electronic copy) to the Regional Planning offices: Washington Council of Governments and/or 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.

### **December 12, 2016**

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

### **December 19, 2016**

- .. 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 MTA).
- .. Deadline for Regional Bodies to send list of endorsed applications to MTA.

**January 9, 2017 – 4:00 p.m.**

.. Deadline for submission of endorsed applications to the Maryland Transit Administration. **DO NOT USE THE UNITED STATES POSTAL SERVICE (USPS) REGULAR MAIL TO SEND YOUR APPLICATION. PLEASE HANDCARRY IT TO OUR OFFICES, SEND BY CERTIFIED MAIL OR USE A COURIER.**

- Part I: submit 1 electronic copy, 1 paper original, 5 paper copies
- Part II: submit 1 electronic copy, 1 paper original

**January 9-23, 2017**

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

**January 23, 2017**

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

**February 15, 2017**

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

**February 28, 2017**

- Final recommendations will be sent to MTA Capital Programing.

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

## **PLANNING AND COORDINATION REQUIREMENTS**

### **FEDERAL REQUIREMENTS**

To be eligible for Section 5310 funding, MAP-21 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; and
- 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 970.1G, issued June 6, 2014). This circular can be found on the FTA website at: [here](#).

### **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. These Maryland regional plans, which were initially completed in September, 2007 and updated in September, 2010, are available via the project website:

<http://www.kfhgroup.com/mdcoordinationplans.htm>.

The Washington, DC metropolitan area coordinated plan (which includes Montgomery and Prince George's counties) is updated by MWCOG. The October 2014 draft of this plan can be found on the MWCOG website at:

<http://www.mwcog.org/uploads/committee-documents/IF1XX19e20141031142338.pdf>

The latest version of each region's plan will serve as the basis for selection of projects to be funded through the MTA administered Section 5310 Program for State FY2018 and 2019. The Coordinated Transportation Plans have been updated as of September 2015 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. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from their region's Coordinated Public Transit-Human Services Transportation Plan.

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

A required step in the local application process is to submit Part I of the application to the appropriate Regional Coordinating Body for endorsement. Regional Coordinating Bodies are responsible for reviewing local applications before they are submitted to the 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 application to the MTA. The deadline for submission of Part I of applications to the Regional Coordinating Body is November 28, 2016. Please submit 1 hard copy and 1 electronic copy.**

Contacts for the Regional Coordinating Bodies can be found in the Appendix at the back of this application package.

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

Prior to submission of a Section 5310 application to the 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 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 October 28, 2016, the deadline for submission of comments from the public to the applicant is November 28, 2016, and the deadline for responding to any comments received is December 12, 2016.

### **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, 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 II of the application package, and lists of past recipients of FTA and Section 5310 grants are provided as an appendix.

For this grant application cycle, the deadline for mailing these notifications is October 28, 2016 the deadline for submission of comments from transportation providers to the applicant is November 28, 2016 and the deadline for responding to any comments received is December 12, 2016.

## **PROGRAM DESCRIPTION**

### **PROGRAM PURPOSE**

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 Transit Administration (MTA) of the Maryland Department of Transportation (MDOT) 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 all areas -- urbanized, small urban, and rural. 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 MAP-21, 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 (MWCOG).
  - For the Baltimore Urbanized area, the designated recipient is the MTA.

- States 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.

Although the Federal Section 5310 Program provides that a recipient may allocate funds to a State or local government authority under certain circumstances, the State of Maryland has determined that these public bodies will not be eligible to apply for Section 5310 funds for the following reasons:

- The limited funding available through the Section 5310 program is not adequate to meet the equipment needs of the non-profit organizations now eligible for funding. Approximately 50 percent of those applying each year actually receive funding.
- Non-profit organizations have extremely limited financial resources and few grant programs. Public bodies have access to expanded resources and broader access to grant programs.

**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 except for a capital mobility management project. The local match (20%) may be provided in the form of In-Kind Service. All proper documentation must be provided in the grant application for the In-Kind Match to be considered as meeting the local match requirements.

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, must provide MTA with a copy of their A-122 audit while the grant is active, and can expect 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 MTA is the State agency designated by the chief executive officer of Maryland charged with developing project selection criteria. The 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.

The Regional Coordinating Bodies send their recommendations to the MTA. The MTA then reviews the applications to ensure compliance, and sends those that are responsive to the 5310 Review Sub-committee of the SCCHST to be scored and ranked for selection.

The 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 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 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 award to the State.

**GRANT AWARDS FOR VEHICLE PURCHASES**

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.

The 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 one year after the grant application is submitted to the MTA.

The entire cycle, from the initial announcement of allocations is approximately as follows:

Program Announcement	-	Fall 2016
Application Deadline	-	Winter 2017
SCCHST Selection of Projects	-	Winter 2017
State Application Submission to FTA	-	Spring 2017
Federal Approval	-	Fall 2017

Procurement - Advertise	-	Winter 2018
Award	-	Spring 2018
Delivery	-	Fall 2018

The 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 MTA/OLTS monitors vehicles funded through the Section 5310 program for which the 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 65. It is imperative that these limits be met by all grant recipients of Section 5310 funds.

**FOR MORE INFORMATION**

**If you need clarification on anything in this application, call or email the Program Manager.**

**Regional Planner**  
**Monica L. White (410)-767-3906**  
[mwhite2@mta.maryland.gov](mailto:mwhite2@mta.maryland.gov)

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**PART I**  
**APPLICATION FORMS AND INSTRUCTIONS**

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
SECTION 5310 PROGRAM APPLICATION  
FY 2018 and FY 2019**

**GENERAL INSTRUCTION FOR YOUR FINAL SUBMISSION**

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

**SUBMIT THE ORIGINAL, FIVE PRINT COPIES AND ONE ELECTRONIC COPY OF PART I.**

**(Note: Please mark Original)**

**Part II** 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.

**SUBMIT THE ORIGINAL AND ONE ELECTRONIC COPY OF PART II.**

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

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

**MONDAY, JANUARY 9, 2017, 4:00 P.M.**

**NO EXCEPTIONS**

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Submit your application with the above-specified copies to:

**Ms. Monica L. White  
Regional Planner  
Office of Local Transit Support, 8th Floor  
Maryland Transit Administration  
6 St. Paul Street  
Baltimore, MD 21202-1614**

**THIS MUST BE THE FIRST PAGE OF THE APPLICATION**  
**GENERAL INFORMATION AND APPLICATION SUMMARY**  
**MTA-16-0042**

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>*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 counties)				
*Please refer to note on bottom of Page 14 to determine areas of service.				
<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>Vehicle, Equipment and Mobility Management Request in Priority Order</b>				
Description (Gas or Diesel if Vehicle)/ Other Equipment/PM/Mobility Management	Replacement (Vehicle #)	Expansion	Rehab	Cost**
1.				\$
2.				\$
3.				\$
4.				\$
<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 61-62 for approx. cost

<b>Operating Request in Priority Order</b>			
Program Name	Federal	Local	Total Cost**
1.			\$
2.			\$
3.			\$
4.			\$
<b>Application Budget (Estimated)</b>			
Total Budget	\$		
Federal Funds (50%)	\$		
Local Funds (50%)	\$		

## **AGENCY AND TRANSPORTATION PROGRAM INFORMATION**

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

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

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

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**PART I**  
**GENERAL AGENCY INFORMATION**

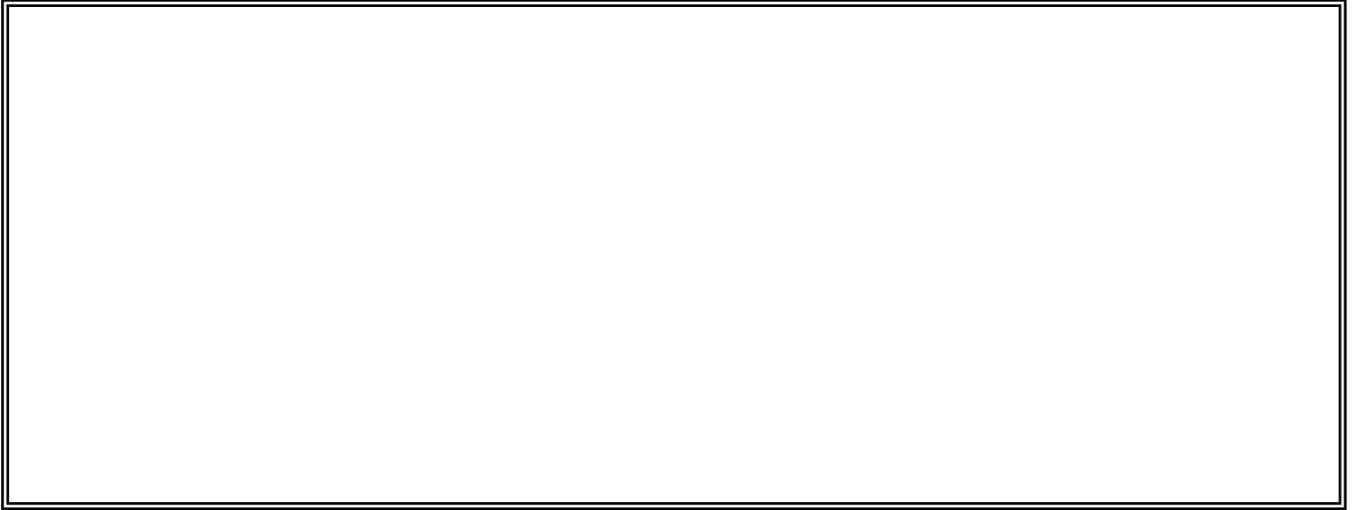
## **GENERAL AGENCY INFORMATION**

I. Please provide a brief agency description on a separate piece of paper. 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 attached pages regarding your agency's Civil Rights/Cell Phone Policies.

**A. CIVIL RIGHTS**

**B. CIVIL RIGHTS CONTACTS - Applicant**

**EEO CONTACT - Applicant**

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Phone \_\_\_\_\_

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

Address \_\_\_\_\_

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

**MBE/DBE 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**

--

**PART I**  
**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. 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:

<u>Equipment</u>	<u>Purpose (How it will be used in your transportation program)</u>
------------------	---


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.

### **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 information as an attachment.

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										
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.

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**PART I**  
**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 II.) 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.

**Operator**                      **Type of Service provided**                      **Difference/Similarity**

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.

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, considering all of the possibilities listed above.

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

**VIN#**                      **Agency**                      **% Operating Time**

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.

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

Note that 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.

### **Baltimore Area (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties and Baltimore City) – 2015 Plan Update**

- Continue to support capital needs of coordinated human service/public transportation providers.
- Improve coordination among public transportation and human service transportation providers.
- Establish “centralized points of access” that provides information on available transportation options in the region and/or provide travel training to the targeted populations.
- 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.

### **Lower Eastern Shore (Somerset, Wicomico, and Worcester Counties) – 2015 Plan Update**

- 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 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.
- Provide more flexible transportation services that respond to seasonal nature of the region.
- Improve coordination and connectivity in the region.

### **Southern Maryland (Calvert, Charles, and St. Mary's Counties) – 2015 Plan Update**

- 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
- Improve coordination and connectivity in the region

### **Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne's, and Talbot Counties) – 2015 Plan Update**

- 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
- Improve coordination and connectivity in the region

**Washington, DC (Montgomery and Prince George's Counties) -- Oct. 31, 2014**  
**Draft Plan**

**Strategies for Improved Coordination and Services**

***I. Coordinate Transportation Services and Programs***

- Improved service and agency communication across jurisdictions at the local and
- State levels on transportation (public , non-profit, private and Medicaid)
- Coordination should improve services for customers and reduce cost to agencies
- Improve Local and State Interagency coordination with planning efforts and
- mobility managers
- Improve Nonprofit agency coordination
- Involve Private transportation Providers
- Provide customer services that plan for the whole trip, and not simply the ride, i.e., individuals often need information about various transportation options, and assistance in researching those options and planning and preparing for the trip

***II. Provide Customer-Focused Services, Improve Marketing and Training***

- Train transportation managers, agency staff and others who have direct contact with customers to improve communication, interactions and understanding of user's needs and concerns
- Train customers on the use of available options, including but not limited to fixed-route services
- Provide tailored transportation services for low-income individuals with physical and developmental disabilities and older adults
- Market and advertise existing services; target and customize information to people who need them most, such as people who utilize public housing, senior centers, adult day care and dialysis facilities.
- Improve information on existing services and provide in appropriate formats (including electronic media) to customers, caregivers, social service and nonprofit agencies -- both public and specialized – that are available to people with disabilities and that can most effectively meet their transportation needs.

***III. Improve the Accessibility and Reliability Existing Services***

- Provide alternatives to traditional fixed-route transit and paratransit with an emphasis on shared rides and privately-provided services
- Improved connections to existing services, including first mile/last mile connections, such as improved infrastructure, deviated route services, shuttles, or taxis to transit stations. These connections are critical in areas where services have been cut.
- Improve pathways and physical infrastructure at bus and rail stations
- Provide better methods for reporting needed bus stop and sidewalk improvements

***IV. Develop And Implement Additional Transportation Options***

- Improve the frequency, availability and accessibility of specialized services (both capital and operating improvements).

- Provide services or programs that cross jurisdictional boundaries travel, as well as services that can effectively accommodate individual trip requirements.
- Additional funding should be identified and secured to support and sustain these programs.

***Priority Projects:***

- A. Mobility Manager Positions at the Local Government Level
- B. Challenge Grant for Coordinated Planning Efforts
- C. Personal Mobility Counseling Services
- D. Travel Training
- E. Door-through-Door or Escorted Transportation Service
- F. Expanded and On-Going Sensitivity and Customer Service Training for Drivers
- G. Shuttle or Taxi service to Bus Stops and Rail Stations
- H. Bus Stop and Sidewalk Improvements
- I. Deviated Bus or Feeder Service for Targeted Area or Population Groups
- J. Pilot Programs that Expand the Use of Taxis for Medical Trips
- K. Volunteer Driver Programs
- L. Tailored Transportation Service for Clients of Human Service Agencies

**Western Maryland (Allegany, Frederick, Garrett, and Washington Counties) – 2015 Plan Update**

- 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.
- Improve coordination and connectivity between transportation providers in the region.

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**THIS PAGE MUST BE INCLUDED IN EACH APPLICATION**

**SERVICE CONTRACTS**

- “ 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** \_\_\_\_\_

- “ 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** \_\_\_\_\_

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**PART I**  
**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 Transit Administration (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>	<b>GVWR</b>	<b>LENGTH</b>
Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans	4 years	150,000	< 14,000 lbs.	n/a
Fleet Support Vehicles (Pick up trucks and utility vehicles)	6 years	200,000	n/a	n/a
Light Duty Small Bus (Cutaway)	6 years	200,000	15,000 lbs. or less	n/a
Medium Duty Bus	8 years	250,000	15,000 lbs. < 23,000 lbs.	Under 30'
Heavy Duty Bus	10 years	350,000	all	Under 35'
Heavy Duty Bus	12 years	500,000	all	Over 35'

## Vehicle Classifications

- Small Specialized Vehicles (Accessible Minivans and Accessible Taxicabs) & Sedans: at least four (4) years of service and an accumulation of at least 150,000 miles.
- Support Vehicles (Pick-up trucks and utility vehicles): at least six (6) years of service and an accumulation of at least 200,000 miles.
- Light Duty Small Bus, body on chassis-type (cutaway): at least six (6) years of service and an accumulation of at least 200,000 miles.
- Medium duty (under 30') transit buses: at least eight (8) years of service and an accumulation of at least 250,000 miles.
- Heavy duty (30'-35') transit buses: at least ten (10) years of service and an accumulation of at least 350,000 miles.
- Heavy duty (greater than 35') transit buses: at least twelve (12) years of service and 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 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 Maryland Transit Administration 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 back up vehicle.

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	Vehicle Type	Equipped with Lift or Ramp?	Seating Capacity		Communications Equipment	Capital Funding Source	Current Mileage	Grant # AND Award Year	Order Date	Indicate Vehicle being replaced	
			Ambulatory	Wheelchair							
<b>VEHICLES AWARDED BUT NOT RECEIVED (prior to 2016):</b>											
<b>REPLACEMENT VEHICLES REQUESTED IN FY 2018/2019:</b>											
<b>EXPANSION VEHICLES REQUESTED IN FY 2018/2019:</b>											

*Copy page and insert if needed.*



**Section 5310 Program Application for FY 2018 and FY 2019**

Jurisdiction \_\_\_\_\_

Organization \_\_\_\_\_

**Form 7: VEHICLE UTILIZATION PLAN**

*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.***

Usual Vehicle (Agency Fleet No.)	Route Name or Number	Origin of Route	Geographic Areas Served	Destination of Route	Trip Purpose	Passenger/ Client Group	One-way Trip Length	Usual No. of Riders/ Day	Days of the Week	Hours of Day Operated	
										Start Time	End Time
<i>Example</i>	<i>Yourtown Shuttle</i>	<i>101 Main St., Yourtown</i>	<i>Yourtown area</i>	<i>Yourtown Mall</i>	<i>general purpose</i>	<i>general public</i>	<i>12 miles</i>	<i>25</i>	<i>M-F</i>		

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**PART I**  
**FISCAL AND MANAGERIAL CAPABILITY**

**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.

If your organization receives expend more than \$750,000 in federal grant awards in a single fiscal year you must identify their Federal sources and amounts of funding. If your total Federal funding spent exceeds \$750,000 in the most recent fiscal year for which an audit has been completed, the sub-recipient must provide appropriate audit prior to receiving Section 5310 funding.

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. 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 funds that will be provided for the local contributions.

<u>Source*</u>	<u>Amount</u>
----------------	---------------

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

**\*If your source of income is In-Kind please contact Regional Planner Monica White for additional instructions on required documentation.**

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 1A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

<b>A. UNIT BASE PRICE</b>				
Item	Description	Quantity	Unit Base Price Per Vehicle	Total Costs
1	Type 1A - 138" Wheelbase, Single Rear Wheel (SRW) with 4/2 seating, Gas Engine		\$53,100.00	\$0.00

<b>B. OPTION LIST</b>				
Item	Description	Quantity	Unit Price	Total Costs
2	Option 1 - Electronic Destination Signs		\$3,377.00	\$0.00
3	Option 2 - Fire Suppression System		\$2,777.00	\$0.00
4	Option 3 - Farebox Accommodation		\$1.00	\$0.00
5	Option 4 - Farebox		\$1,212.00	\$0.00
6	Option 5 - Full Camera System		\$6,931.00	\$0.00
7	Option 6 - Dual-Vision Camera System		\$795.00	\$0.00
8	Option 7 - Passenger Stop Request		\$334.00	\$0.00
	Option 8 - Not Applicable			
9	Option 9 - Manually Operated Passenger Door		(\$759.00)	\$0.00
10	Option 10 - Bike Rack		\$1,585.00	\$0.00
11	Option 11 - Strobe Light		\$165.00	\$0.00
	Option 12 - Public Address System			
12	12.1 Public Address system		\$460.00	\$0.00
13	12.2 Optional Hands Free Microphone		\$264.00	\$0.00
14	Option 13 - Radio Delete		(\$300.00)	\$0.00
	Option 14 - Not Applicable			
15	Option 15 - Baltimore MTA Mobility Option II (Type 1A - 138" SRW with Gas Engine)		\$23,412.00	\$0.00
	Option 16 - Diagnostic Equipment			
16	16.1 - Laptop Computers		\$1,800.00	\$0.00
17	16.2 - Engine Diagnostic Readers/Scanners		\$80.00	\$0.00
18	Option 17 - Training		\$1.00	\$0.00
19	Option 18 - Back-up Camera System		\$271.00	\$0.00
20	Option 19 - XL3 Hybrid Electric Drive System		\$13,880.00	\$0.00
21	Option 20 - Driver's Storage Compartment		\$300.00	\$0.00
	Option 21 - Passenger Counters			
22	21.1 - Single Tally 4-Digit Passenger Counter		\$220.00	\$0.00
23	21.2 - Four Tally 4-Digit Passenger Counter		\$788.00	\$0.00
24	Option 22 - MORryde RL Suspension System		\$895.00	\$0.00
	<b>SUB TOTAL - B (LINES 02 - 24)</b>		<b>\$58,489.00</b>	<b>\$0.00</b>

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 1A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

<b>C. ADDITIONAL OPTIONS - Seating</b>			
Item	Description	Unit Price	Total Costs
25	Single flip seat	\$248.00	\$0.00
26	Double flip seat	\$412.00	\$0.00
27	Double fold flip seat	\$508.00	\$0.00
28	Extra-long retractable seat belts (in lieu of standard)	\$23.00	\$0.00
29	Cloth fabric (Level 4) on passenger seats	\$1.00	\$0.00
		\$1,192.00	\$0.00

<b>D. ADDITIONAL OPTIONS - Exterior Options</b>			
Item	Description	Unit Price	Total Costs
30	Lettering on exterior of vehicle - basic (agency name on two sides)	\$350.00	\$0.00
31	Lettering on exterior of vehicle - advanced (agency name and logo on two sides)	\$650.00	\$0.00
32	Full Body Paint (Alternate Color)	\$3,500.00	\$0.00
33	Stripes – single color 6” stripe	\$325.00	\$0.00
	<b>SUB TOTAL - D (LINES 30 - 33)</b>	\$4,825.00	\$0.00

<b>E. PARATRANSIT</b>			
Item	Description	Unit Price	Total Costs
34	Folding Platform Lift (in lieu of standard lift)	(\$200.00)	\$0.00
35	Additional Q'straint QRT-360 Fully Automatic tiedown system per position	\$789.00	\$0.00
	<b>SUB TOTAL – E (LINES 34 - 35)</b>	\$589.00	\$0.00
	<b>GRAND TOTAL</b>		<b>\$0.00</b>

MTA GRANT SHARE (80%)	\$0.00
GRANTEE SHARE (20%)	\$0.00

**F. GRANT NUMBER - enter your grant number in the cell below**

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

### Small Bus Worksheet and Order Form

Jurisdiction/Program: \_\_\_\_\_

Legal Name: \_\_\_\_\_

#### Form C-2: CAPITAL PROJECT PLAN Small BUS COST WORKSHEET (Type 2A)

This form must be completed by all applicants awarded or ordering small busses.  
Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

#### A. UNIT BASE PRICE

Item	Description	Quantity	Unit Base Price Per Vehicle	Total Costs
1	Type 2A - 138" Wheelbase, Single Rear Wheel (SRW) with 8/2 seating, Gas Engine		\$53,700.00	\$0.00

#### B. OPTION LIST

Item	Description	Quantity	Unit Price	Total Costs
2	Option 1 - Electronic Destination Signs		\$3,677.00	\$0.00
3	Option 2 - Fire Suppression System		\$3,477.00	\$0.00
4	Option 3 - Farebox Accommodation		\$1.00	\$0.00
5	Option 4 - Farebox		\$1,212.00	\$0.00
6	Option 5 - Full Camera System		\$6,931.00	\$0.00
7	Option 6 - Dual-Vision Camera System		\$795.00	\$0.00
8	Option 7 - Passenger Stop Request		\$334.00	\$0.00
9	Option 8 - Flat Floor		\$429.00	\$0.00
10	Option 9 - Manually Operated Passenger Door		(\$759.00)	\$0.00
11	Option 10 - Bike Rack		\$1,585.00	\$0.00
12	Option 11 - Strobe Light		\$165.00	\$0.00
Option 12 - Public Address System				
13	12.1 Public Address system		\$460.00	\$0.00
14	12.2 Optional Hands Free Microphone		\$264.00	\$0.00
15	Option 13 - Radio Delete		(\$300.00)	\$0.00
	Option 14 - Not Applicable		\$0.00	
	Option 15 - Not Applicable		\$0.00	
Option 16 - Diagnostic Equipment				
16	16.1 - Laptop Computers		\$1,800.00	\$0.00
17	16.2 - Engine Diagnostic Readers/Scanners		\$80.00	\$0.00
18	Option 17 - Training		\$1.00	\$0.00
19	Option 18 - Back-up Camera System		\$505.00	\$0.00
20	Option 19 - XL3 Hybrid Electric Drive System		\$17,125.00	\$0.00
21	Option 20 - Driver's Storage Compartment		\$300.00	\$0.00
Option 21 - Passenger Counters				
22	21.1 - Single Tally 4-Digit Passenger Counter		\$220.00	\$0.00
23	21.2 - Four Tally 4-Digit Passenger Counter		\$788.00	\$0.00
24	Option 22 - MORyde RL Suspension System		\$895.00	\$0.00
<b>SUB TOTAL - B (LINES 02 - 24)</b>			<b>\$39,985.00</b>	<b>\$0.00</b>

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 2A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

<b>C. ADDITIONAL OPTIONS - Seating</b>				
Item	Description		Unit Price	Total Costs
25	Single flip seat		\$248.00	\$0.00
26	Double flip seat		\$412.00	\$0.00
27	Double fold flip seat		\$508.00	\$0.00
28	Extra-long retractable seat belts (in lieu of standard)		\$23.00	\$0.00
29	Cloth fabric (Level 4) on passenger seats		\$1.00	\$0.00
<b>SUB TOTAL - C (LINES 25 - 29)</b>			<b>\$1,192.00</b>	<b>\$0.00</b>

<b>D. ADDITIONAL OPTIONS - Exterior Options</b>				
Item	Description		Unit Price	Total Costs
30	Lettering on exterior of vehicle - basic (agency name on two sides)		\$350.00	\$0.00
31	Lettering on exterior of vehicle - advanced (agency name and logo on two sides)		\$650.00	\$0.00
32	Full Body Paint (Alternate Color)		\$3,800.00	\$0.00
33	Stripes – single color 6” stripe		\$325.00	\$0.00
<b>SUB TOTAL - D (LINES 30 - 33)</b>			<b>\$5,125.00</b>	<b>\$0.00</b>

<b>E. PARATRANSIT</b>				
Item	Description		Unit Price	Total Costs
34	Folding Platform Lift (in lieu of standard lift)		(\$200.00)	\$0.00
35	Additional Q'straint QRT-360 Fully Automatic tiedown system per position		\$789.00	\$0.00
<b>SUB TOTAL – E (LINES 34 - 35)</b>			<b>\$589.00</b>	<b>\$0.00</b>
			<b>GRAND TOTAL</b>	<b>\$0.00</b>

	MTA GRANT SHARE (80%)	\$0.00
	GRANTEE SHARE (20%)	\$0.00

**G. GRANT NUMBER - enter your grant number in the cell below**

\_\_\_\_\_

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

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 3A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

<b>A. UNIT BASE PRICE</b>				
Item	Description	Quantity	Unit Base Price Per Vehicle	Total Costs
1	Type 3A - 158" Wheelbase, Dual Rear Wheel (DRW) with 12 - 2 seating, Gas Engine		\$57,275.00	\$0.00

<b>B. OPTION LIST</b>				
Item	Description	Quantity	Unit Price	Total Costs
2	Option 1 - Electronic Destination Signs		\$3,677.00	\$0.00
3	Option 2 - Fire Suppression System		\$2,777.00	\$0.00
4	Option 3 - Farebox Accommodation		\$1.00	\$0.00
5	Option 4 - Farebox		\$1,212.00	\$0.00
6	Option 5 - Full Camera System		\$6,931.00	\$0.00
7	Option 6 - Dual-Vision Camera System		\$795.00	\$0.00
8	Option 7 - Passenger Stop Request		\$334.00	\$0.00
9	Option 8 - Flat Floor		\$429.00	\$0.00
10	Option 9 - Manually Operated Passenger Door		(\$759.00)	\$0.00
11	Option 10 - Bike Rack		\$1,585.00	\$0.00
12	Option 11 - Strobe Light		\$165.00	\$0.00
<b>Option 12 - Public Address System</b>				
13	12.1 Public Address system		\$460.00	\$0.00
14	12.2 Optional Hands Free Microphone		\$264.00	\$0.00
15	Option 13 - Radio Delete		(\$300.00)	\$0.00
<b>Option 14 - Not Applicable</b>				
16	Option 15 - Baltimore MTA Mobility Option I (Type 3A - 158" DRW with Gas Engine)		\$30,474.00	\$0.00
<b>Option 16 - Diagnostic Equipment</b>				
17	16.1 - Laptop Computers		\$1,800.00	\$0.00
18	16.2 - Engine Diagnostic Readers/Scanners		\$80.00	\$0.00
19	Option 17 - Training		\$1.00	\$0.00
20	Option 18 - Back-up Camera System		\$271.00	\$0.00
21	Option 19 - XL3 Hybrid Electric Drive System		\$16,880.00	\$0.00
22	Option 20 - Driver's Storage Compartment		\$300.00	\$0.00
<b>Option 21 - Passenger Counters</b>				
23	21.1 - Single Tally 4-Digit Passenger Counter		\$220.00	\$0.00
24	21.2 - Four Tally 4-Digit Passenger Counter		\$788.00	\$0.00
25	Option 22 - MORryde RL Suspension System		\$895.00	\$0.00
<b>SUB TOTAL - B (LINES 02 - 25)</b>			<b>\$69,280.00</b>	<b>\$0.00</b>

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 3A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

**C. ADDITIONAL OPTIONS - Seating**

Item	Description	Unit Price	Unit Price
26	Single flip seat	\$248.00	\$0.00
27	Double flip seat	\$412.00	\$0.00
28	Double fold flip seat	\$508.00	\$0.00
29	Extra-long retractable seat belts (in lieu of standard)	\$23.00	\$0.00
30	Cloth fabric (Level 4) on passenger seats	\$1.00	\$0.00
SUB TOTAL - C (LINES 26 - 30)		\$1,192.00	\$0.00

**D. ADDITIONAL OPTIONS - Exterior Options**

Item	Description	Unit Price	Unit Price
31	Lettering on exterior of vehicle - basic	\$350.00	\$0.00
32	Lettering on exterior of vehicle - advanced	\$650.00	\$0.00
33	Full Body Paint (Alternate Color)	\$3,500.00	\$0.00
34	Stripes - single color 6" stripe	\$325.00	\$0.00
SUB TOTAL - D (LINES 31 - 34)		\$4,825.00	\$0.00

**E. PARATRANSIT**

Item	Description	Unit Price	Unit Price
35	Folding Platform Lift (in lieu of standard lift)	(\$200.00)	\$0.00
36	Additional Q'straint QRT-360 Fully Automatic tiedown	\$789.00	\$0.00
SUB TOTAL - E (LINES 35 - 36)		\$589.00	\$0.00
		<b>Grand Total</b>	<b>\$0.00</b>

MTA GRANT SHARE (80%)	\$0.00
GRANTEE SHARE (20%)	\$0.00

**G. GRANT NUMBER - enter your grant number in the cell below**

\_\_\_\_\_

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

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 4A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

**A. Unit Base Price**

Item	Description	Quantity	Unit Base Price Per Vehicle	Total Costs
1	Type 4A - 176" Wheelbase, Dual Rear Wheel (DRW) with 16/2 seating, Gas Engine		\$59,975.00	\$0.00

**B. OPTION LIST**

Item	Description	Quantity	Unit Price	Unit Price
2	Option 1 - Electronic Destination Signs		\$3,877.00	\$0.00
3	Option 2 - Fire Suppression System		\$3,277.00	\$0.00
4	Option 3 - Farebox Accommodation		\$1.00	\$0.00
5	Option 4 - Farebox		\$1,212.00	\$0.00
6	Option 5 - Full Camera System		\$6,931.00	\$0.00
7	Option 6 - Dual-Vision Camera System		\$795.00	\$0.00
8	Option 7 - Passenger Stop Request		\$334.00	\$0.00
9	Option 8 - Flat Floor		\$459.00	\$0.00
10	Option 9 - Manually Operated Passenger Door		\$759.00	\$0.00
11	Option 10 - Bike Rack		\$1,585.00	\$0.00
12	Option 11 - Strobe Light		\$165.00	\$0.00
<b>Option 12 - Public Address System</b>				
13	12.1 Public Address system		\$460.00	\$0.00
14	12.2 Optional Hands Free Microphone		\$264.00	\$0.00
15	Option 13 - Radio Delete		\$300.00	\$0.00
	Option 14 - Not Applicable			
	Option 15 - Not Applicable			
<b>Option 16 - Diagnostic Equipment</b>				
16	16.1 - Laptop Computers		\$1,800.00	\$0.00
17	16.2 - Engine Diagnostic Readers/Scanners		\$80.00	\$0.00
18	Option 17 - Training		\$1.00	\$0.00
19	Option 18 - Back-up Camera System		\$271.00	\$0.00
20	Option 19 - XL3 Hybrid Electric Drive System		\$16,880.00	\$0.00
21	Option 20 - Driver's Storage Compartment		\$300.00	\$0.00
<b>Option 21 - Passenger Counters</b>				
22	21.1 - Single Tally 4-Digit Passenger Counter		\$220.00	\$0.00
23	21.2 - Four Tally 4-Digit Passenger Counter		\$788.00	\$0.00
24	Option 22 - MORryde RL Suspension System		\$895.00	\$0.00
<b>SUB TOTAL - B (LINES 02 - 24)</b>			<b>\$39,536.00</b>	<b>\$0.00</b>

**Small Bus Worksheet and Order Form**

Jurisdiction/Program: \_\_\_\_\_  
 Legal Name: \_\_\_\_\_

**Form C-2: CAPITAL PROJECT PLAN  
 Small BUS COST WORKSHEET (Type 4A)**

This form must be completed by all applicants awarded or ordering small busses.  
 Prices may fluctuate +/- 10 to 20% when the actual contract is approved.

**C. ADDITIONAL OPTIONS - Seating**

Item	Description	Unit Price	Unit Price
25	Single flip seat	\$ 248.00	\$0.00
26	Double flip seat	\$ 412.00	\$0.00
27	Double fold flip seat	\$ 508.00	\$0.00
28	Extra-long retractable seat belts (in lieu of standard)	\$ 23.00	\$0.00
29	Cloth fabric (Level 4) on passenger seats	\$ 1.00	\$0.00
<b>SUB TOTAL - C (LINES 25 - 29)</b>		<b>\$ 1,192.00</b>	<b>\$0.00</b>

**D. ADDITIONAL OPTIONS - Exterior Options**

Item	Description	Unit Price	Unit Price
30	Lettering on exterior of vehicle - basic	\$ 350.00	\$0.00
31	Lettering on exterior of vehicle - advanced	\$ 650.00	\$0.00
32	Full Body Paint (Alternate Color)	\$ 3,500.00	\$0.00
33	Stripes - single color 6" stripe	\$ 325.00	\$0.00
<b>SUB TOTAL - D (LINES 30 - 33)</b>		<b>\$ 4,825.00</b>	<b>\$0.00</b>

**E. PARATRANSIT**

Item	Description	Unit Price	Unit Price
34	Folding Platform Lift (in lieu of standard lift)	<del>(\$200.00)</del>	\$0.00
35	Additional Q'straint QRT-360 Fully Automatic tiedown	\$789.00	\$0.00
<b>SUB TOTAL - E (LINES 34 - 35)</b>		<b>\$589.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$0.00</b>

<b>MTA GRANT SHARE (80%)</b>	<b>\$0.00</b>
<b>GRANTEE SHARE (20%)</b>	<b>\$0.00</b>

**G. GRANT NUMBER - enter your grant number in the cell below**

\_\_\_\_\_

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

## **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, microcomputer 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 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 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, up to and including the current State of the art for maintaining such asset.

### **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:**

Gas  
Accident repairs  
Insurable items  
Warranty Items

Legal Applicant Name:

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

*List all FY 2018 and FY 2019 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 FY18 and FY19 Capital Requests	Equipment Description	Total FY17 and FY18 Project Cost	FY18 Funding		FY19 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 minimum for each item**

**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

## **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 \$20,000 per person, and \$40,000 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.

## **Section 5310 Two-Year Budget**

One budget template is provided 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 2018 and 2019, a date span of July 1, 2017 through June 30, 2019.

**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 Ms. Monica White @ mwhite2@mta.maryland.gov or 410-767-3906.

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. 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.

**6. 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.

**7. 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**

**Driver salaries**           “   includes all wages paid to drivers for the operation of passenger vehicles or the value of time spent driving.

**Dispatcher salaries**   “   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, workmen's 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.
<b><u>Maintenance</u></b>		
<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.
<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.
<b><u>Administration</u></b>		
<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.
<b>Fringe benefits</b>	..	includes the cost of fringe benefits for the staff included in the salary categories listed above.
<b>Materials &amp; supplies</b>	..	includes all the cost of office materials and supplies.
<b>Telephone</b>	..	includes all telephone rental, purchase and installation costs.
<b>Office rental</b>	..	includes the cost of renting office space for the transportation program.
<b>Utilities</b>	..	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.

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Coordinated Plan Region:  
 Legal Name:

Fiscal Year 2018 / 2019 - Section 5310 Application Budget

Section 5310 Two-Year Budget

	A	B	C	D	E	F	G
	Overall Total Transportation Program Years	Current Transportation Budget Years	Requested Project Specific Operating	Requested Mobility Management	Requested Equipment - Vehicles	Requested Equipment - Not Vehicles	Requested Preventive Maintenance
<i>Enter amounts in Columns B and C, as applicable. Column A = Column B + Column C</i>							
<b>VEHICLE OPERATIONS EXPENSES</b>							
Driver Salaries	\$ -	\$ -	\$ -				\$ -
Dispatcher Salaries	\$ -	\$ -	\$ -				\$ -
Fringe Benefits	\$ -	\$ -	\$ -				\$ -
Fuel & Oil	\$ -	\$ -	\$ -				\$ -
Vehicle Insurance	\$ -	\$ -	\$ -				\$ -
Vehicle Depreciation (1)	\$ -	\$ -	\$ -				\$ -
Vehicle Lease	\$ -	\$ -	\$ -				\$ -
Vehicle License	\$ -	\$ -	\$ -				\$ -
Vehicle Storage Facility	\$ -	\$ -	\$ -				\$ -
Operations Training	\$ -	\$ -	\$ -				\$ -
Other	\$ -	\$ -	\$ -				\$ -
<b>Subtotal Operations</b>	\$ -	\$ -	\$ -				\$ -
	Column A = B + C						# \$ -
<b>PURCHASED SERVICE</b>	\$ -	\$ -	\$ -				\$ -
	Column A = B + C						\$ -

Fiscal Year 2018 / 2019 - Section 5310 Application Budget

Coordinated Plan Region:  
Legal Name:

Section 5310 Two-Year Budget

	A	B	C	D	E	F	G
	Overall Total Transportation Program Years	Current Transportation Budget Years	Requested Project Specific Operating	Requested Mobility Management	Requested Equipment - Vehicles	Requested Equipment - Not Vehicles	Requested Preventive Maintenance
<b>ADMINISTRATIVE EXPENSES</b>							
Administrator Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Manager Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Secretary Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bookkeeper Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Safety & Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Administration</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							#

Enter amounts in Columns B, C and D, as applicable.  
Column A = Column B + Column C + Column D

Fiscal Year 2018 / 2019 - Section 5310 Application Budget

Coordinated Plan Region:  
Legal Name:

Section 5310 Two-Year Budget

A	B	C	D	E	F	G
Overall Total Transportation Program Years	Current Transportation Budget Years	Requested Project Specific Operating	Requested Mobility Management	Requested Equipment - Vehicles	Requested Equipment -Not Vehicles	Requested Preventive Maintenance
\$ -	\$ -			\$ -	\$ -	\$ -
\$ -	\$ -			\$ -	\$ -	\$ -
\$ -	\$ -			\$ -	\$ -	\$ -
\$ -	\$ -			\$ -	\$ -	\$ -
\$ -	\$ -			\$ -	\$ -	\$ -
<b>Subtotal Capital</b>	<b>Column A = B + F + G</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Enter amounts in Columns B, E, F and G, as applicable.  
Column A = Column B + Column E + Column F + Column G

CAPITAL EQUIPMENT EXPENSES

Capital Equipment-Vehicle	\$ -			\$ -	\$ -	\$ -
Capital Equipment-Not Vehicle	\$ -			\$ -	\$ -	\$ -
PM-Capital Expense	\$ -			\$ -	\$ -	\$ -
Other-Capital	\$ -			\$ -	\$ -	\$ -
<b>Subtotal Capital</b>	<b>Column A = B + F + G</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL EXPENSES</b>	<b>Column A = B + E + F + G</b>	\$ -	\$ -	\$ -	\$ -	\$ -
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(1) Depreciation is not an eligible expense for vehicles/equipment purchased with State or Federal funds.

Coordinated Plan Region:  
 Legal Name:

Section 5310 Two-Year Budget

	A	B	C	D	E	F	G
	Overall Total Transportation Program Years	Current Transportation Budget Years	Requested Project Specific Operating	Requested Mobility Management	Requested Equipment - Vehicles	Requested Equipment - Not Vehicles	Requested Preventive Maintenance
Enter amounts in Columns B, C, D, E, F and G, as applicable. Column A = Column B + Column C + Column D + Column E + Column F + Column G							
<b>FAREBOX AND OTHER REVENUE NOT INCLUDED AS LOCAL SHARE</b>							
Passenger Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Passenger Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracts Revenue (itemize):							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Column A = B + C + D + E + F + G						



3. **MAINTENANCE PLAN**

Do you have a written maintenance plan? \_\_\_\_\_ YES \_\_\_\_\_ No

If Yes, please attach a copy.

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.

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**PART II**  
**CERTIFICATIONS AND ASSURANCES**

## **PART II**

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

- I. Assurances**
  - **FTA Assurances and Certifications**
  - **Link to FY 2016 FTA Certifications and Assurances:**  
<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/fiscal-year-2016-annual-list-certifications>
  - **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**
- V. Appendices**
  - **List of Planning Offices**
  - **List of FTA Public Transportation and Statewide Special Assistance Program (SSTAP) Grants in Maryland**
  - **List of all other Human Services Transportation Providers**

**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)

**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 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 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 \_\_\_\_\_

## **II. 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.

## **III. 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 hard copy and one electronic copy of Part I to the appropriate Regional Coordinating Body and or MPO by **November 28, 2016**.
  - 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 MTA and the SCCHST Review Subcommittee by the January 9, 2017.
  5. 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 on February 15, 2017.

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  
Moving Ahead for Progress in the 21st Century Act (MAP-21)  
State FY 2018 and FY 2019

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 2016-2017 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

**V. 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 October 28, 2016**

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 **October 28, 2016**. 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 - Mail by October 28, 2016**

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. This notification 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 to the ICST. 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 by **October 28, 2016**

Operators to be notified include:

- .. Public transit operators, particularly those funded under Federal Transit Administration (FTA) Section 5307 or Section 5311 programs or the former Section 5316 or 5317 programs;
- .. Private transit and paratransit operators such as charter bus and taxi operators;
- .. Social service operators, particularly those funded previously under the FTA Section 5310 or other Federal programs;
- .. 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. 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 in Part II 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.

Maryland Department of Transportation  
Maryland Transit Administration  
Maryland Section 5310 Program

**OPERATORS NOTIFICATION CERTIFICATION**

Letters 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.

<u>Operator Contacted</u>	<u>Address</u>	<u>Comments</u>	
		<u>Received*</u>	
		<u>Yes</u>	<u>No</u>

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

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 15, 2017**. 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 )

3. **Receipt of Comments from Operators/Private Citizens – November 28, 2016**

All comments must be submitted to the FTA Section 5310 applicant by November 28, 2016.

4. **Review Comments from Providers and Private Citizens - Must be completed by December 12, 2016**

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.

## FY 2018/FY 2019 Section 5310 Application Checklist

### ***PART I***

- General Information
- General Agency Information
- Extent and Urgency of Agency Needs
- Agency Services Chart
- Project Coordination
- Service Contracts
- Vehicle Utilization
- Vehicle Replacement (if applicable)
- Vehicle Utilization Plan
- Equipment Inventory
- Source of Local Contributions
- Estimated Cost and Seating Configuration
- Transportation Program Operating Budget Worksheet
- Maintenance Plan
- Driver Training

### ***PART II***

- General Certifications & Assurances
- Authorizing Resolution
- Opinion of Counsel
- Project Assurances
- Civil Rights Certification
- Coordination Assurance
- Proof of your Organization's Non-Profit Status
- Regional Coordinating Body Certificate of Endorsement
- Certified Public Notice
- Written Notification Section
- Sample letter sent to contact existing operators and mailing list
- Operator Notification Certification
- Description of Private Sector Involvement
- Copies of any comments received and your organization's responses

When you complete your application:

Make **five (5) copies of Part I** of your application plus original and an electronic copy.

Make **one (1) copy of Part II** plus original and an electronic copy.

Send or **bring** the originals and the copies by **January 9, 2017 , 4:00 p.m.** to:

**Monica White  
Regional Planner  
Maryland Transit Administration  
6 St. Paul Street, 8<sup>th</sup> Floor  
Baltimore, Maryland 21202**

## **APPENDICIES**

## **VI APPENDICES**

1. List of Regional Coordinating Bodies
2. List of Public Transit Grant Recipients in Maryland
3. List of Active Section 5310 Mailing List
4. List of Regional Planners

**REGIONAL COORDINATING BODIES**

**Regional Coordination Bodies**

Maryland Upper Shore Transit  
(Caroline, Cecil, Dorchester, Kent  
Queen Anne's, Talbot)

Scott Warner  
Mid Shore Regional Council  
8737 Brooks Drive  
Easton MD 21601  
410-829-0457

Tri County Council for the  
Lower Eastern Shore  
(Somerset, Wicomico, Worcester)

Mike Pennington  
Tri-County Council LES  
31901 Tri-County Way  
Suite 133  
Salisbury, MD 21804  
410-341-8951

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

Nicky Pires  
Transportation Manager  
P.O. Box 745  
Hughesville MD 20637  
301-274-1922 ext. 825

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

## Metropolitan Planning Organizations

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

Baltimore Metropolitan Council  
Todd Lang  
Offices @ McHenry Row  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230

Washington Region  
(Montgomery and Prince  
George's Counties)

Metropolitan Washington Council of  
Governments  
Wendy Klancher  
777 North Capitol Street, N.E.  
Washington, D.C. 20002

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**PUBLIC TRANSIT GRANT RECIPIENTS**

## **PUBLIC TRANSIT GRANT RECIPIENTS**

### **ALLEGANY COUNTY**

Roy Cool  
Planner  
Allegheny Planning and Zoning Department  
701 Kelly Road  
Cumberland MD 21502  
301-777-2199 x298

### **CITY OF ANNAPOLIS**

Rick Gordon  
Director  
Annapolis Department of Public Transportation  
308 Chinquapin Round Road  
Annapolis, MD 21401  
410-269-0674

### **ANNE ARUNDEL COUNTY**

Rodney Tasker  
Director of Transportation  
Anne Arundel County Department of Aging  
2666 Riva Road, Suite 400  
Annapolis, MD 21401  
410-222-4464

### **BALTIMORE COUNTY**

Rosalie Coffman  
Transportation Director  
Baltimore County Department of Aging  
611 Central Avenue  
Towson, MD 21204  
410-887-8287

### **CALVERT COUNTY**

Sandra Wobbleton  
Transportation Services Supervisor  
Calvert Co. Office of Transportation  
Courthouse  
175 Main Street  
Prince Frederick, MD 20678  
410-535-1600 x360

**CARROLL COUNTY**

Ms. Jolene G. Sullivan  
Director of Citizen Services  
1300 Old Meadow Branch Road  
Westminster, MD 21157  
443-244-8501

**CECIL COUNTY**

David Trolio  
Director  
Transit Supervisor  
Cecil County Department of Senior Services and Community Transit  
200 Chesapeake Blvd.  
Elkton, MD 21921  
410-996-8435/8422

**CHARLES COUNTY**

Jeffrey Barnett  
Transportation Development Administrator  
Charles County Government  
8190 Port Tobacco Road  
Port Tobacco, MD 20677  
301-934-0115

**DORCHESTER COUNTY**

Santo Grande  
Director  
Delmarva Community Services  
2450 Cambridge Beltway – P.O. Box 637  
Cambridge, MD 21613  
410-221-1900

**FREDERICK COUNTY**

Nancy Norris  
Director  
TransIT  
1040 Rocky Springs Road  
Frederick, MD 21702  
301-694-2065

**GARRETT COUNTY**

Mark Rodeheaver  
Garrett County CAC, Inc  
104 East Center Street  
Oakland, MD 21550  
301-334-9431

**HARFORD COUNTY**

Robert Andrews  
Administrator  
Harford County Transit  
1311 Abingdon Road  
Abingdon, MD 21009  
410-612-1621

**HOWARD COUNTY**

Clive Granham  
Office of Planning and Zoning  
Howard County  
George Howard Building  
3430 Courthouse drive  
Ellicott City, MD 21043  
410-313-2013

**KENT, CAROLINE AND TALBOT COUNTIES**

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

**MONTGOMERY COUNTY**

Emil Wolanin, Acting 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**

Gerallyn Bruce  
Chief-Transit Management  
Prince George's County  
Department of Public Works and Transportation  
9400 Peppercorn Place, Suite 320  
Landover, MD 20785  
301-883-5656

**QUEEN ANNE'S COUNTY**

Cathy Willis  
Director  
Queen Anne's County Department on Aging  
104 Powell Street  
Centerville, MD 21617  
410-758-0848

**SOMERSET COUNTY**

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

**ST. MARY'S COUNTY**

Jacqueline Fournier  
St. Mary's Transit System  
P.O. Box 409  
California, MD 20619  
301-866-6794

**TOWN OF OCEAN CITY**

Hal Adkins  
Department of Public Works  
Town of Ocean City  
204 65<sup>th</sup> Street  
Ocean City, MD 21842  
410-723-1607

**WASHINGTON COUNTY**

Kevin Cerrone  
Director  
Washington County Commuter  
1000 West Washington Street  
Hagerstown, MD 21740-5212  
301-791-3047

**WICOMICO/WORCESTER COUNTY**

Mike Pennington  
Director  
100 Pearl Street  
P.O. Box 99  
Snow Hill, MD 21863  
410-632-1277

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**SECTION 5310 MAILING LIST**

## **TRANSPORTATION SERVICE PROVIDERS**

Allegany  
Mr. P.R. Blackburn  
Memorial Hospital & Home Health Services  
600 Memorial Avenue  
Cumberland MD 21502  
(301) 777-4127

Allegany  
Kathleen Breighnre - [kbreighner@friendsaware.org](mailto:kbreighner@friendsaware.org)  
Friends Aware, Inc.  
1601 Holland Street  
Cumberland, MD 21502  
301-722-7268

Allegany  
Ms. Dorothy Emerson  
Allegany County League for Crippled Children  
P.O. Box 410/267  
Cumberland MD 21502

Allegany  
Mr. Bruce Goodpaster  
Allegany County Nursing Home  
730 Furnace Street Extended  
Cumberland MD 21502  
301-777-5940

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

Allegany  
Ms. Phyllis Eiring  
Moran Manor Nursing Home  
25701 Shady Lane  
Westernport MD 21562  
301-359-3000

Allegany  
Mr. John Gauthier  
Western Maryland Health Systems  
900 Seton Drive  
Cumberland MD 21502  
301-759-5079

Allegany  
Frostburg Village Adult Medical Daycare  
1 Kaylor Circle

Frostburg MD 21502

Allegany  
Ms. Barbara Weisenmiller  
Allegany County Nursing Home  
730 Furnace Branch Street  
Cumberland MD 21502  
301-777-5941

Allegany  
Mr. Steve Kesnor  
Housing Authority of Allegany County  
701 Furnace Street Suite One  
Cumberland MD 21502  
301-759-2792

Allegany  
Ms. Jane Jenkins  
Western Maryland Health Systems  
300 East Oldtown Road  
Cumberland MD 21502

Allegany  
Mr. Jay Brode  
Blind Industries & Services of MD  
322 Paca Street  
Cumberland MD 21502

Allegany  
Ms. Kathy Shippee  
Frostburg Village of Allegany County  
One Kaylor Circle  
Frostburg MD 21532  
301-689-2459

Allegany  
Mr. Louis VanHolland  
Archway Station  
121 Memorial Avenue  
Cumberland MD 21502  
301-777-1700

Allegany  
Ms. Mary Beth Perrillozzi  
Allegany County United Way  
71 Baltimore Street  
Cumberland MD 21502  
301-722-2700

Allegany  
Mr. Craig MacLean  
Horizon Goodwill Industries, Inc.  
14515 Pennsylvania Avenue

Hagerstown, MD 21742

Allegany  
Ms. Louise Sutermeister  
Salem Children's Trust-Frostburg  
Star Route Box 60 C  
Lower New Germany Road  
Frostburg MD 21532

Spectrum Support, Inc.  
Ms. Jennifer Hilderbrand  
27 East Industrial Boulevard  
Cumberland, MD 21502

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

Anne Arundel  
Ms. Lorrie Balon  
Annapolis Nursing & Rehabilitation Center  
900 VanBuren Street  
Annapolis MD 21403

Anne Arundel  
Mr. Richard Bronson  
Patapsco Action Group, Inc  
7993 Pertshire Path  
Glen Burnie MD 21061

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

Anne Arundel  
Mr. Mario Berninzoni  
Arundel House of Hope  
6401 Ritchie Highway  
Glen Burnie MD 21061  
410-609-1224

Anne Arundel  
Melissa Gardon  
Providence Center, Inc.  
370 Shore Acres Road  
Arnold MD 21012  
410-757-8190

Anne Arundel  
Ms. Heather Walker  
Annapolis Housing Authority  
1217 Madison Street

Annapolis MD 21403  
410-267-8000 ext.137  
Anne Arundel  
Ms. Debbie Duffy  
Arundel Lodge, Inc.  
2600 Solomons Island Road  
Edgewater MD 21037  
443-433-5900

Anne Arundel  
Mr. Robert Ireland  
Belle Marche  
P.O.Box 979  
Pasadena MD 21123  
410-255-3805

Anne Arundel  
Ms. Kate Rollason  
ARC Of Anne Arundel County  
931 Spa Road  
Annapolis MD 21401  
410-269-1883

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

Anne Arundel  
United Cerebral Palsy of Southern MD  
Michelle Tilman  
1919-A West Street  
Annapolis, MD 21401

Anne Arundel  
Ms. Frances Jones  
CASOS, Inc.  
Arundel Center North  
101 Crain Highway  
Glen Burnie, MD 21061  
410-761-1769

Anne Arundel  
Mr. Calvin Parker  
Arundel Nursing Center  
1454 Fairfield Loop Road  
Crownsville, MD 21032

Anne Arundel  
Ms. Yevola Peters  
Anne Arundel Co. Economic Opportunity  
P.O. Box 1951  
Annapolis MD 21401  
410-263-0060

Anne Arundel  
Mr. V.J. VanLear  
City of Annapolis Housing Authority  
1217 Madison Street  
Annapolis MD 21403

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

Anne Arundel  
Ms. Roberta Poole  
8056 Pine Ridge Road  
Pasadena MD 21122

Anne Arundel  
Barbara Huston  
Partners In Care  
348 Ritchie Highway  
Severna Park MD 21146  
410-544-4800

Anne Arundel  
Ms. Dea Harrison  
696 Winding Stream Way  
Suite 103  
Odenton, MD 21113

Anne Arundel  
Ms. Cheryl Richardson  
Bello MaChre  
P.O. Box 979  
Pasadena, MD 21133  
410-255-3805 ext109

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

Anne Arundel  
Ardmore Enterprises  
PO Box 756,  
Lanham, MD 20703

Anne Arundel  
Ms. Sarah Basehart  
The Arc of Maryland  
49 Old Solomons Road, Suite 205  
Annapolis, MD 21401  
410-571-9320

Anne Arundel  
Cecelia Petro  
Stay at Home  
1007 E. Benning Road  
Galesville MD 20765

Baltimore  
Ms. Cleo Edmonds  
Associated Black Charities  
1114 Cathedral Street  
Baltimore, MD 21201  
410-659-0000 Ext 221

Baltimore  
Ms. Mary Pivawer  
Senior Friendly Neighborhood  
3809 Clarks Lane  
Baltimore, MD 21215  
410-318-6600 ext 18

Baltimore  
Executive Director  
Baltimore City Hospital  
Transportation Program  
4940 Eastern Avenue  
Baltimore MD 21224

Baltimore  
Harbour Hospital Center  
3001 South Hanover Street  
Baltimore MD 21225  
410-354-0122

BWI Business Partnership, Inc.  
1302 Concourse Dr.  
Suite 105  
Linthicum Heights, MD 21090

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  
7301 Dogwood Road  
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

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

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

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

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.  
6505 Ridenour Way East  
Eldersburg, MD 21784

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  
Kristen Kinkopf  
Community Services Division  
Catholic Charities  
2305 N. Charles Street  
Baltimore MD 21218

Baltimore  
Mr. Mike Ackerman  
Rosewood Center  
Rosewood Lane/Paca Unit  
Owings Mills MD 21117  
410-363-0300

Baltimore  
Mr. William Adams  
Aims United Methodist Church  
3611 Edgewood Street  
Baltimore, MD 21215

Baltimore  
Southeast Community Health Center  
7702 Dunmanway  
Baltimore MD 21222

Baltimore  
Ms. Barbara Artis  
United Way  
100 South Charles Street 5th Floor  
Baltimore MD 21203

Baltimore  
Ms. Donna Barrons  
Villa Marie  
2300 Dulaney Valley Road  
Timonium MD 21093

Baltimore  
Ms. Cherie Melton  
St. Ann Adult Day Care  
3308 Benson Avenue  
Baltimore MD 21227-1001

Baltimore  
Mr. Henry Bogdan  
MD. Assoc. of Non-Profit Organizations  
190 West Ostend Street  
Baltimore MD 21230  
410-727-6367

Baltimore  
Ms. Sarah E. Hill  
Resident Services Coordinator  
The Shelter Foundation  
218 N. Charles Street Suite 200  
Baltimore MD 21201  
410-828-7185

Baltimore  
Ms. Mary Lee Bradyhouse  
My Sisters Place Lodge  
123 W. Mulberry Street  
Baltimore MD 21201  
410-727-3523

Baltimore  
Ms. Andrea Braid  
Jenkins Community for the Aging  
3320 Benson Avenue  
Baltimore MD 21227  
410-646-0320

Baltimore  
Mr. Ronald Braxton  
Allen AME Church  
1130 West Lexington Street  
Baltimore MD 21223

Baltimore  
Ms. Margaret Burke  
St. Michael Adult Day Care  
9534 Belair Road  
Baltimore MD 21236-1596  
410-256-2980

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

Baltimore  
Sister Ellen Carr  
Franciscan Sisters  
3725 ELLERSLIE AVENUE  
Baltimore MD 21218

Baltimore  
Mr. Michael Howard  
Baltimore Association for Retarded Citizens  
7215 York Road  
Baltimore MD 21212  
410-296-2272

Baltimore  
Ms. Allison Carter  
Mental Hygiene Administration  
O'Connor Building  
201 West Preston Street  
Baltimore MD 21201

Baltimore  
Mr. Vince Chillemi  
Dundalk Community College  
Single Step Program  
7200 Sollers Point Road  
Baltimore MD 21222

Baltimore  
Mr. Alan Christian  
Diverse Dimensions  
17 Warren Road  
Suite 19A  
Pikesville MD 21208

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

Baltimore  
Ms. Martha Coleman  
The Villa  
6806 Bellona Avenue  
Baltimore MD 21212  
410-377-2450

Baltimore  
Terry Collard  
The Chimes  
4815 Seton Drive  
Baltimore MD 21215

Baltimore  
Mr. David Conn  
Baltimore Jewish Council  
5750 Park Heights Ave  
Baltimore MD 21215

Baltimore  
Ms. Christine Schoenberger  
Alliance Inc.  
7701 Wise Avenue  
Baltimore MD 21222

Baltimore  
Executive Director  
Children's Hospital  
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  
Ms. Marguerite Kelley  
Director of Development/Marketing  
The League for People with Disabilities  
1111 East Cold Spring Lane  
Baltimore MD 21239

Baltimore  
Director  
St. Martins Catholic Church  
31 North Fulton Avenue  
Baltimore MD 21223

Baltimore  
Director  
St. Francis School for Special Education  
2226 Maryland Avenue  
Baltimore MD 21218

Baltimore  
Ms. Dorothy Dobbyn  
Neighborhood Housing Services of Irvington  
4107 Frederick Avenue

Baltimore MD 21229  
Baltimore  
Mr. Scott Graham  
ReVisions, Inc.  
20 Winters Lane  
Catonsville MD 21228  
410-747-4492

Baltimore  
Ms. Gerri Farley  
Baltimore American Indian Center  
113 South Broadway  
Baltimore MD 21231

Baltimore  
Ms. Linda Fassett  
Echo House  
1705 West Fayette Street  
Baltimore MD 21223  
410-947-1700

Baltimore  
Ms. Brenda Merritt  
3503 Rosedale Road  
Baltimore, MD 21215  
410-367-8483

Baltimore  
Ms. Marguerite Kelley  
Director of Development/Marketing  
The League for People with Disabilities  
1111 East Cold Spring Lane  
Baltimore MD 21239  
410-323-0500 x304

Baltimore  
Mr. Eugene Glover  
Glover Tillman Learning & Extended  
Child Care Center  
3814 Edmondson Avenue  
Baltimore MD 21229

Baltimore  
Mr. Duane Gerstenberg  
National Federation for the Blind  
1800 Johnson Street  
Baltimore MD 21230  
410-659-9314

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

Baltimore  
Ms. Melva Gwyer  
League for People with Disabilities  
1111 East Cold Spring Lane  
Baltimore MD 21239  
410-323-0500

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

Baltimore  
Mr. E. Kelly Finney  
Johns Hopkins Bayview Medical Center  
1627A Thames Street  
Baltimore MD 21231  
410-550-1155

Baltimore  
Reverend Mary Henry  
Bethel AME Church  
1300 Druid Hill Avenue  
Baltimore MD 21217

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

Baltimore  
Mr. John Hodge-Williams  
Woodburne Center  
1301 Woodburne Avenue  
Baltimore MD 21239

Baltimore  
Mr. James Hollan  
Maryland School for the Blind  
3501 Taylor Avenue+-  
Baltimore MD 21236-4499  
410-444-5000

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

Baltimore  
Ms. Mary Kramer  
Catholic Charities  
4230 Hollins Ferry Road  
Lansdowne MD 21227

Baltimore  
Ms. Carolyn Kilgore  
Mosaic Community Services Inc.  
1925 Greenspring Drive  
Timonium MD 21093  
410-453-9553 x107

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

Baltimore  
Ms. Rayna Keyser  
Mount Washington Pediatric Hospital  
1708 West Rogers Avenue  
Baltimore MD 21209  
410-578-8600

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

Baltimore  
Sister Anella Martin  
Mercy Hospital  
301 St. Paul Street  
Baltimore MD 21202

Baltimore  
Reverend Marvis May Sr.  
Macedonia Baptist Church  
718 West Lafayette Avenue  
Baltimore MD 21217

Baltimore  
Mr. Gary McLain  
Happy Hills Hospital, Inc.  
1708 West Rogers Avenue  
Baltimore MD 21209

Baltimore  
Mr. Eric Laucius  
Levindale Hebrew Geriatric Center & Hospital  
2434 West Belvedere Avenue  
Baltimore MD 21215  
410-466-8700 ext. 282

Baltimore  
Mr. James Lowder  
Caton Baptist Church  
3302 Toone Street  
Baltimore MD 21224

Baltimore  
Ms. Cathy Lyness  
St. Vincent's Child Care Center  
2600 Pot Springs Road  
Timonium MD 21093

Baltimore  
Ms. Anita Langford  
Francis Scott Key Medical Center  
4940 Eastern Avenue  
Baltimore MD 21224  
410-550-0756

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

Baltimore  
Ms. Martha McLaughlin  
Project Place  
1814 Maryland Ave.  
Baltimore MD 21201  
410-837-1400 ext. 15

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

Baltimore  
Ms. Marie Prezioso  
United Cerebral Palsy of Central MD  
1660 Sulphur Spring Road  
Baltimore MD 21227  
410-242-9010 ext. 230

Baltimore  
Ms. Patricia Chalfant  
Action In Maturity  
3900 Roland Avenue  
Baltimore MD 21211  
410-889-7915

Baltimore  
Mr. Frank Pinter  
Dundalk Community College  
7200 Sollers Point Road  
Dundalk MD 21222  
410-285-9762

Baltimore  
Ms. Beverly Mason  
Grace Presbyterian Church  
2604 Banister Road  
Baltimore MD 21215  
410-521-3418

Baltimore  
Ms. Linda Rinehart  
United Cerebral Palsy of Central MD  
1700 Reisterstown Road  
Suite 226  
Baltimore MD 21208  
410-484-4540

Baltimore  
Ms. Donna Reid  
Pickers Gill Retirement Community  
615 Chestnut Avenue  
Towson MD 21204  
410-842-0421

Baltimore  
Ms. Linda Raines  
Mental Health Association of Maryland  
711 West 40th Street Suite 460  
Baltimore MD 21211  
410-235-1178

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

Baltimore  
Mr. Keith Peterson  
Penn-Mar Organizations, Inc.  
P.O. Box 36  
Maryland Line MD 21105

Baltimore  
Ms. Bernice Muskley  
St. Ambrose  
321 East 25th Street  
Baltimore MD 21218

Baltimore  
Ms. Michelle Middleton  
Sheppard Pratt Hospital  
6501 North Charles Street  
Baltimore MD 21285-6815  
410-938-4000

Baltimore  
Sr. Claudia Sanz  
Mary Elizabeth Lange Center  
601 East Chase Street  
Baltimore MD 21202  
410-244-8605

Baltimore  
Mr. Rick Smith  
National Multiple Sclerosis Society  
2219 York Road, Suite 302  
Timonium, MD 21093

Baltimore  
Dr. Ned Rubin  
Glass Health Systems  
3635 Old Court Road  
Baltimore MD 21208

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

Baltimore  
Bishop Willard E. Sanders, Jr.  
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Mr. Robert Glaze  
Baptist Senior Adult Ministries  
15 Crescent Street  
Greenbelt MD 20070  
301-507-6590

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

Prince George's  
Mr. Daniel Felzenberg  
City of Capitol Heights  
1 Capitol Heights Blvd  
Capitol Heights MD 20027

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

Prince George's  
Mr. Gregory Furr  
MedSource Community Services  
3060 Mitchellville Road  
Bowie MD 20716  
301-249-0606 ext 123

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

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

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

Prince George's  
Ms. Marybeth Peters  
Second Family  
1008 Nyanga Avenue  
Capitol Heights MD 20743  
301-722-0048

Prince George's  
Mr. Lawrence Pierce  
Dept. of Community Services  
2614 Kenhill Drive  
Bowie MD 20715  
301-262-6200

Prince George's  
Ms. Sylvia Lewis  
American National Red Cross  
6206 Belcrest Road  
Hyattsville MD 20782

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

Prince George's  
Mr. Dan Driscoll  
Easter Seal Society for Disabled Children/Adults  
4041 Powder Mill Road Suite 100  
Calverton MD 20705  
301-931-8700 ext 114

Prince George's  
Ms. Karen Vecchione  
Crescent Cities Adult Medical Day Care  
7001 Oxon Hill Road  
Oxon Hill MD 20745  
301-567-1885

Prince George's  
Mr. Arthur Turner  
United Communities Against Poverty, Inc.  
1400 Doewood Lane  
P.O. Box 31356  
Capitol Heights MD 20743  
301-322-5700 ext 105

Prince George's  
Ms. Dana Wellman  
Vesta, Inc.  
4615 Wheeler Hills Road  
Oxon Hill MD 20745  
301-505-1700 ext 206

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

Prince George's  
Mr. David Douglas  
TBDS Corporation  
1101 Mercantile Lane, Suite 220  
P.O. Box 4668  
Capitol Heights, MD 20791  
301-925-1515

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

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

Prince George's  
Ms. Tonja Lark  
4400 Stamp Road, Suite 308  
Temple Hills, MD 20748  
301-316-1206

Prince George's  
Ms. Lawonne Booker  
To God Be The Glory  
9500 Arena Drive, #102  
Largo, MD 20774

Prince George's  
Mr. Jim Krumke  
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  
Ms. Sharon Harrell  
Crossroads Community, Inc.  
P.O. Box 718  
Centreville MD 21617  
410-758-3050 ext 15

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

Queen Anne's  
Mr. Tom Rider  
Queen Anne's County Recreation & Parks  
Box 37  
Centreville, MD 21617

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

Somerset  
Ms. Sherree Marshall  
Somerset County Commission on Aging  
11916 Somerset Avenue  
Princess Anne MD 21853  
410-651-3400

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

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

St. Mary's  
Ms. Marie Robinson  
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  
Ms. Karen Gardner  
The Center for Life Enrichment  
25089 Three Notch Road  
P.O. Box 610  
Hollywood MD 20636  
301-373-8100

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

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

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

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

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St. Mary's Nursing Center  
Melinda Lyon  
21585 Peabody Street  
Leonardtown, MD 20650

St. Mary's  
St. Mary's County Office on Aging  
Lori Jennings  
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Leonardtown, MD 20650

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

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

St. Mary's  
Ms. Maureen Ecker  
ARC of Southern Maryland  
St. Mary's County Services  
355 West Dares Beach Road  
P.O. Box 1860

Talbot  
Ms. Barbara MacInnes  
Channel Markers  
P.O. Box 2  
Whittmen MD 21676  
410-745-6973

Talbot  
Ms. Nancy Clem  
Channel Marker  
222 Port Street  
Easton MD 21601  
410-882-4611

Talbot  
Mr. Charles Gersdorf  
Memorial Hospital @ Easton  
219 South Washington Street  
Easton MD 21601  
410-822-1000 ext 5503

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

Talbot  
Mr. Lee Sullivan  
Bethany House  
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Cordova MD 21625

Talbot  
Mr. John Wright  
Chesapeake Rehabilitation Center  
713 Dover Street  
Easton MD 21601  
410-822-4122

Talbot  
Mid-Shore Mental Health Systems, Inc.  
8221 Teal Dr, Suite 203  
Easton, MD 21601

Talbot  
Upper Shore Aging, Inc.  
201 Talbot Boulevard  
Chestertown, MD 21620

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Ms. Belinda Corbett  
Washington County Commission on Aging  
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4th Floor  
Hagerstown MD 21740  
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Mental Health Authority  
Office of Consumer Affairs – Transp. Svcs.  
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Hagerstown, MD 21740

Washington County  
Easter Seals Society  
Adult Day Services  
101 East Baltimore Street  
Hagerstown, MD 21740

Washington County  
Head Start  
Linda Zerkle  
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  
Spectrum Support, Inc.  
9436 Earley Drive, Ste 1  
Hagerstown, MD 21740

Washington County  
United Cerebral Palsy  
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  
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Goodwill Industries, Inc./Hagerstown  
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Hagerstown MD 21742  
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Washington County  
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Washington County Human Dev. Council  
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Washington County  
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ARC of Washington County  
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Washington County  
Broadmore Assisted Living  
1175 Professional court  
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Mr. Dave Tork  
Brooklane Health Services  
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Hagerstown MD 21742

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Turning Point of Washington County  
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Hagerstown MD 21740  
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Ms. Cynthia Miller Pellegrino  
Western Maryland Hospital Center  
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Hagerstown MD 21740  
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Washington County  
Washington County Community Action Council, Inc  
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Hagerstown, MD 21740  
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Adult Services/Washington  
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Washington DC 20011  
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Washington D.C.  
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Whittman Walker Clinic, Inc.  
Schwartz Housing Services  
1407 S Street NW  
Washington DC 20009

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

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Hartley Hall Nursing Home  
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Washington D.C  
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Episcopal Senior Ministries  
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Washington DC 20002

West Virginia  
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Ms. Margaret Sas  
Bishopville Charge  
Zion U.M. Church  
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410-250-1046

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Salisbury, Maryland 21802  
410-219-9000

Wicomico County  
The Salvation Army  
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Salisbury, Maryland 21802  
410-749-7771

Wicomico County  
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Deer's Head Center  
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Salisbury, Maryland 21801  
410-543-4000

Wicomico County  
Mr. Jack Grizzel  
Blind Industries & Services of Maryland/Salisbury  
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Dove Pointe  
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Salisbury, Maryland 21802

Wicomico County  
Mr. Brad Bellacicco  
Shore Transit  
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Salisbury, Maryland 21801  
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Wicomico County  
Mr. Orville Penn  
SHORE UP! Inc.  
520 Snow Hill Road  
Salisbury, Maryland 21804  
410-749-1142

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**MTA REGIONAL PLANNERS**

## Regional Planners

### AUTHORIZED DESIGNEE

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

Regional Planner	Jurisdictions
<b>Monica White</b> 410-767-3906 <a href="mailto:mwhite2@mta.maryland.gov">mwhite2@mta.maryland.gov</a>	Human Services Programs State Wide (Except DCS)
<b>Bruce Hojnacki</b> 410-767-3758 <a href="mailto:Bhojnacki@mta.maryland.gov">Bhojnacki@mta.maryland.gov</a>	Anne Arundel County Baltimore City Baltimore County Carroll County Harford County
<b>George Thornes</b> 410-767-3906 <a href="mailto:gthornes@mta.maryland.gov">gthornes@mta.maryland.gov</a>	Allegany County Charles County Calvert County Frederick County Garrett County St. Mary's County Washington County
<b>Jason Kepple</b> 410-767-7330 <a href="mailto:JKepple@mta.maryland.gov">JKepple@mta.maryland.gov</a>	Cecil County City of Annapolis Dorchester County - (DCS) Howard County Montgomery County Prince George's County 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>