



Enhanced Mobility of Seniors and  
Individuals with Disabilities

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Section 5310

**Greenville-Pickens Area Transportation Study ([GPATS](#)) MPO**  
**301 University Ridge, Suite 3800**  
**Greenville, SC 29601**

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Federal Transit Administration

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**Large Urban Section 5310  
Enhanced Mobility of Seniors and  
Individuals with Disabilities Program  
Application Form  
Federal Fiscal Year 20\_\_ - \_\_**

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Name of Organization: \_\_\_\_\_

Total: \_\_\_\_\_

Federal Match: \_\_\_\_\_

Local Match: \_\_\_\_\_

Capital

Operations

Total: \_\_\_\_\_

Percentage: \_\_\_\_\_% \_\_\_\_\_%

Point of Contact: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site Address (if any): \_\_\_\_\_

Agency UEI Number: \_\_\_\_\_

**Full Application Deadline:  
Friday, January \_\_, 20\_\_ at 12:00 noon or until funds are exhausted**

## **Project Application Procedures**

This is the program application for the Enhanced Mobility of Seniors and Individuals with Disabilities<sup>1</sup> (5310) funds to be used in the Greenville Urbanized Area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet the requirements under FTA's Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310) grant program.

### **Application Instructions**

Application will be reviewed, evaluated and scored by the GPATS Transit Coordinating Committee (TCC) to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline **will not** be considered for funding unless funding is still available. If requesting funding for multiple projects, complete separate applications.

The rankings and final selection recommendations from the GPATS TCC will be presented to the GPATS Study Team then Policy Committee. Submit one original (by mail) and one copy (electronically) of the completed application, including required attachments shown in the [Application Checklist](#).

Applicants seeking funding Federal Assistance must submit a 424 form. This is a standard used form to obtain and review comments on the application from other state and local agencies. Complete Form 424 as directed and send the original to GPATS. Attached is a copy of the 424 form.

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<sup>1</sup> Disabilities also include people who are addicted to drugs.

## Application Checklist

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, will not be considered for funding.

- Application – must address all points provided in the selection criteria that can be found on page 6, section f.
- Project Budget **that is  $\geq 55\%$  for capital expenditures**. Any vehicle purchase(s) **MUST comply with SCDOT, FTA, and ADA Buses and Purpose-Built Vehicles procurement policy**. Please reach out to SCDOT Office of Public Transit (OPT) Transit Program Manager, Renee Miller-Cotton at [MillerRC@scdot.org](mailto:MillerRC@scdot.org) or (803) 737-0822, if you need assistance.
- Certifications and Assurances (**application WILL be rejected without this on pg 20 of this application**).
- Copy of the organization’s Section 501(c)(3) certification (if it is not a public entity) along with three (3) most recent 990s and **COMPLETED/FILLED-IN [Fiscal Health for Evaluation 990s Form](#)**.
- [Standard Form 424: Application for Federal Assistance](#).
- Title VI Affirmation of Compliance Form under [Title VI](#) (**application WILL be rejected without this on pg 19 of this application**).
- County of Greenville Substitute [W-9](#) so that you can be added to the Greenville County vendor system.
- Letter of commitment (if applicable) - a letter of commitment – money or services – **MUST** explain the nature of the partnerships/relationship and the responsibilities, expectations, and deliverables for the partnerships/relationship. **If this partnership/relationship is not clearly explained, no points will be awarded for letters of commitment from entities/institutions/organizations that have no measurable/quantifiable effect on your project. Quantifiable and financial benefits of these coordination efforts are encouraged. For example, if staff is shared, what are the cost savings for the organization? If vehicles are shared, what are the cost savings for the organization?**
- Submit electronically (by email) including attachments with the subject “**Attn: 5310 Grant App from [Your Organization Name]**” to [aikain@greenvillecounty.org](mailto:aikain@greenvillecounty.org).

## General Information

### a. Introduction

The Greenville-Pickens Area Transportation Study is pleased to announce Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) call for projects.

1. **The full Application is due no later than **Friday, January \_\_, 20\_\_ at 12:00 noon or until funds are exhausted.****

*Your agency will not be considered for funding if you do not submit the full application. If you would like to be considered for funding for Capital Projects and Operation Projects, the agency must submit separate documents which support the project in that specific area.*

This program announcement utilizes the Federal Transit Administration's (FTA) Federal Fiscal Year funding authorized under the *Fixing America's Surface Transportation Act (FAST Act)* and as appropriated by the United States Congress. This announcement reflects the publication in the Federal Register dated released by Federal Transit Administration (FTA), less allowable designated recipient administration. The amount shown below will support Enhanced Mobility of Seniors and Individuals with Disabilities Program, and will be allocated for new and existing transit related projects in the GPATS urbanized area:

### Authority for the Program

The Federal Transit Administration has designated the Greenville-Pickens Area Transportation Study (GPATS), as the MPO for the Greenville-urbanized area of all Federal Transit Administration (FTA) funds. As the designated recipient, GPATS has authorization to administer funds in accordance with state and federal laws, statutes, and regulations. This Program is authorized under the provisions set forth in Fixing America's Surface Transportation Act (FAST Act), and MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century) prior. MAP-21 consolidated the Section 5310 and Section 5317 programs as previously defined by SAFETEA-LU. The program name is now *Enhanced Mobility of Seniors and Individuals with Disabilities (5310)*.

Additionally, MAP-21 expanded the eligibility provisions to include operating expenses and the program has required performance measures. These new components will assist with improving mobility for seniors and individuals with disabilities.

*Any agency requesting operational funds must provide additional information supporting the need for these funds and must also justify that the project meets the New Freedom criteria of going above and beyond what the American's with Disability Act of 1990 requires.*

### b. Program Objectives

Under MAP-21 the Enhanced Mobility of Seniors and Individuals with Disabilities Program provides funds to:

- Serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable.
- Projects that exceed the requirement of the Americans with Disabilities Act (ADA)
- Projects that improve access to fixed route service and decrease reliance on complementary

- paratransit;
- Projects that are alternatives to public transportation; and
- Program has expanded eligibility provisions to include operating expenses

### **c. Eligible Expenses**

MAP-21 expands eligibility of the funds to be used for operating, in addition to capital, for transportation services that address the needs of seniors and individuals with disabilities. Fifty-five (55) percent of the funds available for this program must be used for 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, typically carried out by charitable organizations. The fifty-five (55) percent is a floor. Applicants may utilize more or all of the Section 5310 funds for these types of projects. Remaining funds may be used for:

- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit,
- Alternatives to public transportation that assist elderly individuals with disabilities;
- The acquisition of public transportation services (Purchase of Service – POS) and vehicles remain eligible capital expenses; or
- Until the Circular is revised all former Section 5310 and 5317 projects are considered eligible.

*The expanded eligibility provisions are a result of the consolidation of the Section 5317 New Freedom Program, which was repealed in MAP-21, with the Section 5310 Program.*

### **d. Eligible Applicants**

There are three categories of eligible sub-recipients of Section 5310 Program funds:

- 1) A charitable organization is a corporation or association determined by the U. S. Department of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be charitable organization and for which the designated state agency has received documentation certifying the status of the charitable organization;
- 2) Governmental authorities that certify to the Governor of South Carolina and North Carolina that no charitable organizations or associations are readily available in an area to provide the service; and
- 3) Governmental authorities approved by the state to coordinate services for Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Local governmental authorities eligible to apply for Section 5310 Program funds, as coordinators of services for Enhanced Mobility of Seniors and individuals with disabilities, are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible



governmental authorities are area agencies for aging or public transit providers, which the state has identified as lead agencies to coordinate transportation services funded by multiple federal or state human service programs.

**e. Federal/Local Match Requirements**

The matching requirements remain the same; capital assistance is provided on an 80 percent federal share, 20 percent local share. The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 U.S.C. 12101 et seq.) or the CAA. Operating assistance is provided on a 50 federal share, 50 percent local share. MAP-21 eliminated the provision for the sliding scale match under FHWA programs to be used in this program. Funds provided under other federal programs (other than those of the Department of Transportation, with the exception of the Federal Lands Transportation Program and Tribal Transportation Program established by Sections 202 and 203 of title 23 U.S.C.) may be used for local match for funds provided under Section 5310, and revenue from service contracts may be used as local match. Please list the name of the matching source.

**f. Project Selection Criteria and Process**

GPATS' staff shall prioritize the applications based on: a) the standards set forth within the regional coordination plans; b) the percentage of elderly and disabled individuals served; and c) the following Section 5310 Program selection criteria.

## Selection Criteria

**If score of 70/100 not obtained, application will be rejected.**

Description of Project	Evaluation Criteria
<b>1. Statement of Need and Organizational Capacity (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</li> <li>• Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how)</li> <li>• Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served.</li> </ul>	<ol style="list-style-type: none"> <li>1. ___ <b>(5 points)</b> <b>How</b> does the project address a recognized need in the community?</li> <li>2. ___ <b>(5 points)</b> <b>How</b> do you implement strategies to enhance your project?</li> <li>3. ___ <b>(5 points)</b> <b>How</b> does the project increase or enhance availability of transportation of the targeted population?</li> <li>4. ___ <b>(5 points)</b> <b>How</b> does the project help meet transportation needs outside this population?</li> </ol> <p style="text-align: right;">___/20</p>
<b>2. Project Budget and Cost Effectiveness (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</li> <li>• Provide evidence of financial capability and the stability of the local share.</li> <li>• Identify reasonable sources for on-going funding – clearly indicate all funding sources if there is more than one.</li> </ul>	<ol style="list-style-type: none"> <li>5. ___ <b>(7 points)</b> Was a clearly defined budget submitted for each of the proposed projects?</li> <li>6. ___ <b>(7 points)</b> <b>How</b> does the project budget list the source(s) of local share? Is the local share stable?</li> <li>7. ___ <b>(6 points)</b> <b>How</b> does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</li> </ol> <p style="text-align: right;">___/20</p>
<b>3. Coordination and Program Outreach (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include:             <ul style="list-style-type: none"> <li>• Share vehicles with other agencies;</li> <li>• Share dispatching or scheduling duties;</li> <li>• Share in maintenance costs;</li> <li>• Coordinate client trips;</li> <li>• Coordinate staff training programs;</li> <li>• Other strategies.</li> </ul> </li> <li>• Were private sector providers included in developing the project? If so, how?</li> <li>• In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</li> </ul>	<ol style="list-style-type: none"> <li>8. ___ <b>(7 points)</b> Was charitable organization sector involvement explored?</li> <li>9. ___ <b>(7 points)</b> Was for-profit sector involvement explored?</li> <li>10. ___ <b>(6 points)</b> What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)</li> </ol> <p style="text-align: right;">___/20</p>

**If score of 70/100 not obtained, application will be rejected.**

<b>4. Implementation Plan (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project.</li> <li>• Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</li> <li>• Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability.</li> <li>• Description on how the agency will market the project to the target population and promote public awareness of the program.</li> </ul>	<p>11. ___ <b>(7 points)</b> <b>How</b> does the operational plan correspond with the project goals/objectives?</p> <p>12. ___ <b>(7 points)</b> <b>How</b> does the implementation plan seem feasible?</p> <p>13. ___ <b>(6 points)</b> <b>How</b> does the timeline seem feasible?</p> <p style="text-align: right;">___/20</p>
<b>5. Customer Service and Accessibility (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide the number of years the applicant has provided services for its targeted clientele (elderly, low-income populations, and/or individuals with disabilities).</li> <li>• Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project?</li> <li>• List the training courses and the drivers who have completed these courses.</li> <li>• Describe the agency’s vehicle maintenance program (if applicable), addressing the following:             <ul style="list-style-type: none"> <li>• Pre-trip inspections</li> <li>• Preventive maintenance</li> <li>• Routine maintenance</li> </ul> </li> <li>• Contingency plan for when equipment is out of service</li> </ul>	<p>14. ___ <b>(7 points)</b> <b>How</b> does the applicant display sufficient experience in providing services for the targeted clientele?</p> <p>15. ___ <b>(7 points)</b> <b>How</b> does the agency have adequate staff resources to handle the project?</p> <p>16. ___ <b>(6 points)</b> Does the agency display the ability to maintain vehicles?</p> <p style="text-align: right;">___/20</p>
___/100	

## **Award Requirements**

Applicants selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program shall enter into an agreement with GPATS. **No funds may be drawn down by successful applicants until a signed and executed contract is in place. Purchase of Service or Vehicle procurement information must be approved by GPATS prior to starting the service or ordering the vehicle:**

### **a. Assurances & Certifications/Authorizing Resolution**

Sub-recipients of Section 5310 Program funds are required to comply with all FTA requirements.

The “Assurances & Certifications” are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant as originally signed in hardcopy only. In addition and where noted, the “Assurances & Certifications” must be signed and dated by the local attorney and the agency’s authorized official.

*Organizations unable to complete these Assurances & Certifications will not receive funding and should not apply for funding.*

### **b. Pre-Award and Post-Delivery Reviews**

Successful applicants, who are eligible to acquire vehicles, are required to purchase vehicles through the applicable state contract following receipt of an executed sub-agreement and notice to proceed from GPATS. GPATS shall conduct a pre-award review of all vehicles purchased using federal funds, as well as an on-site, post-delivery review of all vehicles received. The review will include inspection of complete certifications, compliance with bid specifications, Buy America, and the Federal Motor Vehicle Safety Standards (FMVSS) requirements

### **c. Vehicle Maintenance and Disposal**

Successful applicants are required to certify that equipment purchased under the Section 5310 Program shall be used for transportation services-related activities only. In addition, sub-recipients are required by GPATS to have a comprehensive maintenance plan detailing the agency’s maintenance procedures. All vehicles used for services beyond ADA must meet requirements set forth in the former Section 5317 circular. At the end of a vehicle’s useful life, Section 5310 Program sub-recipients may dispose of the equipment, after notifying and receiving disposition instructions from GPATS and Federal Transit Administration.

## **Local Match Requirement**

**An applicant is required to provide a local match for the Project and agrees as follows:**

**a. Restrictions on the Source of the Local Share.**

The applicant agrees to provide sufficient funds or approved in-kind resources, together with the Federal assistance awarded and/or other State funds that may be awarded, that will assure payment of the actual cost of each Project activity covered by the Project Scope. The applicant agrees that no local share funds provided will be derived from receipts from the use of Project facilities or equipment, revenues of the public transportation system in which such facilities or equipment are used, or other Federal funds, except as permitted by Federal law or regulation.

**b. Duty to Obtain the Local Match.**

The applicant agrees to complete all proceedings necessary to provide the local match of the Project costs at or before the time the local match is needed for Project costs, except to the extent that GPATS determines otherwise in writing.

**c. Prompt Payment of the Local Match.**

The applicant agrees to provide the proportionate amount of the local match promptly as Project costs are incurred or become due, except to the extent that GPATS determines in writing that the local match may be deferred.

**d. Reduction of the Local Match.**

The applicant agrees that no reduction of the local match may be made unless, at the same time, a reduction of the proportional amount of the Federal and/or State assistance provided is made.

## **Policy Statement**

The Greenville-Pickens Area Transportation Study (GPATS) is committed to ensuring the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to mistreatment under any GPATS program or activity on the grounds of race, color, or national origin. GPATS assures all its programs and activities will be free from mistreatment, whether those programs and activities are federally funded or not.

GPATS conducts its Title VI/Environmental Justice Program in a team approach involving all GPATS personnel. The Director of GPATS is responsible to ensure GPATS' compliance with the Title VI/EJ implementing regulations.

Inquiries concerning GPATS' policies, investigations, reports and compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to the Director at Greenville-Pickens Area Transportation Study, 301 University Ridge, Ste 3800, Greenville, South Carolina 29601, telephone 864-467-7143.

This policy statement must be circulated throughout GPATS and be included by reference in all contracts, agreements, programs, and services administered by GPATS.

## Notice to the Public under Title VI for GPATS

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to mistreatment under any program or activity receiving Federal financial assistance.

- Greenville-Pickens Area Transportation Study (GPATS) operates its programs and services without regard to race, color, and national origin in accordance with the Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a report with GPATS.
- For more information contact the GPATS Executive Director Keith Brockington at [kbrockington@greenvillecounty.org](mailto:kbrockington@greenvillecounty.org) or (864) 467-7143 or the Title VI Coordinator Asangwua Ikein at [aikein@greenvillecounty.org](mailto:aikein@greenvillecounty.org) or (864) 467-7287.
- If information is needed in another language, contact (864) 467-7270.
- A reportee may file a report directly with the Federal Transit Administration by filing a report with the Office of Civil Rights,
  - Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave, SE  
Washington, DC 20590

~Si se necesita información en otro idioma llame al (864) 467-7270.

As outlined in the [Public Participation Plan \(PPP\)](#), GPATS' public notices in public areas of the agency's offices, posted to <http://gpats.org/AboutGPATS/Calendar.aspx>, meeting notices and calendar events are listed by Greenville County, at <https://www.greenvillecounty.org/apps/CalendarGC/CountyCouncil.aspx>, as meeting rooms are reserved, and any public notices of official changes to plans (e.g., TIP Amendments) are published with the Greenville News.

# Reporting Procedures

## a. Investigation Plan

The investigator (only an individual who is trained in civil rights) shall prepare a written plan which includes, but is not limited to, the following:

- Names of the reportee(s) and respondent(s);
- Basis for the report;
- Issues, events, or circumstances that caused the person to believe that they has been mistreated;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line; and
- Remedy sought by the reportee(s).

## b. Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the report.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the report. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- Only individuals trained in civil rights should conduct mistreatment investigations.

## c. Investigation Reporting Process

- Within 40 days of receiving the report, the investigator prepares an investigative report and submits the report and supporting documentation to the Human Resources Director or their designee for review.
- The Director or designee reviews the file and investigative report. Subsequent to the review, the Director makes a final determination of “probable cause” or “no probable cause” and prepares the final decision letter.

### Reporting Requirements to an External Agency

A copy of the report, together with a copy of the investigation report and the Director’s final decision letter, is forwarded to the Federal Highway Administration South Carolina Division Office within 60 days of the date the report was received.



#### **d. Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

# Filing a Report

## a. Introduction

The Title VI/Environmental Justice and Related Statutes report procedures are intended to provide aggrieved persons an avenue to raise reports of mistreatment regarding GPATS' programs, activities and services as required by statute.

## b. Purpose

The purpose of the mistreatment report procedures is to describe the process used by the Office of Human Resources (OHR) for processing reports of mistreatment under Title VI of the Civil Rights Act of 1964 and related statutes.

## c. Roles and Responsibilities

The GPATS Executive Director has overall responsibility for the mistreatment report process and procedures. The Director may, at their discretion, assign a capable person within GPATS to investigate the report.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the reportee is unable or incapable of providing a written statement, the reportee will be assisted in converting the verbal report into a written report. All reports, however, must be signed by the reportee and/or by the reportee's representative.

The reportee shall make themselves reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

### Filing Reports

Applicability: The report procedures apply to the beneficiaries of the GPATS programs, activities and services including, but not limited to, the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that they or any specific class of persons has been subjected to mistreatment or retaliation prohibited by Civil Rights authorities may file a report. The report:

- Must be based upon race, color, and national origin;
- Must be reduced to writing; and
- Must be filed within 180 calendar days of the alleged occurrence or when the alleged mistreatment became known to the reportee.

This plan requires that SCDOT be immediately notified of any report or allegation of mistreatment. Every effort will be made to obtain early resolution of reports at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process.

Time Limitation and Filing Options Title VI/EJ reports of mistreatment may be filed with:

- a. GPATS
- b. South Carolina Department of Transportation
- c. Federal Highway Administration
- d. U.S. Department of Transportation

In all situations, the GPATS and County employees must contact the GPATS Executive Director immediately upon receipt of a Title VI/EJ report.

Keith R. Brockington, AICP  
County Transportation Planning Manager/GPATS Executive Director  
Greenville County Department of Planning and Code Compliance  
GPATS | Greenville-Pickens Area Transportation Study  
(864)-467-7143  
[kbrockington@greenvillecounty.org](mailto:kbrockington@greenvillecounty.org)

Reports must be filed no later than 180 calendar days after:

- The date of the alleged act of mistreatment; or
- The date the person became aware of the alleged mistreatment; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Receipt and Acceptance When any element of the Greenville-Pickens Area Transit Study (GPATS) receives an inquiry, comment or report which alleges or implies mistreatment as addressed by Title VI of the Civil Rights Act of 1964 and its progeny, it will be logged in and immediately forwarded to the SCDOT's Office of Business Development and Special Programs.

The GPATS Executive Director will respond within ten (10) calendar days from date of receipt, advising receipt of the report and that the matter was forwarded to SCDOT for further processing. The Director's letter will also contain the appropriate SCDOT contact information.

GPATS will fully cooperate with the appropriate agency throughout the entire investigative process.

Reports must be in writing and must be signed by the reportee and/or the reportee's representative. The report must set forth as fully as possible the facts and circumstances surrounding the claimed mistreatment. In the event a person makes a verbal report of

mistreatment to a GPATS employee, or other person authorized to receive reports on behalf of GPATS, shall interview the person. If necessary, the authorized person will assist the person in writing the report for the person or the person's representative to sign.

**Designated GPATS special emphasis area operating elements will require the sub-recipients they serve to forward to the Director any report of mistreatment made to them about their own actions or actions of sub-grantees or contractors.**

## **Internal Report Processing**

### **a. Initial Contact**

Special emphasis program area representatives serve as GPATS's resources for members of the public who wish to file a mistreatment report under Title VI/EJ and related statutes. As resources, they will provide reportees with:

1. An explanation of their filing options;
2. The mistreatment report process; and
3. A Title VI/EJ and Related Statutes Mistreatment report Form.

Use of the Report Form is not necessary for the reportee. Rather, it is intended to help the reportee provide enough information to begin processing the report.

### **b. The Report Review Process**

1. The Director or their designee, reviews the report upon receipt to ensure that relevant information is provided, the report is timely, and meets jurisdiction.
2. The report shall be investigated, unless:
  - The report is withdrawn.
  - The reportee fails to provide required information.
  - The report is filed beyond the 180 calendar day timeframe.
  - The reportee is not part of a protected group.
  - The report is determined to be more appropriately under a jurisdiction other than GPATS. If this is the case, the reportee will be directed to the appropriate agency.
3. Upon determination that the report warrants a GPATS investigation, the reportee is sent a letter, acknowledging receipt of the report, and giving the name of the investigator.
4. The respondent – the person alleged to have committed the mistreatment -- is notified by mail that they have been named in a report. The letter also includes the investigator's name and informs the respondent that they will be contacted for an interview.

## Title VI Affirmation of Compliance Form

\_\_\_\_\_ shall not mistreat any person on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to mistreatment under any program or activity receiving Federal financial assistance in accordance with [Title VI, 42 U.S.C. § 2000d et seq.](#)

**Name of Organization:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Certification & Assurances (C&As)

As the authorized representative for \_\_\_\_\_,

I hereby make the following assurances:

1. Have the legal authority to sign this document and enter into contracts on behalf of this organization.
2. Give the awarding agency the right to examine all recordings including all records, books, papers, or documents related to this project.
3. Prohibits and has active safeguards against conflicts of interest real or perceived.
4. Have primary funding sources and isn't wholly dependent on 5310 funding, no matter if applying for 5310 funding from multiple sources.
5. Will comply with all local, state, and federal rules, regulations, and requirements.
6. Will reveal and document, with an [organizational tree graphic](#), the nature of all partnerships that we enter into for the purposes of this project included financial ties and commitments, responsibilities, and deliverables.
7. Will adhere to local, state, and federal procurement procedures for bidding of services associated with this project.
8. This Certification & Assurance (C&A) outlines the responsibilities and obligations concerning the federal interest in property acquired with Section 5310 federal assistance as set forth in FTA Circular 5010.1E: Award Management, dated March 21, 2017, Revised July 21, 2017 and July 16, 2018. GPATS and Sub-Recipient hereby acknowledge and agree to the following terms
  - a. **Federal Interest Retained:** The Federal Transit Administration (FTA) retains a federal interest in any federally assisted property financed with FTA assistance until, and to the extent that, the FTA relinquishes its federal interest in that property.
  - b. **Disposition of Federally Assisted Property:** The FTA is entitled to its share of the remaining federal interest upon the disposition of federally assisted property before the end of its useful life or for a value greater than \$5,000 after the useful life has been met.
  - c. **Prior Approval for Disposition:** Any disposition of federally assisted property before the end of its useful life requires prior GPATS and FTA approval. The FTA is entitled to its share of the remaining federal interest.
  - d. **Calculation of Federal Interest:** The federal interest is determined by calculating the fair market value of the federally assisted property immediately before the occurrence prompting the withdrawal of that property from appropriate use (e.g., sale, loss, etc.). When federally assisted property is lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated based on the condition of the equipment or supplies immediately before the incident, irrespective of the extent of insurance coverage. The federal interest that the Sub-Recipient is required to return to FTA is the greater of FTA's share of the unamortized value of the remaining useful life per unit, based on straight-line depreciation of the original purchase price or the federal share of the sales price.

- e. **Remit Remaining Federal Interest:** The Sub-Recipient may fulfill its obligation to remit the federal interest by returning to GPATS an amount equal to the remaining federal interest in the withdrawn federally assisted property. GPATS will then transfer the amount of the remaining federal interest to the FTA.
- f. **Insurance Proceeds:** If the Sub-Recipient receives insurance proceeds when federally assisted property has been lost or damaged by fire, casualty, or natural disaster, the Sub-Recipient agrees to return to the FTA an amount equal to the remaining federal interest in the lost, damaged, or destroyed federally assisted property. The federal interest does not depend on the extent of insurance coverage or the insurance adjustment received.

**Name of Organization:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# **Glossary of Terms for GPATS 5310 Application Form**

## **a. Basic Program Terms**

- Section 5310: A federal funding program that helps organizations provide transportation for seniors and people with disabilities
- GPATS: Greenville-Pickens Area Transportation Study - the organization that manages transportation planning and funding in the Greenville-Pickens area
- TCC: Transit Coordinating Committee - the group that reviews and scores applications
- ADA: Americans with Disabilities Act - federal law that protects the rights of people with disabilities

## **b. Types of Expenses**

Capital Expenses: Costs for buying or maintaining equipment, such as:

- Vehicles
- Computer systems
- Maintenance equipment
- Required 20% local match (you pay \$20 for every \$80 in federal funds)

Operating Expenses: Day-to-day costs of running your service, such as:

- Driver salaries
- Fuel
- Insurance
- Office supplies
- Required 50% local match (you pay \$50 for every \$50 in federal funds)

## **c. Vehicle Terms**

- Useful Life: How long a vehicle is expected to remain in service (usually measured in years or miles)
- Cut-A-Way: A type of small bus built on a van chassis, often used for paratransit service
- ADA Accessible Vehicle: A vehicle that meets federal requirements for carrying passengers with disabilities (includes features like wheelchair lifts)

#### d. Application Terms

- Local Match: Your organization's share of project costs (cannot come from other federal sources except in specific cases)
- Federal Share: The portion of costs paid by the federal government through this program
- In-Kind Match: Non-cash contributions that count toward your local match (such as volunteer time or donated facilities)
- Letter of Commitment: Written promise from a partner organization to provide money, services, or other support for your project. **Note: this is where you can give examples**

#### e. Service Types

- Fixed Route Service: Buses or vans that follow the same route and schedule every day
- Demand Response: Transportation that picks up and drops off passengers based on their specific needs (also called dial-a-ride)
- Paratransit: Door-to-door transportation service for people who cannot use regular bus service due to disabilities

#### f. Required Documents

- Form 424: Standard government form required for federal funding applications
- Title VI Plan: Document showing how you'll ensure your services don't discriminate
- 501(c)(3) Certification: Proof that your organization is a registered nonprofit (if applicable)
- 990s: Tax returns required from nonprofit organizations

#### g. Financial Terms

- DUNS Number: A unique nine-digit identification number for your organization (required for federal funding)
- Federal Interest: The government's share in any equipment purchased with grant funds
- Fair Market Value: Current estimated worth of a vehicle or other equipment

#### h. Important Contact Information

- GPATS Office: 864-467-7143

- Title VI Coordinator: 864-467-7287
- Spanish Language Assistance: 864-467-7270

## Questions

**A. Agency Type:**

- Charitable organization 501(c)(3)
- Tribal Government or Community
- Other Agency (Specify): \_\_\_\_\_

**B. Application Status:**

- New Applicant
- Continuing Applicant

**C. This application contains funding request for:**

- Purchase of Service (PoS)/Mobility Manager
- Expansion Capital Equipment **(ALL PURCHASES MUST COMPLY WITH SCDOT, FTA, and ADA BUSES AND PURPOSE-BUILT VEHICLES PROCUREMENT POLICY)**
  - ADA Accessible Cut-A-Way
- Replacement Capital Equipment (must complete this information)
  - ADA Accessible Cut-A-Way
  - Please provide information regarding the vehicle(s) that's being replaced

	Vehicle			
	1	2	3	4
<b>Make</b>				
<b>Model</b>				
<b>VIN</b>				
<b>Current Mileage</b>				
<b>Useful Life Mileage</b>				
<b>Useful Life Years</b>				
<b>Title Holder (SCDOT or Provide Name of Agency)</b>				



**If score of 70/100 not obtained, application will be rejected.**

2. **(5 points) How** do you implement strategies from the [South Carolina Statewide Public Transportation and Coordination Plan](#), Section 3.6, page 37 – 39, to enhance your project? The [GPATS Coordinated Public Transit - Human Services Transportation Plan](#) doesn't list strategies at this time. One point per strategy. Quantifiable metrics are encouraged. For example, hoe many calls are you receiving and how many referrals are you making to other transit providers? How many presentations a year are you providing – and to whom – to promote the need for services? What are the costs savings you anticipate to see by coordinating efforts? **Answer box on next page.**

**Table 3-2: Updated Strategies**

Strategy
Establishing reliable, coordinated information resources (i.e. call center, website, information and resource referral service)
Developing coordinated mobility management strategies for each region.
Referring potential riders to public transit and or other providers of transportation services.
Promote the need for and benefits of public transit to residents and public officials to gain support for funding services.
Utilizing software applications to assist with trip scheduling and system planning.
GIS mapping (routes / customers / type of needs, etc.)
Seek additional funding sources from local officials and community organizations to supplement current funding.
Develop Volunteer Assisted Rides programs to assist persons who don't have access to or ability to pay for existing services.
Identify opportunities for pooling costs for fuel, insurance, and other common expenses.
Develop transportation voucher program that can be used across agencies to allow riders more flexibility in finding services.
Sharing of staff, facilities, and administrative services (i.e. vehicle repair, driver training, trip scheduling, vehicle storage etc.)
Sharing of rides for customers across human service/community organizations
Develop employment shuttles from fixed transit route services to outlying employment centers. Accommodate 2nd and 3rd shift workers needs for transit as part of this program.
Seek new funding sources for facility and equipment upgrades (i.e. local fees, sales tax, statewide fees).
Build relationships between human service agency services and Metropolitan Planning Organizations that have expanded their boundaries and now must work together.
Continue to work on policies that promote joint use of vehicles, staff, facilities, and equipment.
Deploy more fuel efficient vehicles.
More common performance standards across programs.









**If score of 70/100 not obtained, application will be rejected.**

5. (7 points) Provide a clearly defined budget for the proposed project.

Requested Section 5310 Program Funding Amounts **Operations – fuel, leases, salary, etc. – is 50% and Capital – vehicle or equipment purchases, preventative maintenance – is 20%.**

Type	Budget Line Item	Total Amount	Federal Match	Local Match
Capital				
Operations				
<b>Total Requested</b>				
			<b>Capital</b>	<b>Operations</b>
<b>Total</b>				
<b>Percentage</b>			%	%

**If application is approved, applicant must provide quarterly reports on operational expenditures at the end of each quarter: March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> and before the holiday season if applicable.**

**If score of 70/100 not obtained, application will be rejected.**

6. **(7 points)** Does the project budget list the source(s) of local share? To get initial three (3) points, please provide proof of available funding (either via signed letter from Executive Director or copy of organization’s budget). If funds will be obtained via a partnership, please include letters of commitment from partners. One extra point for every letter of commitment, after initial three points awarded.

The local match will be available from the following sources:

Funding Source	Match Amount
<b>Total</b>	

\_\_\_\_\_ of \_\_\_\_\_ certifies that the required local match for the Section 5310 Program, which has a period of performance of **October 1, 20\_\_ – September 30, 20\_\_**, will be available by **October 1, 20\_\_**.





















