

**OHIO DEPARTMENT OF TRANSPORTATION
SPECIALIZED TRANSPORTATION PROGRAM
2012 LETTER OF INTENT GUIDANCE**

The Ohio Department of Transportation (ODOT) Specialized Transportation Program (STP) provides funds to assist organizations in providing transportation services to meet the special needs of elderly persons and persons with disabilities. These capital grant funds can be used to purchase vehicles and other transportation related equipment. Projects are funded with 80% federal dollars and a 20% local match.

1. Applicants must certify their participation in a Locally Developed Coordinated Public Transit Human Services Transportation Plan. This is a federal requirement for the Program. (If you are in a metropolitan area, contact your Metropolitan Planning Organization for the name of the plan. A list of metropolitan planning agencies is on the next page.) If you are in a rural area, contact Pat Pikula, Specialized Transportation Grant Coordinator, at pat.pikula@dot.state.oh.us or by phone at (614) 644-7237 to determine the name of the plan that covers your area.
2. A Letter of Intent (LOI) must be submitted to determine project eligibility. Those determined eligible will receive an invitation to apply.

Eligibility criteria are as follows:

1. Applicant must be a private nonprofit agency, an organization which serves as the lead in a **current** Ohio Coordination Program project, or a government entity which certifies that there are no private nonprofit agencies readily available in the area to provide the special services.
2. Applicant must primarily serve the target populations of elderly individuals and individuals with disabilities.
3. The project must be derived from a Locally Developed Coordinated Public Transit Human Services Transportation Plan.
4. A DUNS agency number. (If your agency does not have a DUNS number, you must obtain one to participate in federal grants) This may be obtained at: www.dnb.com
5. Ability to provide local match.

The application process is as follows:

1. Complete all the information requested on the attached 2012 Letter of Intent (LOI) form. Information provided in the LOI will determine your agency's eligibility for the program. ODOT must receive the LOI no later than November 11, 2011.
2. If the agency and the proposed project meet the eligibility requirements, your agency will be sent an electronic application packet on or about November 15, 2011 to complete for the project(s) cited in the LOI. Applications are due to the Office of Transit or the appropriate Metropolitan Planning Organization (MPO) no later than January 31, 2012.
3. The Office of Transit staff or appropriate MPO staff will review and score applications according to the established criteria.
4. LOIs may be submitted to this e-mail address:
ODOT.specialized.program@dot.state.oh.us or faxed to: 614-887-4174 or via US Postal Service.

If you have any questions about this process, please submit them via e-mail to the address listed above.