

Capital Application and Guide

Federal Fiscal Year 2027

Based on availability of FTA Section 5310 and 5339 funds.



Introduction

Each of the grant applications will be reviewed and ranked. Failure to complete all applicable questions will affect your score. Awards are based on the application ranking in comparison to all the applications in that category. Please do not modify the application, additional pages can be inserted only as directed. Your Capital Improvement Plan (CIP) is an essential reference tool to help determine the projects to apply for in this application.

Any agency receiving a vehicle through the capital assistance program offered through this grant application will be required to submit information to the South Dakota Department of Transportation (SDDOT) regarding the service provided with that vehicle. The agency must record several different categories of information in detail and report the information to SDDOT on a monthly, quarterly or annual basis. Any agency receiving assets through the program must maintain the assets per the specification recommended by the manufacturer. Applicants must meet program requirements when receiving federal fund reimbursements for purchases defined in funding agreements and the SDDOT State Management Plan.

Section 5310

Any agency (applicant) receiving Section 5310 funds under this grant application is required to be part of a locally developed community coordination plan or be approved to be part of a sponsored SDDOT project prior to submission of this application.

Section 5310 funds in most cases are 80/20 local match programs. The local agency is required to provide local match funds totaling 20% or more of the total purchase price at time of delivery. FTA's cost share of 80% or less will be provided by Federal Transit Administration (FTA) funds administered by the SDDOT.

Americans with Disabilities Act (ADA) compliant vehicles as well as those that meet the Clean Air Act (CAA) will be funded at the 85/15 local match. For ADA and CAA vehicles, the local agency is required to provide local match funds totaling 15% or more of the total purchase price at time of delivery and the balance, 85% or less, will be provided by FTA funds administered by the SDDOT. The total federal funds allowed are capped at a maximum of 85% or at your specific award total.

Purpose

This program is intended to enhance mobility of seniors and individuals with disabilities. This section of funds will provide for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

Eligible Activities

Traditional

- Buses and vans
- Wheelchair lifts
- Ramps
- Vehicle maintenance
- Securement devices
- Transit-related information technology systems (software and hardware)
- Mobility management programs
- Acquisition of transportation services under a contract
- Lease or other arrangement
- Both capital and operating costs associated with contracted service are eligible capital expenses

Nontraditional

- Travel for training
- Volunteer driver programs
- Building an accessible path to a bus stop including curb-cuts, sidewalks

This is not an all-inclusive list.

In addition, mobility management is eligible for 5310 funding along with other projects not listed above. Please contact SDDOT transit staff for assistance in determining if a project is eligible.

Section 5339

To receive Section 5339 funds the agency must provide public transportation. Section 5339 funds in most cases are 80/20 local match programs. The local agency is required to provide local match funds totaling 20% or more of the total purchase price at time of delivery. FTA's cost share of 80% or less will be provided by FTA funds administered by the SDDOT.

ADA vehicles that meet the Clean Air Act (CAA) will be funded at the 85/15 local match. For ADA and CAA vehicles, the local agency is required to provide local match funds totaling 15% or more of the total purchase price at time of delivery and the balance, 85% or less, will be provided by FTA funds administered by the SDDOT. The total federal funds allowed are capped at a maximum of 85% or at your specific award total.

Purpose

This program provides financing to replace, rehabilitate, purchase vehicles, equipment, and projects for bus-related facilities.

Common Eligible Projects

- Technological changes
- Innovations to modify low or no emission vehicles
- Transit-related information technology systems (software & hardware)
- Surveillance Equipment
- Communication Equipment
- Non-revenue Vehicles
- Fare Boxes
- Shop and Garage Equipment
- Facilities
 - Design
 - Environmental Compliance
 - Appraisals
 - Engineering Services
 - Construction/Acquisition
 - Energy Efficient Modifications
- Passenger amenities such as:
 - Passenger Shelters
 - Bus Stops
 - Fare Cards

This is not an all-inclusive list.

Application Instructions

An application must be submitted for each appropriate applicant. **Failure to complete all applicable fields will affect your score. Refer to guidance in each attachment for content requirements.**

Definitions:

- Designated State Agency: SDDOT – Office of Air, Rail and Transit
- Applicant/Subrecipient: the organization undertaking legal, financial, and technical capacity to administer projects.

Eligible applicants

Section 5310

- Private nonprofit organizations
- Public organizations/entities approved by SDDOT to coordinate transportation services for seniors and individuals with disabilities.
- Public organizations/entities, which certify to the State of South Dakota and are approved by the SDDOT that no nonprofit organizations are readily available to provide transportation services for seniors and individuals with disabilities.

Section 5339

- Public agencies
- Local governments
- Private nonprofit corporations engaged in public transportation, including those providing services open to a segment of the general public, as defined by age, disability, or low income

IMPORTANT SUBMISSION INFORMATION

To apply for funding, please fill out the required information below and submit your projects and documentation via the BlackCat Transit system. If you do not currently have access to the BlackCat System but would like to apply, please reach out to Monte Meier with the SDDOT Office of Air, Rail and Transit Monte.Meier@state.sd.us or (605) 773-4169 or Jess Marlow Jess.Marlow@state.sd.us or (605) 773-7038.

SDDOT will not accept applications outside of the BlackCat system.

Applications not received by the SDDOT imposed deadline will be considered ineligible for consideration.

**Applications are due to SDDOT:
March 2, 2026 End of Business Day**

Technical Assistance

SDDOT intends to assist any prospective subrecipient in the preparation of applications for projects under this program including those that provide service to predominately low-income, minority populations, individuals with disabilities and the elderly. Applications prepared with SDDOT assistance will be evaluated on the same basis as those which are not.

Any applicant seeking assistance in preparing an application should contact:

Brenda Sharkey
Phone: (605) 773-8082
Email: Brenda.Sharkey@state.sd.us

Monte Meier
Phone: (605) 773-4169
Email: Monte.Meier@state.sd.us

SUBMISSION DOCUMENTS

Application Cover Sheet - Attachment 1

System Description - Attachment 2

Facility Projects – Construction Project and Grant Management Checklist Attachment 3

Public Notice - Attachment 4

Application Assurances - Attachment 5

Assurance of Compliance with Title VI of The Civil Rights Act of 1964 - Attachment 6

Certification of Equivalent Service – Attachment 7

Attachment 1
Application Cover Sheet

All applicants are required to complete the information below.

APPLICANT AGENCY

Legal Name: [Click here to enter text.](#)

DBA Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

The applicant certifies that to the best of their knowledge and belief, the statements in this application are true and correct.

[Click here to enter text.](#)

(Typed Name of Authorized Representative of Board)

[Click here to enter text.](#)

(Title)

[Click here to enter text.](#)

(Telephone Number)

(Signature of Authorized Person)

(Date of Application)

CONTACT PERSON FOR QUESTIONS PERTAINING TO THIS APPLICATION

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

Attachment 2 System Description

Describe system and service level characteristics.

1. Verify that your agency information is current and up to date in BlackCat:
 - a) General Information
 - b) Financial Information
 - c) Service Information
2. Provide plans for growth in ridership and any increasing services offered. If your goal is to maintain current services, please indicate as such. [Click here to enter text.](#)
3. What percentage increase in ridership has your organization experienced for the last completed Federal Fiscal Year (FFY) reporting period based on the figures provided to SDDOT? [Choose an item.](#)
4. Enter the percentage of customers served for each: [Click here to enter text.](#)
 - d) Senior Citizens [Click here to enter text.](#)
 - e) Individuals with disabilities [Click here to enter text.](#)
 - f) Youth (under the age of 18) [Click here to enter text.](#)
 - g) General public [Click here to enter text.](#)
5. Verify that the uploaded versions in BlackCat are the most current:
 - a) Personnel and driver training policies per SDDOT requirements
 - b) Vehicle operating policy
 - c) SDDOT Approved Asset Maintenance Plan
 - d) Part of the Statewide Coordinated Transportation Plan or have created your own.
 - e) Drug and alcohol policy (5339 funding requirement)
6. Calculate the spare ratio using the below formula with vehicles in current fleet.
***** **Spare ratio should be calculated per location.** *****
 - a) What is the number of revenue vehicles? [Click here to enter text.](#)
 - b) What is the number of revenue vehicles required for maximum service? [Click here to enter text.](#)
 - c) What is the number of spare vehicles (a-b)? [Click here to enter text.](#)
 - d) Spare ratio (c/b): [Click here to enter text.](#)

If you are a NEW entity OR if you have not received these types of funds in the past 3 years, these policies will need to be uploaded to your BlackCat agency profile.

Rolling Stock, Equipment and Facility Projects

This section is being entered into the blackcat project page.

Failure to complete all applicable fields will affect your score. Refer to guidance in each attachment for content requirements.

***Help Menu – Organization Projects Guide ***

Create Project – Add New

Project Title – “FFY2027 Capital Application”

Total Project Costs – Total Costs. Includes Federal and Local Amounts.

Scope of Work – Describe what projects you will be applying for.

Justification – Provide justification for any projects outside standard transit operations.

Comments - Provide any additional comments you feel necessary for your projects. Is your expansion vehicle to increase spare ratio or to add service to a location? Does a project address an identified need from the Statewide Coordinated Public Transit-Human Services Transportation Plan?

Project Manager – Do not enter any information

Program Manager - Do not enter any information

Budget

Budget Name – Use this to specify your request. Be specific. Dispatch software – new, dispatch software – annual fee, facility roof remodel, etc. For a vehicle, type in seating configuration and replacement or expansion. 14+2 replacement, 30+0 expansion, etc.

Budget Profile – Select Appropriate. Is this a capital facility, capital vehicle, or capital equipment.

Fiscal Year – Select 2027

ALI – Stands for “Activity Line Item” Select from dropdown. Dropdown is dependent on Budget Profile selected above. If questions about which ALI to select, please reach out to SDDOT staff.

Scope Code - Select from Dropdown. Dropdown is dependent on ALI selected.

Notes – For rolling stock, indicate fuel type. If expansion, indicate if for increase of spare ratio or new services.

Indicate the CIP year the project is in.

Project Phase – Do not fill in

Program Code – Do not fill in

Agency Project/Grant Number - Do not fill in

In Budget Breakdown

Local match source: *Specify what source of local match you will be using*.

Be specific. Contract from "Entity A". These funds will need to be earmarked for the projects listed.

Eligible sources of local match include the following: contracts, cash from non-Government sources other than revenues from providing public transportation services; revenues derived from the sale of advertising and concessions; amounts received under a service agreement with a state or local social service agency or private social service organization, etc.

Ex:

\$200,000 Full Project (100% of project costs)

\$170,000 Federal (85%)

\$30,000 Local (15%)

Additional Items to Review

In BlackCat, update the vehicle sub-status to "flagged for disposition" for the vehicles that you want to replace. Priority will be given to replacement vehicles that have met useful life in both years and miles, then miles, then years. Vehicles that have not reached useful life will be given the lowest replacement priority. If requesting 5 replacement vehicles, have 5 vehicles flagged for disposition.

Upload any procurement documentation under "Project Documents" in BlackCat. Lack of procurement documentation provided will affect your projects scoring and potential for funding.

A facility project may include items such as construction, expansion, renovation, or improvement. Before a facility project can be added, the project needs to be in the CIP, according to guidance, and if applicable, the environmental review needs to be complete before requesting construction funds.

FTA considers a capital asset worth over \$5,000 and having a useful life of over 1 year.

Attachment 3

Construction Project and Grant Making Checklist

Note: If you applied for a facility in a discretionary application, list it here as well. If awarded discretionary funding, SDDOT will contact you about the duplication.

If you have a construction project, begin filling out the Construction Project and Grant Management Checklist. This checklist will be used for the life of the facility construction project. Upload with the rest of the application documents.

Intent: This is a tool to help FTA Region 8 recipients and subrecipients ensure construction projects, that use Federal funds, are compliant with Federal Requirements. This tool includes the most common, but is not an exhaustive list, of Federal Requirements for Construction Projects. ***It is the recipient's responsibility to comply with all applicable requirements, even if they are not documented in these checklists.*** This checklist has three stages: Project Development, Monitoring, and Closeout to guide recipients through each step.

Attachment 4 Prioritization

Provide priority list including all project(s) in this application. Rank the items most important first, with lowest priority items last.

Use additional pages as necessary.

[Click here to enter text.](#)

Attachment 5

Public Notice – Attach to Project Documents in BlackCat

Before the application can be approved by SDDOT, the applicant must provide a public notice offering the opportunity for a public hearing on the proposed project and invite service proposals from private and public transit providers.

The applicant must publish the public notice in newspaper(s) of general circulation in the service area. This notice shall be published at least twice, with the first publication at least ten days before the application is submitted to SDDOT. The public should be given thirty days from the first publication to respond. If a sample public notice is needed, please contact the SDDOT transit office.

The applicant must document the results of the public notice. If there is a request for a hearing, SDDOT will publish a notice of intent to hold a public hearing in a newspaper of general circulation in the service area. This notice shall be published at least twice before the public hearing with the first publication occurring not less than thirty days before the date of the hearing. SDDOT will make a transcript of the hearing.

A copy of the PUBLIC NOTICE must be sent by direct mail or email to all public and private transit or paratransit providers in the proposed service area at the time the notice is sent to the newspaper(s) for publishing. Any response to this mailing must be documented and submitted with this application.

A copy of the public notice is to be uploaded into BlackCat.

Attachment 6
Application Assurances

The application assurance is required to be signed and submitted with the grant application.

Applicant Name: [Click here to enter text.](#)

The Board of Directors in approving the submission of this document certifies:

1. The transit organization herein meets the eligible subrecipient definition that serves elderly individuals and individuals with disabilities and or public and
2. Sufficient funds will be available to provide the required local match and to operate the capital project and
3. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this document and with all applicable laws and regulations and
4. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer and
5. The subrecipient agrees to meet the applicable federal requirements including charter requirements and
6. The subrecipient will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators and
7. The subrecipient will conform to the 200 CFR part 200 requirements as it pertains to this funding.

I am an officer of the above-mentioned applicant herein and authorized to make this verification on its behalf. I hereby verify that the foregoing statements are true and correct to the best of my knowledge.

Signature

[Click here to enter text.](#)

Date

[Click here to enter text.](#)

Name (Printed)

[Click here to enter text.](#)

Title (Printed)

Attachment 7

Assurance of Compliance with Title VI of the Civil Rights Act of 1964

The Assurance of Compliance is required to be signed and submitted with the grant application.

Applicant Name: [Click here to enter text.](#)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department under Federal Transit Administration programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient by the Department under Federal Transit Administration program, this assurance shall obligate the subrecipient, or in the case of any of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this assurance shall obligate the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Recipient for the period during of which the Federal financial assistance is extended to it by the Department under the Federal Transit Administration programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Department under Federal Transit Administration programs. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the subrecipient, its successors, transferees, and assignees. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Signed by: _____
(Authorized Official)

Date: [Click here to enter text.](#)

[Click here to enter text.](#)
Name (Printed)

[Click here to enter text.](#)
Title (Printed)

Attachment 8
Certification of Equivalent Service

The certification is required if your agency intends to purchase non-ADA vehicles with grant funds received through this application. A separate certification is required to be signed and submitted with the grant application for each type of vehicle.

Certification of Equivalent Service

Description of Purchase: [Click here to enter text.](#)

Quantity: [Click here to enter text.](#)

[Click here to enter text.](#) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the **most integrated setting feasible** and is equivalent with respect to:

- (1) Response time.
- (2) Fares.
- (3) Geographic service areas.
- (4) Hours and days of service.
- (5) Restrictions or priorities on trip purpose.
- (6) Any constraints on capacity or service availability; and
- (7) Availability of information and reservation capability.

In accordance with 49 CFR 37.77, public funded entities operating demand-responsive service which receive financial assistance from the Federal Transit Act must file this certification before procuring any inaccessible vehicle. This certification is valid for no longer than one year from its date of filing.

[Click here to enter text.](#)

Name of Authorized Official:

Signature:

[Click here to enter text.](#)

Title:

[Click here to enter text.](#)

Date: