

## **FY 2012 Sample Legal/Public Notice for Specialized Transportation Program**

Applications must contain the following and meet the established deadlines for each item:

### **A. Public Participation and Private Sector Involvement**

All applicants must ensure public participation and private sector involvement to the maximum extent feasible as well as exhibit their willingness to coordinate the use of vehicles requested in this application by either:

- publishing a public notice in the local newspaper of widest circulation; **OR**
- sending a letter to all human service agencies operating or located within the area to be served by this project.

The public notice must appear no later than **February 02, 2012**. All letters must be sent by **February 02, 2012**. Each agency must decide the best method for notifying agencies in their area. Applicants may complete this requirement separately or share the costs jointly with one or more agencies in the area.

### **B. Public Hearing**

**Public body applicants are required to conduct a public hearing;** to consider the economic, social, or environmental effects of the project; and to find the project consistent with official plans for the area. The public hearing must be held in an accessible location and accessibility must be indicated in the advertisement. The advertisement must also state that other accommodations will be available, if requested. Public hearings must be held no later than **February 02, 2012**, and notices should be published no later than two weeks prior to the public hearing date (**January 20, 2012**). This fulfills the public participation and private sector involvement requirement, however, public bodies may send letters, as described above, to all human service agencies and transportation providers if they so choose.

### **Sample Content for Public/Legal Notice:**

The (name of agency exactly as it appears in the Articles of Incorporation) which is a (private nonprofit corporation or public body) intends to submit an application for a capital grant under the provision of 49 USC Section 5310 of the Federal Transit Act to provide transportation service for the elderly and disabled within (describe agency service area and specific routes). The grant application will request (describe the eligible item(s) requested, e.g., converted van 6-1, light transit vehicle 12-2, etc.).

It is projected that (number and type of persons to be transported) will use the service (number of days/weeks) for various activities, including transportation to (types of activities).

The (name of agency) invites comments and proposals from all interested public, private and paratransit operators including taxi operators, for the provision of transportation service to the elderly and disabled within our service area.

Operators who are interested in offering proposals to provide service should contact (name of person, title) at (agency name and address) to obtain full details of the type of transportation service that is needed prior to preparing a proposal.

**Public bodies must include the date, time and location and state location of the scheduled public meeting. The public meeting notice must be held at an accessible locations and the notice must state that other accommodations will be made as requested.**

Written comments or proposals must be submitted within 30 days to the agency at the above address with a copy to the Ohio Department of Transportation, Office of Transit, 1980 West Broad Street, Columbus, Ohio 43223; Attention: Administrator