



November 27, 2019

Dear Prospective Applicants:

Delaware Transit Corporation is soliciting expressions of interest from private non-profit organizations to participate in the FY'20 Section 5310 Program. Under Section 5310, eligible organizations may receive equipment to use for transporting the elderly and/or disabled and/or funds for providing service.

The deadline for application submission is Friday, **January 17, 2020 at 4:30 PM** and there will be no exceptions. Applications must be submitted to Delaware Transit Corporation, 119 Lower Beech Street, Suite 100, Wilmington, DE 19805 or 900 Public Safety Boulevard, Dover, DE 19901 – attention Kathy Maguire.

A workshops will be held in Wilmington and Dover to answer any questions relative to the program. The workshop times and locations are as follows:

December 17, 2019 - 10:00 a.m. at the Delaware Transit Corporation Administration Building located at 119 Lower Beech Street, Wilmington DE 19805. The workshop will be held in the Shipyard Room.

December 19, 2019 - 10:00 a.m. at the Delaware Transit Corporation Administration Building located at 900 Public Safety Blvd., Dover DE 19901. The workshop will be held in the Oak Room.

When submitting your information please remember that all of the following is required for your application to be considered:

- 1. A completed application for equipment or a letter of interest for providing service**
- 2. Current financial statements and last Independent Auditors Report**
- 3. A signed copy of the FY'20 Federal Transit Administration's Certifications and Assurances**
- 4. Certification of Incorporation in the State of Delaware (Articles of Incorporation)**
- 5. The Certification of Non-Profit Status – Internal Revenue Service Section 501(c)**
- 6. Organizational Chart as referenced in Section 7 of the application**
- 7. Title VI Statement (Attached to application)**

Should you have any further questions, please feel free to contact me at (302) 576-6119.

Sincerely,

Kathy Maguire
Contract Specialist