



# **RESOLUTION No. 16-152**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

### **RESOLUTION AUTHORIZING SUBMITTAL OF THE APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR A FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 (49 U.S.C. SECTION 5311) GRANT IN THE AMOUNT OF \$440,466 FOR FISCAL YEAR 2015/16**

WHEREAS, the United States Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F); and

WHEREAS, the California Department of Transportation has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Nevada County desires to apply for said financial assistance to permit operation of rural transit service in western Nevada County; and

WHEREAS, Nevada County has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED that the Nevada County Board of Supervisors does hereby:

1. Authorize the Director of the Department of Public Works and/or the Transit Services Manager to file and execute applications on behalf of Nevada County with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F), as amended.
2. Authorize the Director of the Department of Public Works and/or the Transit Services Manager to provide additional information as the Department may require in connection with the application for the Section 5311 projects.
3. The Board's approval will be obtained by Department of Public Works for acceptance of grant if awarded.
4. Authorize the Director of the Department of Public Works and/or the Transit Services Manager to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 12th day of April, 2016, by the following vote of said Board:

Ayes: Supervisors Nathan H. Beason, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: \_\_\_\_\_



\_\_\_\_\_  
Dan Miller, Chair

4/12/2016 cc: DPW\*  
AC\*



State of California

FTA 5311, 5311(f), 5339 & CMAQ

**Section 5333(b) Documentation and Agreement by Subrecipient to Terms and Conditions of the Special Sections 5333(b) Warranty**

1. **Subrecipient Name:** County of Nevada, Department of Public Works, Transit Services Division
2. **Fiscal Year:** 2016
3. I certify for the Subrecipient that, in the Organizations page of the BlackCat System, all **current operators of public transportation** (including the subrecipient's system) and **corresponding labor organizations** (if applicable) representing the employees of the provider's agency service area that are **eligible or potentially eligible** recipients of federal Section 5311, 5311(f), 5339 or CMAQ funding assistance are listed and up to date.  
*Exclude human service agency providers from this list unless they provide transportation to the general public;*  
*Exclude taxi operators unless they provide shared-ride transportation on a regular and continuing basis.*

4. **Certification:**

I certify for the Subrecipient that, with respect to the subject Section 5311, 5311(f), 5339, or CMAQ **Operating or Capital** projects, I have reviewed the Special Section 5333(b) Warranty for the Section 5311, 5311(f), 5339, or CMAQ programs including the Model Agreement which is a part thereof, and with full knowledge of the terms and conditions of said Warranty and Model Agreement, I certify that the Subrecipient agrees to comply with the terms and conditions of said Warranty and Model Agreement for the duration of the Section 5311, 5311(f), 5339, or CMAQ projects and, further, that these terms and conditions will be a part of any and all agreements and contracts between or among the Federal Government, the State of California, the Subrecipient, entered into with respect to the subject Section 5311, 5311(f), 5339, or CMAQ projects.

Also, I acknowledge that, for the purposes of the Special Section 5333(b) Warranty for the Section 5311, 5311(f), 5339, or CMAQ programs, the State of California is neither the legally nor financially responsible party under the Special Warranty, and the State assumes no special obligations under the Special Warranty that are not otherwise part of its normal obligations as a grant administering agency.

**Please Enter Name & Title of Authorized Signee Below:**

**Name:**

**Title:**

Sign Here: \_\_\_\_\_

(Please Sign in Blue Ink)

Date: Click here to enter a date.



**Application Certification  
State of California  
DRMT Federal Programs  
Application**

**Applicant:**

**FTA Program:** Please Select Program

**Fiscal Year:** Please Select Year

I hereby certify that I am the authorized signee for the above listed applicant. I also hereby certify that I have reviewed the organizational information and application forms submitted in the BlackCat system and all statements, information, and representations made are true and correct to the best of my knowledge. I also hereby certify that adequate local share as described in herein will be available to execute this project(s).

**Please Enter Name & Title of Authorized Signee Below:**

**Name:**

**Title:**

Sign Here: \_\_\_\_\_  
(Please Sign in Blue Ink)

Date: Click here to enter a date.



**Project Descriptions  
State of California  
FTA Section 5311  
2016 Application**

**Applicant:** County of Nevada, Department of Public Works, Transit Services Division

**Please find the sections of this form listed below along with their instructions.**

**\*General Project Description\*** - All applicants must complete this section once.

**Please select Project Types below for which your agency is applying and complete the relevant section/s of this form.**

1. ☒ **Operating Assistance Request Details** – Applicants who are requesting Operating Assistance funds must complete Section 1.
2. ☐ **Capital Vehicle/Equipment Request Details** – Applicants who are requesting Capital Assistance funds to purchase vehicles and/or equipment must complete Section 2.
3. ☐ **Capital Construction/Real Estate Request Details** – Applicants who are requesting Capital Construction and/or Real Estate funds must complete Section 3.
4. ☐ **Planning Assistance Request Details** – Applicants who are requesting Planning Assistance funds must complete Section 4.

## **\*General Project Description\***

State of California

FTA Section 5311

Answer the following questions regarding the project descriptions:

1. Indicate the type(s) of public transportation service for the proposed project/s funded by FTA Section 5311. (Check all that apply.)

☒ **Fixed Route** - Vehicles will travel on specific roads and stop at pre-designated locations according to a schedule.

☐ **Demand Response** - Vehicles will pick people up when they need a ride (Must be open to the general public).

☐ **Deviated Fixed Route** - Vehicles will travel from point A to point B but go out of the way to pick up or drop off passengers if necessary (Deviations must be open to the general public).

☐ **Blended Paratransit** - Complementary Paratransit Provided on the Same Vehicle as the Fixed Route Service.

☐ **ADA Paratransit Service**

☐ **Job Access and Reverse Commute Project (JARC)** – JARC projects must be designed to provide transportation for welfare recipients and eligible low-income individuals.

☐ **Commuter Service** - Fixed route bus service characterized by service predominantly in one direction during peak periods, and with limited stops and routes of extended length, usually between the central business district and outlying suburbs.

☐ **University Service** - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.

☐ **Charter Service**

List all cities and counties served by your project/s:

Western Nevada County including incorporated cities of Grass Valley and Nevada City and regional service to Placer County and the City of Auburn.

2. Please fill out the following:

At a minimum, transportation service shall be provided between:

6 AM to 8 PM                      from Monday to Saturday

3. For the FY you are applying for, did your agency receive any other FTA funds that would be utilized on this project/s? (Check all that apply and provide standard agreement #s and dollar amount.) For 5307, the term "receive" means funds have been

obligated and your agency received an executed standard agreement from Caltrans.

☒ No

☐ Yes (which program(s) were utilized)

☐ 5307 (Urbanized Area Formula Program)

\$

☐ 5310 (Elderly and Disabled Specialized Transit Program)

Standard Agreement# \$

☐ 5316 (Job Access and Reverse Commute Program)

Standard Agreement# \$

☐ 5317 (New Freedom Program)

Standard Agreement# \$

☐ Other FTA funds

Specify: \$

4. Which one of the following describes the project/s for which you are applying:

☐ Add new service

☐ Expand existing service to additional areas

☒ Maintain service at current level

5. How is your project/s service marketed? (Check all that apply.)

☒ Agency Website

☒ Newspaper

☒ Radio

☐ Flyers

☐ Public Hearing

☐ Television

☒ Other (Please specify): Community events and activities

6. Is your agency utilizing indirect costs for this project/s?

☐ Yes

☒ No

*If yes, your agency must have a PDF copy of its Indirect Cost Allocation Plan (ICAP) along with the Caltrans Audits and Instigation approval letter stored in the agency profile on the BlackCat Grant Management System.*

**1. Operating Assistance Request Details**  
**(Complete only if applying for Operating Assistance)**

1. Please describe the **Operating** service: Nevada County Transit Services/Gold Country Stage (GCS) is a fixed route service that provided a repetitive specific schedule serving the same origins and destinations along a specific route. The service is a "hub" system that departs and arrives at a central transit center in Grass Valley, CA. Our public transit system connects population, commercial, and employment centers throughout Western Nevada County. through the operation of six routes that serve the Nevada City/Grass Valley area, unincorporated Western Nevada County and along the SR49 corridor between Auburn and Grass Valley. Major transfer point iare located at the Tinloy Street Transit Center in Grass Valley, which serves all routes along with transfer points in Grass Valley and Nevada City. Regional service is provided to the outlying communitie of Rough and Ready, Penn Valley, Alta Sierra, Lake of the Pines and Auburn. Service is provided on weekdays from 6:00AM to 8:00 PM and on Saturdays from 7:15 AM to 5:30 PM. The fare structure for GCS is dependent upon a two-zone system that includes a local and outlying service area. Discount fares are avaiable for youth 6-17 years, seniors 65 years and older and disabled passengers. Gold Country Stage annual boarding are projected to be 180,000 in FY2015-16.

2. What is the **Operating Period** for this project?

7/1/2015      to      6/30/2016

3. Is your current third party contract on file with Caltrans?

☐ Yes

If yes, what is the operating period of this contract?

Click here to enter a date.      to      Click here to enter a date.

Is there any option to extend beyond the base years?

☐ Yes – What are the final option years?

☒ Not Applicable

4. If your agency does not have an existing 3<sup>rd</sup> Party contract for this service, will your agency seek a contract with a third party operator?

☐ Yes (Attach the PDF copy of the bid related documents/vendor selection process. If these documents are not available, please provide an estimate of when they would be available).

Estimated Date when documents will be available: Click here to enter a date.



☒ No (Agency will directly operate Service)

## 2. Capital Vehicle/Equipment Request Details

(Complete only if purchasing vehicles and/or equipment)

1. The proposed capital purchase is for:

☐ Vehicle(s) (**Must** attach PDF copy of two quotes with pricing on base vehicle and all options; Quotes **Must** be reviewed and approved by Caltrans DRMT Procurement prior to issuance of Purchase Order.)

☐ Non- ITS Equipment (Attach PDF copy of three (3) estimates of like-kind equipment with this application.)

☐ Information Technology (IT)/Intelligent Transportation Systems (ITS) Equipment (i.e. Hardware, Software, Fareboxes, GPS, AVL, Smart Cards, Security Cameras, and Vehicle Maintenance System. (Fill out ITS Compliance Form section of this application for Caltrans review and approval).

☐ Mobility Management

☐ Capital Cost of Contracting (Please answer Question 10)

2. Indicate the type of the proposed vehicle purchase:

☐ Vehicle Replacement

☐ Service Expansion

3. List the current vehicle(s) that will be **replaced** (if applicable):

Type (Bus, Van, Trolley, etc.)	Class (Type)	Fuel Type	Length	Passenger Capacity	Full VIN #	Age	Mileage

4. List the **vehicle(s)** your agency proposes to **purchase**\*:

Quantity	Type (Bus, Van, Trolley, etc.)	Class (Type)	Fuel Type	Length	Passenger Capacity	Unit Cost	Total Cost

\*Manufactured vehicles shall not exceed the Original Equipment Manufacturers Gross Vehicle Weight Rating.

5. List the **equipment** your agency proposes to **purchase**:

Quantity	Description of the equipment (Fareboxes, AVL, GPS, etc.)	Unit Cost	Total Cost

6. What is the need for this vehicle(s)/equipment? How did you select the project?

- a. Describe what service improvements would be addressed by acquiring the equipment and/or vehicles?
- b. If your agency is requesting vehicle(s) replacement, explain why the vehicle(s) replacement is needed.
- c. If the request for vehicle(s)/equipment is for service expansion, how was the need for the expansion determined?
- d. If funding for this project is approved, how will the surrounding community benefit?

7. Do you intend to lease this 5311 funded vehicle(s)/equipment?

☐ Yes      ☐ No

8. What is your proposed method of procurement? (*Procurement review and approval by Caltrans DRMT Procurement staff must occur prior to issuance of Purchase Order for all types of purchase.*)

- ☐ Local Procurement (Attach PDF copy of RFP/IFB/RFQ and Bid Package to this application)
- ☐ Three-like kind bids/quotes (For Purchases under \$100,000) (Attach PDF copy of three-like kind bids/quotes to this application)
- ☐ Non-Local Procurement/Piggyback (Attach PDF copy of assignability letter and Piggyback Worksheet\* to this application)
- ☐ Sole Source (Attach PDF copy of Sole Source Justification\* to this application)
- ☐ Other (Specify):

9. Complete the proposed procurement schedule:

Procurement Schedule	Date
Bid Package to Caltrans	Click here to enter a date.
Issue Purchase Order to Vendor	Click here to enter a date.
Delivery/Installation	Click here to enter a date.
Place Into Service	Click here to enter a date.

10. If you are requesting reimbursement for Capital Cost of Contracting, please indicate the type of contract below (Contract must have been reviewed and approved by DRMT Procurement Staff).

- ☐ Service Contract (contractor provides maintenance and transit service; subrecipient provides vehicles)
- ☐ Service Contract (contractor provides transit service only; subrecipient provides vehicles and maintenance)
- ☐ Vehicle Maintenance Contract (contractor provides maintenance; subrecipient provides vehicles and transit service)
- ☐ Vehicle Lease Contract (contractor provides vehicles; subrecipient provides maintenance and transit service)\*
- ☐ Maintenance/Lease Contract (contractor provides vehicles and maintenance; subrecipient provides transit service)\*
- ☐ Turnkey Contract (contractor provides vehicles, maintenance, and transit service)\*
- ☐ Vehicle/Service Contract (contractor provides vehicles and transit service; subrecipient provides maintenance)\*

\*Please note that the types of contracts are based on the assumption that contractor provides the assets.

**3. Capital Construction/Real Estate Request Details**  
**(Complete only if Project includes a Capital Construction/Real Estate Request)**

1. Indicate the type of Construction/Real Estate Acquisition for the proposed project

☐ Bicycle Facility

☐ Construction of a transit related facility

☐ Acquisition of Real Property (if the appraisal is more than \$500,000, submit the appraisal to Caltrans' DRMT)

☐ Improvement of a transit related facility

☐ Expansion of a transit related facility

☐ Purchase and installation of transit related equipment (i.e. bus shelters, benches, and signage)

☐ Other (Specify):

Describe your construction/real estate acquisition for the activities in great detail and include project implementation plan:

2. Is the project shovel ready?

☐ Yes

☐ No

3. What is the need for this project and did you select the project?

a. Describe what service improvements would be addressed by constructing/expanding/improving the facility or acquiring the real property?

b. If funding for this project is approved, how will the surrounding community benefit?

4. Please identify the stakeholders (e.g. Low-income and minority community, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses) affected by the grant work.

5. Does your agency have the experience, and staffing level to administer and implement the project, and to submit required reports correctly and on time?

☐ Yes ☐ No

6. Does your agency have the resources to bring about successful completion of the project?

☐ Yes ☐ No

7. Do you intent to lease this property/facility for incidental use?

☐ Yes ☐ No

8. What is your proposed method of procurement?

☐ Local Procurement (Attach RFP/IFB/RFQ and Bid Package to this application)

☐ Three-like kind bids/quotes (Attach three-like kind bids/quotes to this application)

☐ Non-Local Procurement/Piggyback (Attach assignability letter and \*Piggyback Worksheet to this application)

☐ Sole Source (Attach \*Sole Source Justification to this application)

☐ Other (Specify):

9. Fill out the proposed project schedule:

Purchase and Installation of Transit Related Equipment	Date
Bid Package to Caltrans	Click here to enter a date.
Issue Purchase Order to Vendor	Click here to enter a date.
Delivery/Installation	Click here to enter a date.
Place Into Service	Click here to enter a date.

Or

Real Estate Acquisition	Date
Appraisal of Real Estate	Click here to enter a date.
Appraisal Review of Real Estate	Click here to enter a date.
Appraisal Concurrence	Click here to enter a date.
Establish Market Value	Click here to enter a date.
Making an Offer	Click here to enter a date.
Uneconomic Remnant (If applicable)	Click here to enter a date.
Filing Condemnation (If applicable)	Click here to enter a date.
Administrative Settlements (If applicable)	Click here to enter a date.
Settlement Concurrence Process (If applicable)	Click here to enter a date.
Relocation Assistance (If applicable)	Click here to enter a date.
Purchase	Click here to enter a date.

Or

Purchase and Installation of Transit Related Equipment	Date
Bid Package to Caltrans	Click here to enter a date.
Issue Purchase Order to Vendor	Click here to enter a date.
Delivery/Installation	Click here to enter a date.
Place Into Service	Click here to enter a date.

10. Is your agency planning on using your own labor force to carry out the proposed project?

☐ Yes

☐ No

11. Is the total cost of your project \$100,000 or more, and include your own labor?

☐ Yes (Attach your agency's force account plan to this application. If there is no force account plan in place, your agency **must develop a plan before** the project can be included in the grant application to FTA.)

☐ No

Note: At all times while the PROJECT property is in the possession or control of the subrecipient, the subrecipient shall be the registered owner and STATE shall be the legal owner or lien holder. The subrecipient shall not transfer ownership of the PROJECT property at any time while the standard agreement is in effect. As the lien holder, the STATE may take possession of the PROJECT property, as a result of the subrecipient's non-compliance with contract terms or by mutual agreement between the STATE and the subrecipient. The STATE shall retain the original Certificate of Title until such time that disposition of the PROJECT property is released by the STATE to the subrecipient or other appropriate party as outlined in Exhibit D, Paragraph 4 of the standard agreement.

#### 4. Planning Assistance Request Details

**(Complete only if applying for Planning Assistance)**

*\*Please be aware that Caltrans' Division of Transportation Planning administers FTA 5304 Planning Grant Opportunities for transit related projects as well. <http://www.dot.ca.gov/hq/tpp/grants.html>*

1. Please briefly summarize the proposed planning project?
2. What is the need for this planning project?
3. How did you select the project?
4. Describe what service improvements would be addressed by the proposed planning project?
5. If funding for this project is approved, how will the surrounding community benefit?



6. Is the agency planning contract with a third party entity for the proposed project?
- ☐ Yes (Attach the PDF copy of the bid related documents/vendor selection process. If these documents are not available, please provide an estimate of when they would be available).
- ☐ No
7. Please identify the stakeholders (e.g. Low-income, minority community, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses) affected by the grant work.
8. Describe the outreach and engagement methods that will be used to reach and gather input from stakeholders. Per FTA Circular 9040.1F IV, 3; FTA Circular 9050.1 Chapter VIII-2, & Title 49 USC 5323(b), subrecipient must hold public hearing to receive comments from the public on the proposed planning project.

Please check applicable below and upload the documents into the "Public Hearing Documentation" form section of the online BlackCat application.

- ☐ Municipal Letter of Resolution of Support
- ☐ Electronic Copy of Published Public Hearing Notice
- ☐ Affidavit of Public Hearing Notice
- ☐ Minutes of Public Hearing, Copies of Exhibits, and Written Statements
9. Please provide the project scope of work and project Implementation plan.

## FY 2016 Detailed Budget Summary

Applicant:

County of Nevada, Department of Public Works,  
Transit Services Divis

Budget Category	Total
Operating (In House)	\$ 2,597,217.60
Operating (3rd Party)	\$
Capital Equipment	\$
Planning (In House)	\$
Planning (3rd Party)	\$
Maintenance	\$
Construction-Real Estate (In House)	\$
Construction-Real Estate (3rd Party)	\$
Total Estimated Expenditures	\$ 2,597,217.60

**OPERATING PROJECT  
"IN-HOUSE" BUDGET WORKSHEET**

The worksheet provides annual expense categories that applicants should use to calculate project eligible expenses for work done "in-house." The information in this worksheet should be used in completing project budget information within the BlackCat Grants System.

**Applicant:** County of Nevada, Department of Public Works, Transit Services Divis

**Direct Labor**

(Job Title/Classification)	Description of Task Performed	Total Hours	Hourly Rate	Total
Transit Services Manager	Management	2080	\$ 84.82	\$ 176,425.60
Senior Office Assistant	Clerical	2080	\$ 39.27	\$ 81,681.60
Supv Bus Drivers	Supervision & Driving	4160	\$ 45.39	\$ 188,822.40
Full Time Drivers	Driving	20800	\$ 36.81	\$ 765,648.00
Temporary Drivers	Driving	12500	\$ 20.65	\$ 258,125.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>Total</b>				<b>\$ 1,470,702.60</b>

**Direct cost(s) for Employees (Except Labor)**

Equipment and Supplies (Itemize)	Amount
Vehicle Maintenance and Fuel	\$ 501,652.00
Building and Shelter Maintenance	\$ 48,683.00
Office expenses, copier, postage, uniforms, software, computers	\$ 26,884.00
Rents & Leases	\$ 6,000.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total</b>	<b>\$ 583,219.00</b>

Other Direct Costs (Itemize)	Amount
InterAgency Support	\$ 397,493.00
Special Department Expense and Insurance	\$ 80,000.00
Other Supplies & Services	\$ 47,483.00
Utilities	\$ 16,320.00
	\$ -
	\$ -
<b>Total</b>	<b>\$ 541,296.00</b>

Travel Costs (Itemize)	Amount
Mileage Reimbursement	\$ 500.00
Travel Training	\$ 1,500.00
	\$ -
	\$ -
	\$ -
<b>Total</b>	<b>\$ 2,000.00</b>

**Indirect Cost(s)**

Indirect cost(s) (Overhead and Fringe Benefits) (Must have approved ICAP)	Amount
Overhead Rate Percentage	0% \$ -
<b>Subtotal</b>	<b>\$ -</b>

**Total In-House Operating Expenses \$ 2,597,217.60**



**Civil Rights  
State of California  
DRMT Federal Programs  
Application**

**Applicant:**

1. Are or were there any Title VI related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination?

☐ Yes ☒ No

Please provide the following information to Caltrans DMT:

- The date the lawsuit/complaint was filed
- The name and address of the complainant
- A summary of the allegation

2. Are complaints documented and listed? ☒ Yes ☐ No

3. Has a federal (FTA) civil rights compliance review been performed within the past year?

☐ Yes ☒ No

If yes, attach PDF copy of the following information:

- The name of the agency or organization conducting the review
- A summary of findings and recommendations
- The status or disposition of the recommendations

**\*\*Special requirements for first-time applicants**

If first time applicants have previously received funding from another Federal agency, the applicant must provide information regarding Title VI compliance history. Please provide the following information to Caltrans DMT a summary of compliance review activities conducted in the past three (3) years.

1. The purpose or reason for the review

2. Name of agency that performed the review

3. Summary of findings and recommendations of the review

4. Status and/or disposition of such findings and recommendations.

5. A brief description of any pending applications for Federal funding

6. Did any Federal agency find the applicant to be in noncompliance with any civil rights requirement?

☐ Yes

☐ No



**Charter Bus  
State of California  
DRMT Federal Programs  
Application**

**Applicant:**

**1. Does your agency provide charter services? If yes, go to question #2 through #4**

☐ Yes      ☒ No

**2. Is charter service using FTA funded or maintained vehicles provided under one of the exceptions? If no, skip this section. If yes, check the exception that best describes the charter service:**

- ☐ Government officials on official government business
- ☐ Qualified Human Service Organization (QHSOs)
- ☐ Leasing FTA funded equipment and drivers
- ☐ When no registered charter provider responds to notice from an agency
- ☐ Agreement with registered Charter providers
- ☐ Petitions to the Administrator

**3. Did the transit agency provide notice to all registered charter providers prior to providing the requested charter service?**

☐ Yes      ☐ No

**4. Was all charter service reporting timely?**

☐ Yes      ☐ No

Reporting schedule is as follows:

<u>Quarter</u>	<u>ReportDeadline</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1- December 31	January 30



**Description of Efforts to Coordinate Services with Social Service Agencies**  
**State of California**  
**DRMT Federal Programs**  
**Application**

**Applicant:** County of Nevada, Department of Public Works, Transit Services Division

Please answer the following questions regarding the description of efforts to coordinate services with social service agencies:

1. What human service agencies, employment/training programs, or other transportation providers does your agency coordinate with?  
 Placer County Transit, Auburn Transit, Gold Country Lift, Alta California Regional, CalWORKS, FREED, Gold Country Community Center, County of Nevada Social Services, Nevada Joint Union School District

2. In your agency's coordination efforts with social service agencies, check all that apply:

	<b>Current Practice</b>	<b>Would Consider</b>
Drivers attend safety/sensitivity training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharing vehicles with other agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Providing information to riders/patrons on other available services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with CTSA or other agencies to coordinate trips	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilize pre-paid fare media with other agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordinate with Medical, CalWorks or Employment Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:		

3. Describe your agency's role in the human service-public transportation coordination planning efforts?  
 We are a key stakeholder in coordinating public fixed route and paratransit services and other mobility options in addressing identified transportation needs in Western Nevada County.

4. Will this service funded by FTA funds address gaps and/or barriers identified in the regional public transportation coordination plan or maintain the existing

service?

☒ Yes ☐ No

5. Has your agency made any efforts to provide information about your agency's service to human service agencies, the Work Force Center, or other activity centers?

☒ Yes ☐ No





**Disadvantage Business Enterprise (DBE)  
State of California  
DRMT Federal Programs  
Application**

**Applicant:** County of Nevada, Department of Public Works, Transit Services Division

1. What enforcement mechanisms does the subrecipient use for DBE requirements? Please explain.  
Construction engineer monitors DBE participation during construction. Records are kept of actual payments to DBE firms and submitted to oversight agency upon final. Contract provisions require authorizations and justification to change subs if there is DBE subrecipient substitution a good faith effort must be made to replace with a DBE. Unauthorized substitutions result in penalties.
  
2. Does the subrecipient require contractors to obtain approval from its DBE Liaison Officer (DBELO) prior to substituting a DBE firm after contract award?  
  

☒ Yes
 ☐ No
 ☐ N/A
  
3. Does the subrecipient monitor prime contractors to ensure that DBEs are actually performing applicable work on federally funded projects?  
  

☒ Yes
 ☐ No
 ☐ N/A
  
4. Did the subrecipient receive any complaints or procurement protests alleging that it did not comply with the DBE regulations for federally funded projects?  
  

☐ Yes (Go to question #6)
 ☒ No
  
5. What are the subrecipients' processes for handling protests? Please explain.  
Any interested party may file a bid protest with County Purchasing Department on the basis that the County failed to comply with a federal or state law or that the County failed to follow its own Procurement regulations. The County of Nevada (County) will entertain protests from interested parties regarding its procurement actions. The County will respond to any bona fide protest filed in a timely manner provided that the protest is not of a frivolous or vexatious nature. The County has established Pre-Bid, Pre-Award and Post-Award Procurement Protest

Policies and Procedures so that all procurement protests/disputes are filed, processed and resolving in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) Third Party Contracting guidance, dated November 1, 2008. The availability of review of bid protests by FTA is as follows: 1. A grantee's failure to have or follow its protest procedures, or its failure to review a complaint or protest; or 2. Violations of federal laws or regulations.

6. Do the complaints indicate any problems with the DBE program?

☐ Yes

☒ No

\*The following is a link to FTA's sample DBE program, "Section 26.37 Monitoring and Enforcement Mechanisms" this section gives examples of monitoring and enforcement mechanisms that ensure compliance. [http://www.fta.dot.gov/civilrights/dbe/civil\\_rights\\_5771.html](http://www.fta.dot.gov/civilrights/dbe/civil_rights_5771.html)