

DEPARTMENT OF TRANSPORTATION
DIVISION OF RAIL AND MASS TRANSPORTATION MS 39
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*Serious drought.
Help save water!*

May 9, 2018

TO: MPOs AND RTPAs

The Division of Rail and Mass Transportation (DRMT) is pleased to announce a "Call for Projects" for Federal Transit Administration (FTA) Section 5311 program. Funds for Federal Fiscal Year (FFY) 2019, as appropriated by federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, will be awarded to projects that enhance public transportation in rural areas. California's annual apportionment for FFY 2019 is estimated to be approximately \$21.7 million, which does not include the amount available for Section 5311(f) discretionary funding purposes and program administration.

The FTA apportionment amount is based on the 2010 decennial census and represents the full funding amount anticipated for FFY 2019. If the final amount allocated to California is less than the amount estimated, your allocation will be adjusted accordingly. The amount allocated to each region and a pre-award letter (**for operating Projects only**) is located in the BlackCat under the **Resources Tab**. From the **Resources Tab**, access **Organization Library** (MPO/RTPA).

During this Call for Projects, the BlackCat System, our web-based electronic grants management system, will accept all section 5311, 5311(f) and Rural Congestion Mitigation and Air Quality Improvement Program (CMAQ) applications concurrently.

- Section **5311(f)** and **CMAQ** applications are due **June 8, 2018**.
- Section 5311 applications are due **June 15, 2018**.

Specific details about the programs included in this Call for Projects follows:

FTA Section 5311 Program (Rural Transit)

Projects and budgets for the FFY 2019 funding year will need to be created in BlackCat Grants Management System (EGM).

FTA Section 5311(f) (Intercity Bus)

For Section 5311(f) the FFY 2019 funding is open to all applicants. Approved projects and budgets for the FFY 2019 funding year will need to be created in the EGM.

FTA Section Rural CMAQ

For Section 5311 agencies that received CMAQ funds from their MPOs for transit projects, the projects and budgets for the FFY 2019 funding year will need to be created in the EGM.

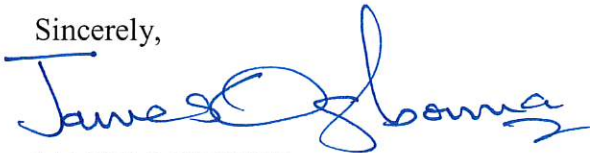
MPOs/RTPAs/TRANSIT AGENCIES

May 9, 2018

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To access the BlackCat system and to complete and submit your application, please use the confidential log in information previously assigned to you. If you do not have a log in, please contact the BlackCat Grants Support Center at 1-888-238-9707. The BlackCat Grants Support Center can also assist you with any questions regarding the use of the system or with problems submitting your application.

Sincerely,



JAMES OGBONNA

Branch Chief

Rural Transit and Intercity Bus



**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF RAIL & MASS TRANSPORTATION
Rural Transit and Intercity Bus Branch**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (POP)
FEDERAL FISCAL YEAR 2018 - 2019**



**All Section 5311(f), and Rural CMAQ Transit Applications and POPs are due June 8, 2018.
All Section 5311 and POPs are due July 31, 2018.**

However, if there are issues meeting the deadlines, please notify your HQ Liaison as soon as possible.

County/Region: Nevada District: 3
Original Submission Date: _____ Revision No. _____ Revision Submission Date: _____

FEDERAL FISCAL YEAR 2019
Section 5311 Program of Projects (POP)

X Regular 5311 JARC 5311 CMAQ

(A) Available Funding:

Carryover (Must specify FFY):	(+)	0	
<i>Estimated</i> Apportionment [FFY 2019]:	(+)	\$565,784	
(A) TOTAL FUNDS AVAILABLE:	=	\$565,784	

(B) Programming (POP): Complete Parts I and II

			<i>Federal Share</i>
Part I. Operating Assistance - Total:	(+)	\$565,784	
Part II. Capital - Total:	(+)		
(B) Total [Programmed]:	(=)	\$565,784	

(C) Balance

			<i>Federal Share</i>
(A) Total Funds Available:	(+)	\$565,784	
(B) Total [Programmed]:	(-)	\$565,784	
* Balance:	(=)	0	

***BALANCE – Regional Apportionment Funds ONLY:**

- o Please Note -
 - funds must be programmed in subsequent year
 - final approval to be determined by the Department
- o Request/Letter to carryover funds should include -
 - justification for programming postponement
 - purpose and project plan
 - letter of support from local Transportation Planning Agency

(D) Flexible Funds (CMAQ, STP or Federalized STIP): Complete Part III (For reference only).

Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation will receive a conformation once the transfer is completed.

			<i>Federal Share</i>
(D) Part III. Flex Fund - Total:			

FUNDING SUMMARY

			<i>Federal Share</i>
(B) Regional Apportioned - Total [Programmed]:	(+)	\$565,784	
(D) Flex Fund - Total:	(+)		
GRAND TOTAL [Programmed]:	(=)	\$565,784	

Contact Person/Title: Daniel Landon
 Phone Number: 530-265-3202

Date: 7/18/2018

Statewide Transportation Improvement Program (STIP) –

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation’s (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

Metropolitan Planning Organizations (MPOs) are responsible for programming projects within their jurisdiction. Upon receiving the POPs from the Districts, Rural Transit & Procurement staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department’s Division of Transportation Programming for inclusion into the FSTIP.

For further guidance see the Department’s Division of Transportation Programming website:

<http://www.dot.ca.gov/hq/transprog/fedpgm.htm>

PART I. Regional Apportionment - Operating Assistance

For all Operating Projects - a complete application MUST be submitted with this POP.

Subrecipient	Project Description	Federal Share (2019 Funds)	Carryover Funds Utilized (Must specify FFY)	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
Nevada County	Gold Country Stage	470,602		3,804,667		4,275,269	2019	
Town of Truckee	Truckee Transit	95,182		1,152,790		1,247,972	2019	
Operating Assistance Funds Total		545,020		4,957,457		5,523,241		

PART II. Regional Apportionment – Capital
For all Capital Projects - a complete application MUST be submitted with this POP.

Subrecipient	Project Description	Federal Share (2019 Funds)	Carryover Funds Utilized (Must specify FFY)	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
	Capital Funds Total							

INSTRUCTIONS

PART I – Operating Assistance

- Do not list previously approved projects (i.e. projects listed in a prior grant).
- Funding split: 44.67% Local Share and 55.33% Federal Share.
- Third Party Contract Requirement – all third party contracts must contain federal clauses required under FTA Circular 4220.1E and approved by the State prior to bid release. .
- Net project cost does not include ineligible cost (i.e. farebox, other revenues, etc.).

PART II – Capital (Vehicles, Construction, Preventive Maintenance and Planning)

- **All** vehicles procured with Section 5311 program funds must be ADA accessible regardless of service type (fixed route or demand-response service).
- Capital projects must contain a full description of project: A PRELIMINARY ENVIRONMENTAL SURVEY (PES) is required for Capital projects other than vehicle procurement.(i.e. facility or shelter - include specifics, planning studies, preventative maintenance). The PES does not satisfy the requirements for environmental review and approval. When the agency prepares the documentation for a categorical exclusion, the Environmental Justice Analysis must be included.
- Funding split: 11.47% Local Share and 88.53% Federal Share.
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under FTA Circular 4220.1E and approved by DRMT prior to bid release.

PART III. Section 5311 FLEXIBLE FUNDS [i.e. CMAQ, STP, or Federalized STIP*] if applicable:

- Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation (DRMT) will receive a confirmation once the transfer is completed.
- Funding split: 11.47% Local Share and 88.53% Federal Share. CMAQ may be funded up to 100% at the discretion of the Regional Planning Agency/MPO.

PART IV. Vehicle Replacement

- For each vehicle identified as replacement and/or expansion of fleet in sections II and/or III the following information is required: type (van, bus, trolley, type 1, 2, 3, 4, etc), vehicle identification number (VIN #), vehicle length (i.e. 35 ft.), passenger capacity, fuel type, in service date, current/end mileage, disposition date, and procurement type (i.e. State contract, local procurement, piggyback, etc).

FEDERAL FISCAL YEAR 2019: All Flexible (CMAQ) CAPITAL funded projects - a complete 5311 application is required at the time a POP is submitted. **POP and application should be submitted by June 8, 2018.** Part II of the application (Regional Certifications and Assurances) must be complete (i.e. signature, specific project programming information).



**2019 Certifications and Assurances of the Regional Agency/Transportation Planning Agency
State of California - FTA Section 5311 and Rural CMAQ Transit**

Regional Agency/TPA: Nevada County Transportation Commission

Contact Person: Daniel B. Landon

Contact Email: dlandon@nccn.net

Contact Phone: (530) 265-3202

Name of Subrecipient: County of Nevada, Transit Services Division

Project Description: FFY 2019 County of Nevada, Transit Services Division Operations

Project Amount and Fund Type

<i>Regional Apportionment 5311 or CMAQ*</i>	<i>Carryover Amount</i>	<i>Toll Credits**</i>	<i>Local Match</i>	<i>Total Project Cost</i>	<i>Local Match Source/s</i>
\$470,602	\$	\$	\$3,804,667	\$4,275,269	LTF, STA, Private Contributions

* Includes Section 5311 JARC eligible projects
** Prior approval by Caltrans required

Federal Transportation Improvement Program - Metropolitan Planning Organizations/Regional Transportation Planning Agency		
Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)
	2019	

Check all that apply:


- Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
- The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
- The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP)
- The regional agency/TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

By signing below, I have read and acknowledge that my agency is in compliance with certifications and assurances as stated above.

Name: Daniel B. Landon

Title: Executive Director

Signature: 
Signature in BLUE ink

Date: 7/26/2018



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

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

FTA Program: FTA 5311 Program

Fiscal Year: 2019

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: Trisha Tillotson

Title: Director of Public Works

Sign Here:


(Please Sign in Blue Ink)

Date: 7/31/2018



**Project Descriptions
State of California
FTA Section 5311
FY 2019
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.
5. **Preventative Maintenance Request Details** – Applicants who are requesting Preventative Maintenance funds must complete Section 5.

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, CA including incorporated cities of Grass Valley and Nevada City, surrounding rural areas and regional service to Placer County, CA and the City of Auburn.

2. Please fill out the following:

At a minimum, transportation service shall be provided between:

6:00 AM to 8:00 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 Investigations 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 is a fixed route service that provides a repetitive, specific, public transit bus schedule serving the same origins and destinations along a specific route. The service is a "hub" system that departs and arrives at our central Tinloy Transit Center in Grass Valley, CA which is the main transfer point for all routes with additional transfer locations. The Gold Country Stage system connects population, commercial, and employment centers throughout western Nevada County with six routes weekdays 6:00am-8:00pm and Saturday 7:30am-5:00pm and includes a regional route to Placer County and rural stops in Rough and Ready, Penn Valley, Alta Sierra and Lake of the Pines. The two-zone fare system is based on a local and outlying service area. Cash, daily pass, and monthly pass fares are available with discounts for youth, senior and disabled passengers. Annual passenger boardings for FY2017-18 were 201,887, a 9.9 percent increase over prior year.

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

7/1/2019 to 6/30/2020

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 3rd 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)

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?
- Describe what service improvements would be addressed by acquiring the equipment and/or vehicles?
 - If your agency is requesting vehicle(s) replacement, explain why the vehicle(s) replacement is needed.
 - If the request for vehicle(s)/equipment is for service expansion, how was the need for the expansion determined?
 - 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.

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.

5. Preventative Maintenance Request Details

(Complete only if applying for Preventative Maintenance)

1. Please indicate the type of **Preventative Maintenance** for the proposed project. (Check all that apply):
 - Inspections
 - Repairs or Replacements
 - Overhauls/Refurbish
 - Other; Specify:

2. Please describe the **Preventative Maintenance** activities:

3. Does your agency contract with a third party for **Preventative Maintenance** for existing service?
 - Yes
 - No (Go to question 6)

4. What is the **Period** for this project?
 Click here to enter a date. to Click here to enter a date.

5. Is your current third party contract on file with Caltrans?
 - Yes
 - If yes, what is the 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

6. If your agency does not have an existing 3rd 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)

FY 2019 Detailed Budget Summary

Applicant: County of Nevada, Dept. of Public Works, Transit Services Division

Budget Category	Total
Operating (In House)	\$ 4,275,369.00
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	\$ 4,275,369.00

**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, Dept. of Public Works, Transit Services Division

Direct Labor				
(Job Title/Classification)	Description of Task Performed	Total Hours	Hourly Rate	Total
Transit Services Manager	Management	2080	\$ 82.92	\$ 172,473.60
Supervising Bus Drivers	Supervision & Driving	4160	\$ 48.74	\$ 202,758.40
Full Time Drivers	Driving	20,800	\$ 42.98	\$ 893,984.00
Temporary Drivers	Driving	12500	\$ 21.22	\$ 265,250.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total				\$ 1,534,466.00
Direct cost(s) for Employees (Except Labor)				
Equipment and Supplies (Itemize)				Amount
	Vehicle Maintenance and Fuel			\$ 549,900.00
	Building and Shelter Maintenance			\$ 33,820.00
	Office expenses, copier, postage, uniforms, software, computers			\$ 40,500.00
	Rents & Leases			\$ 32,020.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ 656,240.00
Other Direct Costs (Itemize)				Amount
	Interagency Support			\$ 463,105.00
	Special Department Expense and Insurance			\$ 116,827.00
	Other Supplies and Services			\$ 8,060.00
	Utilities			\$ 20,946.00
	Contracted Professional Services			\$ 1,473,200.00
				\$ -
Total				\$ 2,082,138.00
Travel Costs (Itemize)				Amount
	Mileage Reimbursement			\$ 500.00
	Travel/Training			\$ 2,025.00
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ 2,525.00
Indirect Cost(s)				
Indirect cost(s) (Overhead and Fringe Benefits) (Must have approved ICAP)				Amount
	Overhead Rate Percentage		0%	\$ -
Subtotal				\$ -
Total In-House Operating Expenses				\$ 4,275,369.00



**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 any construction. Actual payment records to DBE firms are kept and submitted to oversight agency upon final completion of projects. 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 of Nevada Purchasing Department on the basis that the County of Nevada (County) failed to comply with a federal or state law or that the County failed to follow its own Procurement regulations. The 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 resolved 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



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?
 County of Nevada Social Services, Turning Point Community Programs, Nevada Joint Union High School District, Gold Country Community Center, Cal Works/Nevada County WORKS, Alta California Regional Center, Community Recovery Resources, Connecting Point Community Services Central, FREED Center for Independent Living, Placer County Transit, Auburn Transit, AMTRAK, Gold Country Lift

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

	Current Practice	Would Consider
Drivers attend safety/sensitivity training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharing vehicles with other agencies	<input type="checkbox"/>	<input checked="" 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 with paratransit services, social service agencies and other community providers in addressing and meeting identified transportation needs in western Nevada County. We work closely with our RTPA, the Nevada County Transportation Commission and community partners to establish and sustain workable transportation options.

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



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

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

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