



Program of Projects (POP)

FY2021

Due: April 30, 2021 at 2pm PST

Agency Name:	
5311	CMAQ

Regional Contact Info:

Regional Contact Name:		Phone Number:	
Contact Title:		Date:	

General Information:

County or Region:		Caltrans District:	
Original Submission Date:		Revision Number:	
		Revision Submission Date:	

Section A: Available Funding

Apportionment for this Cycle (Federal Share):	
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Section B: Programming

Operating Assistance Total:	
Capital Total:	
Total Programmed (Operating + Capital):	

Flexible Funds (if applying for CMAQ, STP or Federalized STIP):

Flex Funds Total:	
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*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.



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.
- Rural Transit & Intercity Bus staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department's Division of Financial Programming for inclusion into the FSTIP.

For further guidance see the Department's [Division of Financial Programming website](#).



PART 1: Operating Assistance - Regional Apportionment

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
Operating Assistance Funds Total:							



PART 2: Capital (Vehicles, Construction, Preventive Maintenance and Planning) - Regional Apportionment

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
Capital Assistance Funds Total:							



PART 3: FLEX FUNDS (i.e. CMAQ, STP, or Federalized STIP*) if applicable

*Federalized STIP projects must complete the CTC allocation process.

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount (if any)	Net Project Cost	Program of Projects Document Year	Programmed Date or Amendment Number
FLEX Funds Total:							



Instructions:

PART 1 – 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 4220.1F](#) and approved by the State prior to bid release.
- Net project cost does not include ineligible cost (i.e. farebox, other revenues, etc.).

PART 2 – Capital (Vehicles, Construction, Preventive Maintenance and Planning)

- **PRE-AWARD AUTHORITY IS STRICTLY FORBIDDEN FOR ALL CAPITAL PURCHASES** Receiving an executed Standard Agreement (DOT-213A) is NOT procurement authorization.
- 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 4220.1F](#) and approved by DRMT prior to bid release.

PART 3 - 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.



Certifications and Assurances of the MPO's and RTPA's

General Information:			
Regional Agency Name:		Contact Person:	
Contact Email:		Contact Phone:	
Name of Subrecipient:		Project Description:	

Project Amount and Fund Type:	
Regional Apportionment 5311 or 5311(f)	Total Project Cost

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



Check all that apply below:

	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 or Federal Statewide TIP(FSTIP)
	The regional agency or 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:		Title:	
Signature:	APPROVED <i>By Mike Woodman at 11:30 am, Apr 29, 2021</i>	Sign Date:	

Please sign above in BLUE ink

Due to COVID-19 we will be accepting both wet and electronic signatures

Project Description

General Project Details:	
Please type your agency name:	
Please select Project Types below for which your agency is applying and complete the relevant section of this form (Check all that apply).	
	Operating Assistance
	Capital and Equipment Purchases
	Preventative Maintenance
	Construction or Real Estate Requests *if your agency plans on applying for <i>Construction or Real Estate Requests</i> please contact your Liaison for more information
	Planning Assistance Requests *if your agency plans on applying for <i>Planning Assistance</i> please contact your Liaison for more information

General Information	
Question 1: Indicate the type(s) of public transportation service for the proposed projects 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).

	<p>Blended Paratransit - Complementary Paratransit Provided on the Same Vehicle as the Fixed Route Service. Please upload your Blended Paratransit Plan in your Organization's Profile under the Important Documents Section.</p>
	<p>ADA Paratransit Service - Please upload your ADA Paratransit Service Plan in your Organization's Profile under the Important Documents Section.</p>
	<p>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.</p>
	<p>University Service - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.</p>
	<p>Charter Service</p>

List all cities and counties served by your project(s):

<p>Question 2: At a minimum, transportation service will be provided between the hours of:</p>			
A.M.		P.M.	
<p>At a minimum, transportation service will be provided on the days of:</p>			
From:		To:	

<p>Question 3: For the FY you are applying for, did your agency receive any other <i>Federal funds</i> that would be utilized on this project(s)? (Check all that apply and provide standard agreement number(s) and the dollar amount). For 5307, the term "receive" means funds have been obligated.</p>	
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If you answered YES above, which Program(s) were utilized:				
	5307	Dollar Amount:		
	5310	Dollar Amount:		Standard Agreement #
	5311(f)	Dollar Amount:		Standard Agreement #
	Other:	Dollar Amount:		Standard Agreement #
Total Amount of Funds:				

<p>Question 4: Does your agency receive more than \$750,000 in <i>Federal funds</i>? Use Question 3 to help answer:</p>	
<p>If you marked YES above, has your agency submitted the annual Single Audit Report to the State Controller's Office (SCO)? The report is due to the SCO on March 31st of each fiscal year.</p>	
<p><i>Your agency must upload a pdf copy of the Single Audit Report along with this application in BlackCat in your Organizations tab under the Important Documents section in the Fiscal Responsibility category.</i></p>	

<p>Question 5: Has your agency changed fares in the last year?</p>			
<p>If you marked YES above, how did you notify the public of the fare change? (Check all that apply below):</p>			
Agency Website	Newspaper	Radio	Flyers
Public Hearings	TV/Cable	Other	Describe Other:
<p>If fares were changed, was an equity analysis done on the impact of fare changes on the disadvantage population? If YES, please upload a copy of the analysis to your application in the Documents Section.</p>			

Question 6: Which one of the following describes the project(s) for which you are applying?
(Check all that apply)

	Add new service
	Expand existing service to additional areas, please explain planned expansions?
	Maintain service at current level

Question 7: How is your project(s) service marketed? (Check all that apply):

Agency Website	Newspaper	Radio	Flyers
Public Hearings	TV/Cable	Other	Describe Other:

<p>Question 8: Does your agency employ between 50-99 transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.</p>	
<p>If YES, your agency must upload its abbreviated EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.</p>	
<p>Employs 100 or more transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.</p>	
<p>If YES, your agency must submit its EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.</p>	

<p>Question 9: Does your agency use General Transit Feed Specification GTFS?</p>	
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Operating Assistance (Complete ONLY if applying for Operating Assistance Projects)

Question 1: Please describe the Operating services:

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Question 2: What is the Operating Period for this project?

Begin Date:		End Date:	
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Question 3: Is your Operating Service directly operated by your agency in-house?

	Yes, Operating service is directly operated in-house.
	No, Operating service is not directly operated in-house.

If you answered **YES** above, then you are done with this Section. If you answered **NO**, please answer the remaining questions in this Section.

Question 4: Is your Operating Service performed through a third-party contract, Intergovernmental Agreement (IGA), or Joints Powers Authority (JPA) agreement and **APPROVED** by Caltrans DRMT?

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If **YES**, your agency must upload a pdf copy of Caltrans DRMT approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

What is the base period of the operating service third-party contract or IGA?			
Contractor:	Base Period Begin Date:	Base Period End Date:	List all Optional Periods Available:
Example: We Operate, Inc.	7/1/2015	6/30/2020	Yr. 1: 7/1/2020 - 6/30/2021 Yr. 2: 7/1/2021 - 6/30/2022

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract approved by DRMT.

*If your 3rd Party Contract is expiring soon and you are not exercising your option years, then you must submit a Request For Proposal (RFP) Package within the next **12** months for review and approval by DRMT. Please contact your Liaison for more information.

<p>Question 5: Has the Operating Service third-party contract, IGA, or JPA agreement been modified and received approval from Caltrans DRMT? (i.e. amended, and or optional period of performance have been exercised).</p>	
<p>If you answered YES above, your agency must upload a pdf copy of Caltrans DRMT approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.</p>	
<p>If you answered NO above, please contact your assigned Liaison to get your 3rd Party Contract amendment approved by DRMT.</p>	

Capital Vehicle or Equipment Request Details (Complete only if purchasing vehicles and or equipment)

PRE-AWARD AUTHORITY IS STRICTLY FORBIDDEN FOR ALL CAPITAL PURCHASES

*Receiving an executed Standard Agreement (DOT-213A)
is **NOT** procurement authorization*

Question 1: The proposed Capital purchase(s) is for (check all that apply):

	Vehicle(s)
	Information Technology (IT) or Intelligent Transportation Systems (ITS) Equipment (i.e. Hardware, Software, Fareboxes, GPS, AVL, Smart Cards, Security Cameras, and Vehicle Maintenance System).
	Non- ITS Equipment

Vehicle(s): If you are purchasing a vehicle; Identify the procurement contract or method below:

	State ZEB Vehicle Contracts:	(For contract information go to this Link and enter "ZEB" in the description field).
	CalACT/MBTA Joint Procurement:	CalACT requires: a vehicle quote and floorplan to approve contract utilization. Do NOT submit final Purchase Orders to vendors or CalACT prior to formal Caltrans procurement authorization.
	Piggyback:	Specify the contract the piggyback assignment will be requested from and the year the contract was awarded: <i>Piggyback procurement will not be authorized from contracts awarded prior to October 1, 2015.</i>
	Other Local Procurement:	Please Specify:

Information Technology (IT) or Intelligent Transportation Systems (ITS) Equipment (i.e. Hardware, Software, Fareboxes, GPS, AVL, Smart Cards, Security Cameras, and Vehicle Maintenance System): If you are purchasing IT or ITS equipment; Fill out the **ITS Compliance Form** section of this application for Caltrans review and approval.

Attach a PDF of the **Independent Cost Estimate (ICE)** of the equipment with this application. ICE guidance is available on BlackCat's Resources Tab in the Global Resources section under the Procurement folder.

If a **Single Source** will be solicited for this purchase, complete the Non-Competitive Procurement Justification form available on BlackCat's Resources Tab in the Global Resources section under the Procurement folder.

Non- ITS Equipment

Attach a PDF of the **Independent Cost Estimate (ICE)** of the equipment with this application. ICE guidance is available on BlackCat's Resources Tab in the Global Resources section under the Procurement folder.

If a **Single Source** will be solicited for this purchase, complete the Non-Competitive Procurement Justification form available on BlackCat's Resources Tab in the Global Resources section under the Procurement folder.

Question 2: Indicate the proposed vehicle purchase(s) (check all that apply):

	Vehicle Replacement (Complete Questions #3 and #4)
	Service Expansion (Skip ahead to Question #4)

Question 5: How does your agency intend to meet federal rollingstock (vehicle) requirements to certify post-delivery compliance for Buy-America, Purchaser's Requirements, and FMVSS?

	Qualified in-house inspector
	Third-party inspector
	Other (specify):

Question 6: List the equipment your agency proposes to purchase:

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

*Unit price must correspond to the competitive range that is determined in the ICE. ICE guidance is on BlackCat's Resources Tab in the Global Resources section under the Procurement folder.

Question 7: What is the need for this vehicle(s) or equipment? How did you select the project?

Question 7a: Describe what service improvements would be addressed by acquiring the equipment and or vehicle(s)?

Question 7b: If your agency is requesting vehicle(s) replacement, explain why the vehicle(s) needs replacement.

Question 7c: If the request for vehicle(s) or equipment is for service expansion, how was the need for the expansion determined?

Question 7d: If funding for this project is approved, how will the surrounding community benefit?

Question 8: Complete the proposed procurement schedule:	
Procurement Schedule:	Date:
RFP/IFB Issue Date:	
Contract Award Date:	
Initial Delivery Date:	
Final Delivery Date:	

Question 9: 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 Caltrans DRMT Federal Procurement Management Branch's 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 and or Lease Contract (contractor provides vehicles and maintenance; subrecipient provides transit service) *
	Turnkey Contract (contractor provides vehicles, maintenance, and transit service) *
	Vehicle or Service Contract (contractor provides vehicles and transit service; subrecipient provides maintenance) *

* Please note that the types of contracts assume that contractor provides the assets.

Question 10: Is any FTA funded equipment (vehicles, fare boxes, AVL, radios, computers, cameras, etc.) operated by your agency under warranty?	
If YES , your agency must submit the warranty form along with this application in BlackCat.	
If you answered YES , what is the system for recovering warranty claims?	

Question 11: Are claims pursued satisfactorily?	
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Preventative Maintenance (Complete ONLY if applying for Preventative Maintenance Projects)

Question 1: Please indicate the type of Preventative Maintenance for the proposed project. (Check all that apply):

<input type="checkbox"/>	Inspections
<input type="checkbox"/>	Repairs or Replacements
<input type="checkbox"/>	Overhauls or Refurbish
<input type="checkbox"/>	Other (specify):

Question 2: Please describe the Preventative Maintenance activities:

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Question 3: Will the proposed Preventative Maintenance project be completed by your agency in-house?

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Question 4: Is your Preventative Maintenance performed through a third-party contract and **APPROVED** by Caltrans DRMT?

If **YES**, your agency must upload a pdf copy of Caltrans DRMT approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

What is the base period of the Preventative Maintenance third-party contract?

Contractor:	Base Period Begin Date:	Base Period End Date:	List all Optional Periods Available:
Example: We Operate, Inc.	7/1/2015	6/30/2020	Yr. 1: 7/1/2020 - 6/30/2021 Yr. 2: 7/1/2021 - 6/30/2022

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract approved by DRMT.

Question 5: Has your Preventative Maintenance third-party contract been **modified** and received approval from Caltrans DRMT? (i.e. amended, and or optional period of performance have been exercised).

If you answered **YES** above, your agency must upload a pdf copy of Caltrans DRMT approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract amendment approved by DRMT.

April 30, 2021

FFY21 FTA 5311 Application

Caltrans District Number: 3

Subrecipient: County of Nevada, Transit Services Division

County: Nevada

Project description: 5311 Operating Assistance

Federal Amount: 518,113

Toll Credits: \$0

Local Share: \$4,558,461

Total Project Cost: \$5,076,574

Program of Project FY: 21



Robin Van Valkenburgh

Transit Services Manager

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**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	\$ 97.63	\$ 203,076.00
Supervising Bus Drivers	Supervision & Driving	4160	\$ 56.53	\$ 235,148.00
Full Time Drivers	Driving	24,960	\$ 40.87	\$ 1,019,993.00
Temporary Drivers	Driving	14000	\$ 22.26	\$ 311,589.00
	Workers Compensation	45200	\$ 2.68	\$ 121,336.00
	Telework Stipend	1	\$ 650.01	\$ 650.01
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total				\$ 1,891,792.00

Direct cost(s) for Employees (Except Labor)

Equipment and Supplies (Itemize)	Amount
Vehicle Maintenance and Fuel	\$ 601,419.00
Building and Shelter Maintenance	\$ 30,852.00
Office expenses, copier, postage, uniforms, software, computers	\$ 65,420.00
Rents & Leases	\$ 52,295.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ 749,986.00

Other Direct Costs (Itemize)	Amount
Interagency Support	\$ 618,795.00
Special Department Expense and Insurance	\$ 188,795.00
Other Supplies and Services	\$ 8,060.00
Utilities	\$ 10,983.00
Contracted Professional Services	\$ 1,602,163.00
	\$ -
Total	\$ 2,428,796.00

Travel Costs (Itemize)	Amount
Mileage Reimbursement	\$ -
Travel/Training	\$ 6,000.00
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ 6,000.00

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

Total In-House Operating Expenses \$ 5,076,574.00