



**Project Descriptions
State of California
FTA Section 5311
FFY 2019-2020 Application**

Applicant:

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. Please upload your Blended Paratransit Plan in your Organization's Profile under the Important Documents Section.

ADA Paratransit Service Please upload your ADA Paratransit Service Plan in your Organization's Profile under the Important Documents Section.

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:

2. Please fill out the following:

At a minimum, transportation service shall be provided between:

06:00 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.

No

Yes (which program(s) were utilized)

5307 (Urbanized Area Formula Program) \$ _____

5310 (Elderly and Disabled Specialized Transit Program)

Standard Agreement# _____ \$ _____

5311(f) (Intercity Bus Program)

Standard Agreement# _____ \$ _____

Other FTA funds

Specify: _____ \$ _____

4. Have you changed fares in the last year?

Yes No

5. How did you notify the public of the fare change?

Agency Website Newspaper Radio Flyer

Public Hearing TV/Cable Other (Please specify): _____

6. Was an analysis done on the impact of the low income?

Yes No

If yes, what was the result of the analysis? Please provide a copy of the analysis.

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

Add new service Expand existing service to additional areas, if expanding, why?

Maintain service at current level

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

Agency Website Newspaper Radio Flyers

Public Hearing Television Other (Please specify): _____

9. Does your agency receive more than \$750,000 in federal funds?

Yes No

If yes, 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.

Yes No

Your agency must submit a pdf copy of the Single Audit Report along with this application stored in the agency profile on the BlackCat Grant Management System.

10. Does your agency employ between 50-99 transit-related employees, and; requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year?

Yes No

If yes, your agency must submit its abbreviated EEO plan along with this application stored in the agency profile on the BlackCat Grant Management System.

11. Does your agency employ 100 or more transit-related employees, and; requests or receives capital or

operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year?

Yes No

If yes, your agency must submit its EEO plan along with this application stored in the agency profile on the BlackCat Grant Management System.

12. Has your agency updated the inventory in BlackCat under your Organizations tab?

Yes No

If no, when do you plan on updating your organization's inventory in BlackCat?

13. Has your agency updated the organization's profile in BlackCat under your Organizations tab?

Yes No

If no, when do you plan on updating your organization's profile in BlackCat?

14. Has your vehicles been involved in an accident?

Yes No

If yes, please notify Caltrans and the current grant will be reduced accordingly.

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 seven 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, North San Juan, 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 FY2018-19 were 204,795, a 1.4 percent increase over prior year.

2.

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

7/1/2019 to 6/30/2020

4. Is your **Operating Service** directly operated by your agency in-house?

- No.
 Yes.

5. Does your agency anticipate implementing a third-party contract or intergovernmental agreement (IGA) for Operating Service within the next 24 months?

- Yes, implementing third-party contract.

If yes, attach the PDF copy of the solicitation (RFP/IFB) documents. If these documents are not available, please provide an estimate of when they would be available.

Estimated date:

- Yes, implementing IGA.

If yes, attach the PDF copy of the IGA. If the IGA is not available, please provide an estimate of when they would be available.

Estimated date:

Contracting and IGA activities that have not received prior DRMT approval may not be eligible for federal reimbursement.

- No, operating service will continue to be directly operated in-house.

6. Is your **Operating Service** performed through a third-party contract or IGA that has been reviewed and approved by Caltrans DRMT?

- No (skip to next question).

- Yes.

If yes, your agency must upload a PDF copy of Caltrans DRMT Federal Procurement Management Branch's approval letter stored in the agency profile on the BlackCat Grant Management System.

What is the base period of the operating service third-party contract or IGA?
to

7. Have any third-party contracts been amended, modified, and/or optional period of performance been exercised? Is there an option to extend beyond the base years?
- Yes – What is the final option year?
 - No, no option years.

8. Have you received DRMT approval for all IGAs, current third-party contracts, amendments, modifications, and/or the exercise of option periods supported with FTA funding?

Yes

No

If no, please identify the third-party contracts/IGAs and provide a copy of the executed amendment, modification, and/or exercise of optional period of performance with your application.

When is the next contract amendment, modifications, or option years memo estimated to begin local agency development/routing?

Estimated date development/routing will begin:

Attach a pdf copy of the draft amendment, modification, or option years memo. If these documents are not available, please provide an estimate of when they would be available.

N/A

9. Is your **Operating Service** performed through a third-party contract or IGA that has *not* been reviewed and approved by Caltrans DRMT?

Yes.

If yes, your agency must attach the PDF copy of the IGA or bid related documents/vendor selection, and executed third-party contract. If these documents are not available, please provide an estimate of when they would be available.

Estimated date when documents will be available:

10. Identify current IGAs/third-party contracts, contractors, expiration dates for the base term, and optional periods of performance:

Contract Service/Good	Contractor	Base Period	Optional Period(s)
<i>Example: Operating Assistance</i>	<i>We Operate, Inc.</i>	<i>7/1/2003-6/30/2008</i>	<i>Yr. 1: 7/1/2008-6/30/2009 Yr. 2: 7/1/2009-6/30/2010</i>

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

1. The proposed **Capital** purchase is for:

Vehicle(s)

Identify the procurement contract or method:

State Vehicle Contract (DGS contract 1-15-23-19).

CalACT/MBTA Joint Procurement.

Please note: 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.

The information provided below in conjunction with the execution of the Standard Agreement (DOT-213A) is **not** procurement authorization. Vehicle purchases must receive **formal** DRMT procurement authorization.

Pre-award authority is strictly forbidden for rollingstock.

Piggyback—Specify the contract the piggyback assignment will be requested from and the year the contract was awarded: _____. *Piggyback procurement will not be authorized from contracts awarded prior to October 1, 2015.*

Other local procurement, specify: _____.

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).

Attach a PDF of the independent cost estimate (ICE) of the equipment with this application. ICE guidance is available on the DRMT Procurement webpage.

If a single source will be solicited for this purchase, complete the Non-Competitive Procurement Justification form available on the DRMT Procurement webpage and attach with this application.

Non- ITS Equipment

Attach a PDF of the independent cost estimate (ICE) of the equipment with this application. ICE guidance is available on the DRMT Procurement webpage.

If a single source will be solicited for this purchase, complete the Non-Competitive Procurement Justification form available on the DRMT Procurement webpage and attach with this application.

Capital Cost of Contracting (Skip to Question 8)

2. Indicate the proposed vehicle purchase:

- Vehicle Replacement
- Service Expansion

List the current vehicle(s) that will be replaced:

Vehicle Year	Make/Model or Vehicle Description	Fuel type	Length	Passenger Capacity	Full VIN#	Actual Mileage	Date Placed in Revenue Service	Date Taken Out of Revenue Service	Total Federal Share Spent on Original Purchase

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

Please note: The information provided below in conjunction with the execution of the Standard Agreement (DOT-213A) is **not** procurement authorization. Vehicle purchases must receive **formal DRMT** procurement authorization. **Pre-award authority is strictly forbidden for rollingstock.**

Quantity	Vehicle (bus, minivan, trolley, etc.)	Chassis Type (Ford E-450, GM4500, etc.)	Fuel Type	Length	Passenger Capacity	Useful Life in Years	Useful Life in Miles	Unit Price	Total Price

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

4. 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: _____.

5. 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.

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) needs replacement.

 - 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. Complete the proposed procurement schedule:

Procurement Schedule	Date
Bid Package to Caltrans	
Issue Purchase Order to Vendor	
Delivery/Installation	
Place Into Service	

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/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.

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 stored in the BlackCat Grant Management System.

Yes No

11. If yes, what is the system for recovering warranty claims?

12. Are claims pursued satisfactorily?

Yes No

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 the proposed procurement method for the **Construction/Real Estate** acquisition project?

- Formal Solicitation (Procurement of \$150,000.00 or more. Attach Independent Cost Estimate and RFP/RFQ/IFB to this application if available).
- Small Purchase (Procurement between \$3,500.00 and \$150,000.00. Attach Independent Cost Estimate to this application).
- Micro Purchase (Procurement below \$3,500.00).
- Piggyback. Specify the contract the piggyback assignment will be requested from and the year the contract was awarded: _____.
- Non-Competitive Award—a/k/a Sole Source (Attach to this application a completed Non-Competitive Award Justification, items 8 and 8a on the DRMT Procurement Webpage).
- Other local procurement, specify: _____.

9. Fill out the proposed project schedule:

Purchase and Installation of Capital Construction/Real Estate Purchase	Date
Bid Package to Caltrans	
Issue Purchase Order to Vendor	
Delivery/Installation	
Place Into Service	

Or

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

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 Assistance** project?

2. What is the need for this **Planning Assistance** project?

3. How did you select the project?

4. Describe what service improvements would be addressed by the proposed **Planning Assistance** project?

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

6. Will the proposed **Planning Assistance** project be completed by your agency in-house?
 No (skip to next question).
 Yes.

Does your agency anticipate implementing the use of a third-party contract for the **Planning Assistance** project within the next 24 months?

- Yes, implementing.
 If yes, attach a PDF copy of the solicitation (RFP/IFB) documents. If these documents are not available, please provide an estimate of when they would be available.
 Estimated date when documents will be available:

Contracting activities that have not received prior DRMT approval may not be eligible for federal reimbursement.

- No, the **Planning Assistance** project will continue to be performed in-house.
7. Is the **Planning Assistance** project performed through a third-party contract that has been approved by Caltrans DRMT?
 No (skip to next question).
 Yes.
 If yes, your agency must upload a PDF copy of Caltrans DRMT Federal Procurement Management Branch's approval letter stored in the agency profile on the BlackCat Grant Management System.

What is the operating base period of the **Planning Assistance** third-party contract?
to

Is there an option to extend beyond the base years?

Yes – What is the final option year? _____

No, no option years.

8. Is the **Planning Assistance** project performed through a third-party contract that has *not* been approved by Caltrans DRMT?

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:

9. 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.

10. 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 ChapterVIII-2, & Title 49 USC 5323(b), subrecipient must hold public hearing to receive comments from the public on the proposed planning project.

11. 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

12. 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. Will the proposed **Preventative Maintenance** project be completed by your agency in-house?
- No (skip to next question).
 - Yes.

Does your agency anticipate implementing the use of a third-party contract for the **Preventative Maintenance** project within the next 24 months?

- Yes, implementing.
 - If yes, attach a PDF copy of the solicitation (RFP/IFB) documents. If these documents are not available, please provide an estimate of when they would be available.
Estimated date when documents will be available:

Contracting activities that have not received prior DRMT approval may not be eligible for federal reimbursement.

- No, the **Preventative Maintenance** project will continue to be performed in-house.

4. Is the **Preventative Maintenance** project performed through a third-party contract that *has been approved by Caltrans DRMT*?

- No (skip to next question).

- Yes.

- If yes, your agency must upload a PDF copy of Caltrans DRMT Federal Procurement Management Branch's approval letter stored in the agency profile on the BlackCat Grant Management System.

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

to

Is there an option to extend beyond the base years?

- Yes – What is the final option year? _____

- No, no option years.

5. Is the **Preventative Maintenance** project performed through a third-party contract that has *not* been approved by Caltrans DRMT?

- 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:

**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	\$ 92.39	\$ 192,171.20
Supervising Bus Drivers	Supervision & Driving	4160	\$ 53.75	\$ 223,579.20
Full Time Drivers	Driving	24,960	\$ 39.83	\$ 994,056.96
Temporary Drivers	Driving	14000	\$ 21.58	\$ 302,120.00
	Workers Compensation	45200	\$ 2.42	\$ 109,535.87
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total				\$ 1,821,463.23

Direct cost(s) for Employees (Except Labor)

Equipment and Supplies (Itemize)	Amount
Vehicle Maintenance and Fuel	\$ 685,535.00
Building and Shelter Maintenance	\$ 33,820.00
Office expenses, copier, postage, uniforms, software, computers	\$ 65,420.00
Rents & Leases	\$ 52,295.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ 837,070.00

Other Direct Costs (Itemize)	Amount
Interagency Support	\$ 478,647.00
Special Department Expense and Insurance	\$ 121,500.00
Other Supplies and Services	\$ 8,060.00
Utilities	\$ 10,983.00
Contracted Professional Services	\$ 1,573,370.00
	\$ -
Total	\$ 2,192,560.00

Travel Costs (Itemize)	Amount
Mileage Reimbursement	\$ 500.00
Travel/Training	\$ 6,000.00
	\$ -
	\$ -
	\$ -
	\$ -
Total	\$ 6,500.00

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 \$ 4,857,593.23

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- [Project Details](#)
- [Funding Request](#)
- [Documents](#)

Funding

Project Information

County of Nevada Public Works, Transit Services Division : Operating Assistance Sliding Scale

UPIN: BCG0002491
 Status: Open
 Application: [Section 5311](#)

Created by Robin Van Valkenburgh on 2/11/2020 04:52 PM
Last Modified by Robin Van Valkenburgh on 2/12/2020 11:24 AM

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Request Summary

Year: 2020	Requested: \$4,537,593.00
Status: Submitted	Allocated: \$0.00
	Encumbered: \$0.00

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Funding Request

Line Item Name	Project Amount
Total DIRECT Operating Expenses	
Total Direct Labor/Contracted Service(s)	\$1,821,463
Total Equipment and Supplies	\$837,070
Total Other Direct Costs	\$2,192,560
Total Travel Costs	\$6,500
Less Fare box and Other Revenue	
Fare box	\$320,000
Other Revenue	\$0
Less Ineligible Expenses	
Charter and School Use	\$0
Depreciation	
Total Expenses	\$4,857,593
Total Revenue	\$320,000
Net Project Cost	\$4,537,593
Local Match (44.67%)	\$2,026,942
TDA	\$2,026,942
Local Balance	\$0
Toll Credit Request	

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Grant Opportunity

Section 5311 – Statewide Rural Public Transit (Section 5311)

Organization: County of Nevada Public Works, Transit Services Division **Application Deadline:** 2/12/2020 2:00:00 PM
Status: Submitted

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

	Form	
Download	Program Summary & Eligibility	
Download	FTA/FHWA Federally Approved Transportation Improvement Program (FTIP)	View
Download	Certifications and Assurance of the MPO/RTPA	View
Download	Regional Program of Projects (POP)	View
Download	Authorizing Resolution	View
Download	Project Description	View
Download	Detail Project Expense Worksheet	View
Download	Civil Rights	View
Download	Disadvantage Business Enterprise (DBE)	View
Download	Social Services Coordination Efforts	View
Download	Charter Bus	View
Download	Cost Allocation Plan (Required for 5307 Recipients)	View
Download	Draft Vehicle Quote and Floor Plan (Required for Vehicle Purchases)	View
Download	Vehicle Maintenance Plan Checklist (Required for Vehicle Purchases)	View
Download	Rolling Stock and Fleet Status Report (Required for Vehicle Purchases)	View
Download	FTA Warranty Form (Required for Vehicle Purchases)	View
Download	Public Hearing Documentation (Required for Capital and Planning Projects)	View
Download	Intelligent Transportation Systems (ITS) Compliance Form (Required for Purchases of ITS Items)	View
Download	Application Certification Form	View
Download	Glossary	

Requires Upload Optional Upload Complete

[Download All](#)

Projects

Line Item	FY	Description	Net Project Cost
30.09.02	2020	Operating Assistance Sliding Scale	\$4,537,593
Total			\$4,537,593

Budget Request Summary

Budget Category	Net Project Cost	Total FTA Portion of Net Project Cost (max. allowed)	Total Minimum Required Local Match	Additional Local Funds
Operating	\$4,537,593	\$2,510,650	\$2,026,942	\$0
Maintenance	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0
Planning	\$0	\$0	\$0	\$0
Total	\$4,537,593	\$2,510,650	\$2,026,942	\$0

Budget

Line Item Name	Project Amount
Operating (Expense)	
Total Direct Labor/Contracted Service(s)	\$1,821,463
Total Equipment and Supplies	\$837,070
Total Other Direct Costs	\$2,192,560
Total Travel Costs	\$6,500
Group Total	\$4,857,593
Operating (Revenue)	
Fare box	\$320,000
Other Revenue	\$0
Group Total	\$320,000
Operating (Revenue)	
Charter and School Use	\$0
Depreciation	\$0
Group Total	\$0
Expenses Total	\$4,857,593
Revenue Total	\$320,000
Net Project Cost Total	\$4,537,593





Documents

Document Upload

Document Name:

Select Document Choose File No file chosen

-

Document Name	Size	Uploaded	Modified	
Edit  Pending_Resolution	101 KB	Robin Van Valkenburgh	2/7/2020 04:10 PM	<input type="checkbox"/> 
Edit  Title VI	10.54 MB	Robin Van Valkenburgh	2/12/2020 11:23 AM	<input type="checkbox"/> 

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Comments

Add New Comment

[Insert](#)

There are no comments to display.

History Log

Submitted	Updated by Robin Van Valkenburgh on 2/12/2020 11:24 AM
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**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 2019 - 2020**



**All Section 5311(f), and Rural CMAQ Transit Applications and POPs are due February 12, 2020.
All Section 5311 and POPs are due February 12, 2020.**

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: 2/11/2020

Revision No. _____

Revision Submission Date: _____

FEDERAL FISCAL YEAR 2020
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 2020]:	(+)	\$597,898	
(A) TOTAL FUNDS AVAILABLE:	=	\$597,898	

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

			<i>Federal Share</i>
Part I. Operating Assistance - Total:	(+)	\$597,898	
Part II. Capital - Total:	(+)		
(B) Total [Programmed]:	(=)	\$597,898	

(C) Balance

			<i>Federal Share</i>
(A) Total Funds Available:	(+)	\$597,898	
(B) Total [Programmed]:	(-)	\$597,898	
* 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]:	(+)	\$597,898	
(D) Flex Fund - Total:	(+)		
GRAND TOTAL [Programmed]:	(=)	\$597,898	

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

Date: 1/29/2020

PART IV. Vehicle Replacement Information

State Contract Local Purchase Piggyback Other Explain: _____

Vehicle Description							
Type	Number of Passengers	Fuel Type	Length	VIN. #	In Service Date	Current/End Mileage	Disposition Date

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 2020: 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).



2020 Certifications and Assurances of the Regional Agency/Transportation Planning Agency
State of California - FTA Section 5311, 5311(f) and Rural CMAQ Transit

Regional Agency/TPA: Nevada County Transportation Commission

Contact Person: Dan Landon

Contact Email: dlandon@nccn.net

Contact Phone: 530-265-3202

Name of Subrecipient: County of Nevada, Transit Services Division

Project Description: FFY2020 County of Nevada, Transit Services Division Operations

Project Amount and Fund Type

Table with 6 columns: Regional Apportionment 5311, 5311(f), or CMAQ; Carryover Amount; Toll Credits*; Local Match; Total Project Cost; Local Match Source/s. Values include \$497,314, \$, \$, \$4,360,280, \$4,857,594, and \$LTF, STA, Private.

* Prior approval by Caltrans required

Table with 3 columns: Document (or Amendment) Number; Document (or Amendment) Year; FHWA/FTA Federally Approved TIP (Date). Value 2020 is present in the second column.

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: _____ Date:

Signature in BLUE ink



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

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

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: 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



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



**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



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

Applicant: County of Nevada, Transit Services Division

FTA Program: FTA 5311 Program

Fiscal Year: 2020

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: 2/11/2020