

**The Los Angeles County Metropolitan  
Transportation Authority**

**Federal Section 5310 Program**  
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

**FY 2019 Solicitation for Proposals and  
Application Package**

## **PROGRAM INTRODUCTION**

The Los Angeles County Metropolitan Transit Agency (Metro) is soliciting proposals from eligible applicants for its Fiscal Year (FY) 2019 Federal Section 5310 Program for eligible projects that best achieve program goals and meet program requirements as described in Part I through Part III of this Solicitation for Proposals. The solicitation is a competitive selection process that will result in the award of available federal funds to eligible agencies after an evaluation and ranking of proposals by an external panel and the approval of funding awards by the Metro Board of Directors.

The federal Section 5310 funds made available for the FY2019 Solicitation for Proposals include Federal Transit Administration (FTA) funds apportioned for FFY 2018, 2019 and 2020 as authorized under the Fixing America's Surface Transportation (FAST) Act.

The following summarizes the FTA grant program that provided the funding made available through this solicitation:

- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)**. The Section 5310 Program provides operating and capital assistance for public transportation projects that i) are planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable; ii) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; iii) improve access to fixed route service and decrease reliance on complementary paratransit, and/or iv) provide alternatives to public transportation projects that assist seniors and individuals with disabilities.

## **Designated Recipient**

In the state of California, the Governor designates a public entity to be the Designated Recipient of federal transportation formula funds. The Los Angeles County Metropolitan Transportation Authority (Metro) is the Designated Recipient of federal Section 5310 funds apportioned for the areas in Los Angeles County that are within the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 60020), Santa Clarita (UZA 61770), and Lancaster-Palmdale (UZA 63570).

As the Designated Recipient, Metro is responsible for allocating funds to eligible projects, making application and certifications to the FTA, managing all aspects of grant distribution, and monitoring project activity and compliance. Metro has allocated available formula funds to conduct a competitive solicitation and selection process awarding grants to eligible subrecipient projects. Upon award, Metro will prepare and submit a grant application to FTA requesting funding on behalf of awarded agencies and organizations. Upon FTA approval, Metro will execute Funding Agreements (FA) with agencies awarded as "pass-through grants" for capital and/or operating assistance.

### **The Coordinated Plan for Los Angeles County**

Federal transit law, as amended by MAP-21, requires that projects funded under the Section 5310 Program are included in a locally developed, coordinated public transit-human services transportation plan. The 2016-2019 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County (“Coordinated Plan”) was formally adopted by the Metro Board of Directors in July 2015.

The Coordinated Plan was developed through a process that included participation by seniors, individuals with disabilities, persons of low income, military veterans, other members of the public, and representatives of public, private, nonprofit transportation and human service providers. The plan includes the following four elements:

1. An assessment of available transportation services identifying current providers (public, private and nonprofit) for the Target Populations;
2. An assessment of transportation needs for the Target Populations;
3. Regional and subregional goals and strategies to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Project proposal applications submitted in response to the FY 2019 Solicitation for Proposals must be consistent with goals and strategies included in the Coordinated Plan to address identified gaps between current services and needs or improve efficiencies in service delivery. Each strategy is clearly illustrated by making reference to several eligible projects and activities. Strategies developed are intended to be illustrative, not exhaustive – applicants are encouraged to develop innovative solutions to achieve Coordinated Plan goals.

A copy of the Coordinated Plan can be accessed at [www.metro.net/projects/fta5310](http://www.metro.net/projects/fta5310).

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### **FY 2019 Section 5310 Grant Program Tentative Schedule**

After detailed evaluation and ranking by a panel including external representatives, Metro staff, in consultation with the Metro's Technical Advisory Committee (TAC), will recommend to the Metro Board a program of projects for each funding category. This program of projects is scheduled for Metro Board review and approval in November 2019, and FTA review and approval in February 2020. A tentative schedule for the 2019 Section 5310 Grant Program is as follows:

Notice of Funding Availability: Release Solicitation for Proposals	April 30, 2019
Convene Potential Applicant Workshops*	May 16, 2019 May 21, 2019
<b>FTA Section 5310 Applications Due</b>	July 31, 2019
Application Review and Evaluation Period	August 2019
Applicant Preliminary Notification of Funding Recommendations & Debriefing	September 2019
TAC Appeal Hearings	October 2, 2019
Planning & Programming Committee/Board Approval: Funding Award Recommendations	November/ December 2019
FTA Grant Application – TrAMS	December 2019
Convene Successful Applicant Workshops	January 2020
FTA Grant Approval	February 2020

\* Additional workshops may be held upon request.

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**ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES**

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**I. PROGRAM GOALS & FUND AVAILABILITY**

The goals of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (“Section 5310”) Program are to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available when public transit is insufficient, inappropriate, or unavailable by a) exceeding the requirements of the Americans with Disabilities Act (ADA) of 1990; b) improving access to fixed route service and decreasing reliance on complementary paratransit; and c) providing alternatives to public transportation. The Section 5310 program is administered by the Federal Transit Administration (FTA).

As the Designated Recipient and consistent with FTA guidelines, Metro allocates funds to eligible applicants as subrecipients for eligible traditional capital, other capital, and operating transportation projects following a competitive process. Up to \$10,201,958 Section 5310 Program funds apportioned and allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA), as well as the Santa Clarita and the Lancaster-Palmdale UZAs are available as shown below:

Urbanized Area (UZA)	Traditional Capital	Other Capital and Operating
LA-LB-Anaheim	\$7,131,784	\$2,517,099
Lancaster-Palmdale	236,603	83,507
Santa Clarita	172,191	60,773
Totals	*\$7,540,578	*\$2,661,380

*\* Subsequent funding recommendations will be flexible between the Traditional Capital and Other Capital & Operating funding categories if one is undersubscribed and the other is oversubscribed.*

*\* Up to 5% of competitive solicitation allocation will be set-aside for appeals. Unused set-aside balances will be re-allocated to projects underfunded (if any) within that UZA.*

**II. ELIGIBLE APPLICANTS/SUBRECIPIENTS**

Eligible applicants of Section 5310 Program funds for **Traditional Capital** Projects are limited to:

1. Private nonprofit organizations; or
2. State or local governmental authorities that:
  - a. Certify that there are no nonprofit organizations readily available in the area to provide the service; or
  - b. Are approved by the state to coordinate services for seniors and/or individuals with disabilities in a particular area.

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Private nonprofit organizations must complete and sign the “Corporation Status Inquiry and Certification” form located in the Part IV-Certifications section of the application. Verification of the incorporation number and current legal standing must be obtained, and the status inquiry document must be attached as an appendix to the application.

Most state or local governmental authorities eligible to apply for Section 5310 funds are required to certify that there are no nonprofit organizations readily available in the area to provide the service, and must complete and sign the “Local Government Authority Certification” form located in the Part IV-Certifications section of the application. **A public hearing is required** as part of the application process and should be completed between the release date of the FY 2019 Solicitation of Proposals and the due date of the application. However, those state or local governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are not required to complete and sign the “Local Government Authority Certification.”

A local governmental authority includes: a political subdivision of a state (such as a city or county); a state authority or an authority of a political subdivision of a state; and, a public corporation, board, or commission established under the laws of a state.

A coordinator of services for seniors and individuals with disabilities are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

Eligible applicants of Section 5310 Program funds for **Other Capital and Operating** projects are limited to:

1. Private nonprofit organization;
2. State or local governmental authorities; or
3. Operators of public transportation (including private taxi companies) that provide shared-ride service to the general public on a regular basis (i.e., two or more passengers in the same vehicle who are otherwise not traveling together).

### **III. ELIGIBLE PROJECTS**

Section 5310 Program funds are available for Traditional Capital, and Other Capital and Operating expenses to support the provision of transportation programs and services to meet the specific needs of seniors and individuals with disabilities. The following sections provide further information on project eligibility for funding under Section 5310.



## **Traditional Capital Projects**

Traditional Capital projects are those that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project. Metro requires that each vehicle is operated at a minimum of twenty (20) service hours per week. Administrative expenses necessary to support project activities are eligible expenses up to a maximum five (5) percent of the total project cost. Costs include administration, planning, and technical assistance for projects. Examples of eligible Traditional Capital projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives and discuss proposed projects with Metro staff to confirm eligibility.

1. Rolling stock and related activities for Section 5310 Program funded vehicles
  - a. Acquisition of expansion or replacement accessible buses or vans, and related procurement, testing, inspection, and acceptance costs
  - b. Vehicle rehabilitation or overhaul
  - c. Preventive maintenance
  - d. Radios and communication equipment
  - e. Vehicle wheelchair lifts, ramps, and securement devices
2. Passenger facilities related to Section 5310 Program funded vehicles
  - a. Purchase and installation of benches, shelters, and other passenger amenities
3. Support facilities and equipment for Section 5310 Program funded vehicles
  - a. Extended warranties that do not exceed the industry standard
  - b. Computer hardware and software
  - c. Transit-related Intelligent Transportation Systems (ITS)
  - d. Dispatch systems
  - e. Fare collection systems
4. Lease of equipment when lease is more cost effective than purchase.
5. Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. Funds may be requested for contracted services covering a time period of more than one year.
6. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section

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5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service.

Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
  - b. Support for short-term management activities to plan and implement coordinated services;
  - c. The support of state and local coordination policy bodies and councils;
  - d. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - e. The provision of coordination services, including employer-oriented transportation management organizations and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - g. The planning for and acquisition of intelligent transportation technologies to help plan and operate coordinated systems, including geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. Acquisition of technology is also eligible as a standalone capital expense.
7. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service.

### **Other Capital and Operating Projects**

Other Capital and Operating projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. Projects that are open to the public are encouraged as a means of avoiding unnecessary segregation of services. Operating assistance for ADA complementary paratransit service is not an eligible expense. Also, transit passes or vouchers for use on existing or new fixed route or ADA complementary paratransit service are not eligible.

Administrative expenses necessary to support project activities are eligible up to a maximum five (5) percent of the total project cost. Costs include administration, planning, and technical assistance for projects. Eligible Other Capital and Operating projects should fall into the following categories:

1. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
2. Public transportation projects (capital and operating) that exceed the requirements of ADA;
3. Public transportation projects (capital and operating) that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
4. Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

The following examples of Other Capital and Operating projects are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with Metro staff to confirm eligibility.

1. Projects that Exceed ADA Requirements
  - a. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
  - b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route service;
  - c. The incremental cost of providing same day service;
  - d. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders;

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- e. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- f. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under ADA regulations (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), such as: the acquisition of lifts with a larger capacity; modifications to lifts with a 600-pound design load; and, the acquisition of heavier duty vehicles for demand-response and/or paratransit service in order to accommodate lifts with a heavier design load;
- g. Installation of additional securement locations in public buses beyond what is required by the ADA; and
- h. Accessible "feeder service" providing access to commuter rail, commuter bus, intercity rail, and intercity bus stations for which complementary paratransit service is not required by the ADA.

### 2. Projects that Improve Accessibility to the Fixed-Route System

- a. Improvements to transit and intermodal stations not designated as key stations. Limited to accessibility improvements at existing transportation facilities that are not designated as "key stations" under federal law and that are not required by federal law as part of an alteration or renovation to an existing station, so long as the project is clearly intended to remove barriers to individuals with disabilities that would otherwise have remained. These improvements may include:
  - i. Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;
  - ii. Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required by the ADA;
  - iii. Improving signage or way finding technology; and
  - iv. Implementation of other technology improvements that enhance accessibility for people with disabilities, including Intelligent Transportation Systems (ITS).
- b. Travel training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities, including travel instruction and travel training services.

3. Alternatives that Assist Seniors and Individuals with Disabilities with Transportation
  - a. Purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle, at a minimum: meets the federal requirements for lifts, ramps, and securement systems; and permits a passenger whose wheelchair can be accommodated, pursuant to federal law, to remain in his/her personal mobility device inside the vehicle.
  - b. Supporting the administration and expenses related to voucher programs for transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services offered by Human Service providers to supplement available public transportation. Vouchers can be used by seniors and individuals with disabilities to purchase rides, as well as for mileage reimbursement as part of a volunteer driver program, a taxi trip, or trips provided by a Human Service agency. Transit passes or vouchers for use on existing fixed-route or required ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a minimum 50 percent local match. Vouchers are reimbursed by Metro based on predetermined rates or contractual arrangements.
  - c. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, training, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase the capacity of volunteer driver programs are also eligible.

#### **IV. FEDERAL SHARE, TRANSPORTATION DEVELOPMENT CREDITS & LOCAL MATCHING REQUIREMENTS**

**The federal share** of eligible Section 5310 traditional and other capital costs shall be in an amount equal up to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. The net cost of an activity (capital or operating) is the part of the project that cannot reasonably be financed from operating revenues (i.e., operating cost - farebox revenue collected = net cost). Subrecipients may use up to 5 percent of their total project expenses to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent federal share.

The federal share may exceed 80 percent where the capital project is in compliance with the ADA and/or the Clean Air Act (CAA), as follows:

1. Rolling Stock (vehicles): The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA or the CAA. A revenue vehicle that complies with federal requirements to accommodate mobility aids

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that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations (i.e., larger than 30" x 48" and/or weighing more than 600 pounds) may also be funded at 85 percent federal share.

2. **Vehicle-Related Equipment and Facilities:** The federal share is 90 percent for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA or required by the ADA. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

**Transportation Development Credits (TDC)** are not money, they are similar to waivers or permission slips allowing federal funds to be used at a higher reimbursement rate. Metro will request TDC valued at up to ten (10) percent of eligible Section 5310 capital project costs and up to twenty-five (25) percent of eligible operating project costs on behalf of eligible applicants.

**The local share** of eligible Section 5310 capital costs shall not be less than 10 percent of the net cost of the activity (not including projects related to ADA and/or CAA compliance). The local share for eligible operating costs shall not be less than 25 percent of the net operating costs. All sources of local match must be identified and described in the grant application. The local share may be sourced from a variety of sources including:

- an undistributed cash surplus;
- a replacement or depreciation cash fund or reserve; and
- a service agreement with a State or local service agency or private social service organization, or new capital.

Some examples of these potential sources of local match include:

- **Cash**
  - State or local appropriations
  - Private donations
  - Dedicated tax revenues
  - Revenue from service contracts
  - Net income generated from advertising and concessions.
  - Other non-USDOT federal funds
- **In-Kind**
  - Donated facility space or supplies specifically to operate the program
  - Labor (including volunteer time) contributed to the project
  - Other expenses (e.g., website hosting, marketing costs, travel and mileage)
  - In-Kind must:
    - be included in the net project costs in the budget
    - represent costs that would otherwise be eligible under the project
    - not be included as a contribution for any other federally-assisted project

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- Income from contracted transportation services may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating expenses. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources and amounts of local match must be identified in the application.
- Federal programs that are eligible to be expended for transportation other than programs funded by the United States Department of Transportation (USDOT), or from USDOT's Federal Lands Highway Program.

Some examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at United We Ride <https://www.disability.gov/resource/united-we-ride/>, and their partnering agency at the Coordinating Council on Access and Mobility <https://www.transit.dot.gov/ccam/about>.

### Summary: Section 5310 Federal Share w/TDC and Local Matching Requirements

Funding Category	Federal Share Eligible (max)	Toll Development Credits (TDC)*	Local Match Share Required (min)
Capital (Traditional & Other)	80%	10%	10%
Capital: ADA/CAA Rolling Stock	85%	10%	5%
Capital: ADA/CAA Equipment & Facilities	90%	10%	0%
Operating	50%	25%	25%

\* Use of TDC is pending FTA approval.

\* TDC are not money, but rather waivers or permission slips that allow federal funds to be used at a higher reimbursement rate. (i.e. If total traditional capital project cost = \$100K, normally the federal award would be for \$80K and the required local match would be \$20K. With TDC approval, the federal award and be \$90K, and the required local match would be \$10K).

## **V. PERFORMANCE MEASURES**

FTA requires tracking and reporting of quantitative and qualitative information for Section 5310 funded projects. FTA has set minimum indicators for each eligible project category to capture relevant outputs, service levels and outcomes as described below. All performance measure data listed below under your proposed project type **must** be identified in Part II of the grant application.

### **1. Traditional Capital Projects**

- a. Gaps in Service Filled - The actual or estimated number of seniors and people with disabilities afforded mobility annually as a result of the Traditional Capital Section 5310 project.
- b. Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors and individuals with disabilities as a result of the Traditional Section 5310 Capital project.

### **2. Other Capital and Operating Projects**

- a. Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
- b. Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
- c. Ridership - Actual or estimated annual number of rides measured by one-way passenger trips provided for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.

## **VI. APPLICATION INSTRUCTIONS**

Each agency is allowed to submit one or more applications, not to exceed the funding award limits for each category as follows:

- Section 5310 Traditional Capital projects; total applicant/subrecipient funding request may not exceed **\$600,000**.
- Section 5310 Other Capital & Operating projects; total applicant/subrecipient request may not exceed **\$600,000**.



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Each agency may submit applications for both funding categories, but a separate application must be submitted for each request (i.e. if proposed project is for the purchase of a vehicle, and operating costs for the vehicle, one application will need to be submitted for the capital project to purchase the vehicle, and a separate application must be submitted for the operating project). The agency may reference the other project in each application, but the two projects will be evaluated and scored separately.

A minimum of 70 points per application score is required to be considered for funding. If the funding request is not fully awarded, applicant/agency may offer a reduced scope of work and associated budget or decline funding award.

1. Mark "ORIGINAL" on the cover of your application package containing the master copy of the required documentation with original signatures recorded in blue ink.
2. Submit the original application along with five (5) additional hard copies and two (2) electronic copies (e.g. DVRs, CDs, flash drives, etc.) to Metro (mailing address is in the application). Applications must be received by Metro by 3:00 pm on July 31, 2019. If applications are mailed rather than hand delivered, please be sure they arrive at Metro by the cut-off time and date. **The entire signed application and all attachments must be included in the electronic copies. Please have the electronic copy combined into one single pdf.**
3. Applications as delivered are to be complete and final. Amendments or supplements to the application will not be accepted after 3:00 pm on July 31, 2019. **Application packages with incomplete and/or missing information (e.g., copy of public hearing, certifications, etc. and/or not signed by a duly authorized representative) will not be evaluated.**
4. The application format is provided in fillable PDF forms. An electronic version of the application consisting of four parts can be accessed at [www.metro.net/projects/fta5310](http://www.metro.net/projects/fta5310).
5. Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components.

Your attendance at a Workshop for Potential Applicants, to be organized by Metro, is highly encouraged. The workshop dates and locations can be found at [www.metro.net/projects/fta5310](http://www.metro.net/projects/fta5310).

### **Selection of Proposals for Funding Award Recommendations:**

Applications will be evaluated and ranked based on the final score provided by the Evaluation Panel. Funds will be allocated according to the ranking of projects to the maximum amount made available for the FY 2019 Solicitation for Proposals. Award recommendations will be limited to proposals that receive a final score of 70 or above (out of a maximum of 100) and subject to funds availability. Ultimately, the Metro Board of Directors will approve the funding award recommendations that will be included in grant applications to be submitted to FTA.

### **Public Record Disclaimer:**

Application materials and attachments submitted to the Los Angeles County Metropolitan Transportation Authority (Metro) in response to its FY 2019 Solicitation for Proposals for the Section 5310 Program are not considered confidential. Application contents and attachments received by Metro are considered public records. Applicants should not include confidential information such as client names, addresses, specific medical diagnoses, telephone numbers, and other personal information.

### **Data Universal Numbering System (DUNS) number & System for Award Management (SAM):**

Any agency or organization applying for a grant from the federal government must have a DUNS number at the time an application is submitted to Metro. This is a nine-digit identification number that provides a unique identification for single business entities.

Applicants that currently do not have a DUNS number can obtain one at no charge from Dun and Bradstreet ([www.dnb.com](http://www.dnb.com)). Section 5310 Program funds will not be awarded by the FTA without a DUNS number.

The FTA requires Metro to ensure that none of its subrecipients are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. In the spirit of this requirement Metro has established procedures to perform Federal suspension and debarment checks associated with each subrecipient award via the online System for Award Management (SAM) at [SAM.gov](http://SAM.gov). Applicants that are currently not registered in the SAM may register at no charge at [www.sam.gov](http://www.sam.gov).

**NOTE:** All applicants must be registered in the SAM system. No entity may receive a Section 5310 sub-award absent of a SAM check and clearance.

**NOTE:** If you're already in the SAM system, please verify that your status is active and has not expired. If you need assistance on renewing or updating your existing SAM entity registration, please review the instructions on [fsd.gov](http://fsd.gov):

[https://www.fsd.gov/fsd-gov/answer.do?sysparm\\_kbid=86d02a7e6f585100211956532e3ee412&sysparm\\_search=KB0011590](https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=86d02a7e6f585100211956532e3ee412&sysparm_search=KB0011590)

### **New SAM Member Registration in 8-easy Steps:**

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create a Personal Account and Login
3. Click “Register New Entity” under “Manage Entity” on your “My SAM” page
4. Select your type of Entity
5. Select “No” to “Do you wish to bid on contracts?”
6. Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”
7. Complete “Core Data”
8. Complete “Points of Contact”

**Be sure to “opt in” for public review so that we may perform the required review.**

You will receive a “Congratulations” message from SAM.gov after you have successfully submitted your registration and an email confirming that your registration is in process.

Please allow up to 10 business days after you submit your registration for it to become active in SAM. If you notice your registration has had a status of “Submitted” for 15 business days or longer, please contact the Federal Service Desk at <http://www.fsd.gov>.

### **Responsibility of Grant Subrecipient**

When an agency other than the applicant identified in the application is proposed to operate vehicles or other equipment for which Section 5310 Program funds are requested, control and responsibility for the operation of the vehicles or other equipment must remain with the grant subrecipient throughout the life of the asset (until asset is disposed of or sold according to FTA guidelines).

In this case, the subrecipient remains the registered owner of the vehicle or equipment and remains fully responsible for program compliance, including, but not limited to, operation oversight, reporting, insurance, maintenance and monitoring. Metro shall be listed as an additional insured and the lien holder on all approved vehicles funded by the Section 5310 Program. Metro shall remain the lien holder until the per unit fair market value of the capital asset is less than \$5,000. Non-compliance with program requirements may result in the relinquishment of vehicles and/or equipment to Metro.

### **APPLICATION GUIDELINES & EVALUATION CRITERIA**

Los Angeles County Metropolitan Transportation Authority (Metro) staff will screen all proposals received by the time and date deadlines for completeness and eligibility for evaluation consideration. Application packages with incomplete and/or missing information (e.g., public hearing notice, certifications, etc. and/or not signed by a duly authorized representative) will not be evaluated. Applications as delivered are to be complete and final. Amendments or supplements to the application will not be accepted after the due date. Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components as detailed in the FY 2019 Section 5310 Solicitation for Proposals.

An Evaluation Panel composed of representatives from state, regional, and local agencies (restricted to those not submitting any proposals in response to the solicitation) will be established to evaluate and score the proposal applications. The panel members will be split into groups, and each group will be tasked with evaluating and scoring a share of the submitted applications.

All proposal applications will be reviewed and scored to ensure the proposed projects are derived from and consistent with the 2016-2019 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County and that they are responsive to the eligibility criteria for the program, as well as to the evaluation criteria. The final score for each proposal, and corresponding ranking, will be calculated based on the average scores from the panel members who were tasked to evaluate and score the application.

Applications will be ranked based on the final scores. Award recommendations will be limited to proposals that receive a final score of 70 or above (out of a maximum of 100). From the list of projects with a final score of 70, funds will be allocated from the highest ranking project down to the lowest, to the maximum amount made available for the FY 2019 Solicitation for Proposals. Please note that some projects that score a 70 or above may be partially funded or not recommended for funding due to funds availability.

Project sponsors of projects not recommended for funding will have an opportunity to appeal the decision at Metro's Technical Advisory Committee (TAC). Only information contained in the submitted application may be presented to TAC during the appeal. Detailed instructions on the appeal process will be transmitted when project award recommendations are made. Ultimately, the Metro Board of Directors will approve the funding award recommendations that will be included in grant applications to be submitted to FTA.

The following sections Part I-Part IV of the Fiscal Year (FY) 2019 Solicitation for Proposals outlines in detail the application content required and the maximum score possible for each scoring segment of the application.

## **PART I - GENERAL INFORMATION**

### **Project Goal**

In this section of the application, indicate how the proposed project addresses gaps and barriers identified in the 2016-2019 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County found at [www.metro.net/projects/fta5310](http://www.metro.net/projects/fta5310).

### **Description of Agency or Organization**

Briefly describe your agency or organization using the space provided including:

1. Transportation related programs and services currently managed and provided including target populations served, areas served, days/hours of service, and where applicable total fleet size (identifying the number of vehicles that are federally funded).
2. The number of individuals who currently receive transportation assistance managed/provided by your agency or organization, including a specific breakdown by age (65 years of age or older and those under 65 years old) by disability (those who use a wheelchair or other mobility device and those who do not need a mobility device), and by income.
3. Attach a map or brochure to your application showing the existing service area of your agency or organization, as well as any proposed expansion requested to be funded (if applicable).

## **PART II - PROJECT NARRATIVE & EVALUATION CRITERIA**

Part II consists of five sections (A-E). To receive the maximum number of points for each section, ensure that the narrative responses are clear, concise, complete and accurate and specifically address the evaluation criteria that are provided as guidance for each section.

### **Section A: Scope of Work, Need, Objectives, Coordination and Outreach (Up to 40 points)**

To receive the maximum number of points, provide a detailed and clear description of the project proposed, including need and objectives. Also, discuss coordination and outreach efforts. Vehicle funding requests require a completed "Vehicle Purchasing Schedule," included as **Attachment A**. Please address the following evaluation criteria as applicable to the proposed project:

1. Describe the transportation services currently provided (if any), the existing transportation service fleet (if any), and the target populations currently served including elderly persons, individuals with disabilities, welfare recipients, and/or eligible low-income individuals. Explain how the award of Program funds will allow your agency/organization to implement, continue, and/or enhance or expand existing services including the project beginning and ending dates. Describe how the proposed project is consistent with the goals of the grant program. Where new and/or enhanced or

## FY 2019 Section 5310 Solicitation for Proposals

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expanded services are proposed, be specific regarding the change and/or improvements to existing services including: capacity, service hours, service areas, target populations, etc. Further include specific and detailed responses to the items below (a-d) where applicable to the proposed projects (**Up to 20 points**).

- a. **For vehicle replacement projects**, explain why the replacement vehicle(s) are needed. Complete and attach the “Vehicle Replacement Request Form” included as **Attachment B**. If requesting alternative fuel vehicle(s), justify the need and indicate whether your agency has the required fuel infrastructure, including the proximity of the fuel station in relation to your agency. Indicate the plan for the disposition of the vehicles being replaced (e.g. backup or sell). Provide a cost/benefit analysis, if proposing to lease instead of procure vehicle(s).
- b. **For operating projects including operating, vehicles, and/or equipment expenses supporting “new” and/or enhanced or expanded service**, describe the new service and/or the growth in demand for transportation services by the target populations that your agency or organization is experiencing. Describe and include the service routes and schedules including trip coordination strategies conducted in support of the project and/or to be pursued; also, specify if your agency or organization will operate the service or will contract for the services. Discuss any projected increase in the number of clients to be served, target population(s), area(s) served, type of service to be provided, and how the enhanced and/or expanded service will increase the capacity of the services currently being provided. Indicate the new or additional days/hours of service to be provided per year, as well as the projected number of annual one-way passenger trips and miles each vehicle will travel during its useful life. If requesting funding to purchase vehicles for new or expanded transportation service, complete the “New Service or Service Expansion Vehicle Request Form” included as **Attachment C**.
- c. **For communication and computer equipment, hardware and/or software, or any other eligible miscellaneous equipment replacement in support of eligible projects**, provide a detailed description of the make, model, and year of the equipment to be replaced. Explain how it is currently being used to support your service and how its replacement is needed to improve service efficiency. List the specific items to be purchased and attach three (3) like-kind estimates with this application. Estimates can be quotes received from manufacturers or Internet sites, advertisements, or product catalogs. Use the average cost of the three estimates to calculate the unit cost in the proposal. Complete and attach the “Communication/Computer Equipment Request Form” included as **Attachment D**.
- d. **For improved passenger facilities**, attach two photos that show existing conditions and describe the proposed facility improvements. For transit stop improvements, provide the project’s location and service area (including street names), as well as the total annual boardings and alightings at each location.

2. Explain how the proposed project meets and is consistent with the goals and objectives of the Section 5310 Program as applicable, and how it addresses gap(s), barriers, goals and/or strategies identified in the 2016-2019 Coordinated Public Transit – Human Services Transportation Plan for Los Angeles County [www.metro.net/projects/fta5310](http://www.metro.net/projects/fta5310). Include references to any other studies, surveys, or other information that were used to develop the project and substantiate its need using qualitative and/or quantitative analyses **(Up to 10 points)**.
3. Explain how the proposed project (new, continuing, and/or enhanced/expanded) was developed or is being implemented in consultation with interested parties to ensure adequate coordination of existing and proposed transportation services, including seeking and considering comments and views of affected private and public transportation providers. Specify the agencies, groups, or stakeholders involved in the development of the proposed project and/or its implementation phase and their roles (such as health and human services agencies, agencies from the private sector, non-profit agencies, transportation providers, and members of the general public) to successfully implement the project, support coordination of services, and avoid duplication **(Up to 5 points)**.
4. Discuss how the project is or will be marketed to promote public awareness and expand coordination efforts with other parties **(Up to 5 points)**.

### **Section B: Project Implementation, Operating and Management Plans (Up to 20 points)**

To receive the maximum number of points, describe your agency/organization's project operating and management plans as applicable to new, continuing, and/or enhanced/expanded project proposal. Complete and attach a proposed project schedule and provide key project milestones, potential risks along with associated mitigation strategies. Assume the start of eligible activities to be approximately eight (8) months after the application deadline. Please include and address each of the following as applicable to the proposed project:

1. Describe the project's management plan, key milestones, and schedule, including a brief description of 1) the role of key personnel and their relevant experience with implementing/managing similar transportation projects; and 2) any professional services to be procured by the applicant after grant award and the proposed procurement method to be used **(Up to 8 points)**.
2. Describe your agency or organization's contingency plan to avoid service disruption due to staffing, mechanical, or technical problems. Further include response to the item (a) below if applicable to the proposed project **(Up to 8 points)**.
  - a. For new, continuing, expanded and/or enhanced vehicular transportation service projects, describe your agency or organization's driver training program,

## FY 2019 Section 5310 Solicitation for Proposals

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maintenance program (i.e., daily pre-trip and post-trip inspection, and description of preventive and routine maintenance policies and procedures). Include/attach your agency or organization's fleet information, including spare ratio, before and after funding request. Responses shall apply to directly operated and/or contracted services.

3. Describe your agency or organization's experience and history in providing transportation services, including the number of years. Also, include the number of years your agency has provided transportation services or managed similar projects or programs funded with Section 5310 funds (or other federal programs). If your agency or organization will be providing transportation services for the first time, specify the number of years it has provided non-transit services to elderly persons, individuals with disabilities, welfare recipients, and/or eligible low-income individuals **(Up to 4 points)**.

### **Section C: Performance Indicators and Project Effectiveness (Up to 20 points)**

To receive the maximum number of points, identify the performance measures applicable to the proposed project to ensure that stated objectives are being met (ref. Application Part II., Section A.2). Please address the following evaluation criteria:

1. Provide quantitative and qualitative project performance measure(s) as required for each project type for each calendar year during the life of the proposed project. Include the methodology used to develop the performance measure estimates. Discuss any other performance indicators applied to the proposed project, such as projections for annual vehicle use and number of persons receiving travel training. In all cases use calendar year 2018 as the base year when developing and projecting future performance indicators **(Up to 10 points)**.

All performance measure data listed below under your proposed project type, **must** be identified in Part II of the grant application.

#### **a. For Section 5310 Traditional Capital**

- i. Gaps in Service Filled - The actual or estimated number of seniors and people with disabilities afforded mobility annually as a result of the Traditional Capital Section 5310 project.
- ii. Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors and individuals with disabilities as a result of the Traditional Section 5310 Capital project.

#### **b. For Section 5310 Other Capital and Operating**

- i. Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of



Other Capital and/or Operating Section 5310 project.

- ii. Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
  - iii. Ridership - Actual or estimated annual number of rides measured by one-way passenger trips provided for seniors and individuals with disabilities as a result of Other Capital and/or Operating Section 5310 project.
2. Explain how each applicable Program performance measure (ref Section C.1) will be used by the agency/organization to evaluate the effectiveness of the project in meeting the transportation needs of the targeted population(s). Identify strategies to mitigate performance measures that are not achieving the stated objectives **(Up to 4 points)**.
  3. Describe the management tools and/or procedures to be used for collecting, tracking, and reporting the project's performance, including the on-going management and evaluation of performance indicators **(Up to 6 points)**.

### **Section D: Project Financial Plan / Project Readiness (Up to 10 points)**

Project Readiness is essential in determining whether a project is ready for funding. It is important that subrecipients provide accurate and complete information for evaluating project readiness. Complete the Project Financial Plan table located in Section D of the application. Please provide the projected expenditure amounts by quarter. Include a description of how the schedule is realistic to enable project completion based on the years of requested funding (if the project is currently funded with other grants, please take that into consideration) **(up to 10 points)**.

### **Section E: Budget Justification (Up to 20 points)**

Describe the assumptions for developing the budget for the proposed project included in Part III of the application. All costs must be broken down, and a detailed description for how you determined each cost must be provided. The total project net cost calculated should be the net of operating revenues (i.e., operating cost - farebox revenue collected = net cost). Please address the following (1-4) evaluation criteria **(up to 10 points)**:

1. Assumptions used to prepare the budget, such as quantity and level of service, basis for costs, inflation rate and prior experience. Include maintenance and repair costs, cost of fuel, casualty and liability insurance, and other administrative and direct costs; in-direct costs are ineligible. Note: The maximum amount of program funds that can be used for administrative expenses is five (5) percent of the total project cost.
2. Identify all sources and amounts of operating revenue, including farebox revenue where applicable and revenue from local, state, and/or federal discretionary and/or formula grants that are proposed to be used to fund the proposed project.

## FY 2019 Section 5310 Solicitation for Proposals

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3. Identify the total amount of federal funds requested from the specific Section 5310 Program and discuss the eligibility of the proposed expenditures.
4. Specify the amount and source of non-USDOT Local Match funds committed for the proposed project to meet statutory local match requirements. In addition:
  - a. If providing cash match, attach a **Local Match Commitment Letter** to your application. The letter must:
    - i. include the local match amount committed to the project
    - ii. include the specific source of funding (i.e., Prop A., Donations)
    - iii. be placed on your agency letterhead
    - iv. be signed by a duly authorized representative
  - b. If providing in-kind match, attach an **In-Kind Commitment Letter** to your application (in place of local match commitment letter). The letter must:
    - i. include a detailed description of each in-kind item or service
    - ii. include the real or approximate value of each item or service
    - iii. describe how each value was determined (e.g., actual, appraisal, fair market value, independent cost estimate)
    - iv. provide formulas/methodologies or assumptions used for determining the costs
    - v. state if any of the contributions were obtained with or supported by federal funds
    - vi. be placed on your agency letterhead
    - vii. be signed by a duly authorized representative

### **PART III - PROJECT BUDGET**

Complete the corresponding budget sheet(s) for the proposed project program fund (Section 5310) and project category (traditional capital, other capital, and/or operating). Include all sources of revenue, including user fees and fares. Review all cell notes included in worksheets.

**Important!** Total Project Expenses must equal the Total Project Funding requested.

1. Identify and record project expenses over the proposed period of performance. Administration expenses may not exceed 5 percent of the total project expenses. All expenses must be eligible, reasonable, and justified.
2. Each project must be fully funded; proposed local matches over the required minimum are acceptable. Reference **FEDERAL SHARE, TRANSPORTATION DEVELOPMENT CREDITS, AND LOCAL MATCHING REQUIREMENTS** for each program to determine match requirements. Eligible local match may include (but are not limited to) state and

## FY 2019 Section 5310 Solicitation for Proposals

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local funds, revenues from grants or contracts with others, donations and local fund raising projects, non-USDOT federal funds and direct in-kind contributions.

3. Include all revenue from grants, donations, and local fund-raising projects that will be used to fund your proposed project.
4. Identify the source of local or in-kind match.

### **PART IV - CERTIFICATIONS**

#### **Private Nonprofit Agency – Corporation Inquiry and Certification**

Applicants claiming eligibility based on its status as a private nonprofit organization must complete the status inquiry and certification.

Organizations must obtain verification of its incorporation number and current legal standing from the California Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your organization in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to [kepler.sos.ca.gov](http://kepler.sos.ca.gov). Enter the name of your agency or organization. If its status is active, print the page and submit it as proof. If you are unable to find its status online, go to option 2 and follow instructions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Los Angeles County Metropolitan Transportation Authority.
2. If your agency or organization is unable to locate the information on-line, it may obtain the “Status Inquiry” document by making a written request (including a self-addressed envelope) to:

Secretary of State  
Certification and Records  
P.O. Box 944260, Sacramento, CA 94244-2600

#### **Local Government Authority Certification**

A local governmental authority includes: a political subdivision of a State, such as a city or county; a state authority or an authority of a political subdivision of a State; and a public corporation, board, or commission established under the laws of a State.

Metro may award funds to a local governmental authority to implement Traditional Section 5310 Capital projects under two conditions. First, if the governmental authority certifies that there are no non-profit organizations readily available in the area to provide the service. Second, if the governmental authority is approved by the state to coordinate services for elderly individuals and individuals with disabilities.

For governmental authorities certifying that there are no non-profit organizations readily available in the area to provide the service, a **public hearing is required** and must be completed between the release date of the FY 2019 Solicitation of Proposals and the due date of the application. A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by the authorized representative must be submitted as part of the application. Please schedule accordingly taking into consideration the minimum required 30-day public comment period prior to the date of the public hearing.

### **General Certifications and Assurances Summary**

All applicants must sign the General Certifications and Assurances Summary form, in which the applicant assures that it will comply with federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that are provided as references in FTA Circular 9070.1G (“Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions”), and incorporated by reference in the Funding Agreement to be executed by/between Metro and successful applicants.

### **Civil Rights Certification**

All applicants must attach a Civil Right Certification Letter describing any lawsuits or complaints against your agency or organization within the last 12 months alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. The summary of lawsuits should include the date of complaint, lawsuit received and/or acted on, description status or outcome, corrective action taken, and date of final resolution. If no lawsuits or complaints were received or acted on, the letter should indicate that, “There were no lawsuits or complaints received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements.” This letter should also discuss if your agency or organization has a Title VI Plan. If not, please explain why and provide a date your agency or organization anticipates completing the plan. Discuss policies and procedures to make written and oral information available to clients and potential clients in languages other than English. This letter is to be printed on letterhead, signed by a duly authorized representative, and attached to the application.

### **Current Grant Subrecipient Compliance**

All applicants must indicate whether or not they are a current FTA Section 5310, 5316, 5317 grant recipient/subrecipient. If yes, applicants must indicate whether or not they are in good standing or in compliance with their existing Agreement and/or Scope of Work.

### **Debarment/Suspension Certification**

All applicants must certify that neither they nor their contractors have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federally assisted transactions.

# Fiscal Year 2019 Solicitation for Proposals

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities

## Competitive Grant Application

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**Application Deadline: 3:00 PM on July 31, 2019**

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### Application Package Contents

**Part I.** General Information

**Part II.** Project Narrative

**Part III.** Project Budget

**Part IV.** Certifications

### Part II. Attachments:

**Attachment A.** Vehicle Purchasing Schedule

**Attachment B.** Vehicle Replacement Request Form

**Attachment C.** New Service/Service Expansion Vehicle Request Form

**Attachment D.** Communications/Computer Equipment Request Form

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### Submittal Instructions

A complete application includes Part 1–Part IV and all applicable attachments. Applications must be received by Metro no later than **3:00 PM on July 31, 2019**, and **must** include: the signed original proposal, an additional five hard copies of the signed proposal, and two electronic copies (i.e. DVD, CD, flash drive, etc.) of the signed proposal including attachments. If mailing your applications in, please make sure they get to Metro by the deadline time and date. The entire application and all attachments must be included in the electronic copies. Please have the electronic copy combined into one single pdf. **Incomplete applications may render the proposal non-responsive and may not be considered further.** Applications can be submitted:

#### By Mail

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Section 5310, Mail Stop 99-23-3  
Los Angeles, CA 90012-2952

#### In Person

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012-2952

- Check in as a visitor at the 3rd floor security desk using the tablets provided
  - Indicate Metro Host: Ruben Cervantes or Anne Flores
  - We will be notified and we will meet you to receive the application package
- 

### Technical Assistance

If you have any questions, contact Ruben Cervantes at 213.418.3197 or [cervantesr@metro.net](mailto:cervantesr@metro.net), or Anne Flores at 213.922.4894 or [floresa@metro.net](mailto:floresa@metro.net). For additional information and resources, refer to program website [metro.net/projects/fta5310](http://metro.net/projects/fta5310). Interested applicants are strongly encouraged to register and attend program workshops scheduled May 16, 2019 and May 21, 2019.

# Fiscal Year 2019 Solicitation for Proposals

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities

## Grant Application Checklist

Name of Organization or Agency:

Project Title:

<b>PART I – GENERAL INFORMATION</b>	<b>Completed Y / N / N/A</b>
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
Map or Brochure is attached to the application showing existing service area and any proposed expansion	
The application is signed by a duly authorized representative; original copy signed in blue ink	
<b>PART II – PROJECT NARRATIVE</b>	
<b>&gt; Section A: Scope of Work, Need, Objectives, Coordination and Outreach</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
All Vehicle Purchases: Completed Attachment A "Vehicle Purchasing Schedule" is included with the application	
Vehicle Replacement Projects: Completed Attachment B "Vehicle Replacement Request Form" is included with the application	
Vehicle Expansion Projects: Completed Attachment C "New Service/Service Expansion Vehicle Request Form" is included with the application	
Communication/Computer Equipment Purchases: Completed Attachment D "Communication/Computer Equipment Request Form" is included with application	
Communication/Computer Equipment Purchases: Three (3) quotes are included with the application	
Facility Improvement Projects: Two (2) photos showing existing conditions are included with the application	
<b>&gt; Section B: Project Implementation, Operating and Management Plans</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
Proposed project schedule is included with the application	
All Vehicle Purchases: Your detailed agency fleet information, including spare ratio, before and after funding request is included with the application.	
<b>&gt; Section C: Performance Indicators and Project Effectiveness</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
All performance measure data in the solicitation have been addressed	
<b>&gt; Section D: Project Financial Plan / Project Readiness</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
All current grants/funding for project (if any) is addressed in the Project Financial Plan description	
<b>&gt; Section E: Budget Justification</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
Providing Cash Match: Local Match Commitment Letter is included with the application	
Providing In-Kind Match: In-Kind Commitment Letter is included with the application	
<b>PART III – PROJECT BUDGET</b>	
All questions are addressed as directed in the FY 2019 Section 5310 Solicitation for Proposals	
Corresponding budget sheet completed, and Total Project Expenses equals Total Project Funding	
Source of Match is indicated on the budget sheet	
<b>PART IV – CERTIFICATIONS TO BE INCLUDED WITH THE APPLICATION</b>	
Private Nonprofit Agencies: Completed/Signed "Private Nonprofit Agency – Corporation Status Inquiry and Certification" (page 16)	
Private Nonprofit Agencies: "Status Inquiry" document required to verify your incorporation number and current legal standing	
Local Government Authorities: Completed/Signed "Local Government Authority Certification" (page 17)	
Local Government Authorities: A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by your authorized representative	
All Applicants: Completed/Signed "General Certifications and Assurances Summary" (page 18)	
All Applicants: Completed/Signed "Civil Rights Certification" Letter attached to application	
All Applicants: Completed/Signed "Debarment/Suspension Certification" (page 20)	

# Part I

## General Information

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**Project Title:** \_\_\_\_\_

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**Project Description (Brief):** \_\_\_\_\_

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### Application Information

Name of Organization or Agency: \_\_\_\_\_

Data Universal Numbering System (DUNS) No.: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person (Name and Title): \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Phone (Area code + Number): \_\_\_\_\_

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**Project Category Type (Select only one per application. If applying for Capital and Operating, two separate applications are required)**

- Traditional Capital
- Other Capital
- Operating

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**Applicant Eligibility (Select only one)**

- Private Nonprofit Organization
- State or Local Government Authority
- Operator of Public Transportation

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**Project Service Area (Select all applicable)**

- Los Angeles, Long Beach, and/or Anaheim
- Lancaster and/or Palmdale
- Santa Clarita
- Other cities and unincorporated areas within LA County not listed above
- Areas outside of LA County

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**Project Goal (Select all applicable)**

**Refer to 2016–2019 Coordinated Public Transit – Human Services Transportation Plan for LA County**

- Fund Mobility Options
- Address Mobility Gaps
- Provide Support Services
- Promote and Improve Information Portals
- Enhance Accountable Performance Monitoring Systems
- Other (list/describe below): \_\_\_\_\_

# Part I

## General Information *continued*

### Part I

**Description of Applicant Agency/Organization** (e.g., Organization Type, Transportation Services Provided, Target Populations Served, Geographical Areas Served). **Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2019 Section 5310 Solicitation for Proposals.**

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### Project Budget Summary (Total Across All Part III. Budget Sheets and Enter Below)

A. Total Federal Funding Request \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_  
B. Total Local Match | **Source:** \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_  
C. Total Project Expenses \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

If the federal funding request is not fully awarded, would your agency/organization be amenable to implementing a reduced Scope of Work?

Yes  No

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### AUTHORIZATION

I, \_\_\_\_\_, am the person duly authorized to sign this this application and associated certifications on behalf of my agency/organization. I also acknowledge that the information in this application package is a public record. To the best of my knowledge and belief, all data in this application is true and correct. My agency/organization will comply with applicable Certifications and Assurances, METRO Funding Agreements, and METRO and FTA requirements if federal financial assistance is awarded.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Organization/Agency



# Part II

## Project Narrative

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### Part II

Project Narrative consists of four sections (A-E) totaling 100 points possible. To receive the maximum allowable points per section, each section will be reviewed and scored for responsiveness, clarity, completion and accuracy. Refer to the “Application Instructions” in the FY 2019 Solicitation for Proposals for expanded section descriptions, project applicability and evaluation criteria as guidance to complete each section. Use additional pages as needed.

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#### **A. Scope of Work, Project Need, Objectives, Coordination And Outreach (Up To 40 Points)**

Provide a detailed and clear description of the project proposed, including beginning and ending dates, its need, objectives, consistency with program fund goals, key stakeholders’ roles and responsibilities, coordination efforts, and planned outreach or marketing activities to promote the service. **Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2019 Section 5310 Solicitation for Proposals.**

# Part II

## Project Narrative

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### A. Scope of Work, Project Need, Objectives, Coordination And Outreach (continued)

# Part II

## Project Narrative

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### A. Scope of Work, Project Need, Objectives, Coordination And Outreach (continued)

# Part II

## Project Narrative *continued*

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### **B. Project Implementation, Operating, And Management Plans (Up To 20 Points)**

Describe your project operating and management plans as applicable to new, continuing, and/or enhanced/expanded project proposal. Complete and attach a proposed project schedule and provide key project milestones, potential risks along with associated mitigation strategies. **Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2019 Section 5310 Solicitation for Proposals.**

# Part II

## Project Narrative *continued*

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### B. Project Implementation, Operating, And Management Plans (continued)

# Part II

## Project Narrative *continued*

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### B. Project Implementation, Operating, And Management Plans (continued)

# Part II

## Project Narrative *continued*

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### **C. Performance Indicators And Project Effectiveness (Up To 20 Points)**

Identify the performance measures applicable to the proposed project to ensure that stated objectives are being met. **Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2019 Section 5310 Solicitation for Proposals.**

# Part II

## Project Narrative *continued*

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### C. Performance Indicators And Project Effectiveness (continued)



# Part II

## Project Narrative *continued*

### D. Project Financial Plan / Project Readiness (Up To 10 Points)

Project Readiness is essential in determining whether a project is ready for funding. Complete the Project Financial Plan table below. Please provide the projected expenditure amounts by quarter. Include a description of how the schedule is realistic to enable project completion based on the years or requested funding (if project is currently funded with other grants, please take that into consideration).

Year	Q1 (Jul - Sep)	Q2 (Oct - Dec)	Q3 (Jan - Mar)	Q4 (Apr - Jun)	Totals

Description:

# Part II

## Project Narrative *continued*

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### D. Project Financial Plan / Project Readiness (continued)

# Part II

## Project Narrative *continued*

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### **E. Budget Justification (Up To 10 Points)**

Describe the assumptions used for developing the budget for the proposed project included in Part III of the application. All costs must be broken down, and a detailed description on how you determined each cost must be provided. Administrative expenses cannot exceed five percent of the total project costs. For direct labor, include job title, description of tasks to be performed, hours to be dedicated to the project and hourly rates. **Follow and address all section guidelines and evaluation criteria, and include all attachments, as detailed in the FY 2019 Section 5310 Solicitation for Proposals.**

# Part II

## Project Narrative *continued*

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### E. Budget Justification (Continued)

# Part II

## Project Narrative *continued*



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### E. Budget Justification (Continued)





# Part III

## Project Budget

### 1. Traditional Capital (Section 5310)

Project Expenses	
a. Contracted Services with Human Services Agencies	
b. Vehicle (purchase) 	
c. Vehicle (lease)	
d. Equipment (purchase) 	
e. Equipment (lease)	
f. Contract/Technical Consultant Services	
g. Mobility Management	
h. Other (explain in Part II)	
i. Administration (cannot exceed 5% of Total Project Expenses)	
<b>Total Project Expenses* (Sum a-i) must equal total project funding</b>	<b>\$</b>

\*Direct costs only; net of farebox revenue



Project Funding	
a. Total Federal Funding Request (max. \$600,000 per applicant) 	
b. Total Local Match (source and amount) 	
State Fund   source:	
Local Fund   source:	
Revenues from Contracts with Human Services Agencies	
Donations   source:	
Applicant In-kind (e.g., property, land, office space, etc.) 	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides) 	
Non USDOT Federal Funding   source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

\*Net of farebox revenue





# Part III

## Project Budget *continued*

### 2. Other Capital (Section 5310)

Project Expenses	
a. Contracted Services with Human Services Agencies	
b. Vehicle (purchase) 	
c. Vehicle (lease)	
d. Equipment (purchase) 	
e. Equipment (lease)	
f. Other (explain in Part II)	
g. Administration (cannot exceed 5% of Total Project Expenses)	
<b>Total Project Expenses* (Sum a-g) must equal total project funding</b>	<b>\$</b>

\*Direct costs only; net of farebox revenue

Project Funding	
a. Total Federal Funding Request (max. \$600,000 per applicant) 	
b. Total Local Match (source and amount) 	
State Fund   source:	
Local Fund   source:	
Revenues from Contracts with Human Services Agencies	
Donations   source:	
Applicant In-kind (e.g., property, land, office space, etc.) 	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides) 	
Non USDOT Federal Funding   source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

\*Net of farebox revenue

# Part III

## Project Budget *continued*

### 3. Operating (Section 5310)

Project Expenses	
a. Contract/Technical Consultant Services	
b. Vehicle Maintenance and Repair	
c. Vehicle Fuel	
d. Casualty & Liability Insurance	
e. Project Marketing	
f. Driver Labor	
g. Escorts, Travel Aides Labor	
h. Other (explain in Part II)	
i. Administration (cannot exceed 5% of Total Project Expenses)	
<b>Total Project Expenses* (Sum a-i) must equal total project funding</b>	<b>\$</b>

\*Direct costs only; net of farebox revenue

Project Funding	
a. Total Federal Funding Request (max. \$600,000)	<input type="text"/>
b. Total Local Match (source and amount)	<input type="text"/>
State Fund   Source:	
Local Fund   Source:	
Revenues from Contracts with Human Services Agencies	
Donations   Source:	
Applicant In-kind (e.g., property, land, office space, etc.)	<input type="text"/>
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	<input type="text"/>
Non USDOT Federal Funding   Source:	
Other (explain in Part II)	
<b>Total Local Match</b>	
<b>Total Project Funding* (Sum a+b) must equal total project expense</b>	<b>\$</b>

\*Net of farebox revenue



# Part IV

## Certifications

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### Private Nonprofit Agency – Corporation Status Inquiry And Certification

If your agency or organization is claiming applicant eligibility based on its status as a private nonprofit organization, you must obtain verification of its incorporation number and current legal standing from the California Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your agency or organization in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to [kepler.sos.ca.gov](http://kepler.sos.ca.gov). Enter the name of your agency or organization. If its status is active, print the page and submit it as proof. If you are unable to find its status online, go to option 2 and follow instructions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Los Angeles County Metropolitan Transportation Authority.
2. If your agency or organization is unable to locate the information on-line, it may obtain the “Status Inquiry” document by making a written request (including a self-addressed envelope) to:

**Secretary of State**  
**Certification and Records**  
P.O. Box 944260, Sacramento, CA 94244-2600  
916.657.5448

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### Private Non-Profits

Legal Name of Non-profit Applicant: \_\_\_\_\_

State of California Articles of Incorporation Number: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

# Part IV

## Certifications *continued*

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### Local Government Authority Certification

The Designated Recipient of Section 5310 Program funds may allocate funds apportioned to it to a local governmental authority to implement traditional capital projects provided that the local governmental authority:

1. Certifies that there are no non-profit organizations readily available in the area to provide the service; or
2. Is approved by the state to coordinate services for seniors and individuals with disabilities.

Local governmental authorities must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the "Certification of No Readily Available Service Providers" below.

A **public hearing is required** and must be completed between the release date of the FY 2019 Solicitation of Proposals and the due date of the application. A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by the authorized representative must be submitted as part of the application. Please schedule accordingly taking into consideration the minimum required 30-day public comment period prior to the date of the public hearing.

Please check the option that most applies to your agency or organization to determine its eligibility as a local governmental authority to receive Section 5310 Program funds to implement traditional capital projects.

- Certifying that my agency or organization is a local government and that there are no non-profit organizations readily available in the service area to provide the proposed service.
- Certifying that my agency or organization is approved by the state to coordinate services for seniors and individuals with disabilities.

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### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

# Part IV

## Certifications *continued*

### General Certifications And Assurances Summary

The "Certifying Representative" must complete the form, including his/her signature in blue ink. Use the legal name of your agency or organization. If the agency or organization is a public entity, attach an authorizing resolution, designating the person to sign on its behalf, to the application.

Legal Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- A. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives federal assistance funded by the Federal Transit Administration (FTA).
- B. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, age, or disability.
- C. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38.
- D. The applicant assures that it will comply with the federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that are provided as references in FTA Circular 9070.1G ("Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions").
- E. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, "Third Party Contracting Guidelines."
- F. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- G. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations, which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- H. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.

To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these certifications and assurances and to file this application on behalf of the applicant.

### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Part IV

## Certifications *continued*

### Civil Rights Certification

Please attach a Civil Right Certification Letter describing any lawsuits or complaints against your agency or organization within the last 12 months alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. Provide a summary of the status of lawsuits and include the following information: date of complaint, lawsuit received and/or acted on, description status or outcome, corrective action taken, and date of final resolution.

If **NO** lawsuits or complaints were received or acted on, please include the following statement in the letter:

**“THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST 12 MONTHS RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.”**

In this letter, also discuss if your agency or organization has a Title VI Plan. If not, please explain why and provide a date your agency or organization anticipates completing the plan. Discuss policies and procedures to make written and oral information available to clients and potential clients in languages other than English.

This letter is to be printed on letterhead, signed by a duly authorized representative, and attached to the application.

# Part IV

## Certifications *continued*

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### Current Grant Subrecipient Compliance

If you are a current grant subrecipient with Metro and are not compliant with all FTA Section 5310, Section 5316, and/or Section 5317 Program requirements, you will not be eligible to apply for grant funds until compliance has been determined. You must be in compliance at the time of application submittal.

	YES	NO
Does your agency currently have active vehicles/equipment purchased with FTA Section 5310, Section 5316, and/or Section 5317 Program funds?	<input type="checkbox"/>	<input type="checkbox"/>
Is your agency currently receiving operating funds under a Section 5310, Section 5316, and/or Section 5317 Program grant?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to either, is your agency currently in compliance with their Section 5310, Section 5316, and/or section 5317 Standard Agreement/Scope of Work?	<input type="checkbox"/>	<input type="checkbox"/>

---

### Debarment/Suspension Certification

Federal law (2 CFR part 1200) requires that all agencies receiving federal funds must certify that neither they nor their subcontractors have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. (see Section VI. Application Instructions in the FY 2019 Solicitation for Proposals for more details).

I certify that neither my agency nor any subcontractor affiliated with my agency has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

### Certifying Representative

Name (print): \_\_\_\_\_

Title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment A

## Vehicle Purchasing Schedule

Applicants are encouraged to purchase vehicles through the federally compliant CalACT/MBTA Purchasing Cooperative as per the vehicle schedule below. Should applicants choose to purchase their own vehicles, the agency must follow all federal procurement requirements and vehicle approval will be limited to the similar type of vehicles shown below. The Estimated Unit Cost per vehicle represents the maximum eligible award available and includes the estimated cost of a standard accessible vehicle with wheelchair lift/ramp and securements, DMV fees, procurement fees, and applicable sales tax. If the actual cost per vehicle exceeds the estimated unit cost, the subrecipient will be required to fully fund the incremental cost. Section 5310 Traditional/Other Capital projects; total applicant/subrecipient funding request may not exceed \$600,000 per applicant.

Vehicle Type	Quantity	Estimated Unit Cost**	Total Cost
Class A Small Bus (Ford E350 or GM 3500) 8 Ambulatory Passengers (AMB); 2 Wheelchair (WC)*			
Class B Medium Bus (Ford E450 or GM 4500) 12 AMB; 2 WC*			
Class B Medium Bus – CNG 12 AMB; 2 WC*			
Class C Large Bus (Ford E450) 16 AMB ; 2 WC*			
Class C Large Bus – CNG 16 AMB; 2 WC*			
Class D Minivan w/ramp 5 AMB; 2WC			
Class E Larger Bus (Ford F550) 20 AMB, 2 WC*			
Class E Larger Bus – CNG 20 AMB, 2 WC*			
Class F/G Low Floor Bus 13/14 AMB, 2 WC			
Class F/G Low Floor Bus – CNG 13/14 AMB, 2 WC			
Class F Low Floor Bus 17/18 AMB, 2 WC			
Class F Low Floor Bus – CNG 17/18 AMB, 2 WC			
Class V Raised top Van (Ford Transit) 5AMB, 1WC*			
<b>Total Vehicle Request</b>			

\* Rear wheelchair lift floor plan.

\*\* Unit costs includes the estimated cost of a standard accessible vehicle with wheelchair lift/ramp and securements, DMV fees, procurement fees and applicable sales tax, and are subject to change at the time of purchase.

# Attachment B

## Vehicle Replacement Request Form

Agency: \_\_\_\_\_

This form is to be completed by agencies requesting replacement vehicles. Complete the following items and the chart below:

- > Total number of miles traveled per day for all active vehicles in revenue service \_\_\_\_\_ (Do not include miles traveled using backup vehicles).
- > Agency's normal days and hours of operation (e.g., Monday thru Sunday 7:00 am to 7:00 pm). \_\_\_\_\_
- > Average service hours per day. \_\_\_\_\_
- > Current wheelchair/lift users \_\_\_\_\_ % (To compute, divide total number of wheelchair/lift clients by total number of riders).
- > Total fleet count after replacement \_\_\_\_\_
- > Total peak service fleet count \_\_\_\_\_ (number of vehicles in service during peak service hours)

	Vehicle Discription (Year, Make and Type)	Last 5 Digits of (VIN)	Current Backup Vehicle? Y/N	Current Mileage	# of Fold Down Seats	Passenger Capacity Ambulatory / Wheelchair	Date Purchased or Leased (indicate if leased)	Vehicle Disposition (Backup or Sell)	Registered Owner (not lienholder)	Procured with Federal Funds? Y/N	If YES, name of Federal Fund Source	Vehicle Service Hours Per Day	Total One-Way Passenger Trips Per Day
Ex	2009 Ford Starcraft	09354	No	195,000	4	18A/4W	Jun-09	Sell	City of Los Angeles	Yes	FY15 Section 5310	8	30
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

# Attachment C

## New Service/Service Expansion Vehicle Request Form

Agency: \_\_\_\_\_

This form is to be completed by agencies requesting vehicles to:

- > Start a new transportation service, or
- > Add new or additional service to their current program

To complete the chart below:

- > Indicate if vehicle request is for a New (N) transportation service or Service Expansion (SE) for an existing transportation service.
- > Indicate type of requested vehicle, such as Van, Small Bus, Medium Bus, etc.
- > Indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7).
- > Indicate the average number of vehicle service hours per day, exclude idle time (the time the vehicle is not in direct passenger service). Use whole hours; do not use ranges of hours or portions of hours.
- > Calculate vehicle service hours by multiplying number of days of vehicle service with total service hours per day (exclude idle time)(e.g., 5 days per week x 8 hours per day = 40 hours per week).
- > Indicate the number or estimated number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as two passenger trips), and of this total how many are wheelchair/lift users.
- > Indicate the projected average number of miles that the vehicle will travel per day.
- > Total fleet count with new vehicles \_\_\_\_\_
- > Total peak service fleet count \_\_\_\_\_ (number of vehicles in service during peak service hours)

	Type of Request N – New Service or SE – Service Expansion	Vehicle Type	No. of Days of Vehicle Service	Average Service Hours Per Day	Total Vehicle Service Hours Per Week	Total One-Way Passenger Trips Per Year	From the One-Way Passenger Trips Per Year, How Many are Wheelchair Trips	Projected Miles Per Day
Ex	N or SE	Small Bus	5	8	40	5,000	1,200	400
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



# Attachment D

## Communication/Computer Equipment Request Form

Agency: \_\_\_\_\_

This form is to be completed by agencies requesting:

- > Computer equipment (software or hardware)
- > Communications equipment (radios, base station, etc.) or
- > Other equipment such as wheelchair restraints or improved passenger facilities (benches, shelters, etc.)

Applicant must attach **three estimates** of like-kind equipment with this application. The average of the three estimates will become the requested grant amount. After grant approval, the subrecipient must receive prior approval from Metro before purchasing. The subrecipient will be responsible for purchasing the equipment and submitting invoice to Metro to be reimbursed for the federal share.

Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with Metro's Countywide ITS Policy and Procedures adopted by the Metro Board of Directors, including the submittal of a completed, signed self-certification form.

Equipment	Quantity Request	Estimated Unit Cost	Total Cost
Computer Hardware			+
Computer Software			+
Maintenance Equipment			+
Other Eligible Equipment (describe below)			+

Complete for Requesting Communication Equipment			
Base Station			+
Mobile Radio			+
<b>Total Equipment Request</b>			