

**FY 2017 Solicitation for Proposals  
& Application Package**

**Federal Section 5310 Program**

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

**Federal Section 5316 Program**

JOB ACCESS AND REVERSE COMMUTE

**Federal Section 5317 Program**

NEW FREEDOM



## **PROGRAM INTRODUCTION**

Metro is soliciting proposals from eligible applicants for its Fiscal Year (FY) 2017 Federal Section 5310, Section 5316, and Section 5317 Programs 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 grants apportioned by the Federal Transit Administration (FTA) 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 FY2017 Solicitation for Proposals include: i) federal monies apportioned to the region for federal fiscal year (FFY) 2015 as authorized by Moving Ahead for Progress in the 21st Century Act (MAP-21), and ii) federal monies apportioned for FFY 2016 and 2017 as re-authorized under the Fixing America's Surface Transportation (FAST) Act.

The federal Section 5316 and Section 5317 funds made available through this solicitation include: i) prior-years' federal monies apportioned to the region and previously allocated to subrecipient agencies that later indicated they will not implement their projects; ii) prior-years' surplus funds from subrecipient agencies that are implemented or are currently implementing their projects; and iii) prior-years' contingency funds. The funds available under these categories were authorized by the Safe Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). However, these programs were repealed under MAP-21, thus no new funding apportionments will be made under these programs in the future.

The following summarizes the FTA grant programs 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.
- Job Access and Reverse Commute (JARC) Program (Section 5316). The Section 5316 Program provides operating and capital assistance for projects that improve access to employment-related transportation services for welfare recipients and eligible low-income individuals, and that transport residents of urbanized and rural areas to suburban employment opportunities.

- **New Freedom Program (Section 5317)**. The Section 5317 Program provides operating and capital assistance for new public transportation services beyond those required by the ADA and new public transportation alternatives beyond those required by the ADA, designed to assist individuals with disabilities with accessing transportation services. The purpose of the Section 5317 formula grant program was to provide additional resources to overcome existing barriers facing individuals with disabilities seeking integration into the workforce and full participation in society.

### **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 (UZA2), Santa Clarita (UZA146), and Lancaster-Palmdale (UZA 112); Section 5316 apportionments for the areas in Los Angeles County that are within the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 2) and Lancaster-Palmdale (UZA 112); and Section 5317 apportionments for the areas in Los Angeles County that are within the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 2) and Lancaster-Palmdale (UZA 112).

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 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, Section 5316, and Section 5317 Programs 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 and includes the following four elements:

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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 2017 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).

# **Part I. Federal Section 5310 Program**

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

**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 \$9,692,287 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	\$6,716,297	\$2,370,458
Lancaster-Palmdale	\$224,685	\$132,009
Santa Clarita	\$156,678	\$92,159

**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. Are approved by a State to coordinate services for seniors and/or individuals with disabilities; or
  - b. Certifies that there are no nonprofit organizations readily available in the area to provide the service

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.

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).

## **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. Metro requires that each vehicle is operated at a minimum of twenty (20) service hours per week; administrative expenses are not eligible.

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.

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

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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 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
  - 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
  - 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 include those public transportation projects that: i) exceed ADA requirements; ii) improve access to fixed-route services and decrease reliance on ADA complementary paratransit service; and/or iii) provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Administrative expenses necessary to support project activities are eligible expenses up to a maximum five (5) percent of the total project cost. 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.

Examples of Other Capital and Operating expenses as shown below under each of the three broad project categories is intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives.

### 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 services
- 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
- 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
- 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. 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.

**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., farebox recovery).

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 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 that allow 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. 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: State or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, and net income generated from advertising and concessions.

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- Non-cash (e.g., donations, volunteered services, in-kind contributions, etc.) where the value of each is: documented and supported; represents a cost which would otherwise be eligible under the program; is included in the net project costs in the budget; and is approved by Metro and FTA.
- 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, TDC and Local Matching Requirements

Funding Category	Federal Share Eligible (max)	TDC Eligible (max)	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%

## **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.

### 1. Traditional Capital Projects

- a. Gaps in Service Filled - The provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured by the annual number of seniors and people with disabilities afforded mobility they would not have without program support 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. 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. 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. 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.

## **Part II. Federal Section 5316 Program**

**JOB ACCESS AND REVERSE COMMUTE (JARC)**

## **PROGRAM GOALS & FUND AVAILABILITY**

The goals of the Section 5316 Job Access and Reverse Commute (“Section 5316”) Program are to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. The Section 5316 Program is administered by the Federal Transit Administration (FTA).

As the Designated Recipient and consistent with FTA guidelines, Metro allocates funds to eligible subrecipients for eligible capital, planning, and operating expenses to support new or expanded transportation projects following a competitive process. Up to \$8,013,181 Section 5316 Program funds apportioned and allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA) are available. Funds awarded in this FY2017 solicitation for Proposals may be awarded only to projects that serve Los Angeles County.

## **ELIGIBLE APPLICANTS/SUBRECIPIENTS**

Eligible applicants/subrecipients of Section 5316, Program funds are limited to:

1. Private nonprofit organizations;
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).

## **ELIGIBLE PROJECTS**

Section 5316 program funds are available for **Capital and Operating** expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.

Examples of eligible capital and operating projects shown below are intended to be illustrative, not exhaustive. Applicants are encouraged to develop innovative solutions to achieve program objectives:

1. Late-night and weekend service;
2. Guaranteed ride home service;

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3. Shuttle service;
4. Expanding fixed-route public transit routes;
5. Demand-responsive van service;
6. Ridesharing and carpooling activities;
7. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
8. The administrative costs of local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
9. Promotion, through marketing efforts, of the:
  - a. Use of transit by workers with non-traditional work schedules;
  - b. Use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - c. Development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
  - d. Use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
10. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The Section 5316 program can provide vouchers to low income individuals to purchase rides, including :
  - a. Mileage reimbursement as part of a volunteer driver program;
  - b. Taxi trips; or
  - c. Trips provided by a human service agency.

Providers of transportation can then submit the voucher to the Section 5316 project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match;



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11. Acquiring Geographic Information System (GIS) tools;
12. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
13. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
14. Deploying vehicle position-monitoring systems;
15. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and non-urbanized areas to suburban work places;
16. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
17. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
18. Supporting new 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 non-profit agency could receive Section 5316 JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the 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, older adults, 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 customers;
  - e. The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented

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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. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinate 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 stand-alone capital expense).

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

**The federal share** of eligible Section 5316 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., farebox recovery).

The federal share may exceed 80 percent for certain capital projects related to compliance with the ADA and 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 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 that allow federal funds to be used at a higher reimbursement rate. Metro will request TDC valued at up to twenty-five (25) percent of eligible operating project costs on behalf of eligible applicants.

**The local share** of eligible Section 5316 capital costs shall not be less than 20 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. 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: State or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, and net income generated from advertising and concessions.

- Non-cash (e.g., donations, volunteered services, in-kind contributions, etc.) where the value of each is: documented and supported; represents a cost which would otherwise be eligible under the program; is included in the net project costs in the budget; and is approved by Metro and FTA.
- 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 5316 Federal Share, TDC, and Local Matching Requirements**

Funding Amount	Funding Category	Federal Share Eligible (max)	TDC Eligible (max)	Local Match Share Required (min)
\$5,957,458	Capital	80%	0%	20%
	Capital: ADA/CAA Rolling Stock	85%	0%	15%
	Capital: ADA/CAA Equipment & Facilities	90%	0%	10%
\$1,825,723	Operating	50%	25%	25%
\$230,000	Operating	50%	0%	50%

**PERFORMANCE MEASURES**

FTA requires tracking and reporting of quantitative and qualitative information for Section 5316 funded projects. FTA has set minimum indicators for each eligible project category to capture relevant outputs, service levels and outcomes as described below.

1. Capital & Operating

- a. The actual or estimated annual number of jobs that can be accessed as a result of geographic or temporal coverage of the Section 5316 capital, planning, and/or operating project.
- b. The actual or estimated annual number of rides (as measured by one-way trips) provided as a result of the Section 5316 capital, planning, and/or operating project.

# **Part III. Federal Section 5317 Program**

## **NEW FREEDOM**

## **PROGRAM GOALS & FUND AVAILABILITY**

The goals of the Section 5317 New Freedom (“Section 5317”) Program are to reduce barriers to transportation services and expand the mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990 (ADA). The Section 5317 Program is administered by the Federal Transit Administration (FTA).

As the Designated Recipient and consistent with FTA guidelines, Metro allocates funds to eligible subrecipients through a competitive process for eligible <sup>1</sup>new services that exceed ADA requirements, improve access to fixed route, decrease reliance on complimentary ADA paratransit service, and/or provides public transportation alternatives including transportation to and from employment and employment support services. Up to \$665,306 Section 5317 Program funds apportioned and allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA) are available. Funds awarded in this FY2017 solicitation for Proposals may be awarded only to projects that serve Los Angeles County.

## **ELIGIBLE APPLICANTS/SUBRECIPIENTS**

Eligible applicants/subrecipients of Section 5317 Program funds 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).

## **ELIGIBLE PROJECTS**

Section 5317 program funds are available for **Other Capital and Operating** project expenses including: i) new public transportation projects that exceed the ADA requirements; ii) new transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; and/or iii) new transportation projects providing alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

For purposes of the Section 5317 Program, “new” service is any new or continuing service or activity that was not operational on August 10, 2005, and did not have an

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<sup>1</sup> “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005

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identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the Statewide Transportation Improvement Program (STIP).

In other words, if not for the Section 5317 Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities. Applications will not be considered for funding where ADA paratransit enhancements, or other services funded as of August 10, 2005, are terminated in an effort to reintroduce the services as “new”.

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

Administrative expenses necessary to support project activities, such as staff salaries, office supplies, and development of specifications for vehicles and equipment, are eligible expenses up to a maximum five (5) percent of the total project cost. 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.

Examples of Other Capital and Operating expenses as shown below under each of the three broad project categories is intended to be illustrative, not exhaustive - applicants are encouraged to develop innovative solutions to achieve program objectives.

#### 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 services
- 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
- 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
- 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. 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.



**FEDERAL SHARE, TRANSPORTATION DEVELOPMENT CREDITS, & LOCAL MATCHING REQUIREMENTS**

**The federal share** of eligible 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., farebox recovery).

The federal share may exceed 80 percent for certain capital projects related to compliance with the ADA and 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 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 that allow federal funds to be used at a higher reimbursement rate. Metro will request TDC valued at up to twenty-five (25) percent of eligible operating project costs on behalf of eligible applicants.

**The local share** of eligible Section 5317 capital costs shall not be less than 20 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 50 percent of the net operating costs. 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: State or local appropriations, dedicated tax revenues, private donations, revenue from service contracts, and net income generated from advertising and concessions.

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- Non-cash (e.g., donations, volunteered services, in-kind contributions, etc.) where the value of each is: documented and supported; represents a cost which would otherwise be eligible under the program; is included in the net project costs in the budget; and is approved by Metro and FTA.
- 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 5317 Federal Share, TDC, and Local Matching Requirements

Funding Amount	Funding Category	Federal Share Eligible (max)	TDC Eligible (max)	Local Match Share Required (min)
\$86,490	Capital	80%	0%	20%
	Capital: ADA/CAA Rolling Stock	85%	0%	15%
	Capital: ADA/CAA Equipment & Facilities	90%	0%	10%
\$578,816	Operating	50%	25%	25%

## **PERFORMANCE MEASURES**

FTA requires tracking and reporting of quantitative and qualitative information for Section 5317 funded projects. FTA has set minimum indicators for each eligible project category to capture relevant outputs, service levels and outcomes as described below.

### 1. Capital and Operating Projects

- a. 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 5317 project.
- b. 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 5317 project.
- c. 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 5317 project.

## **APPLICATION INSTRUCTIONS**

Each agency is allowed to submit one application per project proposed for federal funding as follows:

- Section 5310 Traditional Capital projects; total applicant/subrecipient funding request may not exceed \$900,000.
- Section 5310 and Section 5317 Other Capital & Operating projects; total applicant/subrecipient request may not exceed \$600,000.
- Section 5316 Capital and Operating projects; total applicant/subrecipient request is not limited.

Requests for equipment (e.g., computer systems, dispatching and tracking software, telecommunication systems, and improved passenger facilities) that support the transportation program are limited to no more than \$60,000.

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) hard copies and two (2) electronic copies (e.g. DVRs, CDs, flash drives, etc.) to Metro by 3:00 pm on April 28, 2017. **The entire application and all attachments must be included in the electronic copies.**

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

3. Applications as delivered are to be complete and final. Amendments or supplements to the application will not be accepted after the due date of April 28, 2017. **Application packages with incomplete and/or missing information (e.g., certifications, etc. and/or not signed by a duly authorized representative) will not be evaluated.**
4. The application format is provided in MS Word and Excel. 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.

**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 2017 Solicitation for Proposals. Award recommendations may be limited to proposals that receive a final score of 70 or above (out of a maximum of 100) and subject to funds availability. If funds remain after recommending awards to those proposals scoring 70 points and above. 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 2017 Solicitation for Proposals for the Section 5310, Section 5316, and/or Section 5317 Programs 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, Section 5316, and/or Section 5317 Program funds will not be awarded by the FTA without a DUNS number.

The FTA requires Metro to ensure that none of its subrecipients is 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). No entity may receive a Section 5310, Section 5316, and/or Section 5317 sub-award absent of a SAM check and clearance.

**SAM 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.**

**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, Section 5316, and/or Section 5317 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, Section 5316, and/or Section 5317 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 for completeness and eligibility for evaluation consideration. Eligible agency's or organizations may apply for funding under the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, the Section 5310 Job Access and Reverse Commute (JARC) Program and/or the Section 5317 New Freedom (NF) programs, however, each project application must be for different Program projects.

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. Members of the Evaluation Panel may include representatives from the Southern California Association of Governments (SCAG), the California Department of Transportation (Caltrans), the Orange County Transportation Authority, as well as city and county representatives.

All proposal applications will be reviewed and scored to ensure projects proposed 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 from which funds were requested, as well as to the evaluation criteria. The final score for each proposal, and corresponding ranking, will be determined as the average of the scores of all members of the Evaluation Panel.

Applications will be 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 2017 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.

The following Part I-Part IV of the Fiscal Year (FY) 2017 Solicitation for Proposals specifies 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. A map or brochure 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 four sections (A-D). 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



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the proposed project is consistent with the goals of the grant program. Where new and/or enhanced or 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, Section 5316, and/or Section 5317 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,

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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, 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, Section 5316, and/or Section 5317 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 (as applicable):

1. Provide quantitative and where applicable 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 2016 as the base year when developing and projecting future performance indicators (if the proposed service/project is not new). (Up to 10 points)
  - a. **For Section 5310 Traditional Capital** projects, provide the estimated number of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of the project and the estimated number of rides measured by one-way passenger trips provided.
  - b. **For Section 5310 Other Capital and Operating** projects, provide the estimated number of rides measured by one-way passenger trips provided as a result of the project; provide the estimated 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 the project; quantify/qualify estimated performance measures where additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles impact availability of transportation services for seniors and individuals with disabilities as a result of the project.
  - c. **For Section 5316 Operating & Capital** projects, provide estimated or projected number of jobs that can be accessed as a result of geographic or temporal

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coverage of the project and the estimated or projected number of rides measured by one-way passenger trips provided.

- d. **For Section 5317 Other Capital and Operating** projects, provide the estimated or projected 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 the project. And/or 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 the project. And/or the estimated/projected number of rides measured by one-way passenger trips provided.
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: Budget Justification (Up to 20 points)**

To receive the maximum number of points, describe the assumptions for developing the budget for the proposed project included in Part III of the application. The total project cost calculated should be the net of operating revenues (i.e., farebox recovery). Please address the following evaluation criteria (as applicable):

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. (Up to 5 points)
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. (Up to 5 points)
3. Identify the total amount of federal funds requested from the specific Section 5310, Section 5316, or Section 5317 Program and discuss the eligibility of the proposed expenditures. (Up to 5 points)

Specify the amount and source of non-USDOT Local Match funds committed for the proposed project to meet statutory local match requirements. Attach a letter signed by a duly authorized representative committing the proposed local match for the project.

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

Complete the corresponding budget sheet(s) for the proposed project program fund (Section 5310, Section 5316, or Section 5317) and project category (traditional capital, other capital, 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 including requested..

1. Identify and record project expenses over the proposed period of performance. Where allowable, 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; local matches proposed over the required minimum local match are acceptable. Reference FEDERAL SHARE, TRANSPORTATION DEVELOPMENT CREDITS, AND LOCAL MATCHING REQUIREMENTS for each program to determine local match requirement. Eligible local match may include (but are not limited to) state and 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 the local match.

## **PART IV - CERTIFICATIONS**

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

If your agency or organization is claiming applicant eligibility based on its status as a private nonprofit agency or organization, provide verification of its incorporation number and current legal standing from the California Secretary of State Information Retrieval/Certification & Records Unit (IRC Unit).

### **Local Government Authority Certification**

Metro may allocate funds to a local governmental authority to implement Traditional Section 5310 Capital projects provided that the governmental authority is approved by the state to coordinate services for elderly individuals and individuals with disabilities or it certifies that there are no non-profit organizations readily available in the area to provide the service. 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.

Accordingly, a local governmental authority must certify that no non-profit agencies are readily available to provide the proposed service by completing and signing the “Local Government Authority Certification” form included in Part IV of the application. A public hearing is required and should be completed between the release date of the FY 2017 Solicitation for Proposals and the due date of the application to Metro. Applicants must also attach a copy of the public hearing notice and a letter summarizing the outcome of the public hearing signed by a duly authorized representative. 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**

By signing the General Certifications and Assurances Summary form, 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”) dated June 6, 2014, in FTA Circular 9050.1 (“Job Access and Reverse Commute Program Guidance and Application Instructions”) dated May 1, 2007, and/or in FTA Circular 9045.1 (“New Freedom Program Guidance and Application Instructions”) dated May 1, 2007 and incorporated by reference in the Funding Agreement to be executed by/between Metro and successful applicants.

**Civil Rights Certification**

The applicant must specify the status of any complaints against the agency or organization filed within the last twelve months on the basis of race, color, creed, national origin, sex, age or disability. Also indicate if the agency or organization has an approved Title VI Plan or is currently developing one.

**Current Grant Subrecipient Compliance**

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



**Section 5310, Section 5316, and Section 5317  
COMPETITIVE GRANT APPLICATION  
Fiscal Year 2017 Solicitation for Proposals  
Application Deadline: April 28, 2017**

**APPLICATION PACKAGE CONTENTS**

<b>Part I.</b> General Information	<b>Attachment A.</b> Vehicle Purchasing Schedule
<b>Part II.</b> Project Narrative	<b>Attachment B.</b> Vehicle Replacement Request Form
<b>Part III.</b> Project Budget	<b>Attachment C.</b> New Service/Service Expansion Vehicle Request Form
<b>Part IV.</b> Certifications	<b>Attachment D.</b> Communications/Computer Equipment Request Form

**SUBMITTAL INSTRUCTIONS:** A complete application includes Part 1-Part V and all applicable attachments. Applications must be postmarked no later than 3:00 PM date of the Application Deadline and shall include: the signed original proposal, 5 hard copies of the signed proposal, and 2 electronic copies (i.e. DVR, CD, flash drive, etc.) of the signed proposal including attachments. **Incomplete applications may render the proposal non-responsive and may not be considered further.**

**Applications shall be addressed and delivered to:**

Los Angeles County Metropolitan Transportation Authority  
Regional Grants Management  
One Gateway Plaza  
Mail Stop 99-23-3  
Los Angeles, CA 90012-2952

**TECHNICAL ASSISTANCE:** If you have any questions, contact Jami Carrington at (213) 922-7364 or [carringtonj@metro.net](mailto:carringtonj@metro.net). For additional information, and resources, refer to program website <https://www.metro.net/projects/fta5310/>. Interested applicants are strongly encouraged to attend program workshops scheduled February 14, February 15, and February 16, 2017.



## PART I – GENERAL INFORMATION

**PROJECT TITLE:**

### APPLICANT 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 (are code + number):

### PROJECT CATEGORY TYPE (select ONLY one per application)

- Traditional Capital (Section 5310 eligible)
- Other Capital (Section 5310 and Section 5317 eligible)
- Capital (Section 5316 eligible)
- Operating (Section 5310, Section 5316, and Section 5317 eligible)

### PROJECT SERVICE AREA (select all applicable)

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

### PROJECT GOAL (select all applicable)

Refer to 2016-2019 Coordinated Public Transit – Human Services Transportation Plan for Los Angeles 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)

**DESCRIPTION OF APPLICANT AGENCY/ORGANIZATION** (e.g., organization type, transportation services provided, target populations served, geographical areas served)

**PROJECT BUDGET SUMMARY** (total across all Part III. Budget sheets and enter below)

A. Total Project Expenses (must equal sum total B+ C)	\$
B. Total Local Match	\$
C. Total Federal Funding Request	\$

If the Federal Funding request is not fully awarded, would your agency/organization be amenable to implementing a reduced Scope of Work? Yes       No

### 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

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## PART II - PROJECT NARRATIVE

Part II - Project Narrative consists of four sections (A-D) 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. Use Arial or Times New Roman font 12 point type and refer to the "Application Instructions" for expanded section descriptions, project applicability, and evaluation criteria as guidance to complete each section. Use additional pages as needed.

### 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 as applicable and include all attachments as applicable.**

### 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 as applicable**

## PART II - PROJECT NARRATIVE (continued)

### 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 as applicable**

### D. Budget Justification (Up to 20 points)

Describe the assumptions used for developing the budget for the proposed project included in Part III of the application **Follow and address all Section guidelines and evaluation criteria as applicable**. Notes: Administrative expenses cannot exceed 5 percent of the total project's cost. Only direct costs will be eligible for reimbursement. For direct labor, include job title, description of tasks to be performed, hours to be dedicated to the project, and hourly rates. Include unit costs for all budget items, as applicable. Applicants may be required to provide additional budget details.

**PART III. PROJECT BUDGET**

**1. TRADITIONAL CAPITAL (Section 5310)**

<b>PROJECT EXPENSES</b>	
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)	-
<b>Total Project Expenses* (sum a-h) must equal Total Project Funding</b>	

\*Direct costs only; net of farebox revenue

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request (max. \$60,000 equipment; \$900,000 all others)</b>	
<b>b. Transportation Development Credits</b>	-
State Fund	-
Local Fund	
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**2. OTHER CAPITAL (Section 5310)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request (max \$60,000 equipment; \$900,000 all others)</b>	
<b>b. Transportation Development Credits</b>	-
State Fund	-
Local Fund	
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**3. OPERATING (Section 5310)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request (max. \$600,000)</b>	
<b>b. Transportation Development Credits</b>	<b>\$ -</b>
State Fund	-
Local Fund	-
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue



**PART III. PROJECT BUDGET**

**4. CAPITAL ( Section 5316, TDC ineligible)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request</b>	<b>\$ -</b>
State Fund	-
Local Fund	-
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>b. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**5. OPERATING (Section 5316, TDC ineligible)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request</b>	
State Fund	-
Local Fund	-
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>b. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**6. OPERATING (Section 5316)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request</b>	
<b>b. Transportation Development Credits</b>	<b>\$ -</b>
State Fund	-
Local Fund	-
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**7. OTHER CAPITAL (Section 5317)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request (max \$60,000 equipment; \$900,000 all others)</b>	
<b>b. Transportation Development Credits</b>	-
State Fund	-
Local Fund	
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

**PART III. PROJECT BUDGET**

**8. OPERATING (Section 5317)**

<b>PROJECT EXPENSES</b>	
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

<b>PROJECT FUNDING</b>	
<b>a. Total Federal Funding Request</b>	
<b>b. Transportation Development Credits</b>	-
State Fund	-
Local Fund	-
Revenues from Contracts with Human Services Agencies	-
Donations	-
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	-
Other (explain in Part II)	-
<b>c. Total Local Match</b>	<b>\$ -</b>
<b>Total Project Funding* (sum a+b+c) must equal Total Project Expense</b>	<b>\$ -</b>

\*Net of farebox revenue

## PART IV - CERTIFICATIONS

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

If your agency or organization is claiming applicant eligibility applicant 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:  
<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**

<b>Private Non-profits</b>
Legal Name of Non-profit Applicant:
State of California Articles of Incorporation Number:
Date of Incorporation:

## PART IV – CERTIFICATIONS (continued)

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

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 as part of the application process and should be completed between the release date of the FY 2017 Solicitation of Proposals and the due date of the application. Please provide a copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by the certifying representative. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification.

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.

### 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	Work 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”) dated June 6, 2014, in FTA Circular 9050.1 (“Job Access and Reverse Commute Program Guidance and Application Instructions”) dated May 1, 2007, and/or in FTA Circular 9045.1 (“New Freedom Program Guidance and Application Instructions”) dated May 1, 2007.
- 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**

As an attachment to the application, describe any lawsuits or complaints against your agency or organization within the last twelve 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, provide a certification as an attachment to the application signed by an authorized representative that includes the following statement:

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

As an attachment to the application, 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.

## PART IV – CERTIFICATIONS (continued)

### Current Grant Subrecipient Compliance

If you are a current grant subrecipient 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 purchased with FTA Section 5310, Section 5316, and/or Section 5317 Program funds?		
Is your agency currently receiving operating funds under a Section 5310, Section 5316, and/or Section 5317 Program grant?		
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?		

### 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.

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 highly encouraged to purchase vehicles through the federally compliant CalACT/MBTA Purchasing Cooperative as per the vehicle schedule below. Metro may offer broker purchase agreements where the subrecipient is not eligible to participate in the purchasing cooperative. 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. Total maximum project cost is limited to \$900,000 per application per agency.

Vehicle Type	Quantity	Estimated Unit Cost**	Total Cost
<b>Class A</b> Small Bus (Ford E350 or GM 3500) 8 Ambulatory Passengers (AMB); 2 Wheelchair (WC)*		\$72,000	
<b>Class B</b> Medium Bus (Ford E450 or GM 4500) 12 AMB; 2 WC*		\$74,000	
<b>Class B</b> Medium Bus – CNG 12 AMB; 2 WC *		\$97,000	
<b>Class C</b> Large Bus (Ford E450) 16 AMB ; 2 WC *		\$80,000	
<b>Class C</b> Large Bus- CNG 16 AMB; 2 WC *		\$102,000	
<b>Class D</b> Minivan w/ramp 5 AMB; 2WC		\$51,000	
<b>Class E</b> Larger Bus (Ford F550) 20 AMB, 2 WC*		\$99,000	
<b>Class E</b> Larger Bus –CNG 20 AMB, 2 WC*		\$110,000	
<b>Class F/G</b> Low Floor Bus 13/14 AMB, 2 WC		\$141,000	
<b>Class F/G</b> Low Floor Bus - CNG 13/14 AMB, 2 WC		\$171,000	
<b>Class F</b> Low Floor Bus 17/18 AMB, 2 WC		\$148,000	
<b>Class F</b> Low Floor Bus – CNG 17/18 AMB, 2 WC		\$180,000	
<b>Class M</b> Low Floor Van w/ramp 5AMB/1WC		\$55,000	
<b>Class M</b> Low Floor Van w/ramp - CNG 5AMB, 1WC		\$72,000	
<b>Class V</b> Raised top Van (Ford Transit) 5AMB, 1WC*		\$53,000	
<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 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 2 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.

	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 Day (of total how many lift users)	Projected Miles Per Day
<i>Ex</i>	<i>N or SE</i>	<i>Small Bus</i>	<i>5</i>	<i>8</i>	<i>40</i>	<i>25(5)</i>	<i>400</i>
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 3 estimates of like-kind equipment **with** this application. The average of the 3 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)			
<b>Complete for Requesting Communication Equipment</b>			
Base Station			
Mobile Radio			
<b>TOTAL EQUIPMENT REQUEST</b> (Maximum equipment request not to exceed \$60,000)			