

**The Los Angeles County Metropolitan
Transportation Authority**

**Funding Opportunity:
Federal Transit Administration
Section 5310 Program**

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

**2025 Solicitation for Proposals and
Application Package**

Application Deadline: 5:00 pm on Friday, November 14, 2025



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PROGRAM INTRODUCTION

The Los Angeles County Metropolitan Transportation Authority (Metro) is soliciting proposals from eligible applicants to fund Federal Transit Administration (FTA) Section 5310 projects that best achieve program goals and requirements as described in Part I through Part III of this Solicitation for Proposals.

The 2025 solicitation is a competitive selection process through which proposals will be evaluated, scored, and ranked for funding consideration. Final award recommendations will be submitted to the Metro Board of Directors for approval. The FTA Section 5310 funds available under this solicitation were apportioned in Federal Fiscal Year 2024 and 2025, as enacted by the Infrastructure Investment and Jobs Act (Pub. L. 117-58).

In California, the Governor designates a public entity to serve as the Designated Recipient of federal transportation formula funds. Metro is the Designated Recipient of FTA Section 5310 funds apportioned to Los Angeles County for the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 60020), Santa Clarita (UZA 61770), and Lancaster-Palmdale (UZA 63570). As the Designated Recipient, Metro is responsible for:

1. Conducting the competitive solicitation process.
2. Evaluating and ranking project proposals and recommending a Program of Projects to the Metro Board of Directors for funding approval.
3. Preparing and submitting grant applications to the FTA on behalf of all subrecipients approved by the Metro Board of Directors to receive a funding award.
4. Executing Funding Agreements with agencies awarded as “pass-through grants.”

Section 5310 Program Goals and Objectives

The goal of the FTA Section 5310 Program is to enhance mobility for seniors (age 65 and older) and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The program provides operating and capital assistance for public transportation projects that:

- a) 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;
- b) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990;
- c) improve access to fixed route service and decrease reliance on ADA-complementary paratransit service; and
- d) provide alternatives to public transportation projects for seniors and individuals with disabilities.

Definitions in Federal Law

Senior: The term “senior” means an individual who is 65 years of age or older. See 49 U.S.C. 5302(19).

Individual with Disability: The term “disability” means, for an individual, a physical or mental impairment that substantially limits one or more of their major life activities, those who have a record of such an impairment, or are regarded as having such an impairment. See 49 U.S.C. 5302(6); 42 U.S.C. 12102(1).

The 2025-2028 Coordinated Plan for Los Angeles County

Metro’s 2025-2028 Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan” or “Plan”) serves as a framework to address the mobility needs of seniors and individuals with disabilities, including those who use wheelchairs (herein referred to as “target populations”), throughout Los Angeles County. As a locally developed plan, it draws upon community-driven insights to identify strategies, initiatives, and projects that enhance the safety and efficiency of transportation options for target populations. By improving and expanding transportation options, the Plan promotes greater independence, social connection, and economic participation in LA County communities.

Federal transit law (49 U.S.C. §5310) and the FTA’s Circular 9070.1H require that a Coordinated Plan be developed and approved through a participatory process that involves seniors, individuals with disabilities, public, private, and nonprofit transportation and human services providers, and other relevant community members. The purpose of the Plan is to identify the transportation needs of target populations, to develop strategies to address those needs, and to prioritize transportation projects and programs for implementation and funding.

The 2025-2028 Coordinated Plan, adopted by the Metro Board of Directors in July 2025, is an update to the 2021-2024 Coordinated Plan. This update reflects current needs, priorities, and mobility conditions, and continues to guide the distribution of Section 5310 funds. The Plan does the following:

1. Assesses current and future transportation service gaps for target populations.
2. Identifies projects and programs to improve, expand, and address the gaps in services for target populations.
3. Prioritizes projects and programs based on input from target populations to promote greater independence, social connection, and economic participation.
4. Allows Metro to fulfill its responsibilities as the designated recipient for Section 5310 funds in LA County.

In accordance with federal requirements, all projects funded through this solicitation must be included in the board adopted 2025-2028 Coordinated Plan.

The Plan outlines a clear set of goals and objectives that ensure alignment with the identified needs and priorities of the target populations. A key outcome of the Plan is a prioritized list of

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projects and programs designed to address existing service gaps and unmet needs, guide Metro's evaluation of Section 5310 applications, and identify projects and programs that are supported by target populations. This prioritization ensures that available resources are directed toward projects with the greatest potential impact.

The 2025-2028 Coordinated Plan is available at: www.metro.net/cp

SCHEDULE (subject to change)

Following a detailed evaluation and scoring process by a review panel, Metro staff, in consultation with the Metro Technical Advisory Committee (TAC), will recommend a Program of Projects for funding to the Metro Board. The anticipated schedule is as follows:

Notice of Funding Availability: Release Solicitation and Application	September 26, 2025
Potential Applicant Webinar	October 6, 2025
Section 5310 Application Due	November 14, 2025
Application Review & Evaluation Period	November 17, 2025, through January 6, 2026
Preliminary Notification of Funding Recommendations & Debriefing	January 9, 2026
TAC Appeals Hearing	February 4, 2026
Board Action: Approve the Final Funding Award Recommendations	March 26, 2026
Subrecipient Orientation Webinar for Successful Applicants	April 2026
FTA Grant Approval/Distribute Subrecipient Funding Agreements	May 2026

I. FUNDS AVAILABILITY

As the Designated Recipient and consistent with FTA guidelines, Metro will allocate FTA Section 5310 funds to eligible applicants as subrecipients for Traditional Capital, Other Capital, and Operating transportation projects through a competitive selection process.

Up to \$10,752,739 of Section 5310 funds, allocated to Los Angeles County for the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA), as well as the Lancaster-Palmdale and Santa Clarita UZA, is available across all funding categories, as outlined below:

Urbanized Area (UZA)	Available Funds
Los Angeles-Long Beach-Anaheim	\$10,218,282
Lancaster-Palmdale	311,667
Santa Clarita	222,790
Total	*\$10,752,739

** Up to 5% of the total allocation from this solicitation will be set aside for appeals. Any unused portion of this set aside will be reallocated to underfunded projects, if applicable, within the same UZA.*

Maximum Award Amount:

The total amount awarded to any single applicant may not exceed **\$800,000**.

II. ELIGIBLE APPLICANTS

TRADITIONAL CAPITAL PROJECTS

Eligible applicants for Section 5310 Traditional Capital projects include:

1. Private nonprofit 501(c) organizations; or
2. State or local governmental authorities that:
 - a) Certify that there are no nonprofit organizations readily available in the area to provide the service; or
 - b) Are approved by the state to coordinate services for seniors and individuals with disabilities.

Nonprofit Requirements:

Private nonprofit organizations must complete and sign the **Status Inquiry and Certification Form** and provide verification of their incorporation number and current legal name, and a letter from the Internal Revenue Service (IRS) confirming their 501(c) nonprofit status.

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An eligible nonprofit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c), which is exempt from taxation under 26 U.S.C. 501(a), or one which has been determined under State law to be nonprofit and for which the designated State agency has received documentation certifying the status of the nonprofit organization. More information is provided in the “Part IV-Certifications” section of this solicitation.

Government Authority Requirements:

Most state or local governmental authorities applying for Traditional Capital funds must certify that there are no nonprofit organizations readily available in the area to provide the proposed service. These applicants must complete and sign the **Local Government Authority Certification Form** and **hold a public hearing** between the release date of this solicitation and the application deadline.

Eligible local governmental authorities include cities, counties, state authorities, or boards and commissions established under state law. An **authorizing resolution**, either new or existing, designating a person authorized to sign the application, must be included as an appendix to the application. More information is provided in the “Part IV-Certifications” section of this solicitation.

Coordinator of Services:

State or local governmental authorities that have been formally designated by the state to coordinate multiple federal or state-funded human service transportation programs (e.g., county aging agencies or public transit providers) are also eligible. These entities are exempt from the certification and public hearing requirements noted above. Instead, they must include written confirmation of their designation as a coordinator of services as an appendix to the application. More information is provided in the “Part IV-Certifications” section of this solicitation.

OTHER CAPITAL AND OPERATING PROJECTS

Eligible applicants for Section 5310 Other Capital and Operating projects include:

1. Private nonprofit 501(c) organizations;
2. State or local governmental authorities; or
3. Operators of public transportation, including private operators of public transportation that receive a Section 5310 award indirectly through a recipient. Private operators of public transportation, including private taxi companies and Transportation Network Companies (TNCs), are eligible applicants.

Private taxi companies and TNCs may qualify as subrecipients if they operate shared-ride, on-demand services to the general public on a regular basis. To be considered shared-ride, the general nature of the service must allow for two or more unrelated passengers to travel

together in the same vehicle. The service cannot be reserved solely for individual use, and shared rides must be supported by local regulation or company policy. Services that give drivers sole discretion to accept additional passengers, or that require the first passenger's consent to add riders, are considered exclusive-ride and are not eligible.

Applicants must submit documentation demonstrating that their service meets the shared-ride criteria. Acceptable documentation may include service descriptions, relevant local ordinances, or internal policies. Metro will review this documentation to confirm eligibility before the award. Operators that only provide exclusive-ride service are not eligible as subrecipients but may participate in the program as contractors (e.g., operating accessible vehicles purchased with Section 5310 funds under contract with an eligible recipient).

III. ELIGIBLE PROJECTS

Section 5310 funds are available for Traditional Capital, Other Capital, and Operating projects to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. To be eligible, a project must be specifically designed to meet the transportation needs of these populations. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services. Applicants are encouraged to develop and propose innovative projects that advance program objectives. To confirm project eligibility, applicants may consult with Metro staff during the application process.

TRADITIONAL CAPITAL PROJECTS

Examples of eligible Traditional Capital projects include but are not limited to:

1. Rolling Stock and Related Activities for Section 5310 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 funded vehicles
 - a) Purchase and installation of benches, shelters, and other passenger amenities
3. Support Facilities and Equipment for Section 5310 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 Rolling Stock or Related Equipment. Leasing is permitted when it is more cost-effective than purchasing.
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. User-side subsidies/vouchers for alternatives to public transportation are considered one form of an eligible arrangement. All services must meet all Federal civil rights requirements, including those requiring equivalent service to persons with disabilities, particularly wheelchair users, in the provision of demand-responsive service and any ADA title II program access responsibilities administered by the U.S. Department of Justice. Funds may be requested for contracted services covering more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.
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 personnel costs of sharing services it provides to its clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits; however, operating costs of service are excluded.

Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers, resulting in the expansion of the availability of service. Mobility management activities may include:

- a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
- b) Support for short-term management activities to plan and implement coordinated services;
- c) The support of state and local coordination policy bodies and councils;
- d) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
- e) The provision of coordination services, including employer-oriented transportation management organizations and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

- f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - g) 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; coordinated vehicle scheduling; dispatching and monitoring technologies; 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.

8. Program Administrative Expenses are Not Eligible.

OTHER CAPITAL PROJECTS

Other Capital projects must fall under one or more of the following categories and may include, but are not limited to, the examples provided below:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
 - Public transportation projects that exceed the minimum requirements of the ADA;
 - Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
 - Alternatives to public transportation that assist seniors and individuals with disabilities with transportation.
1. Projects that Exceed the Minimum ADA Requirements:
- a) 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" × 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 to accommodate lifts with a heavier design load; and

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- b) Installation of additional securement locations in public transit buses beyond what is required by the ADA.

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

- a) Making Accessibility Improvements to Transit and Intermodal Stations Not Designated as Key Stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53 and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are specifically intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;

Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;

- i) Improving signage or wayfinding technology; or
- ii) Implementation of other technology improvements, including Intelligent Transportation Systems (ITS), that enhance accessibility for individuals with disabilities.

3. Alternatives that Assist Seniors and Individuals with Disabilities with Transportation

- a) Purchasing Vehicles to Support Accessible Taxi, TNC, Ridesharing, and/or Vanpooling Programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, TNC, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR Part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to Part 38 to remain in their personal mobility device inside the vehicle.

4. **Program Administrative Expenses are Not Eligible.**

OPERATING PROJECTS

Operating costs are eligible only for services specifically designed for seniors (65+) and individuals with disabilities. If the project also serves seniors under 65, only the portion of costs attributable to eligible seniors and individuals with disabilities may be reimbursed.

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Operating projects must fall under one or more of the following categories and may include, but are not limited to, the examples provided below:

- Public transportation projects that exceed the minimum requirements of the ADA;
- Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
- Alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

1. Projects that Exceed the Minimum 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 or door-through-door service available to all eligible ADA paratransit riders but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system.
- e) Enhancement of the level of service by providing escorts or assisting riders to or through the door of their destination.
- f) Accessible “feeder” service (transit service that provides 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. Travel training programs for individual users on awareness, knowledge, safety, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

3. Alternatives that Assist Seniors and Individuals with Disabilities with Transportation

- a) Supporting the Administration and Expenses Related to Voucher Programs for Transportation Services Offered by Human Service Providers. This activity is intended to support and 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 of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are **not eligible**.

- b) Supporting Volunteer Driver and Aide Programs. Volunteer driver programs are eligible and include support for costs associated with administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

4. Program Administrative Expenses are **Not Eligible**.

IV. **FEDERAL SHARE & LOCAL MATCHING REQUIREMENTS**

The standard federal share is 80 percent of the net cost for eligible capital expenses and 50 percent of the net cost for eligible operating expenses. The net cost is defined as the portion of the project that cannot reasonably be covered by operating revenues (i.e., total operating costs minus farebox revenue). *Note: Program administrative costs are **not eligible** under this solicitation.*

To reduce the required local match, Metro will request Transportation Development Credits (TDCs) on behalf of eligible applicants. TDCs are not actual funds and do not increase the total project budget. Instead, they function like waivers that allow federal funds to cover a greater share of project costs.

Metro will request TDCs of up to 10 percent for capital projects and up to 25 percent for operating projects. Use of TDC's is subject to FTA approval. If approved, the local match requirement will be reduced accordingly. If not approved, applicants must meet the standard local match requirements.

Section 5310 Federal Share and Local Match Requirements with TDCs

Funding Category	Max Federal Share with TDCs	Minimum Local Match
Capital: Traditional & Other	90%	10%
Operating	75%	25%

The local share of eligible capital costs must be at least 10 percent of the net cost of the activity, and the local share for eligible operating costs must be at least 25 percent of the net operating costs. All sources of local match must be clearly identified and described in the grant application. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service.

The local match may be derived from a variety of sources, including:

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

Some examples of these sources of local match include:

- Cash
 - State or local appropriations
 - Private donations
 - Dedicated tax revenues
 - Revenue from service contracts
 - Net income generated from advertising and concessions.
 - Other non-USDOT federal funds
- In-Kind
 - Donations (e.g., facilities, space, equipment, supplies, vehicles, professional services) required to directly operate the program
 - Direct Labor Costs (including volunteer time) contributed to the project
 - Fuel, Utilities, or other direct expenses
 - In-Kind must:
 - be included in the approved grant budget as part of the total project costs
 - Must be documented with supporting records (e.g., time sheets, donation letters, lease agreements, pay stubs, expenditure reports)
 - represent costs which would otherwise be eligible under the program
 - not be included as a contribution for any other federally assisted project

- Income from contracts to provide human services transportation may be used to reduce the net project cost (revenue) or to provide local match for operating assistance. In either case, the cost of providing the contract service is included in the total project cost.
- Federal programs that are eligible to be expended for transportation other than programs funded by the United States Department of Transportation (USDOT).

Examples of programs that are potential sources of local match include employment, training, aging, medical, community services, and rehabilitation services. Specific resources for finding program information about other Federal funding that can be used to meet local share requirements can be found on [FTA's website](#).

V. PERFORMANCE MEASURES

FTA requires the tracking and reporting of both quantitative and qualitative performance data for all Section 5310 funded projects. To capture relevant outputs, service levels, and outcomes, FTA has established minimum performance indicators for Traditional Capital projects and Other Capital and Operating projects. Metro has adopted these minimum performance measures, as applicable. Applicants must identify all required performance measures in Part II of the grant application and may include any additional performance measures deemed necessary to demonstrate the impact of their proposed project.

Traditional Capital Projects

- a) Gaps in Service Filled - The actual or estimated number of seniors and individuals with disabilities afforded mobility annually as a result of the project (how many people will the project provide service to); and
- 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 project.

Other Capital and Operating Projects

- a) Gaps in Service Filled - The actual or estimated number of seniors and individuals with disabilities afforded mobility annually as a result of the project (how many people will the project provide service to); and
- 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 project; and
- c) Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of the project; and

- d) Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of the project

VI. APPLICATION INSTRUCTIONS

Review these application instructions, guidelines, and evaluation criteria carefully to ensure your application is complete, responsive, and competitive. Attendance at the potential applicant webinar hosted by Metro is highly encouraged.

Applicants may submit one or more applications across eligible funding categories. Separate applications are required for each proposed project and project component. Components may not be combined within a single application, even if they relate to the same project. For example, if requesting capital funds to purchase a vehicle and operating funds to operate that vehicle, two separate applications must be submitted. Each application and corresponding project will be evaluated and scored independently. The total funding requested by any single applicant may not exceed **\$800,000**.

Applications must be complete and signed by a duly authorized representative. Incomplete applications, including missing certifications, status inquiry forms, or other required attachments, may be deemed unresponsive and excluded from evaluation. Use the provided application checklist to ensure completeness.

Applications will be evaluated and scored. A minimum score of 70 out of 100 is required for funding consideration. Metro reserves the right to partially fund requests or require reductions in project scope and budget.

The complete signed application, with all required attachments, must be combined into a single PDF. This PDF, or a link to access and download it, must be emailed to Section5310@metro.net by **5:00 pm on Friday, November 14, 2025**.

Applications must be submitted in final form. No modifications, amendments, or supplemental materials will be accepted after the deadline.

The application is available as a fillable PDF form and consists of four parts. All questions must be answered concisely in the space provided. **No additional pages are allowed**. Only required attachments may be submitted as appendices. Access the application at: <https://www.metro.net/about/fta5310>.

Selection of Proposals for Funding Award Recommendations:

Eligible applications will be evaluated and scored based on alignment with the 2025–2028 Coordinated Plan, program eligibility, and the evaluation criteria outlined in this solicitation. Scoring elements that involve technical program data will be reviewed and scored by Section 5310 program administrators. All other sections will be reviewed and scored by a review panel, with final scores reflecting the average of all panel member evaluations. Projects will be ranked according to their final score, and available funds will be allocated based on this ranking up to the maximum amount available through this solicitation. Only proposals that receive a minimum score of 70 points (out of 100) will be considered for award recommendations. The final award recommendations are subject to funding availability and approval by the Metro Board of Directors. Approved projects will be included in Metro’s grant application to the FTA.

Public Record Disclaimer:

All application materials and attachments submitted in response to this solicitation become public records and may be subject to disclosure under the California Public Records Act. Applicants are advised not to include confidential information, such as client names, addresses, specific medical diagnoses, or other personal information.

System for Award Management:

As a condition of receiving federal funds, Metro must verify that all applicants are not suspended, debarred, ineligible, or otherwise excluded from participation in federally assisted programs. This verification is conducted through the federal System for Award Management (SAM) at <https://sam.gov>.

All applicants must be registered in SAM with an “Active” status at the time of application. Registration may take up to 15 business days to process, so applications are encouraged to register early. Applicants must ensure their SAM entity profile is set to “Public” to allow Metro to complete verification.

Helpful Resources:

[New SAM Registration Quick Start Guide](#)

[How to renew or update an entity](#)

NOTE: If your organization is already registered in SAM, confirm that your status is current and listed as “Active.” Make sure your entity profile remains “Public” to avoid verification delays.

A printout confirming your organization’s “Active” registration status in SAM.gov must be downloaded and attached as an appendix to the application.

Responsibility of Grant Subrecipient:

If an agency other than the applicant identified in the application is proposed to operate vehicles or other equipment funded through Section 5310, the grant subrecipient must retain full control and responsibility for the asset throughout its useful life, including until final disposition in accordance with FTA guidelines.

In such cases, the subrecipient must remain the registered owner of the vehicle or equipment and is fully responsible for all aspects of program compliance. This includes, but not limited to, operation oversight, reporting, insurance, maintenance, and monitoring. Metro must be listed as both an additional insured and the lien holder on the title of all Section 5310 funded vehicles. Metro's lien remains in effect according to the [Subrecipient Federal Asset Disposition Policy](#). Failure to comply with these requirements may result in the relinquishment of the federally funded asset to Metro.

Compliance Monitoring and Site Visit Requirements

Metro will conduct ongoing compliance reviews of all subrecipients to ensure that FTA Section 5310 funds are administered by applicable federal laws, regulations, guidance, and requirements. As part of these reviews, subrecipients will be required to submit supporting documentation and may be subject to on-site visits to observe grant-funded activities and services. Metro will also track and monitor any corrective actions issued, if applicable.

On-site compliance reviews will be required at the start of each project and must be completed before any grant reimbursements are issued for:

- New subrecipients,
- New services or project types, and/or
- Other circumstances deemed necessary by Metro, on a case-by-case basis, to ensure compliance with federal requirements.

APPLICATION GUIDELINES & EVALUATION CRITERIA

All applications submitted by the deadline will be reviewed by Metro staff to confirm eligibility and completeness. Applications that are incomplete, unsigned by a duly authorized representative, or missing required documents (e.g., certifications, forms, or other attachments) may be deemed non-responsive and excluded from evaluation. Use the application checklist provided to ensure your submission is complete. Applications must be submitted in final form. No amendments, supplemental materials, or late applications will be accepted.

Eligible applications will be evaluated and scored based on alignment with the 2025–2028 Coordinated Plan, program eligibility, and the evaluation criteria outlined in this solicitation. Scoring elements that involve technical program data will be reviewed and scored by Section 5310 program administrators. All other sections will be reviewed and scored by a review panel, with final scores reflecting the average of all panel member evaluations.

Applications receiving a minimum score of 70 points (out of 100) will be considered for funding. Projects will be ranked in order of final score, and awards will be made from highest to lowest until all available funds are allocated. Some projects scoring 70 or higher may be partially funded or not recommended for funding based on the availability of funds. Metro may request modifications to the project scope or budget before final award.

Applicants with proposals scoring 70 or higher that are partially funded or not selected may submit an appeal. Appeals must be based solely on the content of the original application and will be reviewed by Metro's Technical Advisory Committee (TAC). Appeal instructions will be provided with the funding recommendation notices.

Final funding decisions are subject to approval by the Metro Board and the FTA.

The following sections (Part I - Part IV) of the solicitation provide detailed application requirements and evaluation criteria.

PART I - GENERAL INFORMATION

Project Goal

In this section of the application, select one or more specific goals from the 2025-2028 Coordinated Plan for Los Angeles County that the proposed project addresses. The plan is available in the documents folder at: <https://www.metro.net/cp>

Description of Applicant Agency/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 if applicable, total fleet size, including the number of vehicles that are federally funded.
2. The number of individuals currently receiving transportation assistance from your agency or organization, including a breakdown by age (65 years and older and under 65 years old) and by disability status (those who use a wheelchair or other mobility device and those who do not use a mobility device).
3. **Attach a map or brochure** as an appendix to your application that shows the existing service area of your agency or organization, as well as any proposed new or expanded service to be funded (if applicable). The map must clearly identify service area boundaries and include a list of applicable ZIP codes.

PART II - PROJECT NARRATIVE & EVALUATION CRITERIA

Part II consists of five sections (A-E). Metro will evaluate each application solely on the information provided in these sections. The weight of each section is indicated, with a cumulative total of **100 possible points**.

Section A: Scope of Work, Need, Objectives, Coordination, and Outreach (Up to 35 points)

To receive the maximum number of points, provide a clear and detailed description of the proposed project, including the specific transportation need it addresses, how the need was identified, and how the project will help meet that need. The response should also outline the project's objectives and describe any coordination and outreach effort involved. Address the following evaluation criteria, as applicable to the proposed project:

1. Describe the transportation services your agency/organization currently provides (if any), including the existing service fleet and the target populations served, such as seniors, individuals with disabilities, households with no access to a car, and/or low-income household. Indicate whether your agency operates the service directly or contracts for the services. If contracted, state whether the current contract is federally compliant, and whether the requested funding will support an existing or new contract.

2025 Section 5310 Solicitation for Proposals

Explain how the funding will support the implementation, continuation, enhancement, or expansion of services. Include the proposed project start and end dates.

Describe how the proposed project aligns with and advances the goals and objectives of the Section 5310 program, as outlined on page 3 of this solicitation. In addition, explain how the project enhances mobility, independence, social connection, and economic participation for seniors and individuals with disabilities. If applicable, explain how the proposed project will support upcoming major events in Los Angeles, such as the FIFA World Cup, Olympic, and Paralympic Games. Include any coordinated planning efforts with other agencies, and describe how the project will improve accessibility, connectivity, or readiness to meet increased transportation demand during these events. For projects involving new, enhanced, or expanded services, clearly describe the specific improvements, such as increased service capacity, expanded service hours or service areas, or new target populations served.

Further include specific and detailed responses to items (a) through (e) below, as applicable to the proposed project **(Up to 30 points)**.

- a) **For all vehicle funding requests (Replacement and Expansion)**, complete and attach the **Vehicle Purchasing Schedule Form (Attachment A)**.
 - i) **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 vehicles (e.g., CNG, electric), justify the need and indicate whether your agency has the necessary fuel or charging infrastructure in place, including its proximity to your agency. For electric vehicles, indicate whether your agency has an electrification plan. Indicate the plan for the disposition of the vehicles being replaced (e.g. retaining for backup use or selling). If proposing to lease instead of purchasing vehicles, provide a cost/benefit analysis to support the approach.
 - ii) **For vehicle requests related to new and/or enhanced or expanded services**, complete the **New Service or Service Expansion Vehicle Request Form** included as **Attachment C**. Also include the information requested below in section 1(b).
- b) **For new and/or enhanced or expanded services, including operating, vehicle and/or equipment expenses**, describe the proposed service and the growth in demand for transportation services among your target populations. Include details about the service routes and schedules and describe any trip coordination strategies already in place or planned for implementation. Indicate whether your agency or organization will operate the service directly or contract it out. Describe the expected increase in the number of clients to be served, including details on target populations, service areas, and the type of service to be provided. Explain how the proposed enhancements or expansions will increase the capacity of the current services. Specify any new or additional days and hours of service to be

provided annually. Provide annual projections for the number of one-way passenger trips, the total number of passengers to be served (each individual counted once) and the total vehicle miles to be traveled.

- c) **For communication and computer equipment, hardware and/or software, or any other eligible miscellaneous equipment in support of eligible projects**, complete and attach the **Communication/Computer Equipment Request Form** included as **Attachment D**. List the specific items to be purchased and attach three (3) like-kind cost estimates with the application. Estimates may be based on manufacturer quotes, online listings, advertisements, or product catalogs. Use the average of the three estimates as the “estimated unit cost” in the application.
 - i) **For replacement equipment**, 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.
 - ii) **For “new” equipment**, provide a detailed description of how it is going to be used to support your service and why it is needed to improve service efficiency.
 - d) **For equipment, supplies and services**, provide a detailed description of the specific equipment and supplies to be purchased. Explain how it will be used to support your service.
 - e) **For improved passenger facilities**, attach two photographs showing the current conditions and describe the proposed improvements. For transit stop improvements, provide the specific location and service area (including street names) and include the total annual boardings for each location.
- 2) Explain how the proposed project (new, ongoing, or enhanced/expanded) was developed or is being implemented in consultation with interested parties to ensure coordination with existing and proposed transportation services. Describe how your agency sought and considered input from affected private and public transportation providers. Identify the specific agencies, organizations, and stakeholders involved in developing and/or implementing the project and describe their roles. This may include health and human services agencies, private sector partners, non-profit organizations, transportation providers, and members of the public. Be sure to explain how these partnerships contribute to the successful implementation of the project, improve coordination of services, and help prevent duplication of efforts **(Up to 3 points)**.
- 3) Describe how the project is or will be marketed to promote public awareness and encourage coordination with other agencies or organizations. Include any planned outreach strategies, communication methods, or promotional materials that will be used to engage target populations and partner agencies about the project. Be specific on how these efforts will raise awareness and support participation **(Up to 2 points)**.

Section B: Coordinated Plan and Equity Focus Communities (Up to 25 points)

In accordance with federal requirements, all projects selected for funding must be included in the 2025-2028 Coordinated Plan. To ensure consistency with this requirement, applicants must review the Coordinated Plan, available in the documents folder at: www.metro.net/cp.

A key outcome of the 2025-2028 Coordinated Plan is a prioritized list of projects and programs that address the identified mobility needs of target populations while maximizing the impact of available resources. Complete Section B of the application and address the following evaluation criteria:

1. **Project Priority Ranking:** Indicate the priority ranking of your proposed project based on the prioritization table on page 7 of the 2025-2028 Coordinated Plan. If the project addresses more than one priority level, select all that apply and specify the percentage of the project associated with each. Points will be awarded based on how closely the project corresponds with the applicable priority level. Partial points will be awarded proportionally based on the percentage attributed to each level.

The maximum point ranges per priority are: Priority 1 (**16 - 20 points**); Priority 2 (**11 - 15 points**); Priority 3 (**6 - 10 points**); Priority 4 (**1 - 5 points**).

Final point assignments within each range will be determined based on how well the project meets the additional considerations outlined in items (a) and (b) below.

- a) **Designated Priority Areas:** Projects proposing new, enhanced, or expanded services within a designated priority area (identified by Zip Code on page 33 of the 2025-2028 Coordinated Plan) will be awarded points at the higher end of the applicable priority range.
 - b) **Equity Focus Communities (EFC):** Metro is committed to prioritizing communities with the greatest mobility challenges, as outlined in its Board-adopted [Equity Platform](#). Projects proposing new, enhanced, or expanded services within a designated EFC will also be awarded points at the higher end of the applicable priority range. To determine if your project is within an EFC, visit [Metro's EFC Dashboard](#) to view the most up to date interactive tools and maps.
2. **Gaps, Barriers, and Strategies:** Describe how the proposed project addresses the gaps and barriers (pages 26-33) and aligns with the goals and strategies (pages 38-39) of the 2025-2028 Coordinated Plan. If the project addresses more than one priority, include details on the percentage for each. Support your response with relevant studies, surveys, or data sources, using qualitative and/or quantitative analysis. If the project involves new, enhanced, or expanded service within a designated priority area or EFC,

include supporting details or documentation such as maps or service area descriptions **(Up to 5 points)**.

Section C: Project Delivery Plan (Up to 20 points)

To receive the maximum number of points, provide a detailed project delivery plan demonstrating how the proposed project will be implemented in a timely, efficient, and federally compliant manner. The plan should address the approach to operating and managing the project, whether it is new, ongoing, or an expansion/enhancement of existing services.

Include a proposed project schedule that identifies key project milestones, potential risks, and strategies to mitigate those risks. The plan should also describe staffing, internal processes, and experience managing federal funds, including the frequency of invoicing and reimbursement submissions, and the internal controls in place to meet federal requirements. For planning purposes, assume eligible activities will begin approximately seven (7) months after the application deadline. Address each of the following, as applicable to the proposed project:

1. Describe the project's delivery plan, key milestones, and schedule, including a brief description of: 1) the applicant's history in providing transportation services and/or non-transportation services for seniors and individuals with disabilities, including those that use wheelchairs; 2) the applicant's experience delivering federally funded projects; 3) the role of key personnel and their relevant experience with implementing and managing similar transportation projects and federal grants; and 4) any third-party contracts to be procured by the applicant after grant award, and the proposed procurement method to be used **(Up to 10 points)**.
2. Describe the applicant's contingency plan to avoid service disruption due to staffing, mechanical, or technical problems. Further include a response to items (a-b) below if applicable to the proposed project **(Up to 5 points)**.
 - c) **Driver Training:** For new, ongoing, expanded, and/or enhanced vehicular transportation service projects (including both operating and capital), describe the applicant's driver training program. Include details on safety protocols, customer service standards, and any specialized training related to serving seniors and individuals with disabilities.
 - d) **Fleet Maintenance:** Describe the applicant's maintenance program, including daily pre-trip and post-trip inspection procedures and a summary of preventive and routine maintenance policies. This response should cover both directly operated and contracted services. Provide a summary of the current fleet, including vehicle types and quantities.

3. Describe the applicant's experience with managing grant funds, including federal, non-federal, transportation, and non-transportation grants. Also respond to items (a-b) below **(Up to 5 points)**.
 - a) **Federal Grants and Internal Controls:** The applicant should include a description of effective internal controls, either in place for previous federal awards or planned if awarded Section 5310 funds, that provides reasonable assurance that the applicant's participation in the federal award complies with federal statutes, regulations, and the terms and conditions of the federal award. Detail any active federal grant activities involving Metro. If the applicant has received a pass-through award from Metro, describe the invoice history, including how frequently reimbursement was requested.
 - b) **Non-Federal or Non-Metro Grants:** Describe the applicant's experience complying with the grant requirements of non-federal or non-Metro grants, including financial management practices (such as the process for preparing and submitting reimbursement requests), staffing, reporting procedures, and internal oversight. If the applicant has not previously received grant funds, outline the staffing plan and procedures for invoicing, managing reimbursements, and ensuring compliance.

Section D: Performance Measures (Up to 10 points)

FTA requires the tracking and reporting of both quantitative and qualitative performance data for all Section 5310 funded projects. To capture relevant outputs, service levels, and outcomes, FTA has established minimum performance indicators for Traditional Capital projects and Other Capital and Operating projects. Metro has adopted these minimum performance measures, as applicable.

To receive the maximum number of points, applicants must address the following:

1. Identify all required quantitative and qualitative performance measures in Part II of the grant application, consistent with the project type. Include any additional performance measures deemed necessary to demonstrate the impact of the proposed project. Describe the methodology used to develop performance estimates **(Up to 6 points)**.

Note: All applicable performance measures for the proposed project type **must** be clearly listed in Part II of the application.

a. Traditional Capital Projects

- i. Gaps in Service Filled - The actual or estimated number of seniors and individuals with disabilities afforded mobility annually as a result of the project (how many people will the project provide service to); and
- ii. Ridership - The actual or estimated number of rides measured by one-way

passenger trips provided annually for seniors and individuals with disabilities as a result of the project.

b. Other Capital and Operating Projects

- i) Gaps in Service Filled - The actual or estimated number of seniors and individuals with disabilities afforded mobility annually as a result of the project (how many people will the project provide service to); and
 - ii) Ridership - The actual or estimated number of rides measured by one-way passenger trips provided annually for seniors and individuals with disabilities as a result of the project; and
 - iii) Service Improvements - Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of the project; and
 - iv) Physical Improvements - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact the availability of transportation services for seniors and individuals with disabilities as a result of the project.
2. Explain how each applicable performance measure (ref Section D.1) will be used by the applicant to evaluate the effectiveness of the project in meeting the transportation needs of the targeted population(s). Identify potential strategies to mitigate performance measures that are not achieving the stated objectives **(Up to 2 points)**.
 3. Describe the management tools and procedures to be used for collecting, tracking, and reporting the project's performance, including the ongoing management and evaluation of performance indicators **(Up to 2 points)**.

Section E: Budget and Project Readiness (Up to 10 points)

A detailed budget and realistic financial plan are essential to evaluate whether a project is ready for implementation and to demonstrate both project readiness and financial feasibility. Applicants must complete the Project Financial Plan table in Section E of the application and provide projected expenditure amounts by fiscal year and quarter. Address each of the following items, as applicable to the proposed project:

1. Describe the assumptions used to develop the project budget as provided in Part III of the application. All costs must be broken down, with a detailed description of how each cost was determined. The total net project cost should be the difference between total operating costs and farebox revenues (i.e., total operating cost - farebox revenue = net cost). Address the following (a-d) evaluation criteria **(up to 7 points)**:

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- a) Describe the assumptions used to prepare the budget, including quantity and level of service, basis for costs, inflation rates, and past experience. Include maintenance and repair costs, cost of fuel, casualty and liability insurance, and other administrative and direct costs. Note: Program administrative and indirect costs are **not eligible**.
 - b) Identify all sources and amounts of operating revenue, including farebox revenue (if applicable) and funding from local, state, or federal discretionary or formula grants that will support the proposed project.
 - c) Specify the total amount of Section 5310 federal funds requested and confirm the eligibility of all proposed expenditures under the program guidelines.
 - d) Identify the total amount and source(s) of non-USDOT local match funding committed to meet statutory match requirements. In addition:
 - i) If providing cash match, attach a **Local Match Commitment Letter** to your application. The letter must:
 - include the local match amount committed to the project
 - include the specific source of funding (i.e., Prop A., Donations)
 - be placed on your agency letterhead
 - be signed by a duly authorized representative
 - ii) If providing in-kind match, attach an **In-Kind Commitment Letter** to your application (in place of local match commitment letter). The letter must:
 - include a detailed description of each in-kind item or service
 - include the real or approximate value of each item or service
 - describe how each value was determined (e.g., actual cost, appraisal, fair market value, independent cost estimate)
 - provide formulas/methodologies or assumptions used for determining the costs
 - state if any of the contributions were obtained with or supported by federal funds
 - be placed on your agency letterhead
 - be signed by a duly authorized representative
2. Describe how the proposed schedule is realistic and allows for full project completion within the requested funding period. Applicants should only request funds they can reasonably spend within this timeline. If the project is supported by other grants (Metro or non-Metro), include those details. Metro will assess unspent funds to determine if additional funding is warranted. For continuing projects, the start date must reflect when new funds are expected to be used, as older funds will be drawn first (**up to 3 points**).

PART III - PROJECT BUDGET

Applicants must complete the budget sheet corresponding to the proposed funding category (Traditional Capital, Other Capital, or Operating). The budget must reflect all sources of revenue, including user fees or fares, and should align with the project's scope and timeline. Be sure to review any embedded notes within the worksheet for guidance.

Important: Total project expenses must equal total project funding.

1. **Project Expenses:** Clearly identify all eligible and justifiable project expenses over the proposed period of performance.
2. **Project Funding:** Specify the amount of Section 5310 federal funding requested. If applicable, include projected revenues from fares or user fees.
3. **Full Funding Required:** Each project must be fully funded. While only the minimum local match is required, applicants may propose a higher local contribution.
4. **Additional Revenue:** Include all additional revenue sources, such as grants, donations, or local fundraising, that will support the proposed project.
5. **Local/In-Kind Match:** Identify the sources of the local or in-kind match. All match contributions must meet eligibility requirements and be clearly documented in the application.

PART IV - CERTIFICATIONS

Private Nonprofit 501(c) Organizations – Status Inquiry and Certification

Applicants claiming eligibility as a private nonprofit 501(c) organization must complete the Status Inquiry and Certification included in this section. In addition, applicants must attach documentation verifying both their legal and tax-exempt status.

1. **Verification of Legal Standing:** Nonprofit organizations must provide proof of current legal standing with the California Secretary of State. This can be done using either of the following methods:
 - a) **Online Verification:** Visit the California Business Search portal at <https://bizfileonline.sos.ca.gov/search/business>. Enter the applicant's name or file number. If the status is listed as "Active" print the page and include it as an appendix to your application. If verification is not available at the time of submission, note the date the request was made and provide an estimated date of when the documentation will be forwarded to Metro.
 - b) **Mail-in Request:** If online verification is not possible, you may obtain a Status Inquiry document by submitting a Business Entities Records Request - Order Form.

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Instructions and forms are available at: <https://bpd.cdn.sos.ca.gov/pdf/be-records-requests.pdf>

- 2. IRS Tax-Exempt Status:** Nonprofit organizations must provide documentation confirming that they are recognized by the Secretary of the Treasury as a tax-exempt organization described under 26 U.S.C. 501(c) and exempt under 26 U.S.C. 501(a) or have been determined to be a nonprofit organization under applicable State law.

Applicants must attach the following to their application:

- a) **Determination Letter:** A determination letter from the Internal Revenue Service (IRS) confirming the organization's tax-exempt status under Section 501(c) of the Internal Revenue Code. If the original letter is unavailable, an IRS affirmation letter is acceptable. Guidance on how to request an affirmation letter can be found at: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>
- b) **IRS Tax Exempt Organization Search:** A current printout from the IRS Tax Exempt Organization Search (TEOS) database showing the organization is in good standing with active 501(c) status. The listing should include the organization's legal name, EIN, exemption type, deductibility status, and any revocation history. The TEOS database may also contain a downloadable copy of the determination letter. The database is available at <https://apps.irs.gov/app/eos/>.

Local Government Authority Certification

A local governmental authority includes any political subdivision of a state (e.g., a city or county), a state authority or an authority of a political subdivision, or a public corporation, board, or commission established under state law.

TRADITIONAL CAPITAL APPLICANTS: PUBLIC HEARING REQUIREMENT

Metro may award Section 5310 Traditional Capital funds to a local governmental authority only under one of the following two conditions:

- 1. The authority certifies that there are no non-profit organizations readily available in the area to provide the proposed service; or
- 2. The authority is officially designated by the State to coordinate services for seniors and individuals with disabilities.

IMPORTANT: Governmental authorities applying under Condition 1 are required to hold a **public hearing** during the application period to meet the certification requirement. The public hearing is a mandatory part of the application process and must be completed before the application due date.

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To meet this requirement:

- The public hearing must be publicly notified at least 30 days in advance to allow for public comment.
- **The hearing must be held between the release of the solicitation and the application due date.**

Applicants should schedule their public hearing **as early as possible** to ensure timely completion.

As part of the application, the following must be attached as an appendix:

- A copy of the public hearing notice, and
- A summary letter signed by an authorized representative detailing the outcome of the hearing and any public comments received.

OTHER CAPITAL AND OPERATING APPLICANTS

Applicants seeking funding under the Other Capital or Operating categories are exempt from the certification and public hearing requirements above.

COORDINATOR OF SERVICES: DESIGNATION CONFIRMATION REQUIRED

Local governmental authorities designated by the State as coordinators of services for seniors and individuals with disabilities are also exempt from the certification and public hearing requirements. These applicants must instead provide written documentation confirming their designation as a coordinator of services and include it as an appendix to the application.

General Certifications and Assurances Summary

All applicants must complete and sign the General Certifications and Assurances Summary form, affirming their agreement to comply with all applicable federal statutes, regulations, executive orders, and administrative requirements related to applications and grants received from the FTA.

By signing the form, applicants acknowledge receipt and awareness of the governing authorities referenced in [FTA Circular 5010.1F](#) (Award Management Requirements) and [FTA Circular 9070.1H](#) (Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance), which are incorporated by reference in Metro's subrecipient funding agreements.

Civil Rights Certification

A **Civil Rights Certification Letter** must be included as an appendix to the application. This letter is to be printed on letterhead and signed by an authorized representative. This letter must address the following:

1. A summary of any lawsuits or complaints received or acted on in the past 12 months alleging discrimination based on race, color, creed, national origin, sex, age, or disability.
 - a) For each complaint or lawsuit, include:
 - i) Date received
 - ii) Summary of the allegation(s)
 - iii) Status or outcome
 - iv) Any corrective actions taken
 - v) Date of final resolution
 - b) If no lawsuits or complaints were received or acted upon, the letter must state:
 - i) “There were no lawsuits or complaints received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements.”
2. Indicate whether the applicant has an active Title VI Plan that has been approved by the board of directors or appropriate governing entity. If not, explain why and provide the anticipation completion date.
3. Describe the applicants language access policies and procedures, including how written and oral information is made available in languages other than English.

Current Grant Subrecipient Compliance

Applicants must indicate whether they currently have an active capital or operating project funded through a Metro subrecipient grant program or are actively reporting to Metro on a past asset purchased with capital funds. If yes, the applicant must confirm whether they are in compliance with the applicable funding agreement, scope of work, and Metro’s annual self-certification reporting requirements.

Debarment/Suspension Certification

As a condition of receiving federal funds, Metro must verify that all applicants are not suspended, debarred, ineligible, or otherwise excluded from participation in federally assisted programs. This verification is conducted through the federal System for Award Management (SAM) at <https://sam.gov>.

All applicants must sign the **Debarment/Suspension Certification** form, certifying that

their agency/organization and any affiliated subcontractors are not subject to any such federal exclusions.

A printout confirming your organization's "Active" registration status in SAM.gov must be downloaded and attached as an appendix to the application.

Instructions on how to register, renew, or update your SAM entity are provided on **page 17** of this solicitation.

FTA Section 5310 Program

Enhanced Mobility of Seniors and Individuals with Disabilities

2025 Competitive Grant Application



Application Deadline: 5:00 pm on Friday, November, 14, 2025

Please Note: This application is subject to change. For the most up-to-date version, visit <https://www.metro.net/about/fta5310>



Metro

September 2025

Competitive Grant Application

FTA Section 5310 Program

2025 Solicitation for Proposals

Application Deadline: 5:00 PM on Friday, November 14, 2025

Application Package Contents

Part I General Information

Part II Project Narrative

Part III Project Budget

Part IV Certifications

Attachments

Attachment A: Vehicle Purchasing Schedule

Attachment B: Vehicle Replacement Request Form

Attachment C: New Service/Service Expansion Vehicle Request Form

Attachment D: Equipment Request Form

Application Instructions

Each applicant is allowed to submit one or more applications under any funding category. Separate applications must be submitted for each proposed project and/or funding category. Categories cannot be combined in one application, even if the request is for one project. Total applicant funding request may not exceed **\$800,000**.

The complete signed application with all required attachments must be combined into one single PDF. The PDF or a link to view/download the PDF must be emailed to Section5310@metro.net by the application deadline, 5:00 PM on Friday, November 14, 2025.

Application packages with incomplete and/or missing information (e.g., status inquiry, certifications, not signed by a duly authorized representative may render the proposal non-responsive and may not be evaluated. Use the application checklist to ensure completeness.

Applications will be evaluated and scored and must receive a minimum score of 70 out of 100 to be considered for funding. Funding requests may be partially funded, and we may request a reduction in the scope of work and associated budget.

Applications as submitted are to be complete and final. Modifications, amendments, or supplements to the application will not be accepted after the application deadline.

The application is provided in fillable PDF form. All questions must be concisely answered in the space provided. **No additional pages** can be included to answer the questions. Only required attachments can be included as appendices to the application.

Technical Assistance

If you have any questions, contact Ruben Cervantes at cervantesr@metro.net, or Dustin Sifford at siffordd@metro.net. For additional information and resources, refer to the program website <https://www.metro.net/about/fta5310>.

2025 Grant Application Checklist

FTA Section 5310 Program

Part I- General Information	
All solicitation questions are addressed	
Map with zip code detail on service proposal is attached	
Application is signed by a duly authorized representative	
If a public entity, authorizing resolution is attached	
Part II- Project Narrative	
Section A: Scope of Work, Project Need, Objectives, Coordination & Outreach	
All solicitation questions are addressed	
Vehicle Projects: Completed Attachment A is included	
Vehicle Replacement Projects: Completed Attachment B is included	
Vehicle Expansion Projects: Completed Attachment C is included	
Equipment Projects: Completed Attachment D is included	
Facility Improvement Projects: 2 photos showing existing conditions are included	
Section B: Coordinated Plan and Equity Focus Communities	
All solicitation questions are addressed	
Priority ranking table is completed with detailed description	
Section C: Project Delivery Plan	
All solicitation questions are addressed	
Proposed project schedule with key milestones included	
Section D: Performance Measures	
All solicitation questions are addressed	
All required performance measure data is included	
Section E: Budget and Project Readiness	
All solicitation questions are addressed	
All current grant information detailed in Project Delivery Plan	
A detailed cost breakdown with adequate justification is included	
Providing Cash Match: Local Match Commitment Letter is included	
Providing In-Kind Match: In-Kind Commitment Letter is included	
Part III- Project Budget	
All solicitation questions are addressed	
Budget sheet is completed & Total Project Expenses equals Total Project Funding	
Part IV- Certifications	
Nonprofits: Private Nonprofit Organizations – Status Inquiry & Certification	
Government Agencies: Local Government Authority Certification	
Government Agencies Applying for Traditional Capital: Public Hearing info included	
General Certifications & Assurances Summary	
Civil Rights certification letter is attached	
Debarment/Suspension Certification	
SAM.gov Registration is attached	

Part I

General Information

Name of Applicant: _____

Project Title: _____

Project Description: _____

Total Federal Funding Request: \$ _____

Applicant Information

SAM Unique Entity ID: _____

IRS Employer Identification Number: _____

Address: _____

City/State/Zip: _____

Contact Person (Name & Title): _____

E-mail of Contact Person: _____

Phone (Area code + Number): _____

Project Budget Summary

A. Total Federal Funding Request: _____ \$ _____ % _____

B. Total Local Match | **Source:** _____ \$ _____ % _____

C. Total Project Expenses: _____ \$ _____ % _____

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

Yes No

Authorization

I, _____, am the person duly authorized to sign 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 Agreement, and Metro and FTA requirements if federal financial assistance is awarded. If the agency/organization is a public entity, I acknowledge that there is an **authorizing resolution** attached to the application designating myself as the duly authorized person to sign on its behalf.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Agency/Organization

Part I

General Information (continued)

Name of Applicant:
Project Title:
Project Description:
Total Federal Funding Request: \$

Funding Category (Select only one)

- Traditional Capital
- Other Capital
- Operating

Applicant Eligibility (Select only one)

- Private Nonprofit 501(c) Organization
- State or Local Government Authority
- Operator of Public Transportation

Project Service Area (Select all applicable)

- Los Angeles/Long Beach/Anaheim Urbanized Area
- Lancaster/Palmdale Urbanized Area
- Santa Clarita Urbanized Area
- Other Cities or Unincorporated Areas within LA County Not Listed Above
- Areas Outside of LA County

Project Goal (Select all applicable)**Refer to 2025–2028 Coordinated Public Transit – Human Services Transportation Plan for LA County**

- Fund Mobility Options <https://www.metro.net/cp>
- Address Mobility Gaps
- Provide Support Services
- Promote and Improve Information Portals
- Enhance Performance Monitoring Systems

Part I

General Information (continued)

Description of Applicant Agency/Organization

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

Part I

General Information (continued)

Description of Applicant Agency/Organization

Part II - Project Narrative

Section A

Part II consists of five sections (A-E) totaling 100 possible points. To receive the maximum number of points for each section, ensure that the narrative responses are clear, concise, complete, and accurate. Follow the application instructions in the Solicitation for Proposals carefully for expanded section descriptions, project applicability and evaluation criteria as guidance to complete each section. All questions must be concisely answered in the space provided. No additional pages may be provided.

A. Scope of Work, Need, Objectives, Coordination & Outreach (Up To 35 Points)

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

Part II - Project Narrative

Section A (continued)

A. Scope of Work, Project Need, Objectives, Coordination & Outreach

Part II - Project Narrative

Section A (continued)

A. Scope of Work, Project Need, Objectives, Coordination & Outreach

Part II - Project Narrative

Section A (continued)

A. Scope of Work, Project Need, Objectives, Coordination & Outreach

Part II - Project Narrative

Section B

B. Coordinated Plan and Equity Focus Communities (Up To 15 Points)

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

Project Priority Ranking (Select all applicable)

2025–2028 Coordinated Public Transit – Human Services Transportation Plan for LA County

Refer to the Overall Prioritization Ranking table on page 7 of the Coordinated Plan ([direct link to Plan](#)). If the proposed project addresses more than one priority, select all that apply and indicate the percentage of the project in each priority level: <https://www.metro.net/cp>.

Priority 1 % _____

Priority 2 % _____

Priority 3 % _____

Priority 4 % _____

None % _____

% _____

Part II - Project Narrative

Section B (continued)

B. Coordinated Plan and Equity Focus Communities

Part II - Project Narrative

Section B (continued)

B. Coordinated Plan and Equity Focus Communities

Part II - Project Narrative

Section C

C. Project Delivery Plan (Up To 20 Points)

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

Part II - Project Narrative

Section C (continued)

C. Project Delivery Plan

Part II - Project Narrative

Section C (continued)

C. Project Delivery Plan

Part II - Project Narrative

Section D

D. Performance Measures (Up To 10 Points)

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

Part II - Project Narrative

Section D (continued)

D. Performance Measures

Part II - Project Narrative

Section D (continued)

D. Performance Measures

Part II - Project Narrative

Section E

E. Budget and Project Readiness (Up To 10 Points)

Address all guidelines and evaluation criteria, and include all attachments, detailed in the 2025 Section 5310 Solicitation for Proposals.

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

Description:

Part II - Project Narrative

Section E (continued)

E. Budget and Project Readiness

Part III

Project Budget

1. Traditional Capital

Project Expenses		
Contracted Services with Human Services Agencies or Provider	+	
Vehicle – Provide details on Purchase/Lease in Part II, Section E	+	
Equipment – Provide details on Purchase/Lease in Part II, Section E	+	
Other – Describe in Part II, Section E	+	
Less – Subtract any projected program income (e.g. farebox)	-	
A. Total Project Expenses		

Project Funding		
B. Total Federal Funding Request		
Local Match		
State Fund Source:	+	
Local Fund Source:	+	
Revenues from Contracts with Human Services Agencies	+	
Donations Source:	+	
Applicant In-kind (e.g., property, land, office space, etc.)	+	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	+	
Non USDOT Federal Funding Source:	+	
Other – Explain in Part II, Section E	+	
C. Total Local Match		
Total Project Funding (<i>must equal A. Total Project Expenses</i>)	\$	

Part III

Project Budget (continued)

2. Other Capital

Project Expenses		
Contracted Services with Human Services Agencies or contractor	+	
Vehicle – Provide details on Purchase/Lease in Part II, Section E	+	
Equipment – Provide details on Purchase/Lease in Part II, Section E	+	
Other – Describe in Part II, Section E	+	
Less – Subtract any projected program income (e.g. farebox)	-	
A. Total Project Expenses	\$	

Project Funding		
B. Total Federal Funding Request		
Local Match		
State Fund Source:	+	
Local Fund Source:	+	
Revenues from Contracts with Human Services Agencies	+	
Donations Source:	+	
Applicant In-kind (e.g., property, land, office space, etc.)	+	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	+	
Non USDOT Federal Funding Source:	+	
Other – Explain in Part II, Section E	+	
C. Total Local Match		
Total Project Funding (must equal A. Total Project Expenses)	\$	

Part III

Project Budget (continued)

3. Operating

Project Expenses		
Driver Labor	+	
Travel Trainer/Travel Aides Labor	+	
Contracted Services	+	
Vehicle Maintenance & Repair	+	
Fuel	+	
Insurance	+	
Project Marketing	+	
Other – Explain in Part II, Section E	+	
Less – Subtract any projected program income (e.g. farebox	-	
A. Total Project Expenses	\$	

Project Funding		
B. Total Federal Funding Request		
Local Match		
State Fund Source:	+	
Local Fund Source:	+	
Revenues from Contracts with Human Services Agencies	+	
Donations Source:	+	
Applicant In-kind (e.g., property, land, office space, etc.)	+	
Non-applicant In-kind (e.g., volunteer drivers, escorts, travel aides)	+	
Non USDOT Federal Funding Source:	+	
Other – Explain in Part II, Section E	+	
C. Total Local Match		
Total Project Funding (must equal A. Total Project Expenses)	\$	

Part IV

Certifications

Private Nonprofit 501(c) Organizations – Status Inquiry & Certification

Applicants claiming eligibility based on its status as a private nonprofit 501(c) organization must complete the status inquiry and certification. In addition, they must attach an online California “Business Search” record verifying their business status as well as Internal Revenue Service (IRS) documentation verifying tax-exempt status.

1. Nonprofit organizations must obtain verification of its current legal standing from the Secretary of State's California Business Search database and attach it as an appendix to the application. To assist your organization in obtaining this information, use one of these two methods:

a) To obtain the records online, go to <https://bizfileonline.sos.ca.gov/search/business>. Enter the name of your organization or file number. If the status is "Active," print the page and submit it as an appendix to the application. If the verification is not available at the time of submission, note the date the request was made and provide an estimated date when the documentation will be forwarded to Metro.

b) If online verification is not possible, you may obtain a Status Inquiry document by completing a Business Entities Records Request - Order Form. Instructions can be found here: <https://bpd.cdn.sos.ca.gov/pdf/be-records-requests.pdf>.

2. Nonprofit organizations must be recognized under section 501(c) of the Internal Revenue Code. **IRS documentation must be attached.** To assist applicants, use one of these two methods:

a) An IRS determination letter confirms tax-exempt status, but if the determination letter is unavailable, an IRS exempt organization affirmation letter is acceptable. Guidance can be found here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>.

b) A current printout from the IRS Tax Exempt Organization Search database also shows the organization has active 501(c) status. The listing should include the organization's legal name, Employer Identification Number, exemption type, deductibility status, and any revocation history. The TEOS database may also contain a downloadable copy of the determination letter. The database is available at <https://apps.irs.gov/app/eos/>.

Private Nonprofit 501(c) Organizations

Legal Name of Non-profit Applicant: _____

State of California Articles of Incorporation Number: _____

Date of Incorporation: _____

IRS Employer Identification Number: _____

Part IV

Certifications (continued)

Local Governmental Authority Certification

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

Metro may award **Section 5310 Traditional Capital** funds to a local governmental authority under only one of two conditions.

1. The local governmental authority certifies that there are no non-profit organizations readily available in the area to provide the service; or
2. The local governmental authority is approved by the State to coordinate services for seniors and individuals with disabilities.

Local governmental authorities must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the Certification below.

For governmental authorities certifying that there are no non-profit organizations readily available in the area to provide the service, a **public hearing is required** and must be completed before the application due date. A copy of the public hearing notice and a letter summarizing the outcome of the hearing signed by an authorized representative must be attached as part of the application. The public hearing should be scheduled accordingly taking into consideration the minimum required 30-day public comment period prior to the public hearing.

Please check the option below that most directly applies to your local governmental authority and potential Section 5310 Traditional Capital funds.

Certifying that as a local governmental authority there are no nonprofit organizations readily available in the service area to provide the proposed service. By selecting this option, my local governmental authority has a public hearing date of _____.

Certifying that my local governmental authority is approved by the state to coordinate services for seniors and individuals with disabilities.

Certifying Representative

Name (print): _____

Title (print): _____

Signature: _____ Date: _____

Part IV

Certifications (continued)

General Certifications & Assurances Summary

The "Certifying Representative" must complete the form. Use the legal name of your agency or organization. If the agency or organization is a public entity, attach an authorizing resolution as an appendix to the application, designating the person to sign on its behalf.

Legal Name of Applicant: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Pursuant to Title VI of the Civil Rights Act of 1964 and 49 Code of Federal Regulations (C.F.R.) Part 21, 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). 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.

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 the Americans with Disabilities Act of 1990, as amended, and 49 C.F.R. Parts 27, 28, 37, & 38, or any other applicable federal laws, regulations, or guidance.

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").

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 4220.1G ("Third-Party Contracting Guidance").

The applicant certifies that any proposed project is in conformance with FTA rolling stock guidelines.

The applicant certifies that any proposed project for the acquisition of or investment in rolling stock, facilities and equipment will remain in safe, operating order, and the applicant will have written policies and/or procedures in place to maintain them. The applicant will maintain in operative condition those features of rolling stock and facilities that are required to make the rolling stock and facilities readily accessible. The applicant will repair the ADA accessibility features promptly if they are damaged or out of order. The applicant will establish a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

The applicant certifies that any proposed project for the acquisition of or investment in rolling stock, facilities, and equipment will not be disposed of, the use modified, or the ownership terms changed, without permission and instructions from Metro, and in accordance with the disposition procedures referenced in 49 United States Code (U.S.C.) 5334, 2 C.F.R. Part 200, FTA Circulars 5010.1F ("Award Management Requirements") and 9070.1H, and the policies established in Metro's [Subrecipient Federal Asset Disposition Policy](#).

The applicant certifies that it will comply with 49 U.S.C 5323 as well as 49 C.F.R. Parts 604 and 605 prohibiting engagement in charter and school bus operations using federally funded equipment or facilities in competition with private operators of charter and school buses, except as permitted.

The applicant certifies that it will comply with 49 C.F.R. 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

A **Civil Rights Certification Letter must be attached** as an appendix to the application describing any lawsuits or complaints against your agency or organization within the last 12 months alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. The summary should include the date received, description of the issue/summary of the allegations, status or outcome, any corrective action taken, and date of final resolution.

If **NO** lawsuits or complaints were received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements, please include the following statement in the letter:

“There were no lawsuits or complaints received or acted on in the last 12 months relating to Title VI or other relevant Civil Rights requirements.”

In this letter, please discuss if your agency or organization has a Title VI Plan approved by the board of directors or appropriate governing entity. If not, please explain why and provide the anticipated completion date.

The letter should also discuss policies and procedures to make written and oral information available to clients and potential clients in languages other than English.

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

Part IV

Certifications (continued)

Current Grant Subrecipient Compliance

If you are a current grant subrecipient with Metro and are not compliant with all subrecipient grant program requirements, you may not be eligible to apply for grant funds.

	Yes	No
Does your agency/organization currently have an active capital and/or operating project funded through a Metro grant subrecipient program, or is currently reporting to Metro on a past capital project?		

If yes, is your agency/organization currently in compliance with its grant program funding agreement, scope of work, and/or Metro annual self-certification reporting?

Debarment/Suspension Certification

Federal law 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.

A **SAM.gov printout confirming your organization's "Active" registration status must be printed and attached** as an appendix to the application. This can be obtained by logging in and searching with your agency/organization name or Unique Entity ID (UEI) at <https://sam.gov>. Details on registering in the System for Award Management (SAM) or renewing or updating your existing SAM entity can be found on page 17 of the 2025 Solicitation for Proposals.

SAM UEI: _____

By signing this Debarment/Suspension Certification form, you're certifying that neither your agency/organization nor any subcontractor affiliated with your agency/organization has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

Certifying Representative

Name (print): _____

Title (print): _____

Signature: _____ Date: _____

Attachment A

Vehicle Purchasing Schedule

Applicants are encouraged to purchase vehicles through the CalACT/MBTA Cooperative. Agencies choosing their own procurement must follow all federal requirements, and only similar vehicle types will be approved. Estimated Unit Costs reflect the maximum award (includes estimated taxes and fees). Any cost above the estimate must be covered by the applicant.

Vehicle	Quantity	Unit Cost	Total Cost
Class A Small Bus- Gas; Up to 8 Passengers and 2 Wheelchairs			
Class B Medium Bus- Gas; Up to 8 Passengers and 2 Wheelchairs			
Class B Medium Bus- CNG; Up to 8 Passengers and 2 Wheelchairs			
Class C Large Bus (Cutaway)- Gas; Up to 16 Passengers and 2 Wheelchairs			
Class C Large Bus (Cutaway)- CNG; Up to 16 Passengers and 2 Wheelchairs			
Class D Low Floor Minivan- Gas; Up to 5 Passengers and 2 Wheelchairs			
Class E Large Cutaway- Gas; Up to 24 Passengers and 2 Wheelchairs			
Class E Large Cutaway- CNG; Up to 24 Passengers and 2 Wheelchairs			
Class E Large Cutaway- Propane; Up to 24 Passengers and 2 Wheelchairs			
Class G Low Floor Cutaway- Gas; Up to 18 Passengers and 2 Wheelchairs			
Class G Low Floor Cutaway- CNG; Up to 18 Passengers and 2 Wheelchairs			
Class V Raised Top Van- Gas; Up to 8 Passengers and 2 Wheelchairs			
Class P Promaster Van- Gas; Up to 8 Passengers and 2 Wheelchairs			
Class Z-1 Electrified Class V Van; Up to 8 Passengers and 2 Wheelchairs			
Class Z-2 Electrified Class C Cutaway; Up to 16 Passengers and 2 Wheelchairs			
Totals			

View CalACT Vehicle Types [HERE](#)

CalACT Bus Vendor Websites: [Model1](#), [A-Z Bus Sales](#), [Davey Coach](#), [RO Bus Sales](#)

Attachment B

Vehicle Replacement Request Form

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

> Miles traveled per day for all active vehicles in revenue service _____ (Do not include miles from backup vehicles)

> Agency's normal days and hours of operation (e.g. Monday thru Sunday 7:00 am to 7:00 pm)

> Average service hours per day. _____

> Current wheelchair/lift users _____ % (Divide total number of wheelchair/lift clients by total number of riders)

> Total fleet count after replacement _____

> Total peak service fleet count _____ (number of vehicles in service during peak service hours)

	Vehicle Description (Year, Make, & Type)	Last 5 Digits of VIN	Current Backup Vehicle?	Mileage	Fold Down Seats	Passenger Capacity Ambulatory / Wheelchair	Date Purchased or Leased (indicate if leased)	Vehicle Disposition (Backup or Sell)	Registered Owner (not lienholder)	Procured with Federal Funds?	If YES, Federal Fund Source	Daily Service Hours	Daily One-Way Passenger Trips
Ex	2017 Ford Starcraft	09354	No	195,000	4	18A/4W	Jun-17	Sell	City of Los Angeles	Yes	FY17 Section 5310	8	30
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

Attachment C

New Service/Service Expansion Vehicle Request Form

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

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

To complete the chart below:

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

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

Attachment D

Equipment Request Form

This form is to be completed by agencies requesting:

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

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

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

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

Complete for Requesting Communication Equipment			
Base Station			+
Mobile Radio			+
Total Equipment Request			