



**RESOURCE  
MANAGEMENT AGENCY  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** February 11, 2020

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Celeste Perez    PHONE: (559) 624-7010		

**SUBJECT:** Grant Application for 5311 Transit Operating Assistance Funds for Fiscal Year 2020

**REQUEST(S):**

That the Board of Supervisors:

1. Authorize the submittal of Federal Transit Act Section 5311 grant application to Caltrans for Operating Assistance Funds, in the amount of \$472,118 for Fiscal Year 2020; and
2. Authorize the Resource Management Agency Director, or his/her designee, to sign the Application Certification and submit the grant application through the Caltrans BlackCat system; and
3. Direct the Resource Management Agency to take the necessary steps and actions required under this grant program to return with an agreement for future consideration and approval.

**SUMMARY:**

Section 5311 of the Federal Transit Act (FTA) is a federal grant program providing funding for public transit in non-urbanized areas. FTA apportions this funding through the California Department of Transportation (Caltrans), Division of Rail and Mass Transportation, to local transit agencies. The County receives these funds on an annual basis which serve as an important part of the transit fund. The funds for this application are expected to be received in the County's Fiscal Year 2020/21 but will reimburse for operations during FY2019/20.

Under this grant program, a Regional Apportionment is distributed to non-urban areas through Tulare County Association of Governments (TCAG). TCAG submits a Program of Projects that identifies transit agencies, including Tulare County Area Transit, to receive Section 5311 funds in their planning area each year. The transit

**SUBJECT:** Grant Application for 5311 Transit Operating Assistance Funds for Fiscal Year 2020

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agency must complete and submit a Section 5311 Program Application, including all required submittals to Caltrans. The grant application, in the amount of \$472,118 for 2019-2020 is for Operating Assistance funds, to be used for general expenses of the County Transit services. Note that the Program of Projects presents these as \$338,024 from Federal Funds and \$134,094 from Carryover funds for a total of \$472,118.

The FTA will provide a maximum of 55.33% of the project cost, requiring a minimum of 44.67% local match for operating assistance grants. For this application, this is equivalent to a minimum match of \$381,158 and a total transit operating budget of \$853,277. The match requirement is met and exceeded by Tulare County Area Transit's on-going operating expenses, which include approximately \$2.6 million dollars for direct operations this fiscal year, and will be covered using a combination of Local Transportation Fund (LTF), State Transit Assistance (STA) fund, Measure R Transit Funds, and other transit related funding sources. The Program of Projects describes a total net project cost of \$3,762,665 which includes other eligible expenditures beyond direct operating costs.

After approval of the grant application by the Board, Staff will submit the grant application to Caltrans through the online BlackCat grant management system. Caltrans staff will then review the application and prepare a Contract Agreement which will be brought back before the Board for approval at a future date. These agreements are typically retroactive, as Caltrans does not provide the agreement to the County until after the date which Caltrans defines as the beginning of the term.

Staff are requesting that the RMA Director or his/her designee be authorized to sign the Application Certification, as this form requires the signatory to review all forms and information for the project submitted into the BlackCat system and it would be onerous and burdensome to require the Chair to do so.

**FISCAL IMPACT/FINANCING:**

There is no Net County Cost to the General Fund.

Funding for the FTA 5311 revenue will be included in the 2020/21 Transit budget Account No. 040-220-2100-5220. The funds provided under this grant are not expected to be received until County's Fiscal Year 2020/21.

Under the grant, the maximum amount of reimbursement is \$472,118. To receive the maximum reimbursement, the County's total eligible operating expenses must be at least \$853,277 with the remainder from non-federal sources. Total direct transit operating expenses for this fiscal year are currently budgeted at approximately \$2.6 million, which greatly exceed the local match requirements and the remainder will be paid for through Local Transportation Fund (LTF), State Transit Assistance (STA) fund, Measure R Transit Funds and other transit related funding sources as available. In total, the County has approximately \$3.7 million of eligible matching costs including the direct transit operating expenses.

**SUBJECT:** Grant Application for 5311 Transit Operating Assistance Funds for Fiscal Year 2020

**DATE:** February 11, 2020

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

This program links to Strategic Initiative 1: Safety and Security includes the goal of improving and maintaining adequate transportation infrastructure. The proposed action meets this initiative by allowing for the application of federal funds for use in providing public transportation.

**ADMINISTRATIVE SIGN-OFF:**



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Reed Schenke, P.E.  
Director

cc: County Administrative Office

Attachment(s) Attachment A – Draft 5311 Grant Application Package  
Attachment B – Section 5311 Program of Projects

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF GRANT APPLICATION ) Resolution No. \_\_\_\_\_  
FOR 5311 TRANSIT OPERATING )  
ASSISTANCE FUNDS FOR FISCAL YEAR )  
2020 )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD FEBRUARY 11,  
2020, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Authorized the submittal of Federal Transit Act Section 5311 grant application to Caltrans for Operating Assistance Funds, in the amount of \$472,118 for Fiscal Year 2020; and
2. Authorized the Resource Management Agency Director, or his/her designee, to sign the Application Certification and submit the grant application through the Caltrans BlackCat system; and
3. Directed the Resource Management Agency to take the necessary steps and actions required under this grant program to return with an agreement for future consideration and approval.

**ATTACHMENT A –  
California Department of  
Transportation  
Section 5311 Grant  
Application**



**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF RAIL & MASS TRANSPORTATION  
Rural Transit and Intercity Bus Branch**

**FEDERAL TRANSIT ADMINISTRATION (FTA)  
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (POP)**

**FEDERAL FISCAL YEAR 2019 - 2020**



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

However, if there are issues meeting the deadlines, please notify your HQ Liaison as soon as possible.



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

**Applicant:**

**Please find the sections of this form listed below along with their instructions.**

**\*General Project Description\*** - All applicants **must** complete this section **once**.

**Please select Project Types below for which your agency is applying and complete the relevant section/s of this form.**

1.  **Operating Assistance Request Details** – Applicants who are requesting Operating Assistance funds must complete Section 1.
2.  **Capital Vehicle/Equipment Request Details** – Applicants who are requesting Capital Assistance funds to purchase vehicles and/or equipment must complete Section 2.
3.  **Capital Construction/Real Estate Request Details** – Applicants who are requesting Capital Construction and/or Real Estate funds must complete Section 3.
4.  **Planning Assistance Request Details** – Applicants who are requesting Planning Assistance funds must complete Section 4.
5.  **Preventative Maintenance Request Details** – Applicants who are requesting Preventative Maintenance funds must complete Section 5.

## \*General Project Description\*

### State of California FTA Section 5311

Answer the following questions regarding the project descriptions:

1. Indicate the type(s) of public transportation service for the proposed project/s funded by FTA Section 5311. (Check all that apply.)

**Fixed Route** - Vehicles will travel on specific roads and stop at pre-designated locations according to a schedule.

**Demand Response** - Vehicles will pick people up when they need a ride (Must be open to the general public).

**Deviated Fixed Route** - Vehicles will travel from point A to point B but go out of the way to pick up or drop off passengers if necessary (Deviations must be open to the general public).

**Blended Paratransit** - Complementary Paratransit Provided on the Same Vehicle as the Fixed Route Service. Please upload your Blended Paratransit Plan in your Organization's Profile under the Important Documents Section.

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

**Commuter Service** - Fixed route bus service characterized by service predominantly in one direction during peak periods, and with limited stops and routes of extended length, usually between the central business district and outlying suburbs.

**University Service** - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.

**Charter Service**

List all cities and counties served by your project/s:

2. Please fill out the following:

At a minimum, transportation service shall be provided between:

5:00 AM to 8:00 PM from Monday to Saturday

3. For the FY you are applying for, did your agency receive any other FTA funds that would be utilized on this project/s? (Check all that apply and provide standard agreement #s and dollar amount.) For 5307, the term "receive" means funds have been obligated.

No

Yes (which program(s) were utilized)

5307 (Urbanized Area Formula Program) \$ \_\_\_\_\_



5310 (Elderly and Disabled Specialized Transit Program)

Standard Agreement# \_\_\_\_\_ \$ \_\_\_\_\_

5311(f) (Intercity Bus Program)

Standard Agreement# \_\_\_\_\_ \$ \_\_\_\_\_

Other FTA funds

Specify: \_\_\_\_\_ \$ \_\_\_\_\_

4. Have you changed fares in the last year?

Yes  No

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

Agency Website  Newspaper  Radio  Flyer  
 Public Hearing  TV/Cable  Other (Please specify):

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

Yes  No

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

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

Add new service  Expand existing service to additional areas, if expanding, why?  
 Maintain service at current level

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

Agency Website  Newspaper  Radio  Flyers  
 Public Hearing  Television  Other (Please specify): [Regional Transit Brochure, Theatre Commercial](#)

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

Yes  No

If yes, has your agency submitted the annual Single Audit Report to the State Controller's Office (SCO)? The report is due to the SCO on March 31<sup>st</sup> of each fiscal year.

Yes  No

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

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

Yes  No

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

11. Does your agency employ 100 or more transit-related employees, and; requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year?
- Yes       No

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

12. Has your agency updated the inventory in BlackCat under your Organizations tab?
- Yes       No
- If no, when do you plan on updating your organization's inventory in BlackCat?

13. Has your agency updated the organization's profile in BlackCat under your Organizations tab?
- Yes       No
- If no, when do you plan on updating your organization's profile in BlackCat?

14. Has your vehicles been involved in an accident?
- Yes       No
- If yes, please notify Caltrans and the current grant will be reduced accordingly.

## **1. Operating Assistance Request Details** **(Complete only if applying for Operating Assistance)**

1. Please describe the **Operating** service:

The County currently operates four intercity/community fixed routes and five local community circulator routes. TCaT also offers a general public dial-a-ride service within four distinct service areas. The County contracts with the Cities of Lindsay, Woodlake, Porterville, Tulare and Visalia to provide extended service to County residents in surrounding unincorporated County Area. The County of Tulare provides fixed route service to the general public through nine fixed routes; four intercity routes and five local circulator routes. Fixed routes are composed of the system of services for which a public transit vehicle is operated along a prescribed route according to a fixed schedule. TCaT fixed routes operate within both incorporated and unincorporated areas of Tulare County TCaT's intercity routes provide daily regional service between major cities within the county and beyond. These routes include:

**Route 10 (North County)** provides service between Visalia and Dinuba. Stops include the Visalia Transit Center, the Justice Complex, the Dinuba Health Center, the Dinuba Transit Center, and the communities of Cutler, Orosi, Sultana, Yetttem, and Seville. Bidirectional service is provided every 60 minutes Monday through Friday from 6:15 am to 7:05 pm between the two transit centers. Four round trips are provided on Saturday and Sunday between 9:30 am and 5:42 pm, beginning at the Dinuba Transit Center. Service to East Orosi and Yetttem/Seville is provided twice daily on weekdays only.

**Route 20 (South County)** provides service between Tulare and Delano (located within Kern County). Stops include the Tulare Transit Center, the Matheny Tract, the Delano Transit Center, the Delano Regional Medical Center, and the communities of Tipton, Pixley, Teviston, Earlimart, and Richgrove. Bidirectional service is provided every 60 to 90 minutes Monday through Friday between 5:45 am and 8:05 pm. Four round trips are provided on Saturday and Sunday between 8:30 am and 6:42 pm, beginning at the Tulare Transit Center. Service within Delano and to Richgrove is provided twice daily on weekdays only.

**Route 30 (Northeast County)** provides service between Visalia and Woodlake. Stops include the Visalia Transit Center, Golden West High School, the Whitney Transit Center (Woodlake), and the communities of Ivanhoe, Lemon Cove, and Three Rivers. Bidirectional service is provided every 35 to 70 minutes Monday through Friday between 5:15 am and 8:15 pm. six route trips are provided on Saturday and Sunday between 9:40 am and 5:30 pm, beginning at the Whitney Transit Center. Service to Lemon Cove and Three Rivers is provided four times a day on weekdays only.

**Route 40 (Southeast County)** provides service between Visalia, Tulare, Lindsay and Porterville. Stops include the Visalia Government Plaza, the College of the Sequoias (COS) – Tulare campus, the Lindsay Library and City Hall, the Porterville Transit Center, and the community of Strathmore.

Bidirectional service is provided every 65 to 75 minutes Monday through Friday between 5:25 am and 7:45 pm. Four round trips are provided on Saturday and Sunday between 9:45 am and 6:40 pm, beginning at the Porterville Transit Center.

TCaT's local routes provide circulation within and between many Tulare County communities. These routes include:

**Route 50 (Dinuba-London-Traver-Delft Colony)** provides service between Dinuba and the communities of London, Traver, and Delft Colony. Four daily trips (two am and two pm) are provided Monday through Friday between 8:20 am and 6:16 pm, and on Saturday between 9:30 am and 3:20 pm.

**Route 60 (Lindsay-Fixed Route)** provides weekday service in the City of Lindsay; seven daily trips (four a.m. and three p.m.) are provided Monday through Friday between 9:00 a.m. to 11:00 am for the a.m. trips and 1:30 to 3:00 p.m. for the p.m. trips. This route serves as a circulator service for the City of Lindsay, stopping at the local Save Mart/McDonalds shopping center, Lindsay Wellness Center, and the Lindsay City Hall

**Route 70 (Porterville-Springville)** provides weekday service between Porterville and the community of Springville. Two trips are provided daily Monday through Friday between 8:43 a.m. and 3:35 p.m.

**Route 80 (Porterville-Terra Bella)** provides weekday service between Porterville and the community of Terra Bella. Two daily round trips (one am and one pm) are provided Monday through Friday between 9:53 am and 4:32 pm. Service was expanded to Ducor August 2019

**Route 90 (Woodville-Poplar-Porterville-Strathmore)** provides weekday service between Porterville and the communities of Woodville, Poplar and Cotton Center. Five southbound and four northbound trips are provided daily Monday through Friday between 6:30 am and 5:54 pm.

Routes 70, 80 and 90 are interlined, meaning that their schedules are designed such that one bus is used to service all four routes. Riders may request a route deviation from posted stops on all TCaT fixed routes by calling at least one day in advance of service.

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

7/1/2019 to 6/30/2020

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

No.  
 Yes.

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

Yes, implementing third-party contract.

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

Estimated date: [Click here to enter a date.](#)

Yes, implementing IGA.

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

Estimated date: [Click here to enter a date.](#)

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

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

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

No (skip to next question).

Yes.

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

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

11/1/2018      to      10/30/2022

6. Have any third-party contracts been amended, modified, and/or optional period of performance been exercised? Is there an option to extend beyond the base years?

Yes – What is the final option year?

No, no option years.

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

Yes

No

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

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

Estimated date development/routing will begin: [Click here to enter a date.](#)

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

[Click here to enter a date.](#)

N/A

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

Yes.

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

Estimated date when documents will be available: [Click here to enter a date.](#)

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

<b>Contract Service/Good</b>	<b>Contractor</b>	<b>Base Period</b>	<b>Optional Period(s)</b>
<i>Operating Assistance</i>	<i>MV Transportation</i>	<i>07/01/2017 - 06/30/2018</i>	<i>Yr. 1: 1/1/2018-10/30/2022</i>

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

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

Vehicle(s)

Identify the procurement contract or method:

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

CalACT/MBTA Joint Procurement.

Please note: CalACT requires a vehicle quote and floorplan to approve contract utilization.

Do not submit final Purchase Orders to vendors or CalACT prior to **formal** Caltrans procurement authorization.

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

**Pre-award authority is strictly forbidden for rollingstock.**

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

Other local procurement, specify: \_\_\_\_\_.

Information Technology (IT)/Intelligent Transportation Systems (ITS) Equipment (i.e. Hardware, Software, Fareboxes, GPS, AVL, Smart Cards, Security Cameras, and Vehicle Maintenance System. (Fill out ITS Compliance Form section of this application for Caltrans review and approval).

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

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

Non- ITS Equipment

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

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

Capital Cost of Contracting (Skip to Question 8)

2. Indicate the proposed vehicle purchase:

- Vehicle Replacement
- Service Expansion

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

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

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

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

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

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

4. How does your agency intend to meet federal **rollingstock (vehicle)** requirements to certify post-delivery compliance for Buy-America, Purchaser’s Requirements, and FMVSS:

- Qualified in-house inspector.
- Third-party inspector.
- Other, specify: \_\_\_\_\_.



5. List the **equipment** your agency proposes to **purchase**:

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

\*Unit price must correspond to the competitive range that is determined in the ICE.

6. What is the need for this vehicle(s)/equipment? How did you select the project?

a. Describe what service improvements would be addressed by acquiring the equipment and/or vehicles?  
 \_\_\_\_\_

b. If your agency is requesting vehicle(s) replacement, explain why the vehicle(s) needs replacement.  
 \_\_\_\_\_

c. If the request for vehicle(s)/equipment is for service expansion, how was the need for the expansion determined?  
 \_\_\_\_\_

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

7. Do you intend to lease this 5311 funded vehicle(s)/equipment?

Yes       No

8. Complete the proposed procurement schedule:

Procurement Schedule	Date
Bid Package to Caltrans	<a href="#">Click here to enter a date.</a>
Issue Purchase Order to Vendor	<a href="#">Click here to enter a date.</a>
Delivery/Installation	<a href="#">Click here to enter a date.</a>
Place Into Service	<a href="#">Click here to enter a date.</a>

9. If you are requesting reimbursement for Capital Cost of Contracting, please indicate the type of contract below (Contract must have been reviewed and approved by Caltrans DRMT Federal Procurement Management Branch’s staff).

- Service Contract (contractor provides maintenance and transit service; subrecipient provides vehicles)
- Service Contract (contractor provides transit service only; subrecipient provides vehicles and maintenance)
- Vehicle Maintenance Contract (contractor provides maintenance; subrecipient

provides vehicles and transit service)

Vehicle Lease Contract (contractor provides vehicles; subrecipient provides maintenance and transit service)\*

Maintenance/Lease Contract (contractor provides vehicles and maintenance; subrecipient provides transit service)\*

Turnkey Contract (contractor provides vehicles, maintenance, and transit service)\*

Vehicle/Service Contract (contractor provides vehicles and transit service; subrecipient provides maintenance)\*

\*Please note that the types of contracts are based on the assumption that contractor provides the assets.

10. Is any FTA funded equipment (vehicles, fare boxes, AVL, radios, computers, cameras, etc.) operated by your agency under warranty? If yes, your agency must submit the warranty form along with this application stored in the BlackCat Grant Management System.

Yes       No

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

12. Are claims pursued satisfactorily?

Yes       No

### 3. Capital Construction/Real Estate Request Details

(Complete only if Project includes a Capital Construction/Real Estate Request)

1. Indicate the type of **Construction/Real Estate** Acquisition for the proposed project

- Bicycle Facility
- Construction of a transit related facility
- Acquisition of Real Property (if the appraisal is more than \$500,000, submit the appraisal to Caltrans' DRMT)
- Improvement of a transit related facility
- Expansion of a transit related facility
- Purchase and installation of transit related equipment (i.e. bus shelters, benches, and signage)
- Other (Specify): \_\_\_\_\_

Describe your **Construction/Real Estate** acquisition for the activities in great detail and include project implementation plan:

\_\_\_\_\_

2. Is the project shovel ready?

- Yes.                       No.

3. What is the need for this project and did you select the project?

\_\_\_\_\_

a. Describe what service improvements would be addressed by constructing/expanding/improving the facility or acquiring the real property?

\_\_\_\_\_

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

\_\_\_\_\_

4. Please identify the stakeholders (e.g. Low-income and minority community, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses) affected by the grant work.

5. Does your agency have the experience, and staffing level to administer and implement the project, and to submit required reports correctly and on time?

- Yes                       No

6. Does your agency have the resources to bring about successful completion of the project?

- Yes                       No

7. Do you intent to lease this property/facility for incidental use?

- Yes                       No

8. What is the proposed procurement method for the **Construction/Real Estate** acquisition project?

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

9. Fill out the proposed project schedule:

<b>Purchase and Installation of Capital Construction/Real Estate Purchase</b>	<b>Date</b>
Bid Package to Caltrans	<a href="#">Click here to enter a date.</a>
Issue Purchase Order to Vendor	<a href="#">Click here to enter a date.</a>
Delivery/Installation	<a href="#">Click here to enter a date.</a>
Place Into Service	<a href="#">Click here to enter a date.</a>

**Or**

<b>Real Estate Acquisition</b>	<b>Date</b>
Appraisal of Real Estate	<a href="#">Click here to enter a date.</a>
Appraisal Review of Real Estate	<a href="#">Click here to enter a date.</a>
Appraisal Concurrence	<a href="#">Click here to enter a date.</a>
Establish Market Value	<a href="#">Click here to enter a date.</a>
Making an Offer	<a href="#">Click here to enter a date.</a>
Uneconomic Remnant (If applicable)	<a href="#">Click here to enter a date.</a>
Filing Condemnation (If applicable)	<a href="#">Click here to enter a date.</a>
Administrative Settlements (If applicable)	<a href="#">Click here to enter a date.</a>
Settlement Concurrence Process (If applicable)	<a href="#">Click here to enter a date.</a>
Relocation Assistance (If applicable)	<a href="#">Click here to enter a date.</a>
Purchase	<a href="#">Click here to enter a date.</a>

10. Is your agency planning on using your own labor force to carry out the proposed project?

- Yes       No

11. Is the total cost of your project \$100,000 or more, and include your own labor?

- Yes (Attach your agency's force account plan to this application. If there is no force account plan in place, your agency **must develop a plan before** the project can be included in the grant application to FTA).
- No.

Note: At all times while the PROJECT property is in the possession or control of the subrecipient, the subrecipient shall be the registered owner and STATE shall be the legal owner or lien holder. The subrecipient shall not transfer ownership of the PROJECT property at any time while the standard agreement is in effect. As the lien holder, the STATE may take possession of the PROJECT property, as a result of the subrecipient's non-compliance with contract terms or by mutual agreement between the STATE and the subrecipient. The STATE shall retain the original Certificate of Title until such time that disposition of the PROJECT property is released by the STATE to the subrecipient or other appropriate party as outlined in Exhibit D, Paragraph 4 of the standard agreement.

#### 4. Planning Assistance Request Details (Complete only if applying for Planning Assistance)

\*Please be aware that Caltrans' Division of Transportation Planning administers FTA 5304 Planning Grant Opportunities for transit related projects as well.

<http://www.dot.ca.gov/hq/tpp/grants.html>

1. Please briefly summarize the proposed **Planning Assistance** project?  
\_\_\_\_\_
2. What is the need for this **Planning Assistance** project?  
\_\_\_\_\_
3. How did you select the project?  
\_\_\_\_\_
4. Describe what service improvements would be addressed by the proposed **Planning Assistance** project?  
\_\_\_\_\_
5. If funding for this project is approved, how will the surrounding community benefit?  
\_\_\_\_\_
6. Will the proposed **Planning Assistance** project be completed by your agency in-house?  
 No (skip to next question).  
 Yes.

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

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

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

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

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

Click here to enter a date.            to            Click here to enter a date.

Is there an option to extend beyond the base years?

Yes – What is the final option year? \_\_\_\_\_

No, no option years.

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

Yes.

Attach the PDF copy of the bid related documents/vendor selection process. If these documents are not available, please provide an estimate of when they would be available).

Estimated Date when documents will be available: [Click here to enter a date.](#)

9. Please identify the stakeholders (e.g. Low-income, minority community, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses) affected by the grant work.

\_\_\_\_\_

10. Describe the outreach and engagement methods that will be used to reach and gather input from stakeholders. Per FTA Circular 9040.1F IV, 3; FTA Circular 9050.1 Chapter VIII-2, & Title 49 USC 5323(b), subrecipient must hold public hearing to receive comments from the public on the proposed planning project.

\_\_\_\_\_

11. Please check applicable below and upload the documents into the “Public Hearing Documentation” form section of the online BlackCat application.

Municipal Letter of Resolution of Support

Electronic Copy of Published Public Hearing Notice

Affidavit of Public Hearing Notice

Minutes of Public Hearing, Copies of Exhibits, and Written Statements

12. Please provide the project scope of work and project Implementation plan.

\_\_\_\_\_

## 5. Preventative Maintenance Request Details (Complete only if applying for Preventative Maintenance)

1. Please indicate the type of **Preventative Maintenance** for the proposed project. (Check all that apply):
- Inspections
  - Repairs or Replacements
  - Overhauls/Refurbish
  - Other; Specify: \_\_\_\_\_

2. Please describe the **Preventative Maintenance** activities: \_\_\_\_\_

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

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

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

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

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

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

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

[Click here to enter a date.](#)      to      [Click here to enter a date.](#)

Is there an option to extend beyond the base years?

- Yes – What is the final option year? \_\_\_\_\_
- No, no option years.

5. Is the **Preventative Maintenance** project performed through a third-party contract that has *not* been approved by Caltrans DRMT?
- Yes.
    - Attach the PDF copy of the bid related documents/vendor selection process. If these documents are not available, please provide an estimate of when they would be available).  
Estimated date when documents will be available: [Click here to enter a date.](#)

FY 2020 Detailed Budget Summary	
Applicant	Tulare County Area Transit
Budget Category	Total
Operating (In House)	\$ 792,885.00
Operating (3rd Party)	\$ 2,598,857.00
Capital Equipment	\$ -
Planning (In House)	\$ -
Planning (3rd Party)	\$ -
Maintenance	\$ -
Construction-Real Estate (In House)	\$ -
Construction-Real Estate (3rd Party)	\$ -
<b>Total Estimated Expenditures</b>	<b>\$ 3,391,742.00</b>



**Operating Project**

**"In-House" Budget Worksheet**

The worksheet provides annual expenses categories that applicants should use to calculate project eligible expenses for work done "in-house." The information in this worksheet should be used in completing project budget information within the BlackCat Grants System.

**Applicant** Tulare County Area Transit

**Direct Labor**

Job Title/Classification	Description of Task Performed	Total Hours	Hourly Rate	Total
TRANSIT MANAGER	TRANSIT MANAGEMENT	2080	\$35.37	\$ 73,569.60
TRANSIT TECHNICIAN	GRANT MANAGEMENT	2080	\$28.05	\$ 58,344.00
ACCOUNT CLERK	FAREBOX COUNT			\$ 31,375.40
TRANSIT COORDINATOR				\$ 17,500.00
STAFF BENEFITS				\$ 33,820.00
RETIREMENT				\$ 30,696.00
SOCIAL SECURITY				\$ 12,875.00
<b>Total</b>				<b>\$ 258,180.00</b>

Equipment and Supplies (Itemize)	Amount
DEPRECIATION (7402)	\$ 313,630.00
MAINTENANCE-EQUIP (7021)	\$ 5,000.00
CREDIT CARD FUEL (7115)	\$ 383,000.00
MOTOR POOL (9319)	\$ 20,772.00
<b>Total</b>	<b>\$ 722,402.00</b>

Other Direct Costs (Itemize)	Amount
SERVICES	\$ 644,655.00
UTILITIES (7005,9304&9312)	\$ 6,161.00
MISC. (MEMBERSHIPS, OFFICE EXP, LEGAL NOTICE)	\$ 45,317.00
RENT (7062)	\$ 44,000.00
<b>Total</b>	<b>\$ 740,133.00</b>

Travel Costs (Itemize)	Amount
CALACT CONFERENCE (7073)	\$ 1,800.00
TRAVEL EXPENSES (7074)	\$ 3,000.00
<b>Total</b>	<b>\$ 4,800.00</b>

Revenue	Amount
Fare Box (5873 & 9416)	\$ 569,000.00
Other Revenue (5835)	\$ 50,000.00
Charter and School Use	
Depreciation	\$ 313,630.00
<b>Total</b>	<b>\$ 932,630.00</b>

Indirect Cost(s)	Amount
Indirect Cost(s) (Overhead and Fringe Benefits) (Must have approved ICAP)	
Overhead Rate Percentage	0%
Expenses Total	\$ 1,725,515.00
Revenue Total	\$ 932,630.00
<b>Net Project Cost Total</b>	<b>\$ 792,885.00</b>

**Operating Project**

**Third Party Operating Contractor Budget Worksheet**

Since third party contracts vary, please use the table below and if needed, attached PDF copy of your own spreadsheet to the "Active Documents" section at the bottom of the application page in BlackCat to identify how eligible expenditures are calculated. Applicants may also attach a PDF copy of price proposal or budget sheets from executed contract along with the application.

<b>Applicant</b>		Tulare County Area Transit
<b>Vendor</b>	<b>Contract #</b>	<b>Amount</b>
MV Contract		\$ 2,505,220.00
Ellen Moy Consulting		\$ 49,997.00
Kaltoft & Associates		\$ 20,000.00
Trillium Solutions		\$ 15,000.00
Teletrac		\$ 8,640.00
<b>Total</b>		\$ 2,598,857.00
<b>Net Project Cost Total</b>		\$ 2,598,857.00



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

Regional Agency/TPA: TULARE COUNTY ASSOCIATION OF GOVERNMENTS

Contact Person: ELIZABETH FORTE

Contact Email: ewright@tularecog.org

Contact Phone: 559-623-0450

Name of Subrecipient: TULARE COUNTY AREA TRANSIT (TCaT)

Project Description: OPERATING ASSISTANCE FISCAL YEAR 2020

Project Amount and Fund Type

Table with 6 columns: Regional Apportionment 5311 or CMAQ\*, Carryover Amount, Toll Credits\*\*, Local Match, Total Project Cost, Local Match Source/s. Row 1: \$338,024, \$134,094, \$0, \$3,290,547, \$3,762,665, TDA/Local Measure

\* Includes Section 5311 JARC eligible projects
\*\* Prior approval by Caltrans required

Table with 3 columns: Document (or Amendment) Number, Document (or Amendment) Year, FHWA/FTA Federally Approved TIP (Date). Row 1: 14, 2020, 12/17/2018

Check all that apply:

- Some combination of state, local, or private funding sources have been or will be committed to provide the required local share.
The subrecipient has coordinated with other transportation providers and users in the region, including social service agencies capable of purchasing service.
The amount requested does not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP)
The regional agency/TPA has approved, by resolution, the programming of funds for this Project and Project has met all Statewide Transportation Improvement Program (STIP) requirements.

Certifying Representative:

By signing below, I have read and acknowledge that my agency is in compliance with certifications and assurances as stated above.

Name: Elizabeth Forte

Title: Principal Regional Planner

Signature: [Handwritten Signature] Date: 1/9/2020
Signature in BLUE ink



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

**Applicant:** Tulare County Area Transit (TCaT)

**FTA Program:** FTA 5311 Program

**Fiscal Year:** 2020

I hereby certify that I am the authorized signee for the above listed applicant. I also hereby certify that I have reviewed the organizational information and application forms submitted in the BlackCat system and all statements, information, and representations made are true and correct to the best of my knowledge. I also hereby certify that adequate local share as described in herein will be available to execute this project(s).

**Please Enter Name & Title of Authorized Signee Below:**

**Name:** Reed Schenke

**Title:** Resource Management Agency Director

Sign Here: \_\_\_\_\_  
(Please Sign in Blue Ink)

Date: 2/12/2020



**Description of Efforts to Coordinate Services with Social Service Agencies**  
**State of California**  
**DRMT Federal Programs**  
**Application**

**Applicant:** Tulare County Area Transit (TCaT)

Please answer the following questions regarding the description of efforts to coordinate services with social service agencies:

1. What human service agencies, employment/training programs, or other transportation providers does your agency coordinate with?  
 Tulare County Health and Human Services, Community Services Employment & Training (CSET), Tulare County Office of Education (TCOE), Central Valley Regional Center (CVRC), Tulare County Veteran's Office, Crescent Valley Charter School, Kaweah Delta Hospital, Visalia Transit, Tulare Intermodal Express, Delano Transit, Dinuba Area Transit, and Porterville Transit.

2. In your agency's coordination efforts with social service agencies, check all that apply:

	<b>Current Practice</b>	<b>Would Consider</b>
Drivers attend safety/sensitivity training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharing vehicles with other agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Providing information to riders/patrons on other available services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with CTSA or other agencies to coordinate trips	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilize pre-paid fare media with other agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordinate with Medical, CalWorks or Employment Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other:

3. Describe your agency's role in the human service-public transportation coordination planning efforts?

Tulare County Area Transit (TCaT) sells tokens and passes to various agencies that subsidize the fares for their clients using TCaT services. Agencies participating in the program include: Tulare County Office of Education, Tulare County Sheriff Department, Tulare County Probation, Tulare County Health and Human Services, such as Child Welfare Services, Welfare to Work, and Department of Mental Health and Community Services and Employment Training and the various school districts in Tulare County.

4. Will this service funded by FTA funds address gaps and/or barriers identified in the regional public transportation coordination plan or maintain the existing service?

Yes       No

5. Has your agency made any efforts to provide information about your agency's service to human service agencies, the Work Force Center, or other activity centers?

Yes       No



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

**Applicant:** Tulare County Area Transit (TCaT)

1. Are or were there any Title VI related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination?

Yes       No

Please provide the following information to Caltrans DMT:

- The date the lawsuit/complaint was filed
- The name and address of the complainant
- A summary of the allegation

2. Are complaints documented and listed?       Yes       No

3. Has a federal (FTA) civil rights compliance review been performed within the past year?

Yes       No

If yes, attach PDF copy of the following information:

- The name of the agency or organization conducting the review
- A summary of findings and recommendations
- The status or disposition of the recommendations

**\*\*Special requirements for first-time applicants**

If first time applicants have previously received funding from another Federal agency, the applicant must provide information regarding Title VI compliance history. Please provide the following information to Caltrans DMT a summary of compliance review activities conducted in the past three (3) years.

1. The purpose or reason for the review

N/A

2. Name of agency that performed the review

N/A

3. Summary of findings and recommendations of the review

N/A

4. Status and/or disposition of such findings and recommendations.

N/A

5. A brief description of any pending applications for Federal funding

N/A

6. Did any Federal agency find the applicant to be in noncompliance with any civil rights requirement?

Yes

No





**Charter Bus  
State of California  
DRMT Federal Programs  
Application**

**Applicant:** Tulare County Area Transit (TCaT)

1. Does your agency provide charter services? If yes, go to question #2 through #4

Yes       No

2. Is charter service using FTA funded or maintained vehicles provided under one of the exceptions? If no, skip this section. If yes, check the exception that best describes the charter service:

Government officials on official government business     Qualified

Human Service Organization (QHSOs)

Leasing FTA funded equipment and drivers

When no registered charter provider responds to notice from an agency     Agreement  
with registered Charter providers

Petitions to the Administrator

3. Did the transit agency provide notice to all registered charter providers prior to providing the requested charter service?

Yes       No

4. Was all charter service reporting timely?

Yes       No

Reporting schedule is as follows:

<u>Quarter</u>	<u>ReportDeadline</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1- December 31	January 30

The following is a link to FTA's Charter Bus Service Quarterly Reports. Your agency must submit a pdf copy of the Charter Bus Service Quarterly Report along with this application stored in the agency profile on the BlackCat Grant Management System.

<https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-quarterly-reports>



**Disadvantage Business Enterprise (DBE)  
State of California  
DRMT Federal Programs  
Application**

**Applicant:**

1. Please provide the name and contact information for your agency's Disadvantaged Business Enterprise Liaison Officer (DBELO).

Has the DBELO changed?

Yes  No

Is the DBE Implementation Agreement signed by your agency's CEO?

Yes  No

- a. If yes, please provide a copy of the signed DBE Implementation Agreement.
- b. If no, please provide us a signed agreement within 30 days.

2. Has your agency submitted to Caltrans the required semi-annual reporting forms (Uniform Report and ADM-3069) for periods April 1 – September 30 and October 1 – March 31, within 10 business days after the end of each reporting period?

Yes  No

- a. If yes, please provide the last semi-annual reporting forms that were submitted to Caltrans and review the report with the agency's representative.
- b. If no, your agency is non-compliant with the terms and conditions of the standard agreement.

3. Does your agency perform on-site monitoring of every contract which DBE participation is claimed including contracts for professional services?

Yes  No

- a. Who is performing the on-site monitoring review? Please provide a daily activity log of the date of the site review.

- 
- b. If no, please provide us a plan within 60 days of when you will start performing on-site monitoring.
4. Please describe your agencies process for handling complaints and/or protests relating to the DBE Program.
- a. Please provide a copy of your agency's policy.  
The County follows requirements of 49 CFR 26.53 in the event of a DBE protest during bidding. The County follows procedures described in 49 CFR 26-DBE issues related to contracting and protests.
- b. If your agency does not have a process in place, please provide a process for handling complaints within 60 days of this finding.
5. Has your agency received any complaints or procurement protests alleging that you did not comply with the DBE regulations for federally funded projects?
- Yes  No
- a. If yes, please provide documentation.

**ATTACHMENT B –  
Section 5311 Program  
of Projects**

**FEDERAL FISCAL YEAR 2020**  
**Section 5311 Program of Projects (POP)**

Regular 5311       CMAQ

**(A) Available Funding:**

Carryover (FFY 2019):	(+)	<u>134,094</u>
<i>Estimated</i> Apportionment [FFY 2020]:	(+)	<u>922,920</u>
<b>(A) TOTAL FUNDS AVAILABLE:</b>	=	<u>1,057,014</u>

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

		<i>Federal Share</i>
Part I. Operating Assistance - Total:	(+)	<u>1,057,014</u>
Part II. Capital - Total:	(+)	<u>0</u>
<b>(B) Total [Programmed]:</b>	(=)	<u>1,057,014</u>

**(C) Balance**

		<i>Federal Share</i>
(A) Total Funds Available:	(+)	<u>1,057,014</u>
(B) Total [Programmed]:	(-)	<u>1,057,014</u>
<b>* Balance:</b>	(=)	<u>0</u>

**\*BALANCE – Regional Apportionment Funds ONLY:**

- Please Note -
  - funds must be programmed in subsequent year
  - final approval to be determined by the Department
- Request/Letter to carryover funds should include -
  - justification for programming postponement
  - purpose and project plan
  - letter of support from local Transportation Planning Agency

**(D) Flexible Funds (CMAQ, STP or Federalized STIP): Complete Part III (For reference only).**

*Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation will receive a conformation once the transfer is completed.*

		<i>Federal Share</i>
<b>(D) Part III. Flex Fund - Total:</b>		<u>0</u>

***FUNDING SUMMARY***

		<i>Federal Share</i>
(B) Regional Apportioned - Total [Programmed]:	(+)	<u>1,057,014</u>
(D) Flex Fund - Total:	(+)	<u>0</u>
<b>GRAND TOTAL [Programmed]:</b>	(=)	<u>1,057,014</u>

Contact Person/Title: Elizabeth Forte, Principal Planner Date: 1/9/20  
 Phone Number: (559) 623-0450

**Statewide Transportation Improvement Program (STIP) –**

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation’s (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

**Metropolitan Planning Organizations (MPOs)** are responsible for programming projects within their jurisdiction. Upon receiving the POPs from the Districts, Rural Transit & Procurement staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department’s Division of Transportation Programming for inclusion into the FSTIP.

For further guidance see the Department’s Division of Transportation Programming website:

<http://www.dot.ca.gov/hq/transprog/fedpgm.htm>

**PART I. Regional Apportionment - Operating Assistance**

***For all Operating Projects - a complete application MUST be submitted with this POP.***

Subrecipient	Project Description	Federal Share (2020 Funds)	Carryover Funds Utilized (FFY 2019)	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
City of Dinuba	Operating Assistance	246,271		754,068		1,000,339	2020	Amendment #14
City of Woodlake	Operating Assistance	99,981		90,471		190,452	2020	Amendment #14
Tulare County	Operating Assistance	338,024	134,094	3,290,547		3,762,665	2020	Amendment #14
City of Porterville	Operating Assistance	179,013		84,894	59,631	323,539	2020	Amendment #14
	<b>Operating Assistance Funds Total</b>	863,289	134,094	4,219,980	59,631	5,276,995		



**PART IV. Vehicle Replacement Information**

State Contract     Local Purchase     Piggyback     Other    Explain: \_\_\_\_\_

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

**INSTRUCTIONS**

**PART I – Operating Assistance**

- Do not list previously approved projects (i.e. projects listed in a prior grant).
- Funding split: 44.67% Local Share and 55.33% Federal Share.
- Third Party Contract Requirement – all third party contracts must contain federal clauses required under FTA Circular 4220.1E and approved by the State prior to bid release. .
- Net project cost does not include ineligible cost (i.e. farebox, other revenues, etc.).

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

- **All** vehicles procured with Section 5311 program funds must be ADA accessible regardless of service type (fixed route or demand-response service).
- Capital projects must contain a full description of project: A PRELIMINARY ENVIRONMENTAL SURVEY (PES) is required for Capital projects other than vehicle procurement.(i.e. facility or shelter - include specifics, planning studies, preventative maintenance). The PES does not satisfy the requirements for environmental review and approval. When the agency prepares the documentation for a categorical exclusion, the Environmental Justice Analysis must be included.



- Funding split: 11.47% Local Share and 88.53% Federal Share.
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under FTA Circular 4220.1E and approved by DRMT prior to bid release.

**PART III. Section 5311 FLEXIBLE FUNDS [i.e. CMAQ, STP, or Federalized STIP\*] if applicable:**

- Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Rail & Mass Transportation (DRMT) will receive a confirmation once the transfer is completed.
- Funding split: 11.47% Local Share and 88.53% Federal Share. CMAQ may be funded up to 100% at the discretion of the Regional Planning Agency/MPO.

**PART IV. Vehicle Replacement**

- For each vehicle identified as replacement and/or expansion of fleet in sections II and/or III the following information is required: type (van, bus, trolley, type 1, 2, 3, 4, etc), vehicle identification number (VIN #), vehicle length (i.e. 35 ft.), passenger capacity, fuel type, in service date, current/end mileage, disposition date, and procurement type (i.e. State contract, local procurement, piggyback, etc).

**FEDERAL FISCAL YEAR 2019: All Flexible (CMAQ) CAPITAL funded projects** - a complete 5311 application is required at the time a POP is submitted. **POP and application should be submitted by June 8, 2018.** Part II of the application (Regional Certifications and Assurances) must be complete (i.e. signature, specific project programming information).