



**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: August 25, 2020 – REVISED

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 Transit CARES Act Funds through the FTA 5311 Program

REQUEST(S):

That the Board of Supervisors:

1. Authorize the submittal of Federal Transit Act Section 5311 “Coronavirus Aid, Relief, and Economic Security Act” Cares Act grant application to Caltrans, in the amount of \$1,654,568, to offset increased transit expenses and reduced revenues related to COVID-19 conditions; 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:

The recently enacted “Coronavirus Aid, Relief, and Economic Security Act”, or CARES Act, was passed by Congress with overwhelming, bipartisan support and signed into law by President Trump on March 27, 2020. The CARES Act includes provisions for new transit funding to assist providers during the COVID-19 pandemic. California’s allocation of these funds under the Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas Program is \$94,976,667. These funds will be distributed to eligible agencies by Caltrans’ Division of Rail and Mass Transportation (DRMT).

SUBJECT: Grant Application for Transit CARES Act Funds through the FTA 5311 Program

DATE: August 25, 2020

This application will serve as the basis for the first invoice and reimbursement for transit expenses under the CARES Act for projects supporting FTA 5311 eligible transit service and also those intended to prevent, prepare for, or respond to COVID-19. Specifically, these funds will be utilized to offset losses in transit revenues resulting in decreased ridership as well as temporarily rescinded fares. The funds will help cover increases in transit expenses such as additional sanitation of busses, and protective equipment for drivers and passengers. Additionally these funds will offset the reduction in local Measure R transit funds that resulted from COVID-19 economic uncertainties.

Federal reimbursement will be \$1,654,568 and there is no local match. This is in addition to the \$413,637 that the County is receiving under the CARES Act for transit through the FTA 5311 Program under TC Agreement No. 29754. The funds are non-competitive allocations for transit services which use funds under the FTA 5311 program, including Tulare County Area Transit (TCaT). Requirements for participation in this program will be included in a forthcoming agreement with the State, which is expected to have terms similar to the County's current 5311 Standard Agreement (TC Agreement No 29672) and current 5311 CARES Act Agreement (TC Agreement 29754). In addition, TCaT already adheres to the FTA's Certifications and Assurances (Resolution 2020-0242).

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 is requesting that the Resource Management Agency 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.

Federal reimbursement will be \$1,654,568 and there is no local match. The funds are allocations in addition to the \$413,637 that the County is receiving under TC Agreement No. 29754 for the same program. Funding levels are in part determined by Tulare County Area Transit (TCaT) by the Tulare County Association of Governments.

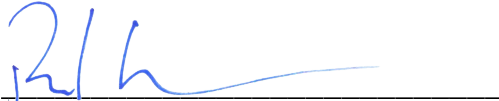
SUBJECT: Grant Application for Transit CARES Act Funds through the FTA 5311 Program

DATE: August 25, 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:



Reed Schenke, P.E.
Director

cc: County Administrative Office

Attachment(s) Attachment A –5311 Cares Act Grant Application Package

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

**IN THE MATTER OF GRANT APPLICATION) Resolution No. _____
FOR TRANSIT CARES ACT FUNDS)
THROUGH THE FTA 5311 PROGRAM)**

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD AUGUST 25, 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 "Coronavirus Aid, Relief, and Economic Security Act" Cares Act grant application to Caltrans, in the amount of \$1,654,568, to offset increased transit expenses and reduced revenues related to COVID-19 conditions; 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”

5311 Cares Act Grant Application Package



**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: 8/13/2020

County/Region: Tulare County District: 6
 Original Submission Date: 7/31/20 Revision No. _____ Revision Submission Date: _____

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

(A) Available Funding:

<i>Estimated</i> Apportionment [CARES ACT]:	(+)	\$1,854,568
(A) TOTAL FUNDS AVAILABLE:	=	\$1,854,568

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

		<i>Federal Share 100%</i>
Part I. Operating Assistance - Total:	(+)	\$1,854,568
Part II. Capital - Total:	(+)	0
(B) Total:	(=)	\$1,854,568

Regional Apportionment Funds ONLY for CARES Act:

- o Please Note -
 - Funds may not need to be programmed unless Capital beyond COVID-19 Response
 - Final approval to be determined by the Department
 - There will be NO carryover allowed as you will have several years to expend CARES Act funds

FUNDING SUMMARY

		<i>Federal Share</i>
(B) Regional Apportioned - Total:	(+)	\$1,854,568
GRAND TOTAL:	(=)	\$1,854,568

Contact Person/Title: Elizabeth Forte, Principal Planner Date: 7/31/20
 Phone Number: 559-623-0450

Statewide Transportation Improvement Program (STIP) – Not Required for Operating Assistance Under CARES Act

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction
 For further guidance see the Department’s Division of Transportation Programming website:

PART I. Regional Apportionment - Operating Assistance

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

Subrecipient	Project Description	Federal Share 100% (CARES Act Funds)	Net Project Cost
County of Tulare	Operating Assistance	\$1,654,568	\$1,654,568
City of Dinuba	Operating Assistance	\$200,000	\$200,000
	Operating Assistance Funds Total	\$1,854,568	

PART II. Regional Apportionment – Capital
For all Capital Projects - a complete application MUST be submitted with this POP.

Subrecipient	Project Description	Federal Share 100% (CARES Act Funds)	Net Project Cost
Capital Assistance Funds Total		\$0	

INSTRUCTIONS

PART I – Operating Assistance

- Do not list previously approved projects (i.e. projects listed in a prior grant).
- Funding split: None Federal Share 100%
- Third Party Contract Requirement – all third-party contracts must contain federal clauses required under FTA Circular 4220.1F 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 Federal Share – 100% Federal Share if related to COVID-19
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under FTA Circular 4220.1F and approved by DRMT prior to bid release.



Project Descriptions
State of California - FTA Section 5311
CARES Act Phase 2 Application

Applicant: Tulare County Area Transit (TCaT)

Do projects have to be in the Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP)?

It depends. CARES Act funds used to pay for operating expenses do not need to be included in the Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP). CARES Act funds used to pay for capital expenses for emergency relief do not need to be included in the TIP/STIP unless the projects are for substantial functional, locational, or capacity changes. 23 CFR §§ 450.326(e)(5), 450.218(g)(5). Accordingly, capital projects to prevent, prepare for, and respond to COVID-19 that involve substantial functional, locational, or capacity changes must be included in the TIP/STIP.

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.)

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

Tulare County and its surrounding cities of Visalia, Tulare, Dinuba, Woodlake, Lindsay, Porterville, and a connection with City of Delano (Kern County) and Kingsburg (Fresno County)

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

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 Flyers

Public Hearing TV/Cable Other (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 TV/Cable Other (Specify) Regional Transit Brochure, Theater Commercial, Public Outreach

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

Yes No

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

Yes No

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

9. 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.

10. 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.

11. 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?

12. 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?

13. Does your agency use General Transit Feed Specification GTFS?

Yes No

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? (CARES Act funds do not expires so please consider how long it will take your agency to expend the funds when determining your operating dates.)

8/13/2020 to 6/30/2022

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 years 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 years 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:

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

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

For CARES Act if you are making substantial changes to your bus expansion you will be required to have project included in the Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP).

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	Click here to enter a date.
Issue Purchase Order to Vendor	Click here to enter a date.
Delivery/Installation	Click here to enter a date.
Place Into Service	Click here to enter a date.

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

- Service Contract (contractor provides maintenance and transit service; subrecipient provides vehicles)
- Service Contract (contractor provides transit service only; subrecipient provides vehicles and maintenance)
- Vehicle Maintenance Contract (contractor provides maintenance; subrecipient provides vehicles and transit service)
- Vehicle Lease Contract (contractor provides vehicles; subrecipient provides maintenance and transit service)*
- Maintenance/Lease Contract (contractor provides vehicles and maintenance; subrecipient provides transit service)*
- Turnkey Contract (contractor provides vehicles, maintenance, and transit service)*
- Vehicle/Service Contract (contractor provides vehicles and transit service; subrecipient provides maintenance)*

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

10. Is any FTA funded equipment (vehicles, fare boxes, AVL, radios, computers, cameras, etc.) operated by your agency under warranty? If yes, your agency must submit the warranty form along with this application stored in the BlackCat Grant Management System.
- Yes No
11. If yes, what is the system for recovering warranty claims?
12. Are claims pursued satisfactorily?
- Yes No

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

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

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

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

2. Is the project shovel ready?

- Yes. No.

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

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

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

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

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

- Yes No

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

- Yes No

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

- Yes No

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

Purchase and Installation of Capital Construction/Real Estate Purchase	Date
Bid Package to Caltrans	Click here to enter a date.
Issue Purchase Order to Vendor	Click here to enter a date.
Delivery/Installation	Click here to enter a date.
Place Into Service	Click here to enter a date.

Or

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

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](#).



**2019 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: County of Tulare

Project Description: OPERATING ASSISTANCE CARES ACT FUNDING

Project Amount and Fund Type

<i>Regional Apportionment 5311 or CMAQ*</i>	<i>Carryover Amount</i>	<i>Toll Credits**</i>	<i>Local Match</i>	<i>Total Project Cost</i>	<i>Local Match Source/s</i>
\$1,654,568	\$0	\$0	\$0	\$1,654,568	NA

* Includes Section 5311 JARC eligible projects

** Prior approval by Caltrans required

Federal Transportation Improvement Program - Metropolitan Planning Organizations/Regional Transportation Planning Agency		
Document (or Amendment) Number	Document (or Amendment) Year	FHWA/FTA Federally Approved TIP (Date)
Not Applicable	NA	NA

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. (No match required.)
- 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) (Not applicable.)
- 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. (POP is scheduled for adoption August 17, 2020.)

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: 
Signature in BLUE ink

Date: 8/5/20



**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 (QHSONs)
- 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>



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

Applicant: Tulare County Area Transit

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 DRMT:

- 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 DRMT 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



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:

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

Other:

3. Describe your agency's role in the human service-public transportation coordination planning efforts?
 Tulare County Area Transit (TCaT) sells tokens and punch passes to various agencies participating in the program include: Tulare County Office of Education, Tulare County Sheriff's Department, Tulare County Probation, Tulare County Health and Human Services, Such as Child Welfare Services, Back to Work Programs, 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



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

Applicant: Tulare County Area Transit (TCaT)

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. What enforcement mechanisms does the subrecipient use for DBE requirements? Please explain.

N/A

4. Does the subrecipient require contractors to obtain approval from its DBELO prior to substituting a DBE firm after contract award?

Yes No N/A

5. Does the subrecipient monitor prime contractors to ensure that DBEs are actually performing applicable work on federally funded projects?

Yes No N/A

6. Did the subrecipient receive any complaints or procurement protests alleging that it did not comply with the DBE regulations for federally funded projects?

Yes (Go to question #6) No

7. What are the subrecipients' processes for handling protests? Please explain.

8. Do the complaints indicate any problems with the DBE program?

Yes No

*The following is a link to FTA's DBE program, "Section 26.37 Monitoring and Enforcement Mechanisms" this section gives examples of monitoring and enforcement mechanisms that ensure compliance. <https://www.transit.dot.gov/dbe>