

## **AGENDA**

### **Commuter Rail & Transit Committee Meeting**

**October 9, 2014**

**\*\*\*Start Time: 9:30 a.m.\*\*\***

**Location**

SANBAG

*First Floor Lobby*

1170 W. 3rd Street, San Bernardino, CA 92410

#### ***Commuter Rail & Transit Committee Membership***

**Chair**

Mayor Paul Eaton  
City of Montclair

Mayor L. Dennis Michael  
City of Rancho Cucamonga

**Vice Chair**

Supervisor James Ramos  
County of San Bernardino

Mayor Ray Musser  
City of Upland

Mayor Pete Aguilar  
City of Redlands

Council Member Richard Riddell  
City of Yucaipa

Council Member Bill Jahn  
City of Big Bear Lake

Mayor Pro Tem Alan Wapner  
City of Ontario

Council Member Mike Leonard  
City of Hesperia

Mayor Deborah Robertson  
City of Rialto

Mayor Pro Tem Larry McCallon  
City of Highland

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
County Congestion Management Agency  
Service Authority for Freeway Emergencies**

**AGENDA**

**Commuter Rail & Transit Committee Meeting**

**October 9, 2014**

**\*\*\*Start Time: 9:30 a.m.\*\*\***

**Location**

**SANBAG Office  
First Floor Lobby  
1170 W. 3rd Street, San Bernardino, CA 92410**

**CALL TO ORDER**

(Meeting Chaired by Paul Eaton)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Marleana Roman

**Possible Conflict of Interest Issues for the Commuter Rail and Transit Committee Meeting of October 9, 2014**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

**1. Information Relative to Possible Conflict of Interest**

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest for the Commuter Rail and Transit Committee.

**Mitch Alderman**

**This item is prepared monthly for review by SANBAG Board and Committee members.**

## **CONSENT CALENDAR**

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request

### **Transit/Rail**

**2. Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick and Kemp Bros Construction.**

That the Commuter Rail and Transit Committee review and ratify Change Orders.

**Mitch Alderman**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

**3. July/August 2014 Right-of-Way Grants of Use Report**

That the Commuter Rail and Transit Committee receive July and August 2014 Right-of-Way Grants of Use Report.

**Monica Morales**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **DISCUSSION ITEMS**

### **Transit/Rail**

**4. Ontario Airport Rail Access Study**

That the Commuter Rail and Transit Committee receive and file a presentation on the Ontario Airport Rail Access Study.

**Justin Fornelli**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

**5. Riverside County Transportation Commission - Coachella Valley-San Gorgonio Pass Corridor Rail Service Study**

That the Commuter Rail and Transit Committee receive and file a presentation by staff from the Riverside County Transportation Commission regarding the Coachella Valley – San Gorgonio Pass Corridor Rail Service.

**Justin Fornelli**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **6. Valley Transportation Services**

That the Commuter Rail and Transit Committee receive a presentation on the creation and designation of a consolidated transportation services agency as authorized by California Government Code and funded by Measure I, and discuss the consolidation of Consolidated Transportation Service Agency, Valley Transportation Services Incorporated, with Omnitrans.

**Mitch Alderman**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **Transportation Fund Administration**

### **7. City of Rialto Metrolink Expansion Project**

That the Commuter Rail and Transit Committee recommend the Board approve a budget amendment to Task No. 0379, Commuter Rail Capital Expenses, in the amount of \$1,455,399.60 to be funded with Public Transportation Modernization, Improvement, and Service Enhancement Account funds for a new task total of \$2,506,616.60.

**Nancy Strickert**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **8. Amended Fiscal Year 2014/2015 State Transit Assistance Fund Allocation for Mountain Area Regional Transit Authority**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

Approve an increase of \$201,144 to the Fiscal Year 2014/2015 State Transit Assistance Fund - Population allocation for the Mountain Area Regional Transit Authority for purchase of a replacement vehicle, increasing the total allocation from \$108,468 to \$309,612.

**Vanessa Jezik**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### **9. Public Transportation Modernization, Improvement, and Service Enhancement Account Expenditure Plan Amendments**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

A. Approve amendments to the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Expenditure Plans for Victor Valley Transit Authority (VVTA) as shown in Attachment A; increasing the overall allocation to VVTA by \$14,276, and decreasing the overall allocation to Barstow Area Transit by the same amount.

B. Approve an amendment to the PTMISEA Expenditure Plan for San Bernardino Associated Governments (SANBAG), as shown in Attachment B.

**Vanessa Jezik**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **10. Memorandum of Understanding with the Southern California Association of Governments - Section 5310 Program Administration**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

A. Approve the Memorandum of Understanding No. 15-1001089 with Southern California Association of Governments for the Section 5310 Program for Enhanced Mobility of Seniors and Individuals with Disabilities.

B. Authorize the Executive Director and/or his designee to execute the Memorandum of Understanding No. 15-1001089.

**Vanessa Jezik**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel has reviewed this item and the draft memorandum of understanding.**

## **11. Call for Projects for Federal Transit Administration Section 5310**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve the issuance of a Federal Transit Administration Section 5310 Program Call for Projects due to San Bernardino Associated Governments on December 5, 2014.

**Nancy Strickert**

**This item is not scheduled for review by any other policy committee or technical advisory committee. This item has been reviewed by SANBAG General Counsel.**

## **Comments from Board Members**

Brief Comments from Board Members

## **Public Comment**

Brief Comments from the General Public

## **ADJOURNMENT**

## **Additional Information**

**Attendance**

**SANBAG Entities**

**Meeting Procedures and Rules of Conduct**

**SANBAG General Practices for Conducting Meetings**

**Acronym List**

**Mission Statement**

**The next Commuter Rail and Transit Committee Meeting will be November 13, 2014.**

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.



## San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Fl, San Bernardino, CA 92410  
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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies

### *Minute Action*

AGENDA ITEM: 1

**Date:** *October 9, 2014*

**Subject:**

Information Relative to Possible Conflict of Interest

**Recommendation:**

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest for the Commuter Rail and Transit Committee.

**Background:**

In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
2	C14002	Kemp Bros. Construction Inc. <i>Steven R. Solaas</i>	Howard Contracting Harris Rebar Winegardner SCW Contracting Corp. KCB Towers Schmitt Contracting Crownier Sheet Metal MK Roofing Hutington Glazing Continental Marble & Tile Company Hamilton Ceiling Systems JH Bryant Signs & Lucite Products Landscape Forms Empyrean Plumbing Inc. Air Flow Safeway Electric A&S Cement Contractors Inc. Western Paving Contractors Inc.

*Entity: CMA, COG, CTA, CTC, SAFE*

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			Century Fences Pacific Premier Landscape Robert B Longway Inc. DBC Inc.
2	C14001	Shimmick Construction Company Inc. <i>Paul Camaur</i>	Allied Steel Co., Inc. Marina Landscape, Inc. Innovative Concrete & Engineering Giroux Glass Winegardner Masonry Excelsior Elevator Fencecorp Inc. Ellis Excavating Gerdau Eberhard EMC Rutherford Co., Inc. M.B. Herzog Electric Hardy & Harper, Inc.

**Financial Impact:**

This item has no direct impact on the SANBAG budget.

**Reviewed By:**

This item is prepared monthly for review by SANBAG Board and Committee members.

**Responsible Staff:**

Mitch Alderman, Director of Transit and Rail Programs

## *Minute Action*

### AGENDA ITEM: 2

**Date:** *October 9, 2014*

**Subject:**

Construction Contract Change Orders to on-going SANBAG Construction Contracts with Shimmick and Kemp Bros Construction.

**Recommendation:**

That the Commuter Rail and Transit Committee review and ratify Change Orders.

**Background:**

Of SANBAG's two on-going Transit and Rail Construction Contracts, one had a Construction Change Order (CCO) approved since the last reporting to the Commuter Rail & Transit Committee. The CCO is listed below:

A. Contract Number C14002 with Kemp Bros. Construction, Inc. for construction of the San Bernardino Transit Center project: CCO No. 2 (\$101,687.92 increase for additional traffic signal conduit, revised roof hatch and other minor building revisions, remove buried debris, and at the Affaitati property, 655 W. Rialto Avenue, installation of an interim irrigation at new block wall drain and blockout,).

B. Contract Number C14001 with Shimmick Construction Company, Inc. for construction of the Downtown San Bernardino Passenger Rail Project: No CCO this reporting period.

**Financial Impact:**

This item imposes no financial impact, as all CCOs are within previously approved contingency amounts under Task No's. 0322 and 0324.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Mitch Alderman, Director of Transit and Rail Programs

## Rail and Transit Construction Contracts

<b>San Bernardino Transit Center – Executed Change Orders</b>		
Number	Description	Amount
1	Removal and Disposal of man-made objects (CN 1-\$50,000), and Remove & Replace AC (CN 7-\$31,000)	\$81,000.00
2	<b>Additional Traffic Signal Conduit (CN 3-\$67,046.17), Install Interim Irrigation at Affaitati property (CN 4-\$9,144.15), New Block Wall Drain and Blockout (CN 5-\$9,763.87), Revised Roof Hatch and other Building Revisions (CN 8-\$10,547.77), Remove Buried Debris at Rialto (CN 9-\$5,185.96).</b>	<b>\$101,687.92</b>
<b>CCO TOTAL</b>		<b>\$182,687.92</b>
<b>APPROVED CONTINGENCY</b>		<b>\$631,175.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$448,487.08</b>

<b>Downtown San Bernardino Passenger Rail Project – Executed Change Orders</b>		
Number	Description	Amount
<b>CCO TOTAL</b>		<b>\$0</b>
<b>APPROVED CONTINGENCY</b>		<b>\$2,981,464.00</b>
<b>REMAINING CONTINGENCY</b>		<b>\$2,981,464.00</b>

**Bold-**Construction Change Orders approved since the last reporting to the Commuter Rail Transit Committee  
 Amounts shown in parentheses represent a credit to the Agency



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  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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### *Minute Action*

AGENDA ITEM: 3

**Date:** *October 9, 2014*

**Subject:**

July/August 2014 Right-of-Way Grants of Use Report

**Recommendation:**

That the Commuter Rail and Transit Committee receive July and August 2014 Right-of-Way Grants of Use Report.

**Background:**

The Board of Directors adopted the SANBAG Rail Property Policy (Policy No. 31602) on July 2, 2014. Within the policy under Section B - Policy Principals and Authority to Execute Grants of Right of Use, the Board authorized the Executive Director, or designee, to approve all grants of rights of use documents as approved to form by General Counsel.

A list of all grants of use that were executed by the Executive Director and/or designee during the months of July and August is presented herein as Attachment A.

**Financial Impact:**

This item imposes no impact on the Fiscal Year 2014/2015 budget. Presentation of the monthly Right-of-Way report demonstrates compliance with the SANBAG Rail Property Policy (Policy No. 31602).

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Monica Morales, Transit Analyst

# Attachment A

## July/August Right-of-Way Grants of Use Report

Vendor Name	Contract No.	Agreement Type	Linked Agreements	Executed Date	Term Date	Amount	Fee's Waived	Waived Fee Amount	Waived Fee Comments
KAD Paving, LLC	R14179	Right-of-Entry (ROE)	C09121	7/24/14	10/4/14	\$ 2,230.00	X	\$1,200.00	Use Fee waived based on prior practice. Will be taking an item to Sep GPC regarding locals jurisdictions and waving fees
Joshua Grading & Excavation, Inc	R13162	License-Termination	None	8/2/13	7/28/14	\$ -	N/A	\$ -	N/A

## *Minute Action*

AGENDA ITEM: 4

**Date:** *October 9, 2014*

**Subject:**

Ontario Airport Rail Access Study

**Recommendation:**

That the Commuter Rail and Transit Committee receive and file a presentation on the Ontario Airport Rail Access Study.

**Background:**

In July of 2013, the SANBAG initiated a study to review rail access to the Ontario International Airport. This presentation will provide an overview of the work completed over the last year, reviewing the recommendations on preferred rail alignments, potential ridership, and implementation strategies.

Ontario International Airport (ONT) is one of five commercial airports providing air travel in the Los Angeles metropolitan area and the only one in the Inland Empire. Carrying the third highest passenger volume, behind Los Angeles International Airport and John Wayne Airport, it is the only airport in the region with significant capacity for growth. The purpose of the study is to analyze ways to provide a convenient, reliable, and cost-effective transit service connecting ONT with the regional rail system for air travelers and airport employees. The need for the project stems from that fact that today air travelers using ONT and employees working at ONT currently have very limited ability to travel to and from the airport via transit. The existing regional rail system, Metrolink, provides a backbone transit service that can carry passengers to Ontario from a wide area. However, Metrolink does not deliver its passengers directly to the ONT terminal area. The available bus transit between Metrolink station and the airport is neither coordinated with Metrolink services nor with airport flight schedules and does not stop close to the airport terminals, so transit travel to/from ONT is highly inconvenient. In addition, planned regional rail connections to ONT, such as the California High Speed Rail and the Gold Line are unfunded and not expected to be built for many years.

**Financial Impact:**

No financial impact at this time.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Justin Fornelli, Chief of Transit and Rail Programs

*Entity: CTC*

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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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## *Minute Action*

AGENDA ITEM: 5

***Date:*** *October 9, 2014*

***Subject:***

Riverside County Transportation Commission - Coachella Valley-San Gorgonio Pass Corridor Rail Service Study

***Recommendation:***

That the Commuter Rail and Transit Committee receive and file a presentation by staff from the Riverside County Transportation Commission regarding the Coachella Valley – San Gorgonio Pass Corridor Rail Service.

***Background:***

The Riverside County Transportation Commission (RCTC) has initiated a study to review potential passenger rail service from the areas of Coachella Valley – San Gorgonio Pass to Los Angeles Union Station. Today there is no viable rail option serving the Coachella Valley. International tourism generates over a half-million visits to the region every year for attractions such as music and film festivals and sporting events. The Coachella Valley – San Gorgonio Pass rail service would provide a regular, reliable transportation alternative that could lead to greater investments in transit and transit-oriented developments.

RCTC has requested that staff from SANBAG attend quarterly Technical Advisory Committee meetings as a stakeholder. Potential routes of this service include the use of the Metrolink San Bernardino Line or the Union Pacific Railroad Alhambra Subdivision, both of which pass through San Bernardino County. Potential station stops in San Bernardino County have also been identified in Loma Linda, the San Bernardino Santa Fe Depot, and near the Ontario Airport.

The total route length of the service from Indio to Los Angeles Union Station is approximately 141 miles, serving 10 million people in the service area. Initial service would consist of 2 daily roundtrips with a total end-to-end run time of 3 hours. This project is currently in the planning/alternatives analysis stage, with \$1.7 million committed to the current study and \$5 million spent on prior studies and station investments.

***Financial Impact:***

No financial Impact at this time.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Justin Fornelli, Chief of Transit and Rail Programs

*Entity: CTC*

- 
- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
- 

## *Minute Action*

AGENDA ITEM: 6

***Date:*** *October 9, 2014*

***Subject:***

Valley Transportation Services

***Recommendation:***

That the Commuter Rail and Transit Committee receive a presentation on the creation and designation of a consolidated transportation services agency as authorized by California Government Code and funded by Measure I, and discuss the consolidation of Consolidated Transportation Service Agency, Valley Transportation Services Incorporated, with Omnitrans.

***Background:***

At the conclusion of the August 2014 Commuter Rail and Transit Committee (CRTC), Committee Member Alan Wapner asked for an item at the next CRTC meeting to discuss the potential consolidation of Valley Transportation Services Inc. (VTrans), with OmniTrans.

Under California Government Code §6680 San Bernardino Associated Governments (SANBAG) is allowed to designate an entity to be the Consolidated Transportation Services Agency (CTSA). During the re-authorization of Measure I (2010-2040), provisions were included to provide 2% of all revenue collected from the Valley Measure I apportionment to fund a CTSA.

The intent of a CTSA is to provide coordination with other entities in providing transportation for seniors and persons with disabilities. These entities are typically non-profits that need transportation or have vehicles that can be coordinated with others to provide transportation.

Additionally federal law requires any bus agency receiving federal funds for fixed route service also provide paratransit services. These additional services are for transporting certified persons with disabilities. Seniors cannot ride the complementary paratransit service unless they are ADA certified. A CTSA is able to provide services for seniors that are not ADA certified in addition to those who are disabled.

The following are the actions that were taken by SANBAG for the creation of the CTSA in the San Bernardino Valley:

January 2008

The SANBAG Board approved the Public Transit Human Service Transportation Coordination Plan for San Bernardino County, a document that is required under SAFETEA-LU in the administration of various FTA Grant programs. Included in that study was initial discussion of the structure and purpose of developing the Measure I

*Entity: CTC*

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required CTSA. Staff recommended that a comprehensive study be conducted to determine the structure and functions of a San Bernardino Valley CTSA.

January 7, 2009

The SANBAG Board approved release of the Request for Proposal (RFP) 09-114 for the evaluation and designation of a CTSA within the San Bernardino Valley as required in the renewal of Measure I.

February 4, 2009

The SANBAG Board authorized the Executive Director to Execute Contract R09153 with OmniTrans for the receipt of \$60,000 in FTA Section 5316 and \$20,000 in FTA Section 5317 funds for conducting a study of the formation of a CTSA within the San Bernardino Valley.

May 6, 2009

Award of Contract C09114 – Design Study for the creation of a Consolidated Transportation Services Agency within the San Bernardino Valley to the firm Innovative Paradigms, a division of Paratransit Inc., in the amount not-to-exceed \$99,477.93. An Ad Hoc Committee was formed to provide policy direction. The Committee met three times with varying attendance from members.

Those members included:

- Kelly Chastain, Colton
- Pat Morris, San Bernardino
- Dick Riddell, Yucaipa
- Paul Eaton, Montclair
- Dennis Yates, Chino
- Josie Gonzales, Supervisor
- Gary Ovitt, Supervisor

August 4, 2010

The SANBAG Board approved establishing a new non-profit entity to serve as the Consolidated Transportation Services Agency for the Valley portion of San Bernardino County and disbanded the Ad Hoc Committee created for the CTSA. The approved structure of the CTSA Board of Directors comprised of seven (7) members:

- Three (3) Board Members appointed by the SANBAG Board of Directors
- Two (2) Board Members appointed by the San Bernardino County Board of Supervisors
- Two (2) Board Members appointed by the Omnitrans Board of Directors

The incorporating members adopted the VTS bylaws.

September 1, 2010

Board approved Resolution 11/004 designating VTrans to act as a CTSA for the San Bernardino Valley, as required in §6680 of Title 21 of the California Code of Regulations, and contingent upon the legal formation of such a nonprofit corporation.

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The SANBAG Board appointed Michael Bair, Floyd Petersen and Gary Madden to the CTSA Board of Directors to act as the original incorporators of the nonprofit corporation.

May 4, 2011

Approval of Contract No. C11174 with VTrans for the operation of a CTSA to provide for the coordination of transit services for seniors and persons of disability in the amount of \$5,254,303 for a three-year period. Among other requirements, Contract C11174 required VTrans submit to SANBAG for approval each fiscal year an annual budget, five-year strategic plan, and quarterly reporting.

June 5, 2013

Board approved Amendment No. 1 with VTrans, which extended the contract to June 30, 2018. Amendment No. 1 included the following contract requirements:

#### VTrans' Contract Requirements

Frequency	Requirement
Quarterly	Sec 4: Within 45 days after each calendar quarter, VTrans shall submit to SANBAG quarterly reports.
Annually	Sec 3.d.: Not less than 60 days prior to the beginning of each fiscal year, VTrans shall submit to SANBAG its annual budget. Failure to obtain SANBAG Board of Directors' approval of the budget shall be a material breach of this agreement.
As-Needed	Sec 3.d.: Any amendments to the budget during the fiscal year and involving the change in use of Measure I funds as outlined in the original budget shall be provided to SANBAG within 30 days of approval by the VTrans Board of Directors and subject to the same review and approval process.
Bi-Annually	Sec 3.d.: The Business plan shall continue to be updated every two years and submitted to SANBAG for review and approval prior to the commencement of the next fiscal year, with the next update due to be submitted for review and approval not less than 60 days prior to the commencement of Fiscal Year 2015-2016.
On-going	Sec 7.a.: Vehicles purchased or operated with Measure I funds shall display signs clearly visible to riders indicating the vehicle is funded through Measure I funding.
On-going	Sec 7.b.: Signage must conform with approved Measure I signage and be approved by the SANBAG Executive Director.
On-going	Sec 7.c.: Capital projects constructed by VTrans using Measure I funds shall also have Measure I signage approved by the SANBAG Executive Director.

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Annually	Sec 3.d.: VTrans shall, at all times, segregate all Measure I funds received from SANBAG and hold them in a separate, dedicated account. Interest earned on the funds held in such segregated account shall be retained in the segregated account and used by VTrans only on qualified expenditures consistent with the requirements of this agreement for expenditure of Measure I funds.
Annually	Sec 5: Annual audits of VTrans use of the Measure I funds will be performed by an independent auditor...VTrans agrees to establish and maintain an accounting system conforming to GAAP and segregate and separately account for Measure I funds received and expended and to provide those records for review by SANBAG or its designee for audit purposes.

**SANBAG's Contract Requirements**

Frequency	Requirement
Annually	Sec. 3.b.: By March of every year, SANBAG shall provide an estimate of the amount of revenue to be allocated to VTrans for the next fiscal year starting July 1st for use by VTrans for budgeting.
As-Needed	Sec. 3.b.: In no event shall VTrans be entitled to receive any funding until after actual receipt by SANBAG.
Annually and As-Needed	Sec. 3.d.: SANBAG staff will review the use of Measure I revenue in the VTrans budget for consistency with the latest approved business plan, SANBAG's Measure I Strategic Plan and the Measure I Ordinance and expenditure plan and make a recommendation to the SANBAG Board of Directors concerning approval or disapproval.
As needed, not more than Annually	Sec 4: SANBAG Executive Director may review VTrans' performance in meeting the goals, objectives, and purposes of the Ongoing Annual Programs.
Annually	Sec 5: Annual audits of VTrans' use of the Measure I funds will be performed by an independent auditor contract through SANBAG at SANBAG's expense.

A CTSA can be a stand-alone entity or can be designated to a public transit agency, but the intention is to create a more efficient and effective use of transportation services. There were four models for the Valley region that were examined in the study in 2009: stand-alone nonprofit corporation, multi-purpose nonprofit corporation, county, and public transit agency. The county model is not deemed a viable model for a Valley CTSA. Examples of the other three models are described below.

In Sacramento County, Sacramento Area Council of Governments (SACOG) designated Paratransit, Inc. (a stand-alone nonprofit agency) as the CTSA. Paratransit, Inc. provides

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services such as travel training, vehicle maintenance, and support services such as a one-stop call center, technical support, scheduling, fueling, grant writing and interagency resource management. Paratransit, Inc. also provides all complementary ADA paratransit service under a collaborative agreement with Sacramento Regional Transit District. One of their goals is to shift these riders away from this more expensive complementary paratransit service by assisting human service agencies to provide transit for these clients and also by training individuals who are able to use the regular fixed-route service. This same model is used in Los Angeles County.

In San Luis Obispo, Ride-On was designated as the CTSA for San Luis Obispo County under the umbrella of the United Cerebral Palsy affiliate (multi-purpose nonprofit corporation). While Ride-On provides the typical CTSA services, they also contract with the County to provide dial-a-ride, trolley, and shuttle service and serve as the Transportation Management Association for San Luis Obispo County. Ride-On is most closely associated with VTrans in that they do not provide the complementary ADA paratransit service for the County. However, there is a close working relationship between the Regional Transit Authority and Ride-On, and they have explored co-locating so that they can better integrate their services.

In Riverside County, Riverside County Transportation Commission designated Riverside Transit Agency (RTA) and SunLine Transit Agency as the CTSA in Western Riverside County and Coachella Valley, respectively. As the designated CTSAs, RTA and SunLine coordinate public transportation services throughout their respective service areas. This also includes providing travel training, driver training and assisting with grant applications. Just like Paratransit Inc., one of their goals is to shift riders away from the complementary paratransit service to their fixed-route service or to other human service agencies that would be less expensive and or better serve their needs. For this purpose, RTA has implemented a program called *Freedom to Go*. This is a travel training program to help those ADA riders who are able to be moved over to fixed-route services as well as reaching out to the seniors in the community. RTA hired two travel trainers, one program supervisor and a half-time clerical assistant. After training of these passengers, using RTA's electronic farebox, they are able to track those riders and their usage. This allows RTA to reach out to the riders with follow up training if they notice them returning back to paratransit services or a slump in the usage of fixed route. During Fiscal Year 2012/2013 RTA reported a cost deferred from Dial-A-Ride of \$329,207.

These examples of CTSAs have their pros and cons. As long as the ultimate goal of a CTSA is to coordinate human services transportation in conjunction with public transit in a cost effective manner then there should be evidence of continued success. SANBAG staff will proceed with development of information as necessary and as directed by the CRTTC.

### ***Financial Impact:***

This item has no impact on the Fiscal Year 2014/2015 Budget.

### ***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

### ***Responsible Staff:***

Mitch Alderman, Director of Transit and Rail Programs

**ARTICLE 7 - CONSOLIDATED TRANSPORTATION SERVICE AGENCIES**  
**Designation of Consolidated Transportation Service Agency (CTSA)**  
**6680**

Consolidated transportation service agencies shall be designated by the transportation-planning agency, except that within the area of the Southern California Association of Governments, they shall be designated by the county transportation commissions. The consolidated transportation service agencies shall be designated in accordance with the action plan adopted pursuant to section 15975 of the Government Code.

Each consolidated transportation service agency shall be an entity other than the transportation planning agency and shall be one of the following:

- (a) A public agency, including a city, county, operator, any state department or agency, public corporation, or public district, or a joint powers entity created pursuant to Chapter 5 (commencing with section 6500) of division 7, title 1 of the Government Code.
- (b) A common carrier of persons as defined in section 211 of the Public Utilities Code, engaged in the transportation of persons, as defined in section 208.
- (c) A private entity operating under a franchise or license.
- (d) A nonprofit corporation organized pursuant to division 2 (commencing with section 9000 5000) of title 1 of the Corporations Code.

The transportation planning agency or other designating agency may designate one or more consolidated transportation service agencies. The geographic areas of consolidated transportation service agencies may be overlapping. For the purpose of filing claims, the division of responsibility between designated consolidated transportation service agencies shall be by the transportation service provided (i.e., by geographic area, route, time, clientele, etc.) and not by service function (i.e., operation, maintenance, marketing, etc.). This does not preclude a consolidated transportation service agency from contracting with various contractors to perform different service functions.

The transportation planning agency or other designating agency may rescind the designation of a consolidated transportation service agency if it finds that the agency has failed substantially to comply with the terms of its allocations, with the Act or with the action plan. The rescission of the designation of the consolidated transportation service agency may be appealed pursuant to Public Utilities Code section 99242 by any claimant, including the consolidated transportation service agency, even where the designating agency is not the transportation planning agency.

Whenever the designation of a consolidated transportation service agency is rescinded or a new agency is designated, other than in the text of the action plan originally submitted, the transportation planning agency or other designating agency shall notify the Department within ten (10) days.

## *Minute Action*

AGENDA ITEM: 7

**Date:** *October 9, 2014*

**Subject:**

City of Rialto Metrolink Expansion Project

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board approve a budget amendment to Task No. 0379, Commuter Rail Capital Expenses, in the amount of \$1,455,399.60 to be funded with Public Transportation Modernization, Improvement, and Service Enhancement Account funds for a new task total of \$2,506,616.60.

**Background:**

In March 2009, the Commuter Rail and Transit Committee directed staff to work with the City of Rialto to identify funding for the next steps of property acquisition and parking expansion at the Rialto Metrolink station. Since that time the City has received \$285,000 in federal Section 5309 funds and the following allocations from SANBAG:

- \$1.5 million of Proposition 1B, Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds,
- \$3.2 million of federal Section 5307 funds, and
- \$800,000 of Local Transportation Funds (LTF).

In October 2012, SANBAG Board of Directors approved agreement C13026 with the City of Rialto, which passes through the \$1.5 million of PTMISEA funds and \$800,000 in LTF. During the FY 2014/2015 budget process, the unexpended balance of PTMISEA funds totaling \$1,455,399.60 was not included in the budget. This budget amendment is not for additional funding but to include the available funding in the SANBAG FY 2014/2015 budget.

**Financial Impact:**

This item is not consistent with the Fiscal Year 2014/2015 budget and requires a budget amendment as outlined in the recommendation.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Nancy Strickert, Transit Analyst

*Entity: CTC*

## *Minute Action*

AGENDA ITEM: 8

**Date:** *October 9, 2014*

**Subject:**

Amended Fiscal Year 2014/2015 State Transit Assistance Fund Allocation for Mountain Area Regional Transit Authority

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

Approve an increase of \$201,144 to the Fiscal Year 2014/2015 State Transit Assistance Fund - Population allocation for the Mountain Area Regional Transit Authority for purchase of a replacement vehicle, increasing the total allocation from \$108,468 to \$309,612.

**Background:**

Since November 2013, the Mountain Area Regional Transit Authority (MARTA) has been offering the Mountain Transit Weekend Trolley service taking passengers through the village to the Alpine Zoo, Snow Summit and Bear Mountain Resorts, the Alpine Slide and Interlaken Shopping Center and various motels and restaurants. Trolley conductors entertain the passengers with historical narratives about the Big Bear area as they travel along the route. The service runs from 10:00 a.m. - 10:00 p.m. and 7:30 a.m. – 7:30 p.m. in the summer and winter seasons, respectively, coinciding with the seasonal activities.

A successful marketing effort garnered support from the Village Business Association, City of Big Bear Lake, Big Bear Resort Association, Big Bear Chamber and Visitors Center, Bear Mountain Ski Resorts as well as numerous independent hotels and motels. Several businesses have promoted ridership by purchasing tickets in advance and distributing them to their customers. The overall response from visitors, businesses and community members has been hugely positive.

In July 2014 MARTA notified SANBAG of the need to replace the existing trolley as it is over 10 years old and in need of frequent maintenance. Additionally, the body was manufactured by a company that is no longer in business; therefore, body parts have had to be custom fabricated. The price of a new trolley is estimated to be \$201,144.

Staff recommendation is that MARTA's Fiscal Year 2014/2015 operator allocation be amended to include this additional funding, which will increase the total Fiscal Year 2014/2015 allocation to MARTA from \$108,468 to \$309,612.

*Entity: CTC*

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***Financial Impact:***

This item is consistent with the SANBAG Fiscal Year 2014/2015 Budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Vanessa Jezik, Transportation Programming Analyst

## *Minute Action*

AGENDA ITEM: 9

**Date:** *October 9, 2014*

**Subject:**

Public Transportation Modernization, Improvement, and Service Enhancement Account  
 Expenditure Plan Amendments

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

A. Approve amendments to the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Expenditure Plans for Victor Valley Transit Authority (VVTA) as shown in Attachment A; increasing the overall allocation to VVTA by \$14,276, and decreasing the overall allocation to Barstow Area Transit by the same amount.

B. Approve an amendment to the PTMISEA Expenditure Plan for San Bernardino Associated Governments (SANBAG), as shown in Attachment B.

**Background:**

Allocations from the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) provide capital funds to SANBAG and all of the transit operators throughout the county. This includes Barstow Area Transit (BAT), Morongo Basin Transit Authority (MBTA), Mountain Area Regional Transit Authority (MARTA), Needles Area Transit (NAT), Omnitrans, Southern California Regional Rail Authority (SCRRA) and Victor Valley Transit Authority (VVTA).

Assembly Bill 1072, Statutes of 2009, and PTMISEA Guidelines require that operators and SANBAG submit to Caltrans a PTMISEA Program Expenditure Plan that contains a list of all projects the agency intends to fund with its share of PTMISEA for the life of the bond, including the amount for each project and the year in which the funds will be requested.

Approval of this item will amend the current Expenditure Plan for the VVTA and increase the overall PTMISEA allocation to VVTA by \$14,276; the overall PTMISEA allocation to BAT would decrease by the same amount. VVTA will expend the additional allocation of PTMISEA funding on equipment for BAT, and BAT supports this amendment request.

The SANBAG Expenditure Plan amendment is required to remain consistent with the PTMISEA-operator allocation funding requests the SCRRA has submitted to Caltrans. PTMISEA-operator allocations are allocated directly to eligible operators; SANBAG does not retain authority over the use of PTMISEA-operator allocations. The PTMISEA-operator allocation for SCRRA is funding the positive train control and sealed corridor projects and rehabilitation and renovation of Metrolink infrastructure. The overall total PTMISEA-operator allocation amount allocated to SCRRA will not change with approval of this item.

**Entity:** *CTC*

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***Financial Impact:***

This item has no financial impact on the adopted SANBAG budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Vanessa Jezik, Transportation Programming Analyst

**Public Transportation Modernization, Improvement, and Service Enhancement Program (PTMISEA)  
Expenditure Plan Worksheet**

Sponsor Agency: Victor Valley Transit Authority  
 City/County: Hesperia/San Bernardino  
 Sponsor Contact: Kevin Kane  
 Email: [kkane@vvtla.org](mailto:kkane@vvtla.org)  
 Phone: (760) 948-4330

Estimated Future Appropriations: 822,271 + 10,076,421 - 5,468,852 (This is derived by taking the total amount of PTMISEA funding listed in the October 30, 2009, letter from the California State Controller John Chiang, and subtracting the amount appropriated in FY 09/10 and FY 10/11.)

Project Name	Project Description	PTMISEA Funds by FY					Other Fund Sources			Total Estimated Project Cost
		Prior	14/15	15/16	16/17	Total From Future Appropriation	Federal	State	Local	
<b>Operator Allocation</b>	<b>GC 8879.55(a)(3)</b>									
3 ADA ParaT. Rplc buses	Purchase ADA Paratransit replacement buses (CMAQ match)	\$63,659				\$0	\$491,342			\$555,000
2 Fixed Route rplc buses	Purchase fixed route replacement buses (CMAQ match)	\$110,615				\$0	\$853,773			\$964,388
Shelters & Accessibility Imprv.	Purchase shelters, benches, and accessibility improvements	\$144,915				\$0	\$25,085			\$170,000
1 rplc service truck	Purchase replacement service truck	\$35,000				\$0				\$35,000
Path of travel bus stop imprv.	Path of travel bus stop improvements (Article 3 match)	\$28,189				\$0			\$92,166	\$120,355
ITS hardware/software	ADA paratransit and fixed route communications and data resources	\$190,556	\$249,337			\$249,337				\$439,893
<b>Population Allocation</b>	<b>GC 8879.55(a)(2)</b>									
3 fixed route expansion buses	Purchase fixed route expansion buses	\$1,800,000				\$0				\$1,800,000
Shelters & Accessibility Imprv.	Purchase shelters, benches, solar lights and accessibility improvements	\$125,000				\$0	\$50,170			\$175,170
2 ADA ParaT. Rplc buses	Purchase ADA Paratransit replacement buses	\$190,000				\$0				\$190,000
ITS hardware/software	Purchase ADA paratransit and fixed route communications and data resources	\$385,918				\$0				\$385,918
8 Premium ParaT. Rplc buses	Purchase replacement buses	\$1,205,000				\$0				\$1,205,000
2 Service vehicles rplc	Purchase replacement service vehicles	\$105,000				\$0				\$105,000
2 fixed route rplc buses	Purchase Regional Buses rplc	\$970,000				\$0				\$970,000
Shelters & Accessibility Imprv.	Purchase shelters, benches, solar lights and accessibility improvements	\$115,000				\$0	\$135,568			\$250,568
4 ADA ParaT. Rplc/Exp buses	Purchase ADA Paratransit replacement buses (2) and expansion (2)		\$86,000			\$86,000	\$381,337	\$22,663		\$490,000
Shelters & Accessibility Imprv.	Purchase shelters, benches, solar lights and accessibility improvements		\$125,000			\$125,000	\$35,568			\$160,568
Barstow Bus Stop Amenities	Purchase benches, solar lights, trash cans and other bus stop improvements		\$14,276			\$14,276				\$14,276
8 ADA ParaT. Rplc buses	Purchase ADA Paratransit replacement buses			\$1,354,000		\$1,354,000				\$1,354,000
2 Service vehicles rplc	Purchase replacement service vehicles			\$75,000		\$75,000				\$75,000
Shelters & Accessibility Imprv.	Purchase shelters, benches, solar lights and accessibility improvements			\$100,000		\$100,000				\$100,000
2 Service vehicles rplc	Purchase replacement service vehicles				\$80,000	\$80,000				\$80,000
5 fixed route rplc buses	Purchase fixed route replacement buses				\$2,810,503	\$2,810,503				\$2,810,503
5 ADA ParaT. Rplc buses	Purchase ADA Paratransit replacement buses				\$450,000	\$450,000				\$450,000
Shelters & Accessibility Imprv.	Purchase shelters, benches, solar lights and accessibility improvements				\$100,000	\$100,000				\$100,000
						\$0				\$0

Total Number of Projects:	PTMISEA Funds by FY					Other Fund Sources			Total Estimated Project Cost	
	Prior	14/15	15/16	16/17	Total	Federal	State	Local		
24	Totals:	\$5,468,852	\$474,613	\$1,529,000	\$3,440,503	\$5,444,116	\$1,972,843	\$22,663	\$92,166	\$12,986,338

**Description:**  
 Each project sponsor shall complete the above table listing each project to be funded with PTMISEA funds. These projects should represent the sponsor's remaining share of PTMISEA funds for the life of the Bond. The total amount in the blue highlighted cell (below) should equal the project sponsor's total PTMISEA Future Appropriations (above).

Shaded areas are precalculated. Please do not change the formulas.

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

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

# ATTACHMENT B

Effective: 10/09

## Public Transportation Modernization, Improvement, & Service Enhancement Program (PTMISEA) PTMISEA Program Expenditure Plan Worksheet

Sponsor Agency: Southern California Regional Rail Authority  
 City/County: Los Angeles/San Bernardino  
 Sponsor Contact: Joanna Capelle  
 Email: [capellej@scrra.net](mailto:capellej@scrra.net)  
 Phone: 213 247-8049

Total PTMISEA Appropriation: 6799128 + 28142875 (This is the total amount of PTMISEA funding that was listed in the October 30, 2009 letter from the California State Controller, John Chiang.)

Project Name	Project Description	PTMISEA Funds by FY										Other Fund Sources			Total Estima Project Co				
		Prior	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	Total	Federal	State	Local					
<b>Operator Allocation</b>		<b>GC 8879.55(a)(3)</b>																	
1. Positive Train Control (PTC)	PTC is a predictive collision avoidance technology designed to stop a train before a train movement that may result in an accident can occur. The Rail Safety Improvement Act of 2008 mandates the installation of PTC on passenger rail systems by 12/31/2015.		\$874,339	\$2,623,022											\$3,497,361	\$73,614,650	\$81,621,734	\$25,605,587	\$184,339
2. Rehab/Renovation	Rehab of Metrolink infrastructure, rolling stock, and equipment to extend useful life.			\$620,035				\$1,030,848							\$1,650,883				\$1,650
3. SB Line Sealed Corridor - SB County	Installation of fencing, barriers and other Safety Improvements			\$620,036				\$1,030,848							\$1,650,884				\$1,650
<b>Population Allocation</b>		<b>GC 8879.55(a)(2) - Funds from SANBAG</b>																	
1. Positive Train Control (PTC)	(see above)	\$5,500,000				\$18,798									\$18,798				\$18
2. Safety Retrofits on Rail Cars	(see above)	\$3,309,525					\$458,073	\$458,073	\$458,073	\$458,073					\$1,832,292				\$1,832
3. SB Line Extension	Extends SB Line to San Bernardino Transit Station (Rilato & E)			\$1,000,000	\$5,419,844										\$6,419,844	\$22,306,000	\$16,621,156	\$27,211,000	\$72,558
4. Redlands Line Construction	Reconstruct 9 miles, grade crossings, signal system & 8 stations							\$544,939							\$544,939	\$85,586,000	\$4,794,000	\$109,295,000	\$200,219
5. Redlands Rail Equipment	Acquire Redlands Rail vehicles							\$15,827,000							\$15,827,000				\$15,827
6. Rialto Metrolink Parking	Acquire property and construct additional surface parking			\$1,500,000											\$1,500,000	\$3,485,000		\$800,000	\$5,785
7. Double Tracking Projects	Lilac to Rancho, 3 miles & 9 x-ings; Central to Archibald, 5.5 miles & 12 x-ings				\$2,000,000										\$2,000,000				\$2,000
															\$0				\$0
															\$0				\$0
															\$0				\$0
															\$0				\$0
<b>Total Number of Projects:</b>																			
8		Totals:																	
		\$8,809,525	\$874,339	\$6,363,093	\$7,419,844	\$18,798	\$458,073	\$18,891,708	\$458,073	\$458,073	\$34,942,001	\$184,991,650	\$103,036,890	\$162,911,587	\$485,882				

**Description:**  
 Each project sponsor shall complete the above table listing each project to be funded with PTMISEA funds. These projects should represent the sponsor's entire share of PTMISEA funds for the life of the Bond. The total amount in the blue highlighted cell (below) should equal the project sponsor's total PTMISEA appropriation (above).

Shaded areas are pre calculated. Please do not change the formulas.

Sponsor Agency Signature : _____	Date: _____
Caltrans Signature : _____	Date: _____

## *Minute Action*

AGENDA ITEM: 10

**Date:** *October 9, 2014*

**Subject:**

Memorandum of Understanding with the Southern California Association of Governments -  
 Section 5310 Program Administration

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the  
 San Bernardino County Transportation Commission:

A. Approve the Memorandum of Understanding No. 15-1001089 with Southern California  
 Association of Governments for the Section 5310 Program for Enhanced Mobility of Seniors and  
 Individuals with Disabilities.

B. Authorize the Executive Director and/or his designee to execute the Memorandum of  
 Understanding No. 15-1001089.

**Background:**

The Federal Transit Administration (FTA) Section 5310 Program provides formula funding  
 to States and Designated Recipients of large urbanized areas (UZAs) to improve mobility  
 for seniors and individuals with disabilities. This program provides funds to serve the special  
 needs of transit-dependent populations beyond traditional public transportation services  
 and Americans with Disabilities Act (ADA) complementary paratransit services.

Under Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), the Section 5310 Program  
 no longer provides a single apportionment to the State. It now provides apportionments  
 specifically for large urbanized, small urbanized and rural areas. Additionally, MAP-21 requires  
 that for each large urbanized area, a new Designated Recipient(s) must be identified  
 to administer the Section 5310 Program. Prior to MAP-21, Caltrans was the Designated  
 Recipient administering Section 5310 Program funds.

Caltrans presented three options to choose from in regards to the 5310 Program Administration:  
 Statewide Program Administration, Regional Program Administration, and Regional Program  
 Administration with Statewide Procurement and Oversight.

Under the Statewide Program Administration option, Caltrans would be the Designated  
 Recipient for all Section 5310 funds in California, including large urban, small urban and  
 rural areas. Caltrans would be responsible for selecting the projects following a competitive  
 application process and entering into agreements with selected recipients, procurement,  
 and oversight along with project monitoring and tracking.

**Entity:** *CTC*

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Under the Regional Program Administration option, the Designated Recipient would be a local eligible government entity, such as a Metropolitan Planning Organization (MPO), County Transportation Commission (CTC), or public transit operator, within the large UZA. In addition, multiple designated recipients are allowed in one large UZA. Designated Recipients for FTA Section 5307 Program funds are eligible Direct Recipients for Section 5310 Program funds. The regional program administration options are the following: (a) the MPO, such as Southern California Association of Governments (SCAG), is the Designated Recipient and CTCs, such as SANBAG, are the Direct Recipients; (b) the CTC is the Designated Recipient and the Direct Recipient; or (c) there are Multiple Designated and Direct Recipients. SCAG was not in favor of this option and SANBAG is not a Designated Recipient for Section 5307 Program funds.

Under the Regional Program Administration with Statewide Procurement and Oversight option, Caltrans is the Designated Recipient and would be responsible for executing Standard Agreements with the sub-recipients, programming projects into the Federal Transportation Improvement Program (FTIP), and procurement, monitoring, inspections, and implementation. MPOs and/or CTCs would be responsible for the pre-executed grant process. Additionally, this scenario would also allow for each eligible Designated and Direct Recipient to use grant funds for administrative-related purposes. MPOs and CTCs may have to apply directly to FTA for these funds and identify the administrative cost within the Program of Projects (POP).

In consultation with SCAG, other CTCs in the SCAG region, and the transit operators within the SANBAG jurisdiction, SANBAG selected option 3, Regional Program Administration with Statewide Procurement and Oversight, also referred to as the Administration Hybrid-Partnership. As discussed above, SANBAG will be responsible for the pre-executed grant process, which includes the Call for Projects, workshops, reviewing/scoring/awarding/approving grant applications, developing the POP, and submitting the POP to SCAG. SCAG will be responsible for delivering all final decisions and selections to Caltrans.

The Memorandum of Understanding recommended for approval between SANBAG and SCAG clarifies the roles and responsibilities with regards to the implementation of the Section 5310 Program with the Administration Hybrid-Partnership model. The grant application will address the roles and responsibilities between SANBAG and each grant recipient. Each grant recipient will be required to enter into a sub-recipient agreement with Caltrans.

***Financial Impact:***

This item has no impact on the SANBAG Budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel has reviewed this item and the draft memorandum of understanding.

***Responsible Staff:***

Vanessa Jezik, Transportation Programming Analyst

**MEMORANDUM OF UNDERSTANDING  
No. M-006-15**

**BETWEEN  
SAN BERNARDINO ASSOCIATED GOVERNMENTS AND  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
FOR THE SECTION 5310 ADMINISTRATION HYBRID-PARTNERSHIP**

This Memorandum of Understanding (“MOU” or “Agreement”) is by and between the **Southern California Association of Governments** (“SCAG”) and **San Bernardino Associated Governments**, acting in its capacity as the San Bernardino County Transportation Commission (SANBAG), subsequently herein referred to as the “County Transportation Commission (CTC),” for the Administration Hybrid-Partnership in regards to the Federal Transit Administration (FTA) Section 5310 Program under the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP 21) reauthorization. SCAG and CTC may be collectively herein referred to as “Parties.”

**RECITALS**

WHEREAS, under the terms of MAP-21, SCAG engaged in extensive consultations with Caltrans and the SCAG-area County Transportation Commissions (CTCs) and arrived at Caltrans as the Designated Recipient for the large urbanized areas within the SCAG region, with the exception of Los Angeles and Ventura counties;

WHEREAS, it was decided in the best interest of the region, to select the option known as the Administrative Hybrid – Partnership for the Counties of Orange, Riverside, and San Bernardino;

WHEREAS, on April 23, 2014, the Governor of the State of California named Designated Recipients for large UZAs as set forth in Addendum No. 1, attached hereto and incorporated herein by this reference;

WHEREAS, under the Administrative Hybrid – Partnership option, Caltrans will be retained as the Designated Recipient and be responsible for overall grant program management, including procurement and entering agreements with subrecipients; and

WHEREAS, this MOU defines responsibilities for the CTC and SCAG under the Administrative Hybrid – Partnership option. CTCs will be responsible for all project scoring/selections and programming decisions. SCAG will be responsible for delivering all final decisions and selections to Caltrans.

**NOW THEREFORE, IT IS MUTUALLY AGREED THAT:**

**The above recitals are hereby incorporated into this Agreement.**

**1. Term**

- A. The Term of this MOU shall begin on the Effective Date of the MOU and continues in full force until such party withdraws from this MOU pursuant to Section 5 or this MOU is terminated by SCAG upon thirty (30) calendar days prior written notice.
- B. The Effective Date of this MOU shall mean the date (meaning the last date indicated on the signature page of this MOU) that the Parties have fully executed this MOU.
- C. The Project will involve coordination between SCAG and CTCs, whereas the CTC will be responsible for delivering all required deliverables to SCAG and in turn, SCAG will be responsible for delivering those finalized deliverables to Caltrans. The major tasks and party responsible is identified in the Project Timeline, attached hereto and subsequently herein referred to as Addendum No. 2.

**2. Section 5310 Categories and Funding Thresholds**

- A. The County Allocations and Category Thresholds are attached hereto and subsequently herein referred to as Addendum No. 3.
- B. The following eligible activities by category are identified below:
- 1) Traditional Projects- The eligible activities listed in Chapter III, Section 14 in the FTA Circular C.9070.1G are eligible under the Administrative Hybrid – Partnership; with the exception of the following ineligible activities:
    - Acquisition of transportation services under a contract, lease, or other arrangement (Only eligible if there is a State approved MOU)
    - Lease of equipment
    - Preventive maintenance (as defined in the National Transit Database)
    - Vehicle rehabilitation; manufacture, or overhaul and Wheelchair lifts
    - Transit Shelters or other facility improvements
    - Fixed route equipment such as, but not limited to; fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.
  - 2) Expanded Projects - The eligible activities listed in Chapter III, Section 15 in the FTA Circular C.9070.1G are eligible under the Administrative Hybrid – Partnership; with the exception of the following ineligible activities:
    - Lease of equipment
    - Preventive maintenance (as defined in the National Transit Database)
    - Vehicle rehabilitation; manufacture, or overhaul and Wheelchair lifts
    - Transit Shelters or other facility improvements
    - Fixed route equipment such as, but not limited to; fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.
  - 3) Planning Projects: A portion of the CTC’s allocation may be used to fund program planning costs including technical assistance, project

selection/programming and local coordinated plan expenses. CTCs may pass any portion of funds available for planning related expenses, up to the allowable maximum amount identified in Addendum No. 3, on to subrecipients for the same purpose. Planning costs may be funded at 100 percent federal share.

### 3. Roles and Responsibilities

The Parties hereby agree to the following Summary of Responsibilities in conjunction with the detailed tasks identified in Addendum No. 2:

#### A. CTC Responsibilities:

- 1) The CTC has the option of using Caltrans' application template, but is not required to do so. At minimum, the following information is needed for each selected project:
  - Traditional Projects:
    - Coordinated Plan Certification
    - Current Grant Subrecipient – Compliance
    - Project Need
    - Private Nonprofit Agency – Corporation Status Inquiry and Certification
    - Public Agency Certification: If applicable, the following, but not limited to, would be required to satisfy the Public Agency Certification:
      - Public agency designation letter or proof of public hearing(s) AND agency findings resolution must be completed and submitted to SCAG by November 28, 2014.
    - General Certifications and Assurances Summary
    - Agency Profile
  - Expanded Projects:
    - Coordinated Plan Certification
    - Private Nonprofit-Corporation Status Inquiry and Certification
    - General Certification and Assurances
    - Lawsuits/Complaints
    - Applicant Profile
    - Applicant's Annual Budget
  - Planning Projects:
    - Coordinated Plan Certification
    - Private Nonprofit-Corporation Status Inquiry and Certification
    - General Certification and Assurances
    - Lawsuits/Complaints
    - Applicant Profile
    - Applicant's Annual Budget

- 2) The CTC shall develop their own project selection criteria consistent with their coordinated planning process ensuring such process is fair, non-discriminating and equitable, and all applicants certify and assure that they will comply with all federal-aid requirements, including Title VI requirements and related guidelines, upon project award.
- 3) Project selection that is conducted in accordance with FTA Circular C9070.1G.
- 4) Project selection consistent with the FTA Circular C9070.1G and the ineligible activities identified in Section 2 (B) of this MOU.
- 5) The Finalized Project Selection List (also referred to as the Program of Projects) must use the Project Selection template provided by SCAG and be submitted to SCAG on or before January 14, 2015.
- 6) Programming the selected projects into the Federal Transportation Improvement Program (FTIP).

#### B. SCAG Responsibilities:

- 1) Large UZA apportionments are maintained according to FTA notices and responsible for identifying county splits and program category thresholds for each large UZA.
- 2) SCAG will finalize the Program of Projects and receive its governing board approval for the selected projects.
- 3) Ensure projects are eligible under the eligibility activities identified in Section 2 (B) of this MOU.
- 4) Ensure recipients are eligible in accordance with FTA Circular C9070.1G.
- 5) In the event that before a project is funded, should SCAG find the project is ineligible and/or insufficient to carry out the intent of the program, SCAG reserves the right, in consultation with the CTC to cancel the project.

#### 4. **Funding Availability**

FTA Section 5310 grant funds will be available to the local agency grantees after Caltrans receives final grant approval from FTA to release the funds.

#### 5. **Hold Harmless**

The CTC undertakes and agrees to defend, indemnify, and hold harmless SCAG and any of its Regional Council board members, officers, employees, and agents, from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs

(including without limitation, costs and fees of litigation) of every nature arising out of or in connection with the CTC's performance of services hereunder or its failure to comply with any of its obligations or requirements contained in this MOU, except such loss or damage which was caused by the sole negligence or willful misconduct of SCAG.

## 6. Notices

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

To SCAG: Basil Panas, Chief Financial Officer  
Southern California Association of Governments  
818 W. 7th Street, 12th Floor  
Los Angeles, CA 90017  
Phone: (213) 236-1817

To CTC: Mr. Raymond Wolfe  
Executive Director  
San Bernardino Associated Governments  
1170 W. 3rd Street, 2nd Floor  
San Bernardino, CA 92410-1715

## 7. Termination of MOU Funding Availability

The termination, suspension or cancellation of this MOU must be negotiated between the involved parties, and memorialized in writing.

**[Signatures on following page]**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

**Approvals:**

**SAN BERNARDINO ASSOCIATED GOVERNMENTS,  
Acting as the San Bernardino County Transportation Commission**

\_\_\_\_\_  
Raymond Wolfe, SANBAG Executive Director

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Eileen Monaghan Teichert, SANBAG General Counsel

\_\_\_\_\_  
Date

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

\_\_\_\_\_  
Hasan Ikhata, Executive Director  
Southern California Association of Governments

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Joan Africa, Chief Counsel  
Southern California Association of Governments

\_\_\_\_\_  
Date

## ADDENDUM NO. 1

### LARGE UZA DESIGNATIONS

#### Designated Recipients List

<u>Large UZA</u>	<u>Designated Recipient</u>
1) Antioch	Caltrans
2) Concord	Caltrans
3) San Francisco - Oakland	Caltrans
4) San Jose	Caltrans
5) Santa Rosa	Caltrans
6) Indio- Cathedral City County of Riverside	Caltrans
7) Lancaster-Palmdale County Los Angeles	Los Angeles County Metropolitan Transportation Authority (Metro)
8) Los Angeles-Long Beach-Anaheim County of Los Angeles County of Orange County of San Bernardino	Metro Caltrans Caltrans
9) Mission Viejo-Lake Forest-San Clemente County of Orange	Caltrans
10) Murrieta-Temecula-Menifee County of Riverside	Caltrans
11) Oxnard County of Ventura	Ventura County Transportation Commission (VCTC)
12) Thousand Oaks County of Ventura	Ventura County Transportation Commission (VCTC)
13) Riverside-San Bernardino County of Riverside County of San Bernardino	Caltrans Caltrans
14) Santa Clarita County of Los Angeles	Metro
15) Victorville-Hesperia County of San Bernardino	Caltrans
16) Bakersfield	Caltrans
17) Fresno	Fresno COG
18) Modesto	Caltrans
19) Sacramento	Caltrans
20) San Diego	San Diego Association of Governments
21) Stockton	Caltrans
21) Visalia	Caltrans

## ADDENDUM NO. 2 PROJECT TIMELINE

SECTION 5310 ADMINISTRATIVE HYBRID-PARTNERSHIP																								
TASK	RESPONSIBLE PARTY	FY 2014/15												FY 2015/16										DOCUMENTS
		July	August	September	October	November	December	January	February	March	April	May	June	J	A	S	O	N	D	J				
<b>1.0</b>	<b>SCAG &amp; CTC MOU</b>																							
1.1	Final MOU Sent to CTCs	SCAG																						Final MOU
1.2	MOU Signed by CTCs & Returned to SCAG	CTCs																						Copy of CTC signed MOU
1.3	MOU Executed	SCAG																						MOU sent to all Parties for their Records
<b>2.0</b>	<b>CALL FOR PROJECTS/PROJECT SELECTION PROCESS</b>																							
2.1	Project Selection Initiated (Start No Later Than 10/1/14)	CTCs																						Application, Announcement, etc
2.2	Caltrans Workshop (If applicable); Oct 6 - 10, 2014	Caltrans																						Flyer, Sign-in Sheet, etc
2.3	Applications (If Applicable) due to CTCs	Applicants																						Applications/Projects Info
2.4	Preliminary List of Projects submitted to SCAG	CTCs																						Draft Project List
2.4	Finalized Program of Projects (POP) submitted to SCAG	CTCs																						Final POP w/ contingent backup projects
2.5	Review of Selected Projects	SCAG																						POP and Applications for Selected Projects
2.6	SCAG Governing Board Approval	SCAG																						Staff Report, Resolution and POP
2.7	Selected Projects submitted to Caltrans	SCAG																						Resolution, POP and Certs & Assurances
2.8	If applicable, Public hearings must be completed and submitted to SCAG	Applicants																						Public Hearing documentation
2.9	Projects reviewed by Caltrans and California Transportation Commission adopts project selections	Caltrans																						Meeting Summary
<b>3.0</b>	<b>PROJECT PROGRAMMING/FTIP AMENDMENT</b>																							
3.1	Initiate Programming of Projects in FTIP	CTCs																						Email transmittal reminder from SCAG to CTCs
3.2	Projects Programmed in FTIP	SCAG																						FTIP Sheets and Approval Letters
<b>4.0</b>	<b>CALTRANS FTA GRANT PROCESS</b>																							
4.1	Initiate and Submit FTA Grant Application	Caltrans																						Draft Application
4.2	Grant Application approved by FTA	Caltrans/FTA																						Approved Final Application
<b>5.0</b>	<b>CALTRANS &amp; SUBRECIPIENT AGREEMENTS</b>																							
5.1	Caltrans Workshops for Subrecipients (Fall 2015)	Caltrans																						Flyer, Sign-in Sheet, etc
5.2	Caltrans submits Standard Agreements to Subrecipients	Caltrans																						Standard Agreements
5.3	Subrecipients sign Standard Agreements	Subrecipients																						Signed Standard Agreements
5.4	Caltrans executes Standard Agreements	Caltrans																						Executed Standard Agreements

Attachment: MOU No M-006-15 MAP 21 5310 Admin Hybrid - SCAG SANBAG - sent by SCAG on Sep 30 - revised by SANBAG (1302 : MOU with

## ADDENDUM NO. 3 COUNTY ALLOCATIONS & CATEGORY THRESHOLDS

FY 2013 SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES COUNTY ALLOCATIONS SUMMARY													
County	Indio - CC UZA		LA UZA*		Mission Viejo UZA		Riv-SB UZA*		Temecula - Murr UZA		Victorville UZA		GRAND TOTALS
	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	
Orange	0%	\$ -	19%	\$ 1,621,982	100%	\$ 414,221	0%	\$ 0	0%	\$ -	0%	\$ -	\$ 2,036,203
San Bernardino	0%	\$ -	4%	\$ 382,479	0%	\$ -	41%	\$ 482,505	0%	\$ -	100%	\$ 226,889	\$ 1,091,873
Riverside	100%	\$ 359,008	0%	\$ (0)	0%	\$ -	59%	\$ 707,912	100%	\$ 241,465	0%	\$ -	\$ 1,308,384
<b>TOTALS</b>	<b>100%</b>	<b>\$ 359,008</b>	<b>100%</b>	<b>\$ 2,004,461</b>	<b>100%</b>	<b>\$ 414,221</b>	<b>100%</b>	<b>\$ 1,190,417</b>	<b>100%</b>	<b>\$ 241,465</b>	<b>100%</b>	<b>\$ 226,889</b>	<b>\$ 4,436,461</b>
<b>5% Caltrans Admin fee</b>	5%	\$ 17,950	5%	\$ 100,223	5%	\$ 20,711	5%	\$ 59,521	5%	\$ 12,073	5%	\$ 11,344	
<b>5% Planning Projects Max**</b>	5%	\$ 17,950	5%	\$ 100,223	5%	\$ 20,711	5%	\$ 59,521	5%	\$ 12,073	5%	\$ 11,344	
<b>40% Max for Expanded Projects***</b>	40%	\$ 143,603	40%	\$ 801,784	40%	\$ 165,688	40%	\$ 476,167	40%	\$ 96,586	40%	\$ 90,756	
<b>55% for Traditional Projects Minimum</b>	55%	\$ 197,454	55%	\$ 1,102,453	55%	\$ 227,821	55%	\$ 654,730	55%	\$ 132,806	55%	\$ 124,789	

\*These Large UZAs have multiple counties. Please see tables below for county splits.

\*\*This category is optional and not required. Should the CTCs chose to use the 5% maximum for planning related purposes, it will reduce the Expanded Projects threshold to 35%.

\*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.

### FY 2013 SECTION 5310 ALLOCATIONS CATEGORY THRESHOLDS: LOS ANGELES-LB-ANAHEIM UZA

Thresholds by Category	ORANGE COUNTY		SAN BERNARDINO COUNTY		GRAND TOTALS
	Max Rates	Apport.	Max Rates	Apport.	
Total Allocation	100%	\$ 1,621,982	100%	\$ 382,479	\$ 2,004,461
5% Calltrans Fee	5%	\$ 81,099	5%	\$ 19,124	\$ 100,223
5% Planning Max****	5%	\$ 81,099	5%	\$ 19,124	\$ 100,223
40% Expanded Max*****	40%	\$ 648,793	40%	\$ 152,991	\$ 801,784
55% Traditional Min.	55%	\$ 892,090	55%	\$ 210,363	\$ 1,102,453

### FY 2013 SECTION 5310 ALLOCATIONS CATEGORY THRESHOLDS: Riverside - San Bernardino UZA

Thresholds by Category	RIVERSIDE COUNTY		SAN BERNARDINO COUNTY		GRAND TOTALS
	Max Rates	Apport.	Max Rates	Apport.	
Total Allocation	100%	\$ 707,912	100%	\$ 482,505	\$ 1,190,417
5% Calltrans Fee	5%	\$ 35,396	5%	\$ 24,125	\$ 59,521
5% Planning Max****	5%	\$ 35,396	5%	\$ 24,125	\$ 59,521
40% Expanded Max*****	40%	\$ 283,165	40%	\$ 193,002	\$ 476,167
55% Traditional Min.	55%	\$ 389,352	55%	\$ 265,378	\$ 654,730

\*\*\*\*This category is optional and not required. Should the CTCs chose to use the 5% maximum for planning related purposes, it will reduce the Expanded Projects threshold to 35%.

\*\*\*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.

FY 2014 SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES COUNTY ALLOCATIONS SUMMARY													
County	Indio - CC UZA		LA UZA*		Mission Viejo UZA		Riv-SB UZA*		Temecula - Murr UZA		Victorville UZA		GRAND TOTALS
	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	County Share Rate	Apport.	
Orange	0%	\$ -	19%	\$ 1,562,072	100%	\$ 422,427	0%	\$ 0	0%	\$ -	0%	\$ -	\$ 1,984,500
San Bernardino	0%	\$ -	4%	\$ 368,255	0%	\$ -	41%	\$ 504,580	0%	\$ -	100%	\$ 251,254	\$ 1,124,089
Riverside	100%	\$ 405,826	0%	\$ 0	0%	\$ -	59%	\$ 739,317	100%	\$ 289,320	0%	\$ -	\$ 1,434,464
<b>TOTALS</b>	<b>100%</b>	<b>\$ 405,826</b>	<b>100%</b>	<b>\$ 1,930,328</b>	<b>100%</b>	<b>\$ 422,427</b>	<b>100%</b>	<b>\$ 1,243,897</b>	<b>100%</b>	<b>\$ 289,320</b>	<b>100%</b>	<b>\$ 251,254</b>	<b>\$ 4,543,053</b>
5% Caltrans Admin Fee	5%	\$ 20,291	5%	\$ 96,516	5%	\$ 21,121	5%	\$ 62,195	5%	\$ 14,466	5%	\$ 12,563	
5% Planning Projects Max	5%	\$ 20,291	5%	\$ 96,516	5%	\$ 21,121	5%	\$ 62,195	5%	\$ 14,466	5%	\$ 12,563	
40% Max for Expanded Projects **	40%	\$ 162,331	40%	\$ 772,131	40%	\$ 168,971	40%	\$ 497,559	40%	\$ 115,728	40%	\$ 100,502	
55% for Traditional Projects Minimum	55%	\$ 223,204	55%	\$ 1,061,680	55%	\$ 232,335	55%	\$ 684,144	55%	\$ 159,126	55%	\$ 138,190	

\*These Large UZAs have multiple counties. Please see tables below for county splits.

\*\*This category is optional and not required. Should the CTCs chose to use the 5% maximum for planning related purposes, it will reduce the Expanded Projects threshold to 35%.

\*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.

**FY 2014 SECTION 5310 ALLOCATIONS CATEGORY THRESHOLDS:  
LOS ANGELES-LB-ANAHEIM UZA**

Thresholds by Category	ORANGE COUNTY		SAN BERNARDINO COUNTY		GRAND TOTALS
	Max Rates	Apport.	Max Rates	Apport.	
Total Allocation	100%	\$ 1,562,072	100%	\$ 368,255	\$ 1,930,327
5% Calltrans Fee	5%	\$ 78,104	5%	\$ 18,413	\$ 96,516
5% Planning Max****	5%	\$ 78,104	5%	\$ 18,413	\$ 96,516
40% Expanded Max*****	40%	\$ 624,829	40%	\$ 147,302	\$ 772,131
55% Traditional Min.	55%	\$ 859,140	55%	\$ 202,540	\$ 1,061,680

**FY 2014 SECTION 5310 ALLOCATIONS CATEGORY THRESHOLDS:  
Riverside - San Bernardino UZA**

Thresholds by Category	RIVERSIDE COUNTY		SAN BERNARDINO COUNTY		GRAND TOTALS
	Max Rates	Apport.	Max Rates	Apport.	
Total Allocation	100%	\$ 739,317	100%	\$ 504,580	\$ 1,243,897
5% Calltrans Fee	5%	\$ 36,966	5%	\$ 25,229	\$ 62,195
5% Planning Max****	5%	\$ 36,966	5%	\$ 25,229	\$ 62,195
40% Expanded Max*****	40%	\$ 295,727	40%	\$ 201,832	\$ 497,559
55% Traditional Min.	55%	\$ 406,625	55%	\$ 277,519	\$ 684,144

\*\*\*\*This category is optional and not required. Should the CTCs chose to use the 5% maximum for planning related purposes, it

\*\*\*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.



## CONTRACT SUMMARY SHEET

Contract No. 15-1001089 Amendment No. \_\_\_\_\_

By and Between

SANBAG \_\_\_\_\_ and SCAG \_\_\_\_\_

Contract Description MOU between SANBAG and SCAG ; defining roles and responsibilities for implementing Section 5310 Program.

<b>Board of Director's Meeting Date:</b> November 5, 2014	
<b>Overview of BOD Action:</b> Approve the memorandum of understanding 15-1001089 between SANBAG and SCAG for the Section 5310 Program.	
Is this a Sole-Source procurement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

CONTRACT OVERVIEW					
Original Contract Amount	\$	0	Original Contingency Amount	\$	
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>	\$	
Current Amendment Amount	\$		Contingency Amendment	\$	
<b>TOTAL CONTRACT VALUE</b>	\$	0	<b>TOTAL CONTINGENCY VALUE</b>	\$	
<b>TOTAL BUDGET AUTHORITY</b> <i>(contract value + contingency)</i>				\$	0

<b>Contract Start Date</b> Effective date of contract	<b>Current Contract Expiration Date</b> June 30, 2016	<b>Revised Contract Expiration Date</b>
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION				
<input checked="" type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>0501</u> .				
<input type="checkbox"/> A Budget Amendment is required.				
How are we funding current FY? <u>N/A</u>				
<input checked="" type="checkbox"/> Federal Funds	<input type="checkbox"/> State Funds	<input type="checkbox"/> Local Funds	<input type="checkbox"/> TDA Funds	<input type="checkbox"/> Measure I Funds
<i>Provide Brief Overview of the Overall Funding for the duration of the Contract:</i>				
This is FTA funding that SANBAG allocates but does not flow through our books. Will go directly to subrecipient via Caltrans. <input type="checkbox"/> Payable <input type="checkbox"/> Receivable				

CONTRACT MANAGEMENT INFORMATION
<b>Check all applicable boxes:</b>
<input type="checkbox"/> Retention? If yes, indicate % _____.
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ %

Vanessa Jezik

Project Manager (Print Name)	Signature	Date
Task Manager (Print Name)	Signature	Date
Dir. of Fund Admin. & Programming (Print Name)	Signature	Date
Contract Administrator (Print Name)	Signature	Date
Chief Financial Officer (Print Name)	Signature	Date

Attachment: 15-1001089 CSS [Revision 1] (1302 : MOU with SCAG - Roles & Responsibilities regarding 5310 Program Administration)

## *Minute Action*

### AGENDA ITEM: 11

**Date:** *October 9, 2014*

**Subject:**

Call for Projects for Federal Transit Administration Section 5310

**Recommendation:**

That the Commuter Rail and Transit Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve the issuance of a Federal Transit Administration Section 5310 Program Call for Projects due to San Bernardino Associated Governments on December 5, 2014.

**Background:**

As outlined in the Memorandum of Understanding between San Bernardino Associated Governments (SANBAG) and Southern California Association of Governments (SCAG), SANBAG has the authority to select projects for Federal Transit Administration (FTA) Section 5310 Program funds located in the urbanized areas within San Bernardino County. Once SANBAG has made its project selection and SCAG has approved the selections, Caltrans will enter into agreements with the agencies that are awarded funding and provide project oversight for these projects.

The total funding available is as follows:

- \$454,236 Victor Valley - Hesperia Urbanized Area
- \$713,197 Los Angeles - Long Beach - Anaheim Urbanized Area (all areas west of Fontana, not including the City of Fontana)
- \$937,731 Riverside - San Bernardino Urbanized Area (all areas east of Fontana, including the City of Fontana)

There are two applications for this funding depending on the type of project submitted. One is for Traditional Section 5310 Projects, and the other is for Expanded Section 5310 Projects.

Those who would like to apply for Traditional Section 5310 funding should submit projects that are considered buses/vans that are ADA accessible, vehicle procurement testing and inspection, radios and communication equipment, computer hardware and software that support Section 5310 program purposes only, extended warranties which do not exceed the industry standard, and transit related intelligent transportation systems.

Those who would like to apply for Expanded Section 5310 funding should submit projects that are considered operating activities such as expansion of paratransit service that is beyond ADA minimum requirements, expansion of service hours, enhancement of services such as door-to-door or escort services, and new or expansion of volunteer driver programs. Additionally under

*Entity: CTC*

## Commuter Rail &amp; Transit Committee Agenda Item

October 9, 2014

Page 2

the Expanded Section 5310 Projects, capital activities are allowed such as acquisition of accessibility equipment beyond ADA requirements, purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs, and mobility management activities.

A minimum of 55% of the funding will be awarded to Traditional Section 5310 Projects and the remaining will be used for the Expanded Section 5310 Projects. There will be a staff level review panel made up of AMMA consulting, SANBAG staff and Riverside County Transportation Commission staff. No potential applicants will be a part of the review process. Once the applications are reviewed a recommendation will be made to the Commuter Rail and Transit Committee and then to the SANBAG Board of Directors.

The schedule will be the following:

§5310 grant application released by SANBAG	<b>11/5/2014</b>
Draft applications due to SANBAG for optional review	<b>11/19/2014</b>
Final completed applications due to SANBAG	<b>12/5/2014</b>
SANBAG Board approves §5310 allocations	<b>2/4/2015</b>

Staff recommends that the Commuter Rail and Transit Committee recommend the Board approve the issuance of a Federal Transit Administration Section 5310 Call for Projects due to SANBAG on December 5, 2014.

***Financial Impact:***

This item has no impact on the Fiscal Year 2014/2015 budget as the 5310 funds will not flow through SANBAG.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. This item has been reviewed by SANBAG General Counsel.

***Responsible Staff:***

Nancy Strickert, Transit Analyst



**FTA Expanded 5310 Projects**  
*Enhanced Mobility for Seniors and  
 Individuals with Disabilities Program*  
**Grant Application**  
**Urbanized Areas of San Bernardino  
 County**

**Due to SANBAG: December 5, 2014**

***NOTE: Please complete all sections of this application. Application packages with incomplete and/or missing information will not be considered for funding.***

Agency (Applicant) Legal Name

Physical Address (No P.O. Box)

City

County

Zip

Contact Person (Grant Management)

Phone

FAX

E-Mail Address

Name of Authorizing Representative certifying to the information contained in this application is true and accurate:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency.

Signature (Authorizing Representative) \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Metropolitan Planning Agency/Regional Transportation Planning Agency:

**San Bernardino Associated Governments**

MPO/RTPA contact name, phone, and email address

**Nancy Strickert (SANBAG) – (909) 884-8276 NStrickert@sanbag.ca.gov**

*Available in alternate formats by request*

San Bernardino Associated Governments  
 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
 San Bernardino, CA 92410

**Expanded 5310**  
**Application Checklist/Table of Contents**

**Applicant:** \_\_\_\_\_ **County/Region:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

<u>Table of Contents:</u>	Page (s)	Checklist (Return Applicable Items to Caltrans)
<b>COMPLETE THE REQUIRED SECTIONS</b>		
Application Checklist/Table of Contents	2	<input type="checkbox"/>
PART I – Coordinated Plan Certification	3	<input type="checkbox"/>
PART II – Private Nonprofit-Corporation Status Inquiry and Certification	4	<input type="checkbox"/>
PART III – General Certification and Assurances	5	<input type="checkbox"/>
PART IV – Lawsuits/Complaints	11	<input type="checkbox"/>
PART V – Applicant Profile	12	<input type="checkbox"/>
PART VI – Applicant’s Annual Budget	13	<input type="checkbox"/>
<b>COMPLETE THE APPLICABLE SECTION(S)</b>		
PART VII – Funding Request	15	<input type="checkbox"/>
ATTACHMENT A – Operating Assistance Information	16-21	<input type="checkbox"/>
ATTACHMENT B – Mobility Management	22-27	<input type="checkbox"/>
ATTACHMENT C – Capital-Vehicle/Other Equipment	28-36	<input type="checkbox"/>

Application Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**PART I**

**Coordinated Plan Certification**

*References: FTA C 9070.1G Chapter V*

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.” (Circulars, Section V-5)

For additional information see the California Coordinated Plan Resource Center website at:

<http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

**Required Elements:** Projects shall be included in a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circulars, V-1)

**Adoption of a Plan:** As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circulars, V-7 & V-8)

**Draft Plan:** Agencies who do not have a final adopted Coordinated Plan may submit an application for funding if the project was included in a Draft Coordinated Plan. Approved projects will remain in Category B until the final adopted Coordinated Plan and public participation process has been finalized.

**Coordinated Plan Lead Agency (Agency preparing the Coordinated Plan)**

Agency San Bernardino Associated Governments	
Title of Coordinated Plan - 2011 Updated Public Transit-Human Services Transportation Coordination Plan - San Bernardino County Public Transit - Human Services Transportation Coordination Plan	Date Plan Adopted (attach documentation)
	Date of Draft Plan
Agency Representative Name (Print) Nancy Strickert	Title Transit Analyst
Signature	Date

**Grant Applicant**

Agency	
Agency Representative (Print)	Title
Signature	Date

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

## PART II

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

If you are claiming eligibility as a FTA Section 5310 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to: <http://kepler.ss.ca.gov/list.html> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Sections 5310 Program.
2. If you are unable to locate the information on line, you can obtain the “Status Inquiry” document by making a written request to:

**Secretary of State  
Information Retrieval/Certification Unit (IRC)  
1500 11th Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814  
(916) 653-6814**

**Do not** submit articles of incorporation, bylaws or tax status documentation.

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

## PART III

### General Certifications and Assurances

The original of the “General Certifications and Assurances” should be signed and dated in blue ink. Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- a. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The subrecipient assures that no person, on the grounds of race, color, or national origin shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the subrecipient receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. Pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38: The subrecipient certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements.
- c. The subrecipient assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The subrecipient acknowledges receipt and awareness of the provided reference list of statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1G – “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.”
- d. Pursuant to FTA Circular 4220.1F, “Third Party Contracting Guidance” (dated November 1, 2008): The subrecipient certifies that its **procurements** and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220.1F, “Third Party Contracting Requirements,” and such other implementing requirements as FTA may issue. The subrecipient certifies that it will include in its contracts, financed in whole or in part with FTA assistance, all clauses required by Federal laws, executive orders, or regulations and will ensure that each sub recipient and each contractor will also include in its sub agreements and contracts financed in whole or in part with FTA assistance all applicable contract clauses required by Federal laws, executive orders, or regulations.
- e. The subrecipient certifies that it will comply with the requirements of 49 CFR parts 663, in the course of purchasing revenue rolling stock. Among other things, the recipient will conduct, or cause to be conducted, the prescribed **pre-award and post-delivery reviews** and will maintain on file the certifications required by 49 CFR part 663, subparts B, C, and D.
- f. Pursuant to Government Code 41 U.S.C.701 *et seq.*, and 49 CFR, Part 32, The subrecipient certifies that it has established and implemented an **anti-drug and alcohol misuse prevention program** and has conducted employee training complying with the requirements of 49 CFR part 655, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations”.
- g. The subrecipient assures and certifies that it requires its subcontractors and sub-recipients to have established and implemented an **anti-drug and alcohol misuse prevention program**, to have conducted employee training complying with the requirements of 49 CFR part 655, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations”.
- h. The subrecipient agrees and assures that it will comply with U.S. DOT regulations, **“Participation by Disadvantaged Enterprises in Department of Transportation Financial Assistance Programs,”** 49 CFR part 26. Among other provisions, this regulation requires recipients of DOT Federal financial assistance, namely State and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts. The recipient agrees and assures that it

will comply with 49 CFR 26.49 which requires each transit vehicle manufacturer, as a condition of being authorized to bid or propose a FTA-assisted transit vehicle procurement (new vehicles only), certify that it complied with the requirements of the DBE program.

- i. The subrecipient assures and certifies that it will adhere to the **California State DBE Program Plan** as it applies to local agencies. The subrecipient must complete and submit to the Department a DBE implementation Agreement. The subrecipient certifies that it must report twice annually on DBE participation in their contracting opportunities; their award/commitments and actual payments.
- j. The subrecipient assures and certifies that **private for-profit transit** operators have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
- k. The subrecipient assures and certifies that the project complies with the **environmental impact** and related procedures of 23 CFR Part 771.
- l. The subrecipient certifies that before expending any Federal assistance to acquire the first bus of any new **bus model or any bus model with a new major change in configuration or components** or before authorizing final acceptance of that bus (as described in 49 CFR part 665), that model of bus will have been tested at a bus testing facility approved by FTA and subrecipient and FTA will have received a copy of the test report prepared on that bus model.
- m. The subrecipient assures and certifies that when procuring capital equipment acquired with Federal assistance it will comply with all **Buy America provisions, 49 CFR Part 661 and 49 USC 5323(j)(2)(c)**. This policy means that certain steel, iron, and manufactured products used in any capital equipment acquired with Federal assistance must be produced in the United States. Buy America requirements apply to all purchases, including materials and supplies funded as operating costs, if the purchase exceeds the threshold for small purchases (currently \$100,000).
- n. The subrecipient certifies that it will comply with the “**FTA Annual List of Certifications and Assurances** for Federal Transit Administration Grants and Cooperative Agreements” and Appendix A Certifications and Assurances Checklist and Signature Page due March 31 of each year.
- o. The subrecipient has provided documentation needed by the Department to assure FTA that it has properly and sufficiently delegated and executed authority, by Resolution, to the appropriate individual(s) to take official action on its behalf.
- p. The subrecipient, providing **complementary paratransit service**, certifies that they have submitted to the Department an initial plan for compliance with the complementary paratransit service provision by January 26, 1992, as required by 49 CFR Part 37, Section 135[b] and have provided the Department annual updates to its plan on January 26 of each year, as required by 49 CFR Part 37, Section 139[c]. The subrecipient has provided the Department an initial plan signed and dated\_\_\_\_\_.
- q. The subrecipient certifies that all **direct and indirect costs** billed are allowable per Title 2 Code of Federal Regulations, Part 225 (2 CFR 225) (formerly Office of Management and Budget (OMB) Circular A-87), the federal guidelines for allowable costs for subrecipients that are State, Local and Indian Tribal governments or 2 Code of Federal Regulations, Part 230 (2 CFR 230), (formerly, OMB Circular A-122) if the subrecipient is a non-profit organization. With regards to private for-profit organizations **48 CFR Part 3**.
- r. The subrecipient certifies that all indirect costs billed are supported by an annual **indirect cost allocation plan** submitted in accordance with 2 CFR 225. The plan or subrecipients’ cognizant agency approval of plan was submitted to the Department’s Audits and Investigations and approved before subrecipient submits request for reimbursement of any indirect costs. Indirect costs prior to having a plan approved as evidenced by a letter from the Departments’ Audits and Investigations is not an allowable expense. If subrecipient does not bill for indirect cost then an indirect cost allocation plan is not required.
- s. The subrecipient certifies that they understand that **Transit Employee Protection** is specified in Title 49 U.S.C. 5333(b). This Title requires that the interests of employees affected by assistance under most FTA programs shall be protected under arrangements the Secretary of Labor concludes are fair and equitable. Title 49 U.S.C. 5311(b) requires that the Department of Labor (DOL) use “a special warranty that provides a fair and equitable arrangements to protect the interests of employees” in order for the 5311(i) requirements to apply to Section 5311.
- t. The subrecipient certifies that the recipient shall comply with 49 CFR Part 604 in the provision of any **charter service** provided with FTA funded equipment and facilities. The subrecipient certifies that in the provision of any charter service provided, subrecipient and its recipients will provide charter service that uses equipment or facilities acquired with Federal assistance authorized for 49 U.S.C. 5307, 5311, 5316 or 5317, only to the extent that there are no private charter service operators willing and able to provide those charter services that it or its recipients desire to provide unless one or more of the exceptions in 49 CFR part 604-Subpart B applies. The subrecipient assures and

certifies that the revenues generated by its incidental charter bus operations (if any) are, and shall remain, equal to or greater than the cost (including depreciation on federally assisted equipment) of providing the service. The subrecipient understands that the requirements of 49 CFR part 604 will apply to any charter service provided, the definitions in 49 CFR part 604 apply to this agreement, and any violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

- u. As required by 49 U.S.C. 5323 (f) and FTA regulations, “**School Bus Operations**,” at 49 CFR 605.14, the subrecipient agrees that it and all its recipients will: (1) engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 4323 (f) and implementing regulations, and (2) comply with requirements of 49 CFR part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance awarded by FTA and authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. for transportation projects. The subrecipient understands that the requirements of 49 CFR part 605 will apply to any school transportation it provides, that the definitions of 49 CFR part 605 apply to any school transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.
- v. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the subrecipient.

**Certifying Representative**

Name (print):	
Title (print)	
Signature:	Date

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

## General Certifications and Assurances (Application)

### SANBAG

The original of the “General Certifications and Assurances (Application)” should be signed and dated in blue ink. Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant (“Subrecipient”):		
Address:		
Contact Person:	Work Phone	Work Fax

Applicant/Subrecipient agrees to and represents and warrants to SANBAG the following:

- a. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The subrecipient assures that no person, on the grounds of race, color, or national origin shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the subrecipient receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. Pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Disability in Programs or Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38: The subrecipient certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements.
- c. The subrecipient assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The subrecipient acknowledges receipt and awareness of the provided reference list of statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1G – “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.”
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- e. The subrecipient certifies that it will comply with the requirements of 49 CFR Part 663, in the course of purchasing revenue rolling stock. Among other things, the recipient will conduct, or cause to be conducted, the prescribed **pre-award and post-delivery reviews** and will maintain on file the certifications required by 49 CFR Part 663, Subparts B, C, and D.
- f. Pursuant to Government Code 41 U.S.C. sec. 701 et seq., and 49 CFR Part 32, The subrecipient certifies that it has established and implemented an **anti-drug and alcohol misuse prevention program** and has conducted employee training complying with the requirements of 49 CFR Part 655, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations”.
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- h. The subrecipient agrees and assures that it will comply with U.S. DOT regulations, **“Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs,”** 49 CFR Part 26. Among other provisions, this regulation requires recipients of DOT Federal financial assistance, namely State and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts. The recipient agrees and assures that it will comply with 49 CFR 26.49 which requires each transit vehicle manufacturer, as a

- condition of being authorized to bid or propose a FTA-assisted transit vehicle procurement (new vehicles only), to certify that it complied with the requirements of the DBE program.
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  - j. The subrecipient assures and certifies that **private for-profit transit** operators have been afforded a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
  - k. The subrecipient assures and certifies that the project complies with the **Environmental Impact and Related Procedures** of 23 CFR Part 771.
  - l. The subrecipient certifies that before expending any Federal assistance to acquire the first bus of any new **bus model or any bus model with a new major change in configuration or components** or before authorizing final acceptance of that bus (as described in 49 CFR Part 665), that model of bus will have been tested at a bus testing facility approved by FTA and subrecipient and FTA will have received a copy of the test report prepared on that bus model.
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  - q. The subrecipient certifies that all **direct and indirect costs** billed are allowable per Title 2 Code of Federal Regulations, Part 225 (2 CFR 225) (formerly Office of Management and Budget (OMB) Circular A-87), the federal guidelines for allowable costs for subrecipients that are State, Local and Indian Tribal governments, per Title 2 Code of Federal Regulations, Part 230 (2 CFR 230) (formerly, OMB Circular A-122) if the subrecipient is a non-profit organization, or per Title 48 CFR Part 3 (48 CFR 3), if subrecipient is a private for-profit organization.
  - r. The subrecipient certifies that all indirect costs billed are supported by an annual **indirect cost allocation plan** submitted in accordance with 2 CFR 225. The plan or subrecipient’s cognizant agency approval of plan was submitted to the Department’s Audits and Investigations and approved before subrecipient submits request for reimbursement of any indirect costs. Indirect costs prior to having a plan approved as evidenced by a letter from the Department’s Audits and Investigations is not an allowable expense. If subrecipient does not bill for indirect cost then an indirect cost allocation plan is not required.
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or greater than the cost (including depreciation on federally assisted equipment) of providing the service. The subrecipient understands that the requirements of 49 CFR Part 604 will apply to any charter service provided, the definitions in 49 CFR Part 604 apply to this agreement, and any violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

- u. The subrecipient undertakes and agrees to defend, indemnify, and hold harmless SANBAG and any of its Board members, officers, employees, and agents, from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation, costs and fees of litigation) of every nature arising out of or in connection with the subrecipient’s performance of services funded pursuant to 49 U.S.C. Section 5310 hereunder, its failure to comply with any of its obligations or requirements contained in this certifications and assurances, or breach of its representations and warranties under this certifications and assurances, except such loss or damage which was caused by the sole negligence or willfull misconduct of SANBAG.
- v. The subrecipient represents and warrants that its project is consistent with the eligible activities listed within Chapter III, Section 14 or Section 15 in the FTA Circular C9070.1G and that its project does not include the following activities that are ineligible for funding: acquisition of transportation services under a contract, lease, or other arrangement (Only eligible if there is a State approved MOU); lease of equipment; preventive maintenance (as defined in the National Transit Database); vehicle rehabilitation, manufacture or overhaul and/of wheelchair lifts; transit shelters or other facility improvements; fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request system (yellow pull cords) and transfer cutters.
- w. As required by 49 U.S.C. 5323 (f) and FTA regulations, “**School Bus Operations,**” at 49 CFR 605.14, the subrecipient agrees that it and all its recipients will: (1) engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 4323 (f) and implementing regulations, and (2) comply with requirements of 49 CFR part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance awarded by FTA and authorized by 49 U.S.C. Chapter 53 or Title 23 U.S.C. for transportation projects. The subrecipient understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, that the definitions of 49 CFR Part 605 apply to any school transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.
- x. To the best of my knowledge and belief, the undersigned represents and warrants to SANBAG that the certifications and assurances and data in this application are true and correct, and I am authorized to sign and bind the applicant/subrecipient to these certifications and assurances and obligations in this application, and to file this application on behalf of the subrecipient.
- y. Applicant/subrecipient understands and agrees that the certifications and assurances in this application are effectivebinding upon Applicant

**Certifying Representative**

Name (print):	
Title (print)	
Signature:	Date

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**PART IV****Lawsuits/Complaints**

**Title VI Requirements (Nondiscrimination) Requirements:** Describe any lawsuits or complaints against your **entire agency** within the last year alleging discrimination on the basis of race, color or national origin. At a minimum please include the following information: **Date of Complaint/Lawsuit received and/or acted on, Description Status/Outcome, Corrective Action Taken, and Date of Final Resolution.**

**(To be eligible, you must provide a written response in this area; N/A is not an acceptable response.)**

**Note: Any agency awarded funding through the 5310 program must have a Title VI Program approved by Federal Transit Administration or the State of California Department of Transportation prior to executing a Standard Agreement and any disbursement of funds.**

**PART V****Applicant Profile**

1. Please indicate the status of your agency:

Private non-profit organization

Public agency (state or local governmental authority)

Provider of public transportation services (includes private operators of public transportation services).

2. Briefly describe your agency's purpose and services. Supporting documentation must be attached (e.g., agency brochure).

3. What area will your project serve (*Check only one, if serving more than one area complete separate applications*):

Western San Bernardino Valley (Los Angeles County Line to Rancho Cucamonga)

Eastern San Bernardino Valley (Fontana to Yucaipa)

Victor Valley (Hesperia, Victorville, Adelanto, Apple Valley)

**PART VI**

**APPLICANT'S ANNUAL BUDGET**

**1. Current Annual Budget:**

<b>Estimated Income:</b>		
a. Passenger Revenue		\$
b. Other Revenues		\$
c. Total grants*, donations, and subsidy from other agency funds		\$
<b>TOTAL INCOME</b>		\$
*Not including this grant request.		
<b>Estimated Expenses:</b>		
a. Wages, Salaries and Benefits (non-maintenance personnel)		\$
b. Maintenance & Repair (include maintenance salaries)		\$
c. Fuels		\$
d. Casualty & Liability Insurance		\$
e. Administrative & General Expense		\$
f. Other Expenses (e.g., materials & supplies, taxes)		\$
g. Contract Services (specify) _____		\$
<b>TOTAL EXPENSES</b>		\$

**2. Funding Source(s):**

	<b>Prior Year</b>	<b>AMOUNTS Current Year</b>	<b>Projected Budget Year</b>
<b>INCOME SOURCE(S):</b>			
ie. LTF, STA, STP, grants, etc...			
a.	\$	\$	\$
b.	\$	\$	\$
c.	\$	\$	\$
d.	\$	\$	\$
e.	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**FOR THE FOLLOWING PAGES:**

**Step 1:**

Check and complete the funding request form.

**Step 2:**

Check the project type(s) for which you are requesting below:

- Operating
- Mobility Management
- Capital-Vehicle/Other Equipment

**NOTE: Complete and return only those applicable section attachment(s) you are requesting.**

**NOTE: The San Bernardino Associated Governments (SANBAG) may set award limits based on the number of applications received and the availability of funds.**

<b>FUNDING REQUEST</b>	<b>PART VII</b>	<b>PG. 12</b>
<b>OPERATING ASSISTANCE</b>	<b>ATTACHMENT-A</b>	<b>PG. 13-18</b>
<b>MOBILITY MANAGEMENT</b>	<b>ATTACHMENT-B</b>	<b>PG. 19-24</b>
<b>CAPITAL-VEHICLE/ OTHER EQUIPMENT</b>	<b>ATTACHMENT-C</b>	<b>PG. 25-33</b>

*NOTE: If requesting funding for more than one project of the same type, please complete a separate attachment for each project.*

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**PART VII  
EXPANDED 5310  
FUNDING REQUEST**

**\*\*\* Expanded 5310 \*\*\***

Current Recipient of:  5307  5310  5311  New Freedom  JARC

	<b>TOTAL</b>
<input type="checkbox"/> <b>Expanded 5310 Operating Assistance (Complete Attachment A)</b>	
Project Title: _____	\$
Project Title: _____	\$
Project Title: _____	\$
Match Funds (Toll Credits)	\$
Total Cost of Project:	\$
<input type="checkbox"/> <b>Expanded 5310 Mobility Management (Complete Attachment B)</b>	
Project Title: _____	\$
Match Funds (Toll Credits)	\$
Total Cost of Project:	\$
<input type="checkbox"/> <b>Expanded 5310 Capital - Vehicle/Other Equipment (Complete Attachment C)</b>	
Project Title: _____	\$
Match Funds (Toll Credits)	\$
Total Cost of Project:	\$

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**ATTACHMENT-A  
EXPANDED 5310  
OPERATING ASSISTANCE**

**GENERAL QUESTIONS**

1. Is the proposed project a request for project continuation from prior New Freedom (SAFETEA-LU) award?  
 No     Yes If Yes, include funding agency and Standard Agreement No.: \_\_\_\_\_  
 \_\_\_\_\_
2. Indicate the type(s) of proposed transportation service for the project. (Check all that apply.)
- |   |  |
|---|--|
| <input type="checkbox"/> New or expansion of paratransit service beyond the minimum requirements of ADA     | <input type="checkbox"/> Service enhancement (same day; door-to-door; escort |
| <input type="checkbox"/> New or expansion of hours for paratransit service                                  | <input type="checkbox"/> New or expansion Volunteer Driver Program           |
| <input type="checkbox"/> Feeder service for intercity travel for which paratransit service is not available | <input type="checkbox"/> Voucher programs                                    |
3. In the past 12 months, did your agency receive any other federal operating funds under SAFETEA-LU? (Check all that apply and provide standard agreement #s and dollar amount.)
- |  |          |
|--|----------|
| <input type="checkbox"/> No  |          |
| <input type="checkbox"/> 5310 (Elderly and Disabled Specialized Transit Program) SA# _____ | \$ _____ |
| <input type="checkbox"/> 5316 (Job Access and Reverse Commute Program) Grant# or SA# _____ | \$ _____ |
| <input type="checkbox"/> 5317 (New Freedom Program) Grant# or SA# _____                    | \$ _____ |
| <input type="checkbox"/> 5307 (Urbanized Area Formula Program)                             | \$ _____ |
| <input type="checkbox"/> Other Federal funds. Specify: _____                               | \$ _____ |
4. Does your agency intend to use a third party contractor for the proposed project service?  
 Yes (Attach the copy of the bid related documents/vendor selection process)  
 No
5. If you plan to use an existing third party service contract, is your contract on file with SANBAG or Caltrans?  
 Yes     No (If No, attach copy of the third party contact with this application)
6. What is the operating period of the existing third party service contract?  
 \_\_\_\_\_ through \_\_\_\_\_
- a. Is there a written option in the contact to extend beyond the base years?  
 Yes, Identify Page/Paragraph No. \_\_\_\_\_  
 No
7. Does your agency receive more than \$500,000 in federal funds from any federal department or program? (OMB Single Audit Requirement)?  
 Yes     No

**ATTACHMENT-A  
EXPANDED 5310  
OPERATING ASSISTANCE**

**PROJECT NARRATIVE**

Please provide a brief narrative to describe the project. Refer to the Project Scoring Criteria in the Application Instructions for additional guidance on each of the questions. To receive the maximum allowable points per question, each response will be reviewed and scored for clarity, completeness and accuracy. The project must address each of the following:

**A. Goals and Objectives (maximum 20 points)**

1. Briefly provide a detailed project description. **Please include project beginning and ending dates.**
2. Provide the following information as it pertains to this project:

a. Total population (number of persons) in your service area.	
b. Number of eligible persons with disabilities serviced by this project.	
c. Number of non-disabled seniors serviced by this project.	

3. Briefly describe how your proposed project is consistent with the goals and objectives of the 5310 grant program for Expanded 5310 Projects as stated in the Program Goals on Page 2 of the Application Instructions. Additional information on the goals and objectives of the program can be found in the FTA Circular 9070.1G <http://www.fta.dot.gov/4127.html>
4. Specify how your project addresses the gap(s) and/or barrier(s) identified through your locally developed human services transportation planning process (Coordinated Plan). You must indicate the section/page number in the Coordinated Plan(s) addressing the gaps and/or barriers.
5. Explain how the project increases or enhances availability of transportation of the targeted population.
6. Explain how the project meets the program requirement of providing transportation related activities and/or services beyond those required by the Americans with Disabilities Act of 1990 (ADA).

**B. Project Implementation Plan (maximum 30 points)**

1. Describe your operational plan that includes defined routes, schedules, current/projected ridership, key personnel, and marketing strategies. Attach supporting documentation to substantiate this plan(s).
2. If this is a continuation project request, please describe how you met your prior performance goals and objectives. How is this project application different than the past award(s) and what do you intend to accomplish with the new funding?

**ATTACHMENT-A  
EXPANDED 5310  
OPERATING ASSISTANCE**

**C. Program Performance Indicators (maximum 20 points)**

1. Please provide the projected **performance measures and objectives** for this project below:

<b>5310 Operating Assistance (Check and complete applicable project category)</b>	
<b>Fixed/Flexible/Shuttle/Feeder Service</b> <input type="checkbox"/> Expanded Geographic Coverage <input type="checkbox"/> Extended Service Hours/Days <input type="checkbox"/> Improved System Capacity <input type="checkbox"/> Improved Access/Connections	Number of one-way trips per day: _____ Number and percentage of new miles (one-way) added to weekday route: _____ Number and percentage of new miles added to Weekend/Holiday route: _____
<b>Demand Response</b> <input type="checkbox"/> Expanded Geographic Coverage <input type="checkbox"/> Extended Service Hours/Days <input type="checkbox"/> Improved Access/Connections	Number of one-way trips per day (beyond service required by the ADA): _____
<b>ADA Paratransit Service to Improve Access/Connections</b> <input type="checkbox"/> Same Day <input type="checkbox"/> Door-to-Door/Door-through-Door <input type="checkbox"/> Volunteer Driver Program <input type="checkbox"/> User-side Subsidy/Vouchers <input type="checkbox"/> Aide/Escort Assistance	Number of one-way trips per day: _____ Number of one-way trips per day: _____
<b>Vanpool</b> <input type="checkbox"/> Improved system Capacity <input type="checkbox"/> Improved Access/Connections	Number of one-way trips per day: _____

2. Describe performance methodology and factors used to develop performance measures and objectives. Please attach supporting documentation (i.e., demographic materials, surveys, regional transportation plans, coordinated plans, etc.)

3. Performance Period: \_\_\_\_\_ through \_\_\_\_\_

**D. Communication and Outreach (maximum 20 points)**

1. List all stakeholders involved in the project. List should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing individuals with disabilities. Must attach three (3) letters of support from stakeholders to the grant application.

2. Describe how you will promote public awareness of the project and how you will keep stakeholders involved and informed throughout the project.

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)



**ATTACHMENT-A  
EXPANDED 5310  
OPERATING ASSISTANCE**

**PROPOSED PROJECT BUDGET**

**Applicant:** \_\_\_\_\_

**Contractor (if applicable):** \_\_\_\_\_

**Project is funded for one year only. Project must be ready at time of application.**

**(1) Total Operating Expenses (Itemize)**

Total Direct Labor	\$	_____	
Total Equipment and Supplies	\$	_____	
Total Other Direct Costs	\$	_____	
Total Travel Costs	\$	_____	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>_____</b>	
<b>TOTAL *INDIRECT EXPENSE (Indirect Rate: ___%)</b>	<b>\$</b>	<b>_____</b>	
<b>TOTAL DIRECT &amp; INDIRECT EXPENSE</b>	<b>\$</b>	<b>_____</b>	<b>(1)</b>

\* Prior approval by Caltrans required

**(2) Less Other Revenue**

_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
<b>TOTAL OTHER REVENUE</b>			
<b>APPLIED AGAINST ELIGIBLE EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>(2)</b>

**(3) Less Ineligible Expenses (within operating expense) \*\***

_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
<b>TOTAL INELIGIBLE EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>(3)</b>

**(4) NET PROJECT COST (Line 1 – Line 2 – Line 3)**

**\$** \_\_\_\_\_ **(4)**

**BUDGET SUMMARY:**

FEDERAL SHARE: (50%)	\$	_____	<b>(5)</b>
Subtotal:	+	\$	
LOCAL SHARE OVERMATCH: (if applicable)-itemized source	+	\$	<b>(6)</b>
<b>NET PROJECT COST (Federal Share + Toll Credits+ Overmatch)</b>	<b>=</b>	<b>\$</b>	<b>(7)</b>

\*\* Examples of ineligible expense may include lobbying, depreciation, contributions, inter-department salary, etc.

**ATTACHMENT-A  
EXPANDED 5310  
OPERATING ASSISTANCE**

**PROJECT BUDGET WORKSHEET (Subrecipient)**

The worksheet provides annual expense 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 from the previous page.

**1. Direct Labor**

<b>(Job Title/Classification)</b>	<b>Description of Task Performed</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>

**2. Direct cost(s) for Employees (Except Labor)**

Equipment and Supplies (itemize) \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**3. Other Direct costs (itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**4. Travel costs (itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**5. <sup>1</sup>Indirect cost(s) (Overhead and Fringe Benefits):**

Overhead Rate \_\_\_\_\_ % \$ \_\_\_\_\_

**6. Total Costs:**

\$ \_\_\_\_\_

<sup>1</sup> **Must have approved Indirect Cost Allocation Plan (ICAP)**

**ATTACHMENT-B  
EXPANDED 5310  
MOBILITY MANAGEMENT**

**GENERAL QUESTIONS**

1. Is the proposed project a request for project continuation from prior New Freedom (SAFETEA-LU) award?  
 No  Yes If Yes, include funding agency and Standard Agreement No.: \_\_\_\_\_  
 \_\_\_\_\_
  
2. Indicate the type(s) of proposed transportation service for the project. (Check all that apply.)
 

<input type="checkbox"/> Planning, development, implementation of coordinated transportation services <input type="checkbox"/> Development and operation of one-stop call center <input type="checkbox"/> Travel training/trip planning	<input type="checkbox"/> Integration, coordination and promotion of access to transportation services <input type="checkbox"/> Transportation brokerages <input type="checkbox"/> Operational planning to acquire IT technologies for coordinated systems
---	---
  
3. In the past 12 months, did your agency receive any other federal operating funds under SAFETEA-LU? (Check all that apply and provide standard agreement #s and dollar amount. )
 

<input type="checkbox"/> No	
<input type="checkbox"/> 5310 (Elderly and Disabled Specialized Transit Program) SA# _____	\$ _____
<input type="checkbox"/> 5316 (Job Access and Reverse Commute Program) Grant# or SA# _____	\$ _____
<input type="checkbox"/> 5317 (New Freedom Program) Grant# or SA# _____	\$ _____
<input type="checkbox"/> 5307 (Urbanized Area Formula Program) \$ _____	
<input type="checkbox"/> Other Federal funds. Specify: _____	\$ _____
  
4. Does your agency intend to use a third party contractor for the proposed project?  
 Yes (Attach the copy of the bid related documents/vendor selection process)  
 No
  
5. If you plan to use an existing third party contract, is your contract on file with Caltrans?  
 Yes  No (If No, attach copy of the third party contact with this application)
  
6. What is the performance period of the third party contract?  
 \_\_\_\_\_ Through \_\_\_\_\_
  - a. Is there a written option in the contact to extend beyond the base years?  
 Yes, Identify Page/Paragraph No. \_\_\_\_\_  
 No
  
7. Does your agency receive more than \$500,000 in federal funds from any federal department or program? (OMB Single Audit Requirement)?  Yes  No

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**ATTACHMENT-B  
EXPANDED 5310  
MOBILITY MANAGEMENT**

**PROJECT NARRATIVE**

Please provide a brief narrative to describe the project. Refer to the Project Scoring Criteria in the Application Instructions for additional guidance on each of the questions. To receive the maximum allowable points per question, each response will be reviewed and scored for clarity, completeness and accuracy. The project must address each of the following:

**A. Goals and Objectives (maximum 20 points)**

1. Briefly provide a detailed project description. Please include project beginning and ending dates.
2. Provide the following information as it pertains to this project:

a. Total population (number of persons) in your service area.	
b. Number of eligible persons with disabilities serviced by this project.	
c. Number of non-disabled seniors serviced by this project.	

3. Briefly describe how your proposed project is consistent with the goals and objectives for Expanded 5310 Projects as stated in the Expanded 5310 Project Goals on Page 2 of the Application Instructions. Additional information on the goals and objectives of the program can be found in the FTA Circular 9070.1G, <http://www.fta.dot.gov/4127.html>.
4. Specify how your project addresses the gap(s) and/or barrier(s) identified through your locally developed human services transportation planning process (Coordinated Plan). (Indicate the section/page number in the Coordinated Plan addressing the gaps and/or barriers.)
5. Explain how the project increases or enhances availability of transportation of the targeted population.
6. Explain how the project meets the program requirement of providing transportation related activities and/or services beyond those required by the Americans with Disabilities Act of 1990 (ADA).

**B. Project Implementation Plan (maximum 30 points)**

1. Describe your operational plan that includes defined routes, schedules, current/projected ridership, key personnel, and marketing strategies. Please refer to application instructions, Page 5, for specific requirements and information on Mobility Management projects. Attach supporting documentation to substantiate this plan(s).
2. If this is a continuation project request, please describe how you met your prior performance goals and objectives. How is this project application different than the past award(s) and what do you intend to accomplish with the new funding?

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**ATTACHMENT-B  
EXPANDED 5310  
MOBILITY MANAGEMENT**

**C. Program Performance Indicators (maximum 20 points)**

1. Please provide the projected **performance measures and objectives** for this project below:

<b>5310 Mobility Management (Check and complete applicable project category)</b>	
<b>Mobility Management</b> <input type="checkbox"/> Improve Access/Connections	Number of customers contacts: _____ Number of one-way trips per day (if mobility manager also provides service): _____
<b>One-stop Center/Customer Referral</b> <input type="checkbox"/> Improve Customer Knowledge	Number of customer contacts: _____
<b>Trip/Itinerary Planning</b> <input type="checkbox"/> Improve Customer Knowledge	Number of customer contacts: _____
<b>One-on-One Travel Training</b> <input type="checkbox"/> Improve Customer Knowledge	Number of persons trained: _____ Number of training sessions: _____
<b>Group Training</b> <input type="checkbox"/> Improve Customer Knowledge	Number of persons trained: _____ Number of training sessions: _____
<b>Internet-based Information</b> <input type="checkbox"/> Improve Customer Knowledge	Number of web hits: _____
<b>Information materials/marketing</b> <input type="checkbox"/> Improve Customer Knowledge	Description of materials/distribution: _____ _____ _____ _____
<b>Driver Training</b> <input type="checkbox"/> Improve Customer Knowledge	Number of drivers trained: _____ Number of training sessions: _____

2. Describe performance methodology and factors used to develop performance measures and objectives. Please attach supporting documentation (i.e., demographic materials, surveys, regional transportation plans, coordinated plans, etc.)

3. Performance Period: \_\_\_\_\_ through \_\_\_\_\_

**D. Communication and Outreach (maximum 20 points)**

1. List all stakeholders involved in the project. List should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing individuals with disabilities. Must attach three (3) letters of support from stakeholders to the grant application.

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)



**ATTACHMENT-B  
EXPANDED 5310  
MOBILITY MANAGEMENT**

**PROPOSED PROJECT BUDGET-MOBILITY MANAGEMENT**

**Applicant:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project is funded for one year only. Project must be ready at time of application.**

ITEM DESCRIPTION	COST
Total Direct Labor	\$ _____
Total Equipment & Supplies	\$ _____
Total Other Direct Expenses	\$ _____
Total Travel Costs	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>NET PROJECT COST:</b>	<b>\$ _____</b>

**BUDGET SUMMARY: Federal Share + Toll Credits+ Overmatch = Net Project Cost**

FEDERAL SHARE: (80%)	\$ _____
Subtotal:	\$ _____
OVERMATCH: (if applicable)-itemized source	\$ _____
<b>NET PROJECT COST:</b>	<b>\$ _____</b>

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**ATTACHMENT-B  
EXPANDED 5310  
MOBILITY MANAGEMENT**

**PROJECT BUDGET WORKSHEET (Subrecipient)**

The worksheet provides annual expense 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 from the previous page.

**2. Direct Labor**

<b>(Job Title/Classification)</b>	<b>Description of Task Performed</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>

**2. Direct cost(s) for Employees (Except Labor)**

Equipment and Supplies (itemize) \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**3. Other Direct costs (itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**4. Travel costs (itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_

**5. <sup>2</sup>Indirect cost(s) (Overhead and Fringe Benefits):**

Overhead Rate \_\_\_\_\_ % \$ \_\_\_\_\_

**6. Total Costs:**

\$ \_\_\_\_\_

<sup>2</sup> **Must have approved Indirect Cost Allocation Plan (ICAP)**

**ATTACHMENT-C  
EXPANDED 5310  
CAPITAL – VEHICLE/OTHER EQUIPMENT**

**GENERAL QUESTIONS**

1. Indicate the type(s) of proposed transportation service for the project. (Check all that apply.)

- New or expansion of paratransit service beyond the minimum requirements of ADA
- Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling.
- Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed dimensions and weight ratings established by ADAs
- Feeder service for intercity travel for which paratransit service is not available
- New or expansion Volunteer Driver Program

2. In the past 12 months, did your agency receive any other federal operating funds? (Check all that apply and provide standard agreement #s and dollar amount.)

- No
- 5310 (Elderly and Disabled Specialized Transit Program) SA# \_\_\_\_\_ \$ \_\_\_\_\_
- 5316 (Job Access and Reverse Commute Program) Grant# or SA# \_\_\_\_\_ \$ \_\_\_\_\_
- 5317 (New Freedom Program) Grant# or SA# \_\_\_\_\_ \$ \_\_\_\_\_
- 5307 (Urbanized Area Formula Program) \$ \_\_\_\_\_
- Other Federal funds. Specify: \_\_\_\_\_ \$ \_\_\_\_\_

Capital Equipment on State Procurement Contract	Number	Unit Cost **	Total Cost
<b>Vehicles</b> (cost shown includes accessibility equipment †); standard seating capacity examples by vehicle type			
Minivan - 5 Ambulatory Passenger (AP) - Gas		\$46,000	
Small Bus - 8 AP; 2 Wheelchair (WC) –Gas*		\$60,000	
Medium Bus - 12 AP; 2 WC – Gas*		\$67,000	
Medium Bus - 12 AP; 2 WC –CNG***		\$93,000	
Large Bus - 16 AP; 2 WC – Gas*		\$73,000	
Large Bus - 16 AP; 2 WC – CNG***		\$97,000	
Larger Bus (Ford or International) 20AP; 2 WC*		\$105,000	

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

**ATTACHMENT-C  
EXPANDED 5310  
CAPITAL – VEHICLE/OTHER EQUIPMENT**

3. To complete the chart below, list all vehicles your agency currently owns or leases that provide passenger service to seniors and/or disabled persons. Include back up vehicles and those to be removed from service if a new vehicle is awarded.

Replacement vehicle requests are identified as those needing replacement in order for the applicant to continue their existing service. For each new vehicle requested, a current vehicle in active service must be placed in back up or sold. **Please identify replacement request in column 2.**

	*1	2	3	4	5	6	7	8	9	10	11
	List All VIN (last 5 digits)	Replacement Requests Vehicle Type and Disposition	Vehicle Yr/Make	Current Mileage	Passenger Capacity Ambulatory/Wheelchair	# of fold down seats	Current Back Up (Y/N)	Registered Owner (not lientholder)	Vehicle Service Hours Per Day	Total One Way/Pasg. Trips Per Day	12 Month Maintenance & Repair Costs
Ex	12345	Van/BK	2003/Ford	100,000	6A/2W	2	N	Agency X	6	16	\$1,000
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

4. To complete the chart below for NEW or Service Expansion requests.

	Type of Request N – New Agency SE- Service Expansion	Vehicle Type	Days of Service	Total Service Hours Per Day	Total Service Hours Per Week	Total One-Way passenger Trips Per Day( of total how many lfit users)	Projected Mileage Per Day
Ex	12345	Van/BK	2003/Ford	100,000	6A/2W	2	N
1							
2							
3							
4							
5							
6							

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

Other Equipment includes: wheelchair restraints, radios and communication equipment, initial component installation costs: computer hardware and software (scheduling software); transit related intelligent transportation systems (ITS).

Applicant must attach 3 estimates of like-kind equipment with this application. The average of the 3 estimates will become the requested grant amount. Sole source justification will not be approved during the grant application review. **Minimum grant award \$1,000, not to exceed \$40,000.**

Equipment	Quantity Request	Estimated Unit Cost	Total Costs
Computer Hardware			
Computer Software			
Other Eligible Equipment (describe)			
Complete for requesting Communication Equipment:			
Base Station		\$2500	
Mobile Radio		\$1000	
GPS/AVL			
Cameras ( onboard security, back up, etc..)			
TOTAL (cannot exceed \$40,000)			\$
<b>TOTAL PROJECT COST (Vehicles and Other equipment)</b> <b>(Maximum project cost not to exceed \$300,000*)</b>			

**NOTE:** A completed IT/ITS Compliance Plan must be included with application. IT/ITS Compliance Form is available at, <http://www.dot.ca.gov/hq/MassTrans/Procurement-Grants-Management.new.html>.

REPLACEMENT VEHICLES

**To be eligible for replacement, the vehicle must currently be registered to the applicant agency and have a wheelchair accessible ramp or lift, and must be in active service** The vehicle does not have to be originally federally funded. Leased vehicles, Sedans and SUVs are not eligible for replacement.

**Applications for vehicle replacements must be like kind. For example, in an application for a small replacement bus, the vehicle to be replaced must be a small bus.**

Explain why the vehicle(s) need replacement in order to ensure continuance of existing services. Describe the service the vehicle(s) will provide and the service area. *(A photograph of the vehicle(s) proposed for replacement must be attached as an appendix. Take the photograph at an angle to show back wheels.) NEW for ALL replacement vehicle requests: Provide each vehicle's funding source. Include the Standard Agreement number for federally funded procurements.*

NEW SERVICE OR SERVICE EXPANSION VEHICLES

Explain the new service or growth your agency is experiencing, the projected increase in the number of clients you will serve, and the basis for your estimates. Describe the service area, the type of service the vehicle(s) you are requesting will provide and how it relates to the needs assessment in the Coordinated Plan. *Related Documentation supporting this growth must be attached as an appendix and its relevance discussed within the narrative (e.g., current waiting list, reports of trips denied).*

## OTHER EQUIPMENT

This category includes communication and computer equipment, hardware and/or software, or any other miscellaneous equipment (cameras, mobile radios, etc.). The equipment must be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program for elderly and disabled clients.

The applicant must submit 3 like-kind estimates of equipment with this application. The average of these 3 estimates will be the requested funding amount. The 3 like-kind estimate information and sole source request instructions are on page 12 of this application. **Note: If the project is selected and the agency receives**

**Section 5310 approval, the agency will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice Caltrans for reimbursement of the actual amount not to exceed 100% of the grant amount. No fixed route equipment will be funded.**

### Agency Inventory (Required for ALL other equipment requests)

1. Complete table for the requested other equipment, expand this table if necessary:
  1. Indicate equipment type to be replaced
  2. Indicate the quantity of existing equipment units by like kind.
  3. Indicate the age of the equipment.
  4. Indicate the requested number of units of additional equipment.
  5. Indicate the total number of vehicles in your transportation fleet.

Equipment Type to be replaced	Quantity/Purchase Date of Existing Equipment within Agency		Quantity of Requested Equipment (from page 12)	Current Fleet Size
Example: Computer	3	5-18-2005	6	10
	2	1-1-2001		
	4	6-15-2004		
Example: Mobile Radios	8	8-14-2007	4	15
	3	4-21-2002		
Example: Software	0	-	1	16

2. Describe the type of equipment you are requesting and specifically identify the components.

3. Discuss how the requested equipment will be used to support the transportation program. Include any expected improvements in service delivery or coordination, any reduction in the cost of providing service and the current method of collecting and tracking information.

What is your proposed method of procurement?

- State Vehicle Contracts
- Local Procurement (Attach RFP/IFB/RFQ and Bid Package to this application)
- Three-like kind bids/quotes (Attach three-like kind bids/quotes to this application)
- Non-Local Procurement/Piggyback (Attach assignability letter and \*Piggyback Worksheet to this application)
- Sole Source (Attach \*Sole Source Justification to this application)
- Other Specify: \_\_\_\_\_

\*Piggyback Worksheet and Sole Source Justification can be found at  
<http://www.dot.ca.gov/hq/MassTrans/Procurement-Grants-Management.html>

Fill out the proposed procurement schedule (Local Procurement ONLY):

Procurement Schedule	Date
Bid Package to Caltrans	
Issue Purchase Order to Vendor	
Delivery/Installation	
Place into Service	

Does your agency receive more than \$500,000 in federal funds from any federal department or program? (OMB Single Audit Requirement)

Yes       No

## **PROJECT NARRATIVE**

Please provide a brief narrative to describe the project. Refer to the Project Scoring Criteria in the Application Instructions for additional guidance on each of the questions. To receive the maximum allowable points per question, each response will be reviewed and scored for clarity, completeness and accuracy. The project must address each of the following:

### **A. Goals and Objectives (maximum 20 points)**

1. Briefly provide a detailed project description. **Please include project beginning and ending dates.**
2. Please provide the following information as it pertains to this project:

a. Total population (number of persons) in your service area.	
b. Number of eligible persons with disabilities serviced by this project.	
c. Number of non-disabled seniors serviced by this project.	

3. Briefly describe how your proposed project is consistent with the goals and objectives for Expanded 5310 Projects as stated in the Expanded 5310 Project Goals on Page 3 of the Application Instructions. Additional information on the goals and objectives of the program can be found in the FTA Circular 9070.1G, <http://www.fta.dot.gov/4127.html>.
4. Specify how your project addresses the gap(s) and/or barrier(s) identified through your locally developed human services transportation planning process (Coordinated Plan). (Indicate the section/page number in the Coordinated Plan addressing the gaps and/or barriers.)
5. Explain how the project increases or enhances availability of transportation of the targeted population.
6. Explain how the project meets the program requirement of providing transportation related activities and/or services beyond those required by the Americans with Disabilities Act of 1990 (ADA).

### **B. Project Implementation Plan (maximum 30 points)**

Describe your implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date. Describe the type of equipment you are interested in purchasing. Specifically identify the components. Discuss how the requested ancillary equipment will be used to support the transportation program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If computer equipment is being requested, also describe current method of collecting and tracking information. **Attach supporting documentation to substantiate this plan(s).**

**C. Program Performance Indicators (maximum 20 points)**

1. Please provide the projected **performance measures and objectives** for this project below:

<b>5310 Capital Vehicle/Other Equipment (Check and complete applicable project category)</b>	
<b>Vehicles</b> Improved Access/Connections (service enhancement, door to door)	Number of one-way trips per day: _____ Number of vehicles: _____
<b>Vehicles for Agencies</b> <input type="checkbox"/> Expanded Geographic Coverage <input type="checkbox"/> Extended Service Hours/Days <input type="checkbox"/> Improved System Capacity	Number of one-way trips per day: _____ Number of vehicles added beyond ADA requirement: _____
<b>Accessible Taxis</b> <input type="checkbox"/> Expanded Geographic Coverage <input type="checkbox"/> Extended Service Hours/Days <input type="checkbox"/> Improved System Capacity	Number of one-way trips per day: _____ Number of vehicles added: _____
<b>Vanpool Vehicles</b> <input type="checkbox"/> Improved System Capacity <input type="checkbox"/> Improved Access/Connections	Number of one-way trips per day: _____ Number of vehicles added: _____
<b>Car-sharing</b> <input type="checkbox"/> Expanded Geographic Coverage <input type="checkbox"/> Improved System Capacity	Number of one-way trips per day: _____ Number of vehicles added : _____
<b>ITS-related software/hardware</b> <input type="checkbox"/> Improved System Capacity <input type="checkbox"/> Improved Access/Connections <input type="checkbox"/> Improved Customer Knowledge	Describe service elements: _____ _____
<b>Large Capacity Wheelchair Lifts/Securement Added</b> <input type="checkbox"/> Improved Access/Connections	Describe service elements: _____ _____

2. Describe performance methodology and factors used to develop performance measures and objectives. Please attach supporting documentation (i.e., demographic materials, surveys, regional transportation plans, coordinated plans, etc.)

**D. Communication and Outreach (maximum 20 points)**

1. List all stakeholders involved in the project. List should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing with disabilities. Much attach three (3) letters of support from stakeholders to the grant application.

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)

- 2. Describe how you will promote public awareness of the project and how you will keep stakeholders involved and informed throughout the project.
  
- 3. How is your project service marketed?  
 Newspaper\_\_\_\_ Radio\_\_\_\_ Flyer\_\_\_\_  
 Survey\_\_\_\_ TV/Cable\_\_\_\_ Other Specify:\_\_\_\_\_
  
- 4. Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g. sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)

**E. Emergency Planning and Preparedness (maximum 10 points)**

- 1. Describe the emergency planning and drill activities within your agency and in cooperation with the county. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in, or are scheduled to participate in.
  
- 2. Do you participate in transportation infrastructure security/emergency planning, drills/exercises, and/or decision making activities? Describe in Detail  
 \_\_\_Yes      \_\_\_No

Attachment: Expanded Urban 5310 Application SANBAG 9 24 14 (1360 : FY 15 Section 5310)



**FTA Traditional Section 5310 Projects**  
*Enhanced Mobility of Seniors and  
 Individuals with Disabilities*  
**Grant Application**  
**Urbanized Areas of San Bernardino  
 County**

Due to SANBAG: December 5, 2014

***NOTE: Please complete all sections of this application. Applications with incomplete and/or missing information will not be considered for funding. Available in alternate formats by request.***

Agency (Applicant) Legal Name

Physical Address (No P.O. Box)

City

County

Zip

Contact Person (Grant Management)

Phone

FAX

E-Mail Address

Name of Authorizing Representative certifying to the information contained in this application is true and accurate:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. (Not required if already on file with this program)

Signature (Authorizing Representative) \_\_\_\_\_

Service Area (Indicate all areas served by the project)

Regional Transportation Planning Agency (RTPA)  
**San Bernardino Associated Governments (SANBAG)**

RTPA contact name, phone, and email address  
**Nancy Strickert (SANBAG) – (99) 884-8276 NStrickert@sanbag.ca.gov**

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

San Bernardino Associated Governments  
 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
 San Bernardino, CA 92410

## APPLICANT CHECKLIST and TABLE OF CONTENTS

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

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## PART I –APPLICANT ELIGIBILITY

### *Coordinated Plan Certification*

*Reference: FTA C 9070.1G Chapter V*

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.” (Circular, V-5)

For additional information see the California Coordinated Plan Resource Center website at <http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

**Required Elements.** Projects shall be included in a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circular, V-1)

**Adoption of a Plan.** As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circular, V-7& V-8)

*Lead agencies may develop a list of applicants for their region. The applicant will attach this list to the application in lieu of the required signature of lead agency. The list must include all information requested below including the signature of the lead agency representative.*

### **Coordinated Plan Lead Agency**

Name of Lead Agency responsible for preparation of the Coordinated Plan and certifying the project(s) were included in the Coordinated Plan.	
Title of Coordinated Plan	Date Plan Adopted
Agency Representative Name (Print)	Title
Signature	Date

### **Grant Applicant Certification**

I certify that the project in this application is derived from the aforementioned Coordinated Plan:	
Agency (Applicant) Legal Name _____	
Authorizing Agency Representative (Print)	Title
Signature	Date

**PART I –APPLICANT ELIGIBILITY**

***Current Grant Subrecipient - Compliance***

If you are a **current** grant subrecipient and are not compliant with all FTA Section 5310 Elderly and Disabled Specialized Transit Program requirements you will not be eligible to apply for grant funds until compliance has been determined. You must be in compliance at time of application submittal.

The Section 5310 Elderly and Disabled Specialized Transit Program requires bi-annual reporting as stated in Exhibit D of the Standard Agreement below:

*11. Bi-Annual Reporting. The CONTRACTOR shall submit a Bi-Annual Report of its use of PROJECT equipment within thirty (30) calendar days after the close of each federal reporting period. The federal reporting periods are: 1) October 1 – March 31; 2) April 1 – September 30. (Bi-Annual Reports are due no later than April 30, and October 30 of each calendar year.) The report shall contain information requested by the STATE to indicate the extent to which the CONTRACTOR is carrying out the PROJECED in accordance with the terms of this contract. Failure to meet these requirements shall be considered grounds for PROJECT Termination as described in Exhibit C of this Agreement.*

	Yes	No
Does your agency have <b>active</b> vehicles purchased with a 5310 grant?		
If yes, is your agency currently in compliance with their 5310 Standard Agreement?		
Attach a copy of the last bi-annual report and the current Certificate of Liability Insurance submitted to the Division of Mass Transportation Section 5310 office listing all vehicles and required data.		

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

## PART I –APPLICANT ELIGIBILITY

### *Project Need*

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a private non-profit organization if public transportation service provided under Section 5310(a)(1) is unavailable, insufficient, or inappropriate.

All applicants must provide current documentation supporting the stated transportation needs. The documentation must be attached as an appendix and its relevance discussed within the narrative (e.g., testimony or findings from a Transportation Development Act (TDA) Article 8 hearing, recognized studies or the region's Coordinated Plan).

#### **A. Check the appropriate box below as applicable. One box must be checked.**

**Unavailable**

There is no existing public transportation or Paratransit (e.g., ADA Paratransit, fixed route, dial-a-ride services) in the proposed project service area available to serve the described target population.

**Insufficient**

Available public transportation and Paratransit services are insufficient to meet the needs of the target population or equipment needs replacement to ensure continuance of service. (Examples: service at capacity service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)

**Inappropriate**

Target population has unique or special needs that are difficult or impossible to serve on available public transportation and/or Paratransit. (Example: lack of wheelchair accessibility.)

#### **B. Existing Transit Service**

Describe how existing public transit or public Paratransit, including fixed-route, dial-a-ride, ADA complementary Paratransit and private Paratransit do not serve the population in your service area.

## PART I –APPLICANT ELIGIBILITY

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

If you are claiming eligibility as a Section 5310 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist you in obtaining this information, use one of the following two methods:

1. To obtain Corporate Records Information over the Internet, go to: <http://kepler.sos.ca.gov> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program.
2. If you are unable to locate the information on line, you can obtain the “Status Inquiry” document by making a written request to:

**Secretary of State  
Information Retrieval/Certification Unit (IRC)  
1500 11th Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814  
(916) 653-6814**

**Do not** submit articles of incorporation, bylaws or tax status documentation.

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

**PART I –APPLICANT ELIGIBILITY**

***Public Agency Certification***

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a governmental authority provided that: 1) the governmental authority is approved by the State to coordinate services for elderly individuals and individuals with disabilities; and 2) there are no non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the “**Public Agency Certification**” below. A public hearing is a required part of the application process and should be completed between the Call for Projects release date and the due date of the application to the RTPA. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification. Under no circumstances will the Department accept missing documentation relative to this Certification after the Caltrans due date.

**Public Agencies**

Check one and provide the following as instructed:

- a)  Certifying to the Governor that no non-profit corporations or associations are readily available in the service area to provide the proposed service.

***Note: If a hearing is scheduled but has not yet been held, follow instructions provided below (shown in italics), under each specific item.***

- 1. Submit proof of a public hearing notice and a copy of the contact letter sent to non-profit transportation providers informing them of the hearing. *If the hearing has not been held prior to the application’s submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date.*
- 2. Submit a resolution that no non-profit agencies are readily available to provide the proposed service. *If a hearing has not yet been held, submit the resolution following the hearing.*
- 3. Complete Public Agency Certification. *If a hearing has not yet been held, submit certification following the hearing.*
- 4. Submit proof of contact with all non-profit transportation providers regarding notice of public hearing.

- b)  Approved by the State to coordinate services for elderly individuals and individuals with disabilities, including CTSA’s designated by the RTPA.
  - 1. Submit current designation letter.

**Certification of No Readily Available Service Providers**

The public agency, \_\_\_\_\_, certifies that there are no non-profit agencies readily available to provide the service proposed in this application.

**Certifying Representative**

Name (print):	
Title (print)	
Signature:	Date
Date of Hearing:	

## PART I – APPLICANT ELIGIBILITY

### *General Certifications and Assurances Summary*

The original “General Certifications and Assurances” shall be signed and dated in blue ink.

Use the legal name of your agency exactly as it appears on your California Secretary of State Status Inquiry form. If you are a public entity, attach as an appendix to the application, an authorizing resolution designating a person authorized to sign on behalf of the agency.

Legal Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- a. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The applicant assures that no person, on the grounds of race, color, national origin shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38.
- c. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1G - “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.”
- d. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5310 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1F, “Third Party Contracting Guidelines.”
- e. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- f. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- g. The applicant certifies that it will comply with Government Code 41 USC. 701 et seq, and 49 CFR, Part 32 in matters relating to providing a drug-free workplace.

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

#### **Certifying Representative**

Name (print):	
Title (print)	
Signature:	Date

## PART I – APPLICANT ELIGIBILITY

### *General Certifications and Assurances Summary - SANBAG*

The original of the “General Certifications and Assurances (Application)” should be signed and dated in blue ink. Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant (“Subrecipient”):		
Address:		
Contact Person:	Work Phone	Work Fax

Applicant/Subrecipient agrees to and represents and warrants to SANBAG the following:

- a. Pursuant to 49 CFR, Part 21, Title VI of the Civil Rights Act of 1964: The subrecipient assures that no person, on t grounds of race, color, or national origin shall be excluded from participating in, or denied the benefits of, or be subje to discrimination under any project, program, or activity (particularly in the level and quality of transportation servic and transportation-related benefits) for which the subrecipient receives Federal assistance funded by the Federal Tran Administration (FTA).
- b. Pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at CFR Parts 27, 37, & 38: The subrecipient certifies that it will conduct any program or operate any facility that receiv or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements.
- c. The subrecipient assures that it will comply with the Federal statutes, regulations, executive orders, and administrati requirements, which relate to applications made to and grants received from FTA. The subrecipient acknowledg receipt and awareness of the provided reference list of statutes, regulations, executive orders, and administrati requirements that is provided as references in FTA Circular 9070.1G - “Enhanced Mobility of Seniors and Individu with Disabilities Program Guidance and Application Instructions.”
- d. Pursuant to FTA Circular 4220.1F, “Third Party Contracting Guidance” (revised March 18, 2013): The subrecipie certifies that its **procurements** and procurement system will comply with all applicable requirements imposed by Feder laws, executive orders, or regulations and the requirements of FTA Circular 4220.1F, “Third Party Contractin Requirements,” and such other implementing requirements as FTA may issue. The subrecipient certifies that it w include in its contracts, financed in whole or in part with FTA assistance, all clauses required by Federal laws, executi orders, or regulations and will ensure that each subrecipient and each contractor will also include in its subagreemer and contracts financed in whole or in part with FTA assistance all applicable contract clauses required by Federal law executive orders, or regulations.
- e. The subrecipient certifies that it will comply with the requirements of 49 CFR Part 663, in the course of purchasi revenue rolling stock. Among other things, the recipient will conduct, or cause to be conducted, the prescribed **pr award and post-delivery reviews** and will maintain on file the certifications required by 49 CFR Part 663, Subparts C, and D.
- f. Pursuant to Government Code 41 U.S.C. sec. 701 et seq., and 49 CFR Part 32, The subrecipient certifies that it h established and implemented an **anti-drug and alcohol misuse prevention program** and has conducted employ training complying with the requirements of 49 CFR Part 655, “Prevention of Alcohol Misuse and Prohibited Drug U in Transit Operations”.
- g. The subrecipient assures and certifies that it requires its subcontractors and subrecipients to have established an implemented **anti-drug and alcohol misuse prevention programs**, and to have conducted employee training complyi with the requirements of 49 CFR Part 655, “Prevention of Alcohol Misuse and Prohibited Drug Use in Tran Operations”.
- h. The subrecipient agrees and assures that it will comply with U.S. DOT regulations, **“Participation by Disadvantag Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs,”** 49 CFR Part 2 Among other provisions, this regulation requires recipients of DOT Federal financial assistance, namely State and loc transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibili of DBE firms to participate in their DOT-assisted contracts. The recipient agrees and assures that it will comply with

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

CFR 26.49 which requires each transit vehicle manufacturer, as a condition of being authorized to bid or propose a FTA-assisted transit vehicle procurement (new vehicles only), to certify that it complied with the requirements of the DE program.

- i. The subrecipient assures and certifies that it will adhere to the **California State DBE Program Plan** as it applies to local agencies. The subrecipient must complete and submit to the Department a DBE implementation Agreement. The subrecipient certifies that it must report twice annually on DBE participation in their contracting opportunities; the award/commitments and actual payments.
- j. The subrecipient assures and certifies that **private for-profit transit** operators have been afforded a fair and time opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
- k. The subrecipient assures and certifies that the project complies with the **Environmental Impact and Related Procedures** of 23 CFR Part 771.
- l. The subrecipient certifies that before expending any Federal assistance to acquire the first bus of any new **bus model or any bus model with a new major change in configuration or components** or before authorizing final acceptance of that bus (as described in 49 CFR Part 665), that model of bus will have been tested at a bus testing facility approved by the FTA and subrecipient and FTA will have received a copy of the test report prepared on that bus model.
- m. The subrecipient assures and certifies that when procuring capital equipment acquired with Federal assistance it will comply with all **Buy America provisions, 49 CFR Part 661 and 49 USC 5323(j)(2)(c)**. This policy means that certain steel, iron, and manufactured products used in any capital equipment acquired with Federal assistance must be produced in the United States. Buy America requirements apply to all purchases, including materials and supplies funded by operating costs, if the purchase exceeds the threshold for small purchases (currently \$100,000).
- n. The subrecipient certifies that it will comply with the “**FTA Annual List of Certifications and Assurances** for Federal Transit Administration Grants and Cooperative Agreements” and Appendix A Certifications and Assurances Checklist and Signature Page due March 31 of each year.
- o. The subrecipient has provided documentation needed by the Department to assure FTA that it has properly and sufficiently delegated and executed authority, by Resolution, to the appropriate individual(s) to take official action on its behalf.
- p. The subrecipient, providing **complementary paratransit service**, certifies that they have submitted to the Department an initial plan for compliance with the complementary paratransit service provision by January 26, 1992, as required by 49 CFR Part 37, Section 37.135[b] and have provided the Department annual updates to its plan on January 26 of each year, as required by 49 CFR Part 37, Section 139[c]. The subrecipient has provided the Department an initial plan signed and dated \_\_\_\_\_.
- q. The subrecipient certifies that all **direct and indirect costs** billed are allowable per Title 2 Code of Federal Regulations Part 225 (2 CFR 225) (formerly Office of Management and Budget (OMB) Circular A-87), the federal guidelines for allowable costs for subrecipients that are State, Local and Indian Tribal governments, per Title 2 Code of Federal Regulations, Part 230 (2 CFR 230) (formerly, OMB Circular A-122) if the subrecipient is a non-profit organization, per Title 48 CFR Part 3 (48 CFR 3), if subrecipient is a private for-profit organization.
- r. The subrecipient certifies that all indirect costs billed are supported by an annual **indirect cost allocation plan** submitted in accordance with 2 CFR 225. The plan or subrecipient’s cognizant agency approval of plan was submitted to the Department’s Audits and Investigations and approved before subrecipient submits request for reimbursement of any indirect costs. Indirect costs prior to having a plan approved as evidenced by a letter from the Department’s Audits and Investigations is not an allowable expense. If subrecipient does not bill for indirect cost then an indirect cost allocation plan is not required.
- s. The subrecipient certifies that they understand that **Transit Employee Protection** is specified in Title 49 U.S.C. 5333(i). This Title requires that the interests of employees affected by the assistance under most FTA programs shall be protected under arrangements the Secretary of Labor concludes are fair and equitable. Title 49 U.S.C. 5311(i) requires that the Secretary of Labor use “a special warranty that provides a fair and equitable arrangement to protect the interests of employees” in order for the 5333(b) requirements to apply to Section 5311.
- t. The subrecipient certifies that the recipient shall comply with 49 CFR Part 604 in the provision of any **charter service** provided with FTA funded equipment and facilities. The subrecipient certifies that in the provision of any charter service provided, subrecipient and its recipients will provide charter service that uses equipment or facilities acquired with Federal assistance authorized for 49 U.S.C. 5307, 5311, 5316 or 5317, only to the extent that there are no private charter service operators willing and able to provide those charter services that it or its recipients desire to provide unless one of more of the exceptions in 49 CFR Part 604-Subpart B applies. The subrecipient assures and certifies that the revenue generated by its incidental charter bus operations (if any) are, and shall remain, equal to or greater than the cost

(including depreciation on federally assisted equipment) of providing the service. The subrecipient understands that the requirements of 49 CFR Part 604 will apply to any charter service provided, the definitions in 49 CFR Part 604 apply to this agreement, and any violation of this agreement may require corrective measures and the imposition of penalties including debarment from the receipt of further Federal assistance for transportation.

- u. The subrecipient undertakes and agrees to defend, indemnify, and hold harmless SANBAG and any of its Board members, officers, employees, and agents, from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation, costs and fees of litigation) of every nature arising out of or in connection with the subrecipient's performance of services funded pursuant to 49 U.S.C. Section 5310 hereunder, its failure to comply with any of its obligations or requirements contained in this certifications and assurances, or breach of its representations and warranties under this certifications and assurances, except such loss or damage which was caused by the sole negligence or willfull misconduct of SANBAG.
- v. The subrecipient represents and warrants that its project is consistent with the eligible activities listed within Chapter I Section 14 or Section 15 in the FTA Circular C9070.1G and that its project does not include the following activities that are ineligible for funding: acquisition of transportation services under a contract, lease, or other arrangement (Not eligible if there is a State approved MOU); lease of equipment; preventive maintenance (as defined in the National Transit Database); vehicle rehabilitation, manufacture or overhaul and/of wheelchair lifts; transit shelters or other facility improvements; fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request systems (yellow pull cords) and transfer cutters.
- w. As required by 49 U.S.C. 5323 (f) and FTA regulations, "School Bus Operations," at 49 CFR 605.14, the subrecipient agrees that it and all its recipients will: (1) engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 4323 (f) and implementing regulations, and (2) comply with requirements of 49 CFR part 605 before providing any school transportation using equipment or facilities acquired with Federal assistance awarded by FTA and authorized by 49 U.S.C. Chapter 53 Title 23 U.S.C. for transportation projects. The subrecipient understands that the requirements of 49 CFR Part 605 will apply to any school transportation it provides, that the definitions of 49 CFR Part 605 apply to any school transportation agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.
- x. To the best of my knowledge and belief, the undersigned represents and warrants to SANBAG that the certifications and assurances and data in this application are true and correct, and I am authorized to sign and bind the applicant/subrecipient to these certifications and assurances and obligations in this application, and to file this application on behalf of the subrecipient.
- y. Applicant/subrecipient understands and agrees that the certifications and assurances in this application are effective binding upon Applicant

**Certifying Representative**

Name (print):	
Title (print)	
Signature:	Date

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

**PART I –APPLICANT ELIGIBILITY**

***Agency Profile***

Provide the total number of clients currently served by the agency, and provide a breakdown of those clients who are elderly, disabled or a wheelchair user. **If a client can be identified in more than one category, choose the one category that most closely describes the client.** A client is counted only once. For example an elderly person who uses a wheelchair would be scored **once**, as a wheelchair user.

A person with disabilities is someone of any age who is not able to use fully accessible public fixed route services (whether temporarily or on a long-term basis), regardless of whether or not they need to use a wheelchair.

National origin information is collected and reported to the FTA.

Total number of clients currently served by your agency’s transportation program ( <i>do not duplicate</i> )	Per FTA Circular, provide the percent of national origins served by your program. (Total 100%)
Number of elderly _____ Number of persons w/disabilities _____ Number of wheelchair/lift users _____ <b>Total number of clients</b> _____	American Indian & Alaska Native _____% Asian _____% Black or African American _____% Hispanic or Latino _____% Native Hawaiian & Other Pacific Islander _____% All Other _____%
Total number of wheelchair/lift users divided by clients _____%	<b>Total must be 100%</b> _____%

Briefly describe your agency’s purpose and program. **Include the days and hours of the operation of your transportation program** and the service your agency currently provides or intends to provide.

Supporting documentation must be attached (e.g., agency brochure).

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## PART I –APPLICANT ELIGIBILITY

### *Agency Profile*

Briefly describe the geographic area that will be served by your transportation program (include cities, counties, and regions within the service area).

An 8-1/2 x 11 map of the service area must be attached delineating service boundaries.

What area will your project serve (*Check only one, if serving both areas complete separate applications*):

- Western San Bernardino Valley (Los Angeles County Line to Rancho Cucamonga)  
 Eastern San Bernardino Valley (Fontana to Yucaipa)  
 Victor Valley (Hesperia, Victorville, Adelanto, Apple Valley)

**Title VI Requirements (Nondiscrimination) Requirements:** Describe any lawsuits or complaints against your **entire agency** within the last year alleging discrimination on the basis of race, color, or national origin. At a minimum please include the following information: **Date of Complaint/Lawsuit received and/or acted on, Description Status/Outcome, Corrective Action Taken, and Date of Final Resolution.**

(To be eligible, you must provide a written response in this area; N/A is not an acceptable response.)

**Note: Any agency awarded funding through the 5310 program must have a Title VI Program approved by Federal Transit Administration or the State of California Department of Transportation prior to executing a Standard Agreement and any disbursement of funds.**

## PART II – FUNDING REQUEST

### *Eligible Capital Expenses Reference: FTA C 9070.1G Section III, pages 9-11*

5310 Eligible Capital Expenses listed on page 6 of Application Instructions.

Is your agency also applying for funding from another program (i.e. other FTA programs, Department of Health and Human Services, State/Local Funds, etc.) **for this proposed project(s)** (Vehicles and/or Other Equipment)?

Yes \_\_\_ No \_\_\_

If yes, please explain.

### **Vehicles**

The estimated cost for all procurements is used to determine the funding amount granted for each project (vehicles and other equipment). This award is made for the procurement of that specific project, not for a guaranteed amount of funds. The program will retain any remaining funds after the purchase of the project has been completed. If actual cost exceeds the estimate, grantees will be required to provide 100% of the additional funds needed. **No fixed route equipment will be funded**

**Complete for vehicle(s) requested. (See Application Instructions pages 4 and 5)**

Vehicles	Quantity Request	Estimated Unit Cost**	Total Cost
<b>Vehicles</b>			
Minivan 5 Ambulatory Passengers (AP) includes ramp		\$46,000	
Small Bus (Ford or GM) 8 AP; 2 Wheelchair (WC)*		\$60,000	
Medium Bus (Ford or GM) 12 AP; 2 WC*		\$67,000	
Medium Bus 12 AP; 2 WC *, Compressed Natural Gas***		\$93,000	
Large Bus 16 AP; 2 WC *		\$73,000	
Large Bus 16 AP; 2 WC * ,Compressed Natural Gas***		\$97,000	
Larger Bus (Ford or International) 20 AP; 2 WC *		\$105,000	

\* Rear wheelchair lift floor plan

\*\*Unit costs are an estimated cost of vehicle, equipment and related charges and are subject to change at the time of purchase.

\*\*\*Justify the need for an alternative fuel vehicle. Indicate whether your agency has the requisite fuel infrastructure, as well as the proximity of the fuel station in relation to your agency.

## PART II – FUNDING REQUEST

### *Eligible Capital Expenses Reference: FTA C 9070.1G Section III, pages 4 & 5*

#### **Other Equipment**

Other eligible equipment includes: wheelchair restraints; radios and communication equipment; initial component installation costs; computer hardware and software (scheduling and vehicle maintenance software); transit-related intelligent transportation systems (ITS); and the introduction of new technology through innovative and improved products into public transportation.

Applicant must attach 3 estimates of like-kind equipment **with** this application. The average of the 3 estimates will become the requested grant amount.

In the absence of three estimates applicant must attach an estimate from the vendor and the Sole Source Justification form. Sole source vendor requests will not be approved during the grant application review. Form available at: <http://www.dot.ca.gov/hq/MassTrans/Procurement-Grants-Management.html>.

After grant approval, grantee must receive prior approval from the Section 5310 Program before purchasing. The grantee will purchase the other equipment, submit an invoice to Caltrans, and will be reimbursed for the federal share.

**Complete for other equipment requested. (See Application Instructions page 5)**

**Minimum Grant Amount of \$1,000, not to exceed \$40,000.**

<b>Complete for Requesting Computer Equipment or Other Equipment (specify)</b>			
<b>Equipment</b>	<b>Quantity Request</b>	<b>Estimated Unit Cost</b>	<b>Total Cost</b>
Computer Hardware			
Computer Software			
Other Eligible Equipment (describe)			
<b>Complete for Requesting Communications Equipment:</b>			
Base Station		\$2,500	
Mobile Radio		\$1,000	
TOTAL (cannot exceed \$40,000)			

<b>TOTAL PROJECT COST (Vehicles and Other Equipment)</b>	
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## PART II – FUNDING REQUEST

### *Replacement/Service Expansion Vehicles*

*Questions apply to requests for vehicles. (See Scoring Worksheet, pages 4 and 5)*

#### REPLACEMENT VEHICLES (Maintaining existing service levels)

**To be eligible for replacement, the vehicle must currently be registered to the applicant agency and have a wheelchair accessible ramp or lift, and must be in active service** The vehicle does not have to be originally federally funded. Leased vehicles, Sedans and SUVs are not eligible for replacement.

**Applications for vehicle replacements must be like kind. For example, in an application for a small replacement bus, the vehicle to be replaced must be a small bus.**

Explain why the vehicle(s) need replacement in order to ensure continuance of existing services. Describe the service the vehicle(s) will provide and the service area.

*A photograph of the vehicle(s) proposed for replacement must be attached as an appendix. Take the photograph at an angle to show back wheels.*

*NEW for ALL replacement vehicle requests: Provide each vehicle's funding source. Include the Standard Agreement number for federally funded procurements.*

#### NEW SERVICE OR SERVICE EXPANSION VEHICLES

Explain the new service or growth your agency is experiencing, the projected increase in the number of clients you will serve, and the basis for your estimates. Describe the service area, the type of service the vehicle(s) you are requesting will provide and how it relates to the needs assessment in the Coordinated Plan. *Related Documentation supporting this growth must be attached as an appendix and its relevance discussed within the narrative (e.g., current waiting list, reports of trips denied).*

Projected number of one-way passenger trips per day to be provided by each vehicle: \_\_\_\_\_

## PART II – FUNDING REQUEST

### *Other Equipment*

#### OTHER EQUIPMENT

This category includes communication and computer equipment, hardware and/or software, or any other miscellaneous equipment (cameras, mobile radios, etc.). The equipment must be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program for elderly and disabled clients.

The applicant must submit 3 like-kind estimates of equipment with this application. The average of these 3 estimates will be the requested funding amount. The 3 like-kind estimate information and sole source request instructions are on page 12 of this application. **Note: If the project is selected and the agency receives Section 5310 approval, the agency will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice Caltrans for reimbursement of the actual amount not to exceed 100% of the grant amount. No fixed route equipment will be funded.**

#### **Agency Inventory (Required for ALL other equipment requests)**

1. Complete table for the requested other equipment, expand this table if necessary:
  1. Indicate equipment type to be replaced
  2. Indicate the quantity of existing equipment units by like kind.
  3. Indicate the age of the equipment.
  4. Indicate the requested number of units of additional equipment.
  5. Indicate the total number of vehicles in your transportation fleet.

Equipment Type to be replaced	Quantity/Purchase Date of Existing Equipment within Agency		Quantity of Requested Equipment (from page 12)	Current Fleet Size
Example: Computer	3	5-18-2005	6	10
	2	1-1-2001		
	4	6-15-2004		
Example: Mobile Radios	8	8-14-2007	4	15
	3	4-21-2002		
Example: Software	0	-	1	16

2. Describe the type of equipment you are requesting and specifically identify the components.

3. Discuss how the requested equipment will be used to support the transportation program. Include any expected improvements in service delivery or coordination, any reduction in the cost of providing service and the current method of collecting and tracking information.

## PART III - SCORING CRITERIA

### *Ability of Applicant-*

### *See Quantitative Scoring & Project Rating Worksheet Section I*

Describe applicant's experience and history of providing efficient and effective transit services. The number of years of transportation service should reflect the number of years your agency has provided transportation services. Do not include service of your subcontractor(s). If you will be a first-time provider of transportation services, provide the number of years you have provided social services to elderly individuals and individuals with disabilities.

1. Does your agency **currently** provide transportation? \_\_\_\_\_

*If yes*, how many years of transportation experience does your agency have? \_\_\_\_\_

*If no*, how many years of experience does your agency have in providing non-transit services to elderly persons and persons with disabilities? \_\_\_\_\_

Additional points can be obtained for applicants that have not previously been transportation providers by providing a letter of support from SANBAG or Coordinated Transportation Service Agency (CTSA).

---

#### Scoring Criteria for questions 2-12:

0 = Does not address question

1 = Addresses question without attaching relevant documentation.

2 = Addresses question completely and attaches relevant documentation to all questions 2-12

2. Describe your agency's driver training program by specifically discussing each of the following components indicating whether they will be performed in-house or under contract and the staff or position(s) responsible:

- New Driver Orientation and Training; including classroom and behind the wheel and testing. Including ongoing training.
- Sensitivity Training, Emergency Preparedness, First Aid and CPR.





**PROPOSED BUDGET FOR TRANSPORTATION PROGRAM**

See Page 7 of the Application Instructions for specific requirements in completing this page, attachments required

**10. Annual Operating Budget:**

*See Quantitative Scoring & Project Rating Worksheet Section I*

<b>Estimated Income:</b>	
a. Passenger Revenue	\$
b. Other Revenues	\$
c. Total grants*, donations, subsidy from other agency funds	\$
<b>TOTAL INCOME</b>	\$
*Not including this grant request.	
<b>Estimated Expenses:</b>	
a. Wages, Salaries and Benefits (non-maintenance personnel)	\$
b. Maintenance & Repair (include maintenance salaries)	\$
c. Fuels	\$
d. Casualty & Liability Insurance	\$
e. Administrative & General Expense	\$
f. Other Expenses (e.g., materials & supplies, taxes)	\$
g. Contract Services (specify) _____	\$
<b>TOTAL EXPENSES</b>	\$

**11. Operating Fund Sources:**

SOURCES	Prior Year	Current Year	NextYear
a.	\$	\$	\$
b.	\$	\$	\$
c.	\$	\$	\$
d.	\$	\$	\$
			\$
		<b>TOTAL</b>	

**12. Local Match for this application.**

The local share may be derived from other Federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at

[www.unitedweride.gov](http://www.unitedweride.gov)

Identify Source(s) of Local Match:	AMOUNTS
<b>Toll Credits</b>	\$
	\$
	\$
<b>TOTAL LOCAL MATCH -</b>	\$

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

## PART III - SCORING CRITERIA

### ***Coordinated Plan Requirements***

*See Quantitative Scoring & Project Rating Worksheet Section II*

*Scoring Criteria:*

*0 – Does not address question and/or does not include Coordinated Plan section or page number*

*3 – Addresses question & indicated Coordinated Plan section and/or page number*

Per FTA C 9070.1G, Chapter V, FTA Section 5310 projects shall be included in a Coordinated Plan that minimally includes the following four elements and a level consistent with available resources and the complexity of the local institutional environment. The following questions address how this project is derived from Coordinated Plan for your area. (Only 0 or 3 points per question)

**Element 1: An assessment of available services that identifies current transportation providers (public, private, and non-profit).**

1. Generally describe the available non-profit, public transit or Paratransit, including fixed route, dial-a-ride, ADA complementary Paratransit services. (Indicate Coordinated Plan Section/Page Number.)

**Element 2: An assessment of transportation needs for individuals with disabilities or older adults. This assessment may be based on the experience and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.**

2. Describe the transportation needs of individuals with disabilities or elderly individuals to be served by the proposed project. (Indicate Coordinated Plan Section/Page Number.)

## PART III - SCORING CRITERIA

### *Coordinated Plan Requirements – (Cont.) See Quantitative Scoring & Project Rating Worksheet Section I*

**Element 3: Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.**

3. How does this project(s) address one or more of the coordination strategies, activities, and/or projects and efficiencies identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

**Element 4: Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.**

4. How does this project(s) address one or more of the implementation priorities identified in the Coordinated Plan for your area? (Indicate Coordinated Plan Section/Page Number.)

## PART III - SCORING CRITERIA

### *Coordination –*

*See Quantitative Scoring & Project Rating Worksheet Section II*

### *Use of Vehicles/ Equipment*

Per FTA C 9070.1G, Chapter VI, FTA encourages maximum use of vehicles funded under the Section 5310 program. Coordination of vehicles and other transportation related activities where opportunities exist to coordinate are encouraged. Coordination of services include:

- Shared use of vehicles
- Dispatching or scheduling
- Maintenance
- Back-up transportation
- Staff training programs
- Procurement of services and supplies from funding sources other than Section 5310
- Active participation in local social service transportation planning process
- Client trip(s) with other agencies

To obtain points for questions 1 and/or 2, **a letter must be attached** from the Consolidated Transportation Service Agency (CTSA), or an agency with which you are coordinating services, substantiating the coordination activities described. For additional information contact the San Bernardino Associated Governments (SANBAG). If no CTSA exists in your service area or if you are the CTSA, a letter must be obtained from SANBAG.

1. Describe how vehicles in agency's **existing** fleet, services or equipment, are used to provide coordinated service for another agency's clients or how these vehicles are shared with another agency(s). Narrative must include:
  - The name of the participating agency(s)
  - Agency description, and usage of vehicle(s)
  - Days and hours of use
  - Number of passengers using service
  
2. Describe plan for coordinating use of **requested** vehicle(s) or equipment. Narrative must include:
  - Name of the participating agency(s)
  - Agency description, and usage of vehicle(s)
  - Days and hours of use
  - Numbers of passengers using service

OR

3. If unable to coordinate, explain why. Discuss any attempts the agency has made to coordinate. Provide supporting documentation letter from the CTSA or SANBAG confirming that no opportunities for coordination currently exist for requested equipment.

**PART III - SCORING CRITERIA**

**Existing Transportation Services**

*See Quantitative Scoring & Project Rating Worksheet Section III*

To complete the chart below, list all vehicles your agency currently owns or leases that provide passenger service to elderly and/or disabled persons. Include back vehicles and those to be removed from service if a new vehicle is awarded. **Also list any vehicles you have on order or for which you have received a grant commitment from any source (e.g. Section 5310, Department of Aging, city or county.)**

**Additional information needed for replacement vehicle requests:** Replacement vehicles are identified as those needing replacement in order for the Agency to continue their existing services. For each new vehicle requested, a current vehicle in active service must be placed in backup or sold.

See Application Instructions for information regarding each column entry below.

**Answer the following questions and complete the chart below:**

- A. Total miles traveled per day for all active vehicles in fleet (excluding the vehicles indicated as backup in Column 7) \_\_\_\_\_.
- B. Days of Service (e.g. Monday thru Sunday) \_\_\_\_\_.
- C. Percentage of current wheelchair/lift users \_\_\_\_\_%
  - a. To compute, divide total riders (Part I, Page 9) by wheelchair/lift clients.

	*1	2	3	4	5	6	7	8	9	*10	*11	12
	List All VIN #s in Fleet (Last 5 digits)	Replacement Requests Vehicle Type & Disposition	List All Active Vehicles Yr/Make	Current Mileage	Passenger Capacity Ambulatory/ Wheelchair	Number of Fold down Seats	Current Backup Vehicle Y/N	Date Purchased or Leased (indicate if leased)	Registered Owner (not lienholder)	Vehicle Service Hours Per Day	Total One Way Pasg. Trips Per Day	12 Month Maintenance & Repair Costs
<i>Ex</i>	<i>12345</i>	<i>van/BK</i>	<i>2003 Ford</i>		<i>6A/2W</i>	<i>3</i>	<i>N</i>	<i>1-1-01</i>	<i>Agency X</i>	<i>6</i>	<i>16</i>	<i>\$1,000</i>
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>Total for Columns 10 &amp; 11</b>												

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

**PART III - SCORING CRITERIA**

**Proposed Transportation Services**

*See Quantitative Scoring & Project Rating Worksheet Section III*

**New or Service Expansion:** This table is to be completed by agencies:

- Starting a new transportation service, or
- Adding new or additional service to their current program.

**To complete the chart below:**

- In column 1, indicate if vehicle request is for a New (N) transportation agency or Service Expansion (SE) for an existing transportation agency.
  - In column 2, indicate type of requested vehicle, such as Modified Van, Small Bus, etc. as shown on the Funding Request – Part II.
- Note: If the requested vehicle(s) will be used in coordination to transport another agency’s clients on a regular basis, include those trips in the calculations of the proposed service for columns 3 - 7.*
- In column 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
  - In column 4, indicate the average number of vehicle service hours per day (**exclude idle time** - the time the vehicle is not in direct passenger service.) Use whole hours; do not use ranges of hours or portions of hours.
  - In column 5, calculate vehicle service hours by multiplying column 3 with column 4 (**exclude idle time.**) (e.g. 5 days per week X 8 hours per day = 40 hours per week).
  - In column 6, indicate the projected number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips) and of this total how many are wheelchair/lift users.
  - In column 7, indicate the projected average number of miles that the vehicle will travel per day.

**Complete following question and the chart below:**

D. **Compute the total percentage of current and projected wheelchair/lift users \_\_\_\_\_%**

For Expanded Service: Use the total number of wheelchair/lift users in your current program (page 9 of this application), add the projected number of lift users for this expanded service, then divide by the total number of existing and projected passengers from column 6 below.

For New Service: Use the total number of projected wheelchair/lift users then divide by total projected passengers from column 6 below.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	Type of Request N – New agency or SE – Service Expansion	Vehicle Type	Days of Service	Total Service Hours Per Day	Total Service Hours Per Week	Total one way passenger Trips Per Day (of total how many lift users)	Projected Mileage Per Day
<i>Ex</i>	<i>N or SE</i>	<i>Small Bus</i>	<i>5</i>	<i>6</i>	<i>30</i>	<i>25(5)</i>	<i>400</i>
1							
2							
3							
4							
5							

Attachment: Traditional 5310 Application 2014 SANBAG (1360 : FY 15 Section 5310)

## PART III - SCORING CRITERIA

### *Other Equipment*

*See Quantitative Scoring & Project Rating Worksheet Section III*

Other Equipment: Computer system, software and or communication.

If you are making a request for new equipment based on the “inadequacy” of your old equipment, please include a detailed description of the make and year model of the equipment to be replaced consistent with the chart on page 14. The equipment must be used to support your transportation operation, that is, the number of vehicles you operate in your transportation program.

1. How many vehicles in the existing Service Fleet (including back up)? _____ (Maximum 15 pts)	
2. Is the applicant currently using a manual system for scheduling, vehicle tracking, etc. and/or has no dispatch communication equipment? (Application page 14) 5 points	
OR	
3. Does the applicant need to replace inadequate equipment to improve efficiency? (Application page 14)	
Equipment more than 5 years old – 5 pts 3 to 5 years old – 3 pts Less than 3 years old – 0 pts	
Total (Maximum 20 Points)	



**FTA Traditional 5310 Projects**  
*Enhanced Mobility of Seniors and  
 Individuals with Disabilities*  
**Application Instructions for  
 the Urbanized Areas of San  
 Bernardino County**

The following is a list of the application questions that are addressed in these instructions. Not all questions in the application require additional instructions.

	Page
General Instructions.....	2
Coordinated Plan (Application Page 3).....	3
Public Agencies (Application Page 7) .....	4
Eligible Capital Expenses (Application Page 11) .....	5/6
Ability of Applicant (Application Pages 15-17).....	7
Proposed Budget for Transportation Program (Application Page 18) ...	7
Existing Transportation Services (Application Page 22) .....	8
Glossary .....	9

**San Bernardino Associated Governments (SANBAG)**  
 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
 San Bernardino, CA 92410

More information:  
<http://www.dot.ca.gov/hq/MassTrans/5310.html>  
 Toll Free Hotline 1.888.472-6816

Attachment: Traditional 5310 Application Instructions 2014 SANBAG (1360 : FY 15 Section 5310)

## Grant Application Guidelines

**Please read all instructions carefully.**

These instructions apply to the application for funding under the Federal Transit Administration (FTA) Enhanced Mobility for Seniors and Individuals with Disabilities grant program for the Urbanized Areas of San Bernardino County. **Requests for funding for Enhanced Mobility 5310 projects must be submitted on the 5310 Enhanced Mobility application.**

## Program Overview

### Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)

The new 5310 Program is authorized under the provisions set forth in MAP-21. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to this program. MAP-21 also includes a new planning requirement for the 5310 Program, requiring that projects funded through this program “must be included in a locally developed, coordinated public transit-human services transportation plan.”

The Governor of California has designated the California Department of Transportation (Caltrans) Division of Rail & Mass Transportation (DRMT) as the recipient of all Federal Transit Administration (FTA) Section 5310 grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. Current federal transportation funding law, allows Metropolitan Planning Organizations (MPO) or eligible Large Urbanized Areas (UZA) agencies to assume all or some of the administrative responsibility traditionally bestowed to designated recipients.

Through a Memorandum of Understanding (MOU), the Southern California Association of Governments (SCAG) and the San Bernardino Associated Governments (SANBAG) have elected to administer this grant offering through an Administrative Hybrid Partnership with Caltrans. With SCAG’s approval, SANBAG will select successful projects. Caltrans will support all other program requirements set forth by the Federal Transit Administration (FTA).

### Caltrans State Management Plan

Caltrans’ mission, goals, and values guide Caltrans’ actions and how it serves the public, including the administration of federal programs presented in the State Management Plan. The State Management Plan is available at <http://www.dot.ca.gov/hq/MassTrans/SMP.html>.

# GENERAL INSTRUCTIONS

*Please read all instructions carefully.*

1. Mark "**ORIGINAL**" on the cover of your application package that contains the master copy of the requested documentation with original signatures.
2. Submit the original application, one photocopy, and two electronic copies (i.e., CDs, flash drives, etc.) to SANBAG by **5pm on December 5, 2014**. **Please note: The entire application and all appendices must be included in the electronic copies.**

Additional copies may be requested by SANBAG.

Early coordination with your SANBAG representative is encouraged.

SANBAG will:

- a. Establish the applicant's eligibility (Part 1 of the application).
- b. Review the application for completeness and contact the agency for questions and clarification for improvement.
- c. Review and score the application.
- d. Forward to Caltrans the original, one photocopy and two electronic copies of the application, the Quantitative Scoring & Project Rating Worksheets, and regional priority list of projects.

3. Applications must be complete and final. No amendments or supplements to the application will be accepted after the SANBAG due date of 5pm on December 5, 2014.

***Note: Application packages with incomplete and/or missing information will not be considered for funding.***

4. The application format is provided in an MS Word document. An electronic version of the application form is at our website: [www.SANBAG.ca.gov](http://www.SANBAG.ca.gov)

To prepare on a computer: Insert additional space where needed to complete questions (e.g., application form page 8, continuing pages should be numbered 8a, 8b, 8c).

5. To prepare the application using a "hard copy" (without a computer):

Use application forms as provided. If additional pages of narrative are needed, insert them immediately following the page on which the narrative started, indicating their order alphabetically (e.g., application form page 8, continuing pages should be numbered 8a, 8b, 8c).

All documentation should be included in a distinctly labeled second part of your application labeled as the "Appendix." **Your narrative should mention specific documentation and include a reference to where it can be found in your appendix.**

6. Narrative responses should be complete and concise. All questions must be answered. N/A responses will be considered incomplete.
7. Review the glossary sheet on page 11 of these instructions for terms used throughout the application.

## Public Record

Section 5310 application materials and attachments are not considered confidential by SANBAG or Caltrans. Application contents and attachments received by SANBAG are considered *public records*. Therefore, applicants should not include confidential information such as client names, addresses, specific medical diagnoses, telephone numbers, and times the clients are scheduled to be transported. This kind of information should be redacted from client lists. You should be aware, however, that too little information may not adequately document your clients' needs that are necessary for an application to be properly scored.

## Use of Vehicles

Vehicles acquired under the Section 5310 program must be used primarily for elderly persons and/or persons with disabilities at a **minimum of 20 service hours per week per vehicle**. Services are to be provided only within the legal jurisdiction of the grantee. Vehicles may be used only in the following ways:

- By the private non-profit organization or the public agency as described in their approved grant application;
- By a private for-profit operator, via contractual agreement with the successful applicant only for the services identified in the approved grant application. The contractual agreement must be pre-approved by SANBAG and Caltrans.

## Responsibility of Grant Subrecipient

When an agent other than the subrecipient in the grant application operates vehicles or other equipment, control and responsibility for the operation of the vehicles must remain with the grant subrecipient. The private non-profit organization or public agency remains the registered owner of the vehicle and remains fully responsible for program compliance including, but not limited to, operation oversight, reporting, insurance, maintenance and monitoring. Caltrans DRMT shall be listed as the lien holder on all approved project vehicles funded through 5310 funds. Caltrans remains the lien holder until the federal interest in the project equipment is less than \$5,000. **Non-compliance with program requirements may result in relinquishment of vehicles and/or equipment to the State.**

## PART I – APPLICANT ELIGIBILITY

*See Application - Coordinated Plan Certification – Page 3*

Both the SANBAG (Agency preparing the Coordinated Plan) and the Grant Applicant shall sign this form. (Grant Application, page 3).

Individual projects and/or agency names are not required to be listed in the Coordinated Plan as long as the strategy for the project is included the Coordinated Plan.

*See Application - Public Agencies Page 7*

Public agencies must meet either "a" or "b" below and submit required documentation:

- In order to make a determination that no non-profit agencies are readily available (see glossary) to provide the proposed service, a public agency must provide substantial written

proof (as identified on page 7 of the Application) documenting the exceptional circumstances that no non-profit agencies are readily available to provide the proposed service.

A public agency must hold a public hearing between the release date of the call for projects and the application due date to SANBAG. Notice of the hearing, including the date, place, and specific purpose, must be given at least 30 days in advance through publication in a newspaper of general circulation.

Note: If the public hearing has not been held prior to the application's submittal to SANBAG, then proof of publication and hearing must be submitted to both Caltrans and SANBAG prior to the final application due date to Caltrans.

A public agency must contact all non-profit transportation providers (as may be identified by SANBAG, the local CTSA, the Coordinated Plan and/or Caltrans) regarding the hearing by a "return receipt requested" letter.

A public agency must adopt by resolution a finding that there are no non-profit agencies readily available to carry out the proposed service. A copy of this resolution must be included as an appendix to the application. If during the hearing a private non-profit agency demonstrates that it is able to provide the proposed service, the public agency is no longer eligible to apply for Section 5310 funds.

For information on the appeal process refer to the Program's State Management Plan located at: <http://www.dot.ca.gov/hq/MassTrans/5310.html>

## **PART II - FUNDING REQUEST**

*See Application - Eligible Capital Expenses - Page 11 & 12*

### Unit Cost Estimates and Other Equipment

The vehicle unit cost includes the cost of a base accessible vehicle that includes a wheelchair lift, tie downs, an estimate of the procurement fees and applicable sales tax associated with the vehicle purchase. Applicants are to use the unit costs as provided on the application form.

Requests for "other equipment" in the Grant Application page 12 (e.g., computer systems, dispatching and tracking software, telecommunication systems) that support the transportation program are limited to \$40,000 for the entire request, with a minimum cost of \$1,000. **Cellular phones, pagers and service subscriptions, and fixed route equipment are not eligible for funding.**

When requesting computer hardware or software, or other equipment, list the specific items to be purchased and provide three informal estimates of requested equipment costs with the application. Estimates can be copies from Internet sites, advertisements, or product catalog. The average of the three (3) like-kind estimates will become the grant amount placed in the "Unit Cost" space provided.

### Request Limitations

The San Bernardino Associated Governments (SANBAG) may set award limits based on the number of applications received and the availability of funds.

Available Funding

All applicants must indicate the appropriate UZA allotment their project is requesting funding from. UZA assignment is based on the location where the majority of persons served reside.

Thresholds by Category	Western San Bernardino Valley UZA	Eastern San Bernardino Valley UZA	Victor Valley UZA
FY 2013 Funding Available	\$ 363,355	\$ 458,380	\$ 215,545
FY 2014 Funding Available	\$ 349,842	\$ 479,351	\$ 238,691
Two-Year Funding Available Total*	\$ 713,197	\$ 937,731	\$ 454,236
<b>Minimum (55%) for Traditional Projects**</b>	<b>\$ 412,904</b>	<b>\$ 542,897</b>	<b>\$ 262,979</b>
<b>Maximum (40%) for Expanded Projects***</b>	<b>\$ 300,294</b>	<b>\$ 394,834</b>	<b>\$ 191,257</b>
Cities included:	Chino, Chino Hills, Montclair, Upland, Ontario, Rancho Cucamonga	Fontana, Rialto, Loma Linda, Colton, Bloomington, Highland, San Bernardino, Redlands, Yucaipa	Hesperia, Victorville, Apple Valley, Adelanto

\*The total award amount is already reduced by the 5% Caltrans fee for admin expenses.  
 \*\*This 55% is calculated on the full 5310 allocation prior to being reduced by the 5% Caltrans admin fee.  
 \*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.

Attachment: Traditional 5310 Application Instructions 2014 SANBAG (1360 : FY 15 Section 5310)

<b>ELIGIBLE CAPITAL EXPENSES</b> (excludes mobility management)	<b>Funded</b>	<b>Not Funded</b>	<b>Comments or Reason if Not Funded</b>
Buses and vans (including baseline vehicle equipment)	x		Must be ADA accessible/No Sedan or SUVs
Vehicle procurement testing, inspection, and acceptance costs	x		
Wheelchair restraints	x		
Radios and communication equipment (excludes cell phones and service agreements)	x		
Initial component installation costs	x		
Computer hardware and software (scheduling and dispatch software)	x		In support of 5310 program purposes only. Public transit services not eligible.
Extended warranties which do not exceed the industry standard	x		At the time of purchase only.
Transit related intelligent transportation systems (ITS); and the introduction of new technology, through innovative and improved products, into public transportation	x		Regional ITS Architecture Plan required at time of application. See www.dot.ca.gov
Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. The State, as recipient, has the option to decide whether to provide funding for such acquired services. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(a)(3) is limited to the Section 5310 program		x	We fund the equipment/capital costs and allow contracted services as long as there is a State approved MOU. <u>Excludes operating costs.</u>
Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the State must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same		x	Staffing resource limitations
Preventive maintenance, as defined in the National Transit Database (NTD)		x	
Vehicle rehabilitation; manufacture, or overhaul Wheelchair lifts		x	We purchase new vehicles only.
Transit Shelters or other facility improvements		x	Staffing resource limitations, when federal funds are used, the entire program and land is under federal requirements.
Fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.		x	This program does not fund fixed route equipment. The purpose is to meet the <u>special needs</u> of elderly persons and persons with disabilities.

Attachment: Traditional 5310 Application Instructions 2014 SANBAG (1360 : FY 15 Section 5310)

## **PART III – SCORING CRITERIA**

*See Application – Scoring Criteria – Ability of Applicant, Page 15 & Quantitative Scoring and Project Rating Worksheet, Section I*

Before answering the questions in this section, review the related criteria on the “*Quantitative Scoring and Project Rating Worksheet.*” This helps in understanding the focus of the items to be scored. Attach documentation that supports your answers (examples provided below) as an item in your Appendix.

*Note:* Applicants who address questions **completely** and discuss the **relevance** of the attached documentation that supports the stated transportation needs will earn full points.

- Testimony at, or findings from, a TDA Article 8 hearing (Unmet Transit Needs)
- Citizen on-board passenger surveys
- Current waiting lists and/or records of trips denied
- American with Disabilities Act (ADA) Plan
- Recognized surveys
- Recognized studies or plans that document transit needs (e.g., Area Agency on Aging Needs Assessment, short range transit plan, Senate Bill 826 Action Plan/Progress Report),
- Letter from public transit agency
- Newspaper articles
- Agency brochures, agency statistics or demographics
- Letter of inquires to and/or response from other funding sources.

*See Application - Proposed Budget for Transportation Program – Page 18*

1. Annual Operating Budget: (Application Question 10, page 18)

Indicate the proposed annual operating budget for your **entire transportation program**, including the costs associated with operating the requested equipment.

2. Operating Fund Sources: (Application Question 11, page 18)

You must include, and explain, all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current and budget year. The total sources of operating funds in Question 10, “Operating Fund Sources,” should be equal to the total operating income shown in Question 11, “Annual Operating Budget.”

3. Local Match: (Application Question 12, page 18)

Toll credits are being applied to meet the local share (20%). Specify the amount in the space provided.

*See Application – Existing Transportation Services – Page 22*

Information to complete this chart (Note: The gray band on the chart provides a sample entry.)

1. List the Vehicle Vin # for each vehicle in your Existing Transportation Services.
2. **Proposed Replacement requests only:** Indicate the type of vehicle, *Van or Bus* for vehicles proposed for replacement in the application. A van is defined as a vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds; and a bus as a vehicle with a GVWR of more than 10,000 pounds, as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door. Also indicate the **disposition** of the vehicle proposed for replacement as follows: "**BK**" for backup and "**S**" for sell. To be eligible for replacement, vehicles must meet the following criteria at the time the application is filed:
  - Vehicle to be replaced must be currently registered to the applicant and in **active service** (providing service throughout the agency's normal days and hours of operation)
  - Vehicle to be replaced is for a like-kind vehicle with similar service life. See page 13 of application. Sedans and SUVs are not eligible for replacement.
3. List all active vehicles years and makes in your fleet inventory.
4. List the most current mileage in your fleet available prior to filing the application.
5. List ambulatory (A) seating capacity and wheelchair (W) capacity (e.g. 6A/2W) for each vehicle. Indicate the number of fold down seats in the wheel chair positions for each vehicle. Identify, by indicating "Y" for yes and "N" for no, if a vehicle is **currently** used as a backup vehicle. **Note:** vehicles currently in backup service are not eligible for replacement.
6. Date the vehicle was purchased or leased by your agency.
7. List the registered owner(s) of the vehicle. Do not list the legal owner (lien holder). You may abbreviate or use the words "applicant," "county," etc., where the meaning is clear in the context of the application
8. List number of hours per day, excluding *idle time* (see glossary), that each vehicle provides service. Then, total the service hours per day for all active vehicles (exclude backups) in the fleet and enter the total in the last cell in column 10. Use whole numbers of hours, not ranges of hours, or portions of hours.
9. List average number of one-way passenger trips (see glossary for definition) per day. Provide total number of one-way passenger trips per day for all active vehicles (exclude backups) in the fleet by totaling all entries and enter the total in the last cell in column 11. Do not use ranges.
10. Annual maintenance and repair costs. List total maintenance and repair costs for the last 12-month period for which figures are available.

## FTA SECTION 5310 GLOSSARY

<b>ADA</b>	Americans with Disabilities Act, this Federal law is a comprehensive civil rights measure prohibiting discrimination against the disabled in employment, housing and transportation. The intent of ADA is to ensure equal access for persons with disabilities to public accommodations, public services, telecommunications and transportation.
<b>Appropriate Funds</b>	All local shares must be provided from sources other than Federal funds except where specific legislative language of a Federal program permits its funds to be used to match other Federal funds.
<b>Backup Vehicles</b>	Backup vehicles are defined as vehicles that are used from time-to-time, not on a daily basis to provide service.
<b>Bus</b>	Vehicle with a gross vehicle weight rating of more than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door.
<b>CTC</b>	An acronym for California Transportation Commission. The body established by State law to advise and assist the Secretary of the Business, Transportation and Housing Agency and the Legislature in formulating and evaluating state policies and plans for transportation programs. The CTC is responsible for adopting the annual listing of approved Section 5310 projects before forwarding to FTA for approval.
<b>CTSA</b>	An acronym for Consolidated Transportation Service Agency. Local agency designated by the Regional Transportation Planning Agency to consolidate and coordinate social service transportation.
<b>FTA</b>	An acronym for Federal Transit Administration. Federal level agency, which administers the Federal Transit Act, as amended, and specifically provides funding to the states for the Section 5310 program.
<b>Idle Time</b>	Idle time generally means the time the vehicle is not in direct passenger service.
<b>One-way Passenger Trips</b>	One-way passenger trips are counted as each time a person boards the vehicle, so that a round trip would be counted as two passenger trips
<b>Readily Available</b>	Readily available is defined as willing, interested and capable of providing the proposed service at a comparable cost to the identified clientele in the same service area, with the same hours of frequency, and at the same level of service.
<b>RTPA</b>	An acronym for Regional Transportation Planning Agency. Local agency responsible for transportation planning activities and allocating of transit funds in a specified region. RTPAs can be Local Transportation Commissions, Councils of Governments, Metropolitan Planning Organizations or statutorily created agencies.
<b>Unqualified Audit Opinion</b>	An acceptable audit, indicating that the agency is in compliance with generally accepted accounting principles. Note: any other type of opinions, e.g., "qualified with exceptions," "reportable conditions," "material weaknesses," "noncompliance with requirement," will be evaluated on a case-by-case basis.
<b>Van</b>	Vehicle with a gross vehicle weight rating of <u>less</u> than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on driver's side door.



## FTA Section 5310 Expanded Projects

Enhanced Mobility of Seniors and Individuals  
with Disabilities

# *Grant Application Instructions Urbanized Areas of San Bernardino County*

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### San Bernardino Associated Governments

1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410

<http://www.dot.ca.gov/hq/MassTrans/5310.html>

## Grant Application Guidelines

**Please read all instructions carefully.**

These instructions apply to the application for funding under the Federal Transit Administration (FTA) Enhanced Mobility for Seniors and Individuals with Disabilities grant program for the Urbanized Areas of San Bernardino County. **Requests for funding for Traditional 5310 projects must be submitted on the 5310 Traditional application.**

## Program Overview

### Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)

The new 5310 Program is authorized under the provisions set forth in MAP-21. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to this program. MAP-21 also includes a new planning requirement for the 5310 Program, requiring that projects funded through this program “must be included in a locally developed, coordinated public transit-human services transportation plan.”

The Governor of California has designated the California Department of Transportation (Caltrans) Division of Rail & Mass Transportation (DRMT) as the recipient of all Federal Transit Administration (FTA) Section 5310 grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. Current federal transportation funding law, allows Metropolitan Planning Organizations (MPO) or eligible Large Urbanized Areas (UZA) agencies to assume all or some of the administrative responsibility traditionally bestowed to designated recipients.

Through a Memorandum of Understanding (MOU), the Southern California Association of Governments (SCAG) and the San Bernardino Associated Governments (SANBAG) have elected to administer this grant offering through an Administrative Hybrid Partnership with Caltrans. With SCAG’s approval, SANBAG will select successful projects. Caltrans will support all other program requirements set forth by the Federal Transit Administration (FTA).

### Caltrans State Management Plan

Caltrans’ mission, goals, and values guide Caltrans’ actions and how it serves the public, including the administration of federal programs presented in the State Management Plan. The State Management Plan is available at <http://www.dot.ca.gov/hq/MassTrans/SMP.html>.

### FTA Section 5310 –Expanded 5310 Project Goals

One of the goals for Expanded 5310 Projects is to provide public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. Expanded 5310 Projects also seek to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*), as well as alternatives to public transportation that assist persons with disabilities with transportation.

## Eligibility

### A. Eligible Applicants:

Applicants may include state or local governmental bodies, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), social services agencies, tribal governments, private and public operators of public transportation, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient, and non-profit organizations.

### B. Eligible Use of Program Funds:

MAP-21 requires that all Expanded 5310 projects selected for funding be included in a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan identifies existing services, needs, strategies and priorities for low-income individuals, individuals with disabilities and older adults.

### C. Eligible Activities for Expanded 5310 Projects:

Expanded 5310 project funds are available for capital and operating expenses that support public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. Eligible activities include, but are not limited to:

#### Operating Activities

- Expansion of paratransit service beyond the minimum requirements of ADA
- Expansion of hours for paratransit service
- Feeder service for intercity travel for which paratransit service is not required
- Enhancement of services (same day; door-to-door; escorts)
- Voucher programs (excludes transit bus pass)
- New or expansion of Volunteer Driver Programs.

#### Capital Activities

- Acquisition of accessibility equipment beyond ADA requirements
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs
- Mobility management activities:
  - ✓ Planning, development, implementation of coordinated transportation services
  - ✓ Integration, coordination and promotion of access to transportation services
  - ✓ Development and operation of one-stop call-center
  - ✓ Transportation brokerages
  - ✓ Travel training/trip planning
  - ✓ Operational planning to acquire IT technologies for coordinated systems

**The following is a list of ineligible expenses for 5310 Expanded Projects:**

<b>INELIGIBLE EXPENSES FOR 5310 EXPANDED PROJECTS</b>	<b>Comments or Reason if Not Funded</b>
Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or for facilities is treated as a capital expense, the State must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same.	Staffing resource limitations
Preventive maintenance, as defined in the National Transit Database (NMTD)	Staffing resource limitations
Vehicle rehabilitation; manufacture, or overhaul wheelchair lifts	We purchase new vehicles only
Transit Shelters or other facility improvements	Staffing resource limitations: when federal funds are used, the entire program and land is under federal requirements.
Fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.	This program does not fund fixed route equipment. The purpose is to meet the special needs of elderly persons and persons with disabilities.

**D. Mobility Management Projects**

MAP-21 allows projects considered as "mobility management" eligible as a capital expense under the 5310 Program.

1. The purpose of mobility management is to integrate and coordinate existing public transportation services with other transportation providers in order to increase the availability of transportation services. Such projects may include, but are not limited to: the planning, development, and implementation of coordinated transportation services; integration, coordination and promotional of access to transportation services; operation of transportation brokerages; the provision of travel training and trip planning services; operational planning to acquire IT technologies for coordinated systems; and the development and operation of one-stop transportation call centers.

2. Applicants must provide the following:

- a well-defined operations plan with identified routes, schedules, current/projected ridership, key personnel (attach resumes), and marketing strategies with supporting documentation to accomplish the project.
- an implementation plan that describes project tasks, timeframes, benchmarks, critical milestones, key personnel (attach resumes), deliverables, and estimated completion dates with supporting documentation including:
  1. Project Start and Completion Date
  2. Primary Contact Person Name, Phone Number and Email Address
  3. List the Project Schedule by Months/Year Per Each Task
  4. Project Task Number
  5. List Project Tasks, Activities, Deliverables, and Equipment
  6. Project Team Member Name
  7. Project Team Member Classification or Title
  8. Indicate if Project Team Member is Contractor\* and/or Existing Staff
  9. List Number of Project Working Hours (Per Project Task & Per Team Member)
  10. Identify Full Hourly Rate for Project Team Member (Contractor and/or Existing Staff)
  11. Equipment Costs for Each Project Task (If Applicable)
  12. Project Costs for Project Team Members
  13. Cumulative Costs for Project Team and Equipment Costs

**\*Consultant Services:** Identify what consultant services will be used and describe the bidding process. Contractors must be selected through a competitive selection process per FTA Circular C 4220.1F (November 1, 2008).

3. Both the operations and implementation plans must identify assigned personnel and their qualifications. In addition, applicants must demonstrate their institutional capability to perform the service delivery aspect of the project.

## Performance Measures

### E. Expanded 5310 Project Performance Measures

The following indicators will be used to measure project effectiveness:

- Increase or enhancements related to geographic coverage, service quality and or service times that impact availability of transportation services for individuals with disabilities as a result of the Expanded 5310 projects implemented in the current reporting year.
- Additions or changes to environmental infrastructure (e.g. transportation facilities, sidewalks, etc), technology, and vehicles that impact availabilities of transportation services as a result of the Expanded 5310 projects implemented in the current reporting year.
- Actual or estimated number of rides (measured by one-way trips per day) provided for individuals with disabilities as a result of the Expanded 5310 projects implemented in the current reporting year.

## Award Amount and Toll Credits/Local Match

### **F. FFY 2013 and FFY 2014 Combined Grant Award Amount (Federal Funds and Toll Credits).**

The San Bernardino Associated Governments (SANBAG) may set award limits based on the number of applications received and the availability of funds.

### **G. Local Match (Toll Credits):**

Expanded 5310 project funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. For this grant cycle, (FFY 2013 and FFY 2014), Transportation Development Credits (Toll Credits) will provide the minimum local share for eligible expenditures. Toll Credits may be used to fulfill a project's local share requirement. In essence, this means FTA provides 100-percent of the total combined maximum grant award amount. **Toll Credits cannot exceed the local share match percentage.**

FTA calculates a project using toll credits as shown in the example:

Actual cost of project:	\$300,000
Federal Share (80%)	\$240,000
Local Share (20%)	\$ 60,000 (from toll credits)

For more information on Toll Credits, visit the Caltrans DRMT website at:

<http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5311/transittollcreditsrev012611.pdf>.

### **H. Available Funding**

All applicants must indicate the appropriate UZA allotment their project is requesting funding from. UZA assignment is based on the location where the majority of persons served reside.

Thresholds by Category	Western San Bernardino Valley UZA	Eastern San Bernardino Valley UZA	Victor Valley UZA
FY 2013 Funding Available	\$ 363,355	\$ 458,380	\$ 215,545
FY 2014 Funding Available	\$ 349,842	\$ 479,351	\$ 238,691
Two-Year Funding Available Total*	\$ 713,197	\$ 937,731	\$ 454,236
<b>Minimum (55%) for Traditional Projects**</b>	<b>\$ 412,904</b>	<b>\$ 542,897</b>	<b>\$ 262,979</b>
<b>Maximum (40%) for Expanded Projects***</b>	<b>\$ 300,294</b>	<b>\$ 394,834</b>	<b>\$ 191,257</b>
Cities included:	Chino, Chino Hills, Montclair, Upland, Ontario, Rancho Cucamonga	Fontana, Rialto, Loma Linda, Colton, Bloomington, Highland, San Bernardino, Redlands, Yucaipa	Hesperia, Victorville, Apple Valley, Adelanto

\*The total award amount is already reduced by the 5% Caltrans fee for admin expenses.

\*\*This 55% is calculated on the full 5310 allocation prior to being reduced by the 5% Caltrans admin fee.

\*\*\*Given Caltrans is using 5% for admin expenses, 40% is the maximum amount eligible under this category. However, this category may be lowered to 35% should the CTCs chose to use the 5% maximum for planning related purposes.

## Project Selection Process

### **H. Project Selection Process**

1. The San Bernardino Associated Governments (SANBAG) will conduct competitive selection process for the large urban area(s) within San Bernardino County. This selection process will be a review and scoring of the Expanded 5310 Project applications before they are forwarded to Caltrans DRMT for final review and administration of grant funds. (Selected projects must still be included in a locally developed coordinated plan and meet the intent of the 5310 grant program.) The RTPA will verify that each applicant meets all the federal requirements of the grant program. The RTPA is the primary contact for the review and selection process prior to submission to Caltrans DRMT.
2. **Mail your application directly to SANBAG. Your application must be received no later than December 5, 2014.**

### **I. Responsibility of Grant Subrecipient**

When any agent other than the subrecipient in the grant application operates vehicles or other equipment, control and responsibility for the operation of the vehicles must remain with the grant subrecipient. The subrecipient agency will remain as the registered owner of the vehicle and will be responsible for program compliance including but not limited to operation oversight, reporting, insurance, maintenance and monitoring until useful life standards are met. Caltrans DRMT must be listed as the lien holder on all approved project vehicles funded through Caltrans Section 5310 grant program. Caltrans will remain the lien holder until the federal interest in the project equipment is less than \$5,000. **Non-compliance to program requirements may result in relinquishment of vehicles and/or equipment to the State.**

## Application/Program Timeline

### K. Application/Program Timeline

<i>Dates</i>	<i>Activity</i>
October 2014	Grant Application Workshops
November 5, 2014	Call for Projects
<b>December 5, 2014</b>	Applications due to SANBAG
February 2, 2015	Successful applications sent to Caltrans, DRMT
April-May 2015	Completion of State Review, Evaluation, and Draft Prioritized List of Projects
June 2015	Draft Prioritized List of Projects is adopted by CTC
June 2015	Submission of FTA Grant for Approval
September 2015	FTA Grant Approval
October 2015	Successful Applicant Workshops
November 2015	Standard Agreements Written

## General Instructions

### 1. APPLICATIONS DUE to RTPAs

**MUST BE RECEIVED BY: December 5, 2014**

### 2. ALL APPLICATIONS ARE DUE TO:

**San Bernardino Associated Governments (SANBAG)**

Attn: Nancy Strickert  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410

**MUST BE RECEIVED BY: December 5, 2014**

3. Applicant must submit to SANBAG **two (2) copies (one original plus one copy)** of the application and **two (2) electronic copies on a CD** (either Microsoft Word or PDF, Including attachments).
4. Mark **“ORIGINAL”** on the cover of your application package, which contains the master copy of the requested documentation with original signatures.

Early coordination with your SANBAG representative is encouraged.

5. Applications must be complete and final. No amendments or supplements to the application will be accepted.

**Note: Application packages with incomplete and/or missing information will not be considered for funding.**

6. The application format is provided in a MS Word or pdf format. An electronic version of the application form is at our website.
  
7. To prepare the application using a “hard copy (without a computer), all documentation should be included in a distinctly labeled second part of your application labeled as the “Appendix.” **Your narrative should mention specific documentation and include a reference to where it can be found in your “Appendix.”** Narrative responses should be complete and concise.
  
8. Public Record

Section 5310 application materials and attachments are not considered confidential by SANBAG or Caltrans. Therefore, applicants should not include confidential information, such as client names, addresses, specific medical diagnosis, telephone numbers, and times the clients are scheduled to be transported. This kind of information should be redacted from client lists. You should be aware, however, that too little information may not adequately document your client’s needs that are necessary for an application to be properly scored.

## County OES Address

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San Bernardino County Office of Emergency  
Services  
1743 W. Miro Way  
Rialto, CA 92376  
(909) 356-3998  
(909) 356-3965 fax  
After-Hours Emergency Only Contact Number:  
(909) 356-3805

## PROJECT SCORING CRITERIA

To receive the maximum points, response to each question **must be completed with clear and concise information** and **contain the required supporting documentation**. Incomplete responses and/or a lack of supporting documentation will result in reduced score(s).

### **A. Program Goals and Objectives - (20 total points):**

- Applicant demonstrates that the project is consistent with the overall Expanded 5310 project goals and objectives, as listed in the program goals on Page 2 of these instructions.
- Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan addressing the gaps and/or barriers).

### **B. Project Implementation Plan - (30 points):**

- Applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital projects, applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Describe type of equipment you are interested in purchasing and identify the components. Discuss how the requested ancillary equipment will be used to support the transportation program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If computer equipment is being requested, also describe current method of collecting and tracking information. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project.

### **C. Program Performance Indicators - (20 points):**

- Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project as described in Page 6 of these instructions. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on seniors and individuals with disabilities.
- Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified.

### **D. Communication and Outreach - (20 total points):**

- Stakeholder list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing seniors and individuals with disabilities. Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources.
- Applicants must keep stakeholders involved and informed of project activities throughout the project timeline. Applicant must also describe how they would promote public awareness of the project. Three (3) letters of support from stakeholders must be attached to the grant application. (One of the three support letters may come from a client of the proposed project.)

### **E. Emergency Planning and Preparedness - (10 total points):**

- Applicant describes emergency planning and drill activities. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in or are scheduled to participate in.

## COMMUTER RAIL AND TRANSIT POLICY COMMITTEE ATTENDANCE RECORD – 2014

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Patrick Morris</b> City of San Bernardino	X	X	X	X		X		X				
<b>Paul Eaton</b> City of Montclair	X	X		X		X		X				
<b>James Ramos</b> County of San Bernardino	X	X	X	X		X		X				
<b>Peter Aguilar</b> City of Redlands	X	X		X		X		X				
<b>Bill Jahn</b> City of Big Bear Lake	X	X	X	X				X				
<b>Mike Leonard</b> City of Hesperia	X	X	X	X		X						
<b>Larry McCallon</b> City of Highland	X	X	X	X				X				
<b>L. Dennis Michael</b> City of Rancho Cucamonga	X		X	X		X		X				
<b>Ray Musser</b> City of Upland	X	X	X			X		X				
<b>Richard Riddell</b> City of Yucaipa	X	X	X	X		X		X				
<b>Alan Wapner</b> City of Ontario	X		X	X				X				
<b>Deborah Robertson</b> City of Rialto	X	X	X	X		X		X				

X = Member attended meeting.      Empty box = Member did not attend meeting.      Crossed out box = Not a member at the time.

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

## Meeting Procedures and Rules of Conduct

### **Meeting Procedures**

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

### **Accessibility**

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting, Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov).

**Agenda Actions** – Items listed on both the “Consent Calendar” and “Items for Discussion” contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

**Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still apply.*

**Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

## **SANBAG General Practices for Conducting Meetings of Board of Directors and Policy Committees**

**Attendance** - The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.

- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

### **Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

**The Vote as specified in the SANBAG Bylaws** - Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.) Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**Amendment or Substitute Motion** - Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he/she would like to amend the motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion. Occasionally, a motion dies for lack of a second.

**Call for the Question** - At times, a Member of the Board/Committee may “Call for the Question.”

- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

**The Chair** - At all times, meetings are conducted in accordance with the Chair’s direction. These general practices provide guidelines for orderly conduct. From time-to-time circumstances require deviation from general practice. Deviation from general practice is at the discretion of the Chair.

**Courtesy and Decorum** - These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation. It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IIEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

*San Bernardino Associated Governments*



**MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
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