



Spokane Transit Authority

Application for Federal Transit Administration (FTA) Section 5310

Enhanced Mobility for Seniors and Individuals with Disabilities

Funding

Project Title:

Important: *FTA funds require a large degree of dedication to detail and reporting, along with very specific requirements. Please review the documents associated with this call for projects to determine if your agency is able and willing to accept the terms and conditions provided.*

*Applications are due by **5:00 PM on May 8, 2019**; late applications will not be accepted.
Please send the application and copies of the required documents to:*

*Spokane Transit Authority
Attn: Tara Zeigler
1230 W Boone Ave
Spokane, WA 99201*

or electronically to:
tzeigler@spokanetransit.com

Program Details:

Spokane Transit Authority (STA) is issuing a call for projects that will be funded with Federal Transit Administration Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) Program funding. There is approximately **\$512,319** in Section 5310 federal funds available for this call for projects.

Projects funded under this program can be either capital or operating projects. Capital projects are funded at 80% federal and 20% local match funds; operating projects are funded with 50% federal and 50% local match funds.

See Attachment A for a complete list of eligible capital projects.

Of the total funds available under Section 5310, a minimum of 55% must be spent on capital projects and maximum of 45% of funds can be spent on operating projects. It is allowable to dedicate all available 5310 funds to capital projects none to operating expenses.

Projects must primarily benefit seniors and individuals with disabilities. Projects must also support the strategies identified in the Spokane County Coordinated Public Transit-Human Services Transportation Plan, which is managed by Spokane Regional Transportation Council located at, <https://www.srtc.org/human-services-transportation-plan/>.

Project applications are due by **Monday, May 8, 2019 at 5:00 PM. An informational meeting will be held on Monday April 22, 2019 (2pm -3pm)** at Spokane Transit Authority 1230 W Boone Ave., Spokane, WA 99201 in the Full Northside Conference Room to provide potential applicants the opportunity to ask questions about program and project eligibility requirements. If you need additional information about this meeting, please contact Tara Zeigler, Transit Planner at (509) 343-1692 or tzeigler@spokanetransit.com

Eligible project applicants can be either private, non-profit organizations, local governments, or other providers of public transportation* that provide transportation services for seniors and individuals with disabilities.

STA staff will evaluate projects and recommended projects will be forwarded to the STA Board of Directors for approval. More information on project scoring and evaluation criteria can be found in STA's Program Management Plan for Section 5310, which is available on request.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

Non-Discrimination Notice

In accordance with Title VI of the Civil Rights Act of 1964, Spokane Transit does not discriminate on the basis of race, color, or national origin. For more information on your rights or the procedures to file a discrimination complaint, or to request this information in an accessible format, please contact the STA Ombudsman at (509) 325-6094 (TTY Relay 711), or STA's Administrative Office, 1230 West Boone Avenue, Spokane, WA 99201.

If information is needed in another language, contact (509) 325-6094.

Si necesita información en otro idioma, comuníquese al (509) 325-6094.

Для получения информации на другом языке звоните по тел. (509) 325-6094.

Nếu quý vị cần thông tin bằng một ngôn ngữ khác, xin vui lòng gọi số (509) 325-6094.

*To be considered a provider of public transportation, an agency must provide “shared-ride” transportation, which means that it may transport two or more passengers in the same vehicle who are otherwise not travelling together (as opposed to exclusive-ride taxi services). Providers of public transportation can be either public or private agencies.

Section I: Agency Contact Information and Project Summary

Legal Name of Agency:	
Address:	
Federal ID Number (if applicable)	
DUNS Number (Data Universal Numbering System):	
EIN (Employee Identification Number):	
Contact Person:	
Phone Number:	
E-mail Address:	

Please identify your agency as one of the following:

- Local Government/Jurisdiction:
- Operator of public transportation services (private or publicly owned)
- Private, non-profit organization (please attach documentation certifying non-profit status as an attachment to this application)

Project Title:

1. Type of Application:

- Capital Project
- Operating Project

2. What is the total cost of this project?

3. Please indicate how much funding you are requesting for this project:

Important: Section 5310 requires a 50% match for operating projects and a 20% match for capital projects.

4. Please indicate how much your agency has **secured** for a match*:

*In-Kind Match is eligible and counts for local match (for operating projects only). **See Attachment B for more details.**

Section II: Project Information and Levels of Service

1. Please provide a detailed description of your project, and the population it will serve.
2. How will this specific project improve transportation access to seniors and/or individuals with disabilities.
3. Please identify the needs and/or strategies listed in the Spokane County Coordinated Transit-Human Services Transportation Plan that your project supports.
4. How many seniors and/or individuals with disabilities will be served as a result of this specific project. Describe how this number was calculated.

For Capital Projects

For a complete list of eligible capital projects, see Attachment A.

Check the appropriate project type and describe the project:

- Purchase New ADA Accessible Vehicle (please complete sections below)
- Size of vehicle
 - Fuel type
 - Vehicle make and model
- Acquisition of transportation services under a contract, including operating projects
- ADA Improvements such as, sidewalks, curb ramps, signage, etc.
- Support for Mobility Management and Coordination Programs*
- Other eligible capital project, please list:

Briefly describe the project:

*Mobility Management means coordinating or managing activities and projects among different agencies providing public transportation or other transportation services. This is meant to increase coordination of services and communication among different transportation agencies, which will improve service delivery and customer/client accessibility of services.

For Other Category Projects

Below are examples of eligible other projects. Projects must not duplicate existing service provided by Spokane Transit.

Check the appropriate project type and briefly describe:

Project Quarterly Performance Measures:

For Section 5310 capital projects, as part of federal regulations, agencies are required to report the number of seniors or individuals with disabilities that will benefit from projects or services financed by federal funds. For example, the number of rides (one-way trips) that would be provided annually on vehicles and/or services financed by Section 5310 funds. Applicants applying for ADA improvements must report what additions or changes will be made to the physical infrastructure (transportation facilities, sidewalks, etc.) because of this project. Depending on the project different measures may be applied.

How does your agency plan to gather this data?

Section III: Agency Experience and Levels of Service

1. Briefly describe your agency and the experience it has providing passenger transportation services?

2. Who in your organization will manage the project? Please list name, title, phone and email.

3. Will this project or service continue after the grant expires?

Section IV: Supplemental Information

Please provide any additional information that could be useful. In addition, you may use the page to elaborate on information that you have provided in other sections of the application. Indicate the specific question number from this application when providing supplemental information. **Supplemental Information is limited to 1 page per project.**

Section VI: Finishing Up

Attachments Checklist: (Applications without required attachments will not be accepted)

Please attached the following items as applicable with your grant application.

<input type="checkbox"/>	Non-profit status documentation (Required for all non-profit applicants)
<input type="checkbox"/>	Letters committing matching funds (Required on all applications)
<input type="checkbox"/>	In-Kind Match Valuation Proposal (Required if in-kind match will be used)
<input type="checkbox"/>	Most recent independent financial audit report (Required for all applicants)
<input type="checkbox"/>	Signed Title VI, Lobbying/Debarment and DBE Certification (Required for all applicants)
<input type="checkbox"/>	Signed Buy America Certificate (Equipment/vehicle purchase applicants)
	Letters of Support (Optional)

Application Authority

- I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with the application.
- My agency agrees to follow STA and federal procurement and grant management requirements of 49 USC 5310.
- I understand that a signed agreement with STA will be required as a condition of receiving funds.
- My agency agrees to develop and submit a Title VI Plan that meets the general requirements as described in FTA Circular 47.021B. The Title VI Plan must be submitted to STA within 90 days of an executed agreement. Funds cannot be reimbursed until Title VI Plan is deemed in compliance.
- I certify that my agency will submit quarterly and annual reports. The quarterly reports are due 15 days following the end of each quarter, as follows, Quarter 1 report is due April 15th, Quarter 2 is due July 15th, Quarter 3 is due October 15th, and Quarter 3 and the annual report are due January 15th.
- If you plan to allocate costs among your agency (cost allocation plan or indirect costs) then you must submit the most recently approved cost allocation plan. If it is not approved, then STA will be required to approve it prior to reimbursement.

If your project is classified as capital then you will follow all applicable STA and federal procurement requirements, a copy of the requirements will be available at the informational meeting.

All seven boxes above must be checked, and someone authorized to do so must sign the application.

Applicant Agency:

Project Title:

Name and Title of Signatory:

Authorized Signature _____ Date _____

NOTE: Your application must be signed by someone authorized to sign contracts on behalf of your organization, such as the Board Chairperson or Chief Executive Officer.

Attachment A—List of Eligible Capital Projects for Section 5310 Funding

The projects listed are all the types of public transportation capital projects eligible for funding under the Section 5310 grant program. Please note that, in order to be eligible for Section 5310 funding, capital projects must be targeted to the needs of seniors or individuals with disabilities. This definition is from 49 USC 5302.

The term “capital project” means a project for:

- Acquiring, constructing, supervising, or inspecting equipment or a facility for use in public transportation, expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, and acquiring rights-of-way), payments of the capital portions of rail trackage rights agreements, transit-related intelligent transportation systems, relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating, and rehabilitating replacement housing;
- Rehabilitating a bus;
- Remanufacturing a bus;
- Overhauling rail rolling stock;
- Preventative maintenance;
- Leasing equipment or a facility for use in public transportation, subject to regulations that the Secretary (of Transportation) prescribes limiting the leasing arrangements to those that are more cost-effective than purchase or construction;
- A public transportation improvement that enhances economic development or incorporates private investment, including commercial and residential development, pedestrian and bicycle access to a public transportation facility, construction, renovation, and improvement of intercity bus and intercity rail stations and terminals, and the renovation and improvement of historic transportation facilities
- The introduction of a new technology, through innovative and improved products, into public transportation;
- The provision of non-fixed route paratransit transportation services in accordance with Section 223 of the Americans with Disabilities Act (ADA) (42 USC 12143), but only for grant recipients that are in compliance with applicable requirements of that Act, including both fixed route and demand responsive service, and only for amounts not to exceed 10 percent of such recipient’s annual formula apportionment under 49 USC Sections 5307 and 5311;
- Crime prevention and security including:
 - Projects to refine and develop security and emergency response plans;
 - Projects aimed at detecting chemical and biological agents in public transportation;
 - The conduct of emergency response drills with public transportation agencies and local first response agencies; and
 - Security training for public transportation employees; but
 - Excluding all expenses related to operations, other than such expenses incurred conducting activities described above;
- Establishing a debt service reserve, made up of deposits with a bondholder’s trustee, to ensure the timely payment of principal interest on bonds issued by a grant recipient to finance an eligible project under this chapter; or
- Mobility management:
 - Consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under this chapter (other than 49 USC Section 5309); but

- Excluding operating public transportation services

Attachment B—Local Match Requirements/In-Kind Contribution

The maximum federal match for eligible capital project costs is 80 percent. The federal match for eligible operating projects shall not exceed 50 percent. For project funds awarded to subrecipients, documentation on the source of the subrecipient's local match must be provided to the direct recipient.

STA may use up to 10 percent of the total funds allocated for administrative costs at 100 percent federal match.

Exceptions

The federal share may exceed 80 percent for certain projects related to Americans with Disabilities Act (ADA) and Clean Air Act (CAA). Conditions for these exceptions are as follows:

1. **Vehicles:** The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 USC 12101 *et seq.*) or the CAA. A revenue vehicle that complies with 49 CFR 38 may be funded at 85 percent federal share.
2. **Vehicle-related Equipment and Facilities:** The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA (42 USC 7401 *et seq.*), or required by the ADA, is 90 percent. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

Types of Local Match

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local agency or private social service organization, or new capital. Some examples of these sources of local match include state or local appropriations, dedicated tax revenues, private donations, or revenue from service contracts. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance.

Non-cash share, such as donations, volunteered services, or in-kind contributions, is eligible to be counted toward the local match as long as:

1. The value of each is documented and supported,
2. It represents a cost which would otherwise be eligible under the program, and
3. Is included in the net project costs in the project budget.

No funds from other FTA or United States Department of Transportation (USDOT) programs may be used as a source of local match.

BUY AMERICA CERTIFICATE

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy American certificate must be rejected as nonresponsive.

Certification requirement for procurement of steel, iron, manufactured products, or rolling stock.

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulation in 49 C.F.R. Part 661.5.

Date

Signature

Company Name

Title

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION IN A LOWER TIER COVERED TRANSACTION

This contract is a covered transaction for purposes of 2 CFR Parts 1200 and 180. As such, the CONSULTANT or CONTRACTOR is required to comply with 2 CFR Part 180, Subpart C and must include the requirement to comply with 2 CFR Part 180, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Spokane Transit Authority. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Spokane Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Company Name or Respondent: _____

Company Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Authorized Signature: _____

Printed Name and Title: _____

Date Signed: _____

CERTIFICATION REGARDING THE USE OF CONTRACT FUNDS FOR LOBBYING

The undersigned [Subrecipient] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated Funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form ---LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31, U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Subrecipient, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient understands and agrees that the provisions of 31, U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Authorized Official

Name and Title Authorized Official

_____ Date

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

DBE Participation: STA is committed to ensuring that all firms regardless of race, color, sex or national origin have equal opportunity to participate in STA contracts. Therefore, STA has established an annual agency goal for DBE participation in its contracting opportunities. It shall be understood that no specific goal has been assigned to this contract; however, contractors and subcontractors are required to comply with the following:

Non-Discrimination Assurances:

The contract or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or other such remedy, as STA deems appropriate.

A copy of 49 CFR part 26 may be obtained by contacting STA’s DBE Liaison, Spokane Transit Authority 1230 W. Boone, Spokane, WA 99201, (509) 325-6032.

Prompt Payment:

The contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the prime contractor receives from STA. The prime contractor agrees further to return retainage payments to each subcontractor within thirty days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of STA. This clause applies to both DBE and non-DBE subcontractors.

DBE Bidders List:

STA is required to create and maintain a bidders list of all firms bidding on prime contracts and bidding or quoting on subcontracts on Department of Transportation-assisted contracts. To assist STA in compliance with this provision of the regulation, please complete and return with your proposal.

Instructions:

1. List the names and addresses of DBE firms that will participate in this contract;
2. A description of the work each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;

Name & Address of DBE Firm	Description of Work to perform	\$ Amount
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- 1.
- 2.
- 3.

Or

I _____ certify there are no DBEs
(Signature)

Name and Title Authorized Official

Date

Title VI (Non Discrimination) Certification

The Recipient agrees that it must comply with applicable federal civil rights laws, regulations, requirements, and guidance, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, is specifically exempted from a civil rights statute, FTA requires compliance with that civil rights statute, including compliance with the Nondiscrimination – Title VI of the Civil Rights Act.

The Recipient agrees to, and assures that each Third Party Participant, will:

- (1) Prohibit discrimination based on race, color, or national origin,
- (2) Comply with:
 - (a) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d *et seq.*,
 - (b) U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964,” 49 C.F.R. part 21, and
 - (c) Federal transit law, specifically 49 U.S.C. § 5332, and
- (3) Follow:
 - (a) The most recent edition of FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, requirements, and guidance,
 - (b) U.S. DOJ, “Guidelines for the enforcement of Title VI, Civil Rights Act of 1964,” 28 C.F.R. § 50.3, and
 - (c) All other applicable federal guidance that may be issued.

SUBRECIPIENT

By _____
 Authorized Representative

Print Name _____

Print Title _____

Who by this signature certifies their authority to agree to comply with Title VI requirements on behalf of the SUBRECIPIENT