



**ACCESSIBLE TRANSPORTATION COMMITTEE
DISCRETIONARY GRANT SUBCOMMITTEE MEETING**

Wednesday, December 7, 2016
10:30 a.m. – 12 Noon

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| <p>NEXT STOP CENTER Eugene Station 1099 Olive Street, Eugene</p> |
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AGENDA

I. CALL TO ORDER – Chair Baron

ROLL CALL:

- Peter Baron (Chair) Bill Morganti April Wick
- Stefan Kwiatkowski Ellen Courier Josh Haring

II. ANNOUNCEMENTS AND AGENDA REVIEW – John Ahlen

III. PROGRAM DISCUSSION – John Ahlen

- Update from the December 5 Grant Workshop
- Process Next Steps

Attachments: 1) Program Guide and Project Proposal Form: Enhanced Mobility for Seniors and Individual with Disabilities – Transportation Grant Program for Lane County Fiscal Years 2015-16 and 2016-17

- 2) Fiscal Years 2015-16 and 2016-17 Grant Project Proposal: Enhanced Mobility for Older Adults and People with Disabilities
- 3) Discretionary Grant Proposed Process Schedule

IV. NEXT MEETING

V. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairment.



at your service

Program Guide and Project Proposal Form

Enhanced Mobility for Seniors and Individuals with Disabilities Transportation Grant Program for Lane County Fiscal Years 2015-2016 and 2016-2017

For projects to be funded under:

- Federal §5310 – Enhanced Mobility of Seniors and Individuals with Disabilities (5310)
- Special Transportation Fund Program (STF)

| <u>Table of Contents</u> | <u>Page</u> |
|--|-------------|
| Overview of the Grant Program and Funds | 2 |
| Applicant Eligibility & Others Requirements | 2 |
| Description of the Local Process | 3 |
| Evaluation Process | 3 |
| Public Comment Procedures | 4 |
| Protest Procedures | 4 |
| Coordination of Services and Resources | 4 |
| Timeline for Identifying, Prioritizing, and Selecting Projects | 5 |
| Timeline for Local Review | 5 |
| Local Priorities and Selection Criteria..... | 6 |
| Available Funding for Lane Projects | 7 |
| Project Categories and Local Matching Fund Requirements..... | 7 |
| Grant Reporting Requirements & Certifications | 8 |
| Technical Assistance and Contact Information | 9 |
| How to Submit a Proposal..... | 9 |
| Appendix A: Lane Project Proposal Form | 11 |
| Appendix B: Central Lane Metropolitan Area Map..... | 17 |
| Appendix C: Federal Certifications and Assurances | 18 |
| Appendix D: Initial Project Proposal Criteria..... | 20 |
| Appendix E: Proposal Evaluation Work Sheet | 21 |

Overview of the Grant Program and Funding under MAP-21

Enhanced Mobility of Seniors and Individuals with Disabilities (§5310)

On July 6, 2012, President Obama signed a new two year transportation authorization called *Moving Ahead for Progress in the 21st Century* (MAP-21) that provides funding for public transportation. MAP-21 includes money to improve the mobility of older adults and people with disabilities under the §5310 *Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Based on a population formula, each State and large urbanized areas (with populations over 200,000) get a share of these funds.

The Oregon Rail and Public Transit Division (RPTD) receives grant funds allocated to the State of Oregon and coordinates with designated Special Transportation Fund (STF) Agencies to distribute them locally. Lane Transit District is the designated STF Agency for Lane County.

Special Transportation Fund Program (STF)

This program provides an annual formula-based allocation of state funds from state cigarette taxes and other sources. The program finances transportation services benefiting older adults and individuals with disabilities.

As the designated STF agency, LTD manages the local process and is responsible for identifying projects that meet these program goals. All projects submitted to LTD must support transportation services that are offered within Lane County and are evident in the *Lane Coordinated Public Transit-Human Services Transportation Plan* (Lane Coordinated Plan). All grant requests require a local matching fund contribution following Federal Transit Administration (FTA) guidelines

Important Note: This program guide does not provide a comprehensive description of all aspects and requirements of the individual grant programs. All applicants should make use of materials posted on the Oregon Rail and Public Transit Division's website at www.oregon.gov/ODOT/PT under Programs & Funds, and, the FTA website at www.fta.dot.gov under Grants & Financing.

Applicant Eligibility & Others Requirements

Eligible applicants for §5310 include:

- (1) private non-profit agencies that operate public transit services, and
- (2) local governments such as cities, counties, transit districts, and organizations created by ORS190, such as councils of governments, and
- (3) Federally recognized tribal governments.

Grants under §5310 can be for up to two years (between July 1, 2015 and June 30, 2017). Projects will be selected based on locally established priorities and needs. Currently funded projects are eligible. All grant requests require a local matching fund contribution.

For additional information on project eligibility and categories, refer to the Federal §5310 Enhanced Mobility of Seniors and People with Disabilities Grant Program posted at the ODOT Rail and Public Transit Division website at www.oregon.gov/ODOT/PT.

Description of the Local Process

Project proposals are submitted to LTD for review and prioritization. LTD prepares a final application for §5310 and STF that will be submitted to RPTD. Rail and Public Transit Division staff review the §5310 and STF application submitted by LTD for program compliance and makes final decisions.

A local Grant Review Committee will rank local projects for §5310 and STF in priority order with a separate list for each. While some projects might fit under more than one funding source, LTD will accept only one application per project. The Grant Review Committee has the prerogative to move eligible projects between funding sources to come up with their final list of projects.

Evaluation Process

Project Proposal Evaluation Process:

- Step 1:** LTD staff conduct an initial review of proposals to ensure that they meet the minimum criteria set forth in the Grant documentation. Additional information will be requested as needed.

- Step 2:** The Grant Review Committee, made up of representatives from LTD's Accessible Transportation Advisory Committee and a representative of the Lane Council of Governments Planning Division will meet several times in January 2015, to prepare a draft prioritized list of projects and funding recommendations. All Grant Review Committee meetings will be publicized to project proposers as well as to the general public. Each project proposal will be reviewed and discussed by committee members. The Review Committee will score and rank proposals based on the criteria found on the Project Evaluation and Scoring Sheet, Appendix D. Proposers will be invited to comment on the draft list of projects. Proposers are encouraged to attend the Review Committee meetings; however, Proposers also will be allowed to submit comments in writing. The draft prioritized list of projects and funding recommendations will be made public on Wednesday, January 28, 2015, and a 21-day public comment and protest period will be open until Tuesday, February 17, 2015.

- Step 3:** The final draft prioritized list of projects and funding recommendation will be presented to LTD's Accessible Transportation Advisory Committee (ATC) at its meeting on Tuesday, February 17, 2015, at which time a public hearing will be held. The ATC will forward its

recommendation to the LTD General Manager, who has been granted authority by the LTD Board of Directors to approve and sign grant applications that do not specifically require Board approval. LTD will submit its final grant applications to the ODOT Public Transit Division in March and April 2015.

Public Comment Procedures

The draft prioritized list of projects and recommendation for funding will be available for public review and comment on Wednesday, January 28, 2015. Anyone wishing to comment on funding recommendations or otherwise comment on the process may submit comments in writing or make in-person comments to the Accessible Transportation Advisory Committee on Tuesday, February 17, 2015. See page 9 for contact information.

Protest Procedures

Lane Transit District will conduct the following dispute and resolution process to resolve protests of funding decisions following the Accessible Transportation Committee’s approval of the final prioritized list and recommendation of funding.

1. Within ten (10) business days following the deliberation and approval of the final prioritized list and recommendation of funding by the Accessible Transportation Committee, proposers may submit protest(s) in writing to the attention of Andy Vobora, LTD’s Director of Customer Services and Planning, P.O. Box 7070, Springfield, OR 97475.

- 1.1 All protests shall be marked as follows:

Name of Applicant: _____

Project Proposal Name/Description: _____

- 1.2 The protest will include any arguments pertaining to the protest and the requested remedy.
 2. Mr. Vobora will investigate the protest by reviewing the process, paperwork, and/or may choose to have discussions with the protestor and/or members of the Grant Review Committee and LTD staff, and will make a written statement of finding no later than thirty (30) days from the receipt of the protest.

Coordination and the Lane Coordinated Plan

All projects for all funding sources must be consistent with and evident in the current “Lane Coordinated Public Transit – Human Services Transportation Plan, 2013 Update” (Lane Coordinated Plan). For a copy of the plan, go to the LTD website at www.ltd.org and look under EZ Access/Committee on Accessible Transportation or contact LTD Accessible Services at 541-682-7432.

Both the Oregon RPTD and the Federal Transit Administration (FTA) require a high level of coordination for services that use grant resources. Coordination will be an important consideration in evaluating projects. Along with service coordination, there will be an emphasis on the combining of resources to help use public funds most effectively.

To the greatest extent possible, multiple projects with the same goals will be combined into a single project when doing so will result in a higher level of flexibility, streamlines administration, benefits a greater number of users, and/or involves multiple agencies. Examples of county-wide projects to be submitted under a single application are:

- New and/or replacement vehicles
- Vehicle preventive maintenance
- Waivered non-medical transportation for persons eligible under Medicaid
- Volunteer mileage reimbursement

Timeline for Identifying, Prioritizing, and Selecting Projects

The PTD requires that LTD submits a Consolidated List of Applications (projects) in March 2015, as noted in the timeline to follow, for the §5310 program. LTD must coordinate the identification of Lane County projects, review, and rank the projects, allow time for public comment, and get the required authority. LTD will be using a Lane Project Proposal Form (attached as Appendix A) to gather information about each proposed project. Following the Grant Review Committee's initial review of project proposals, additional information may be requested. The Committee will pre-determine at its first organizing meeting whether in-person presentations from applicants will be part of the process and will define the format.

The final application that LTD will submit to the Rail and Public Transit Division must be on RPTD's application form. Once a local project has been selected, the agency(s) responsible for making the local application must assist with the completion of the final application. All required information must be received by LTD staff no later than February 27, 2015. Failure to do so will nullify that project, and it will not be submitted.

Timeline for Local Review:

| | |
|------------------------|---|
| December 15, 2014: | Grant Notice Published. |
| December 18, 2014: | Grant Workshop/Open House at LTD Headquarters 3500 East 17 th Avenue, Eugene, (in Glenwood across from Sanipac) |
| January 7, 2015: | Grant Review Committee Meeting |
| January 13, 2015: | Project Proposals due by 5:00 p.m. |
| January 16, 2015: | Grant Review Committee Meeting |
| January 20, 2015: | LTD Accessible Transportation Committee (ATC) Meeting |
| January 21, 2015: | Grant Review Committee Meeting |
| January 28, 2015: | Grant Review Committee Meeting (if needed) |
| Jan 28 – Feb 17, 2015: | Public Comment Period |
| February 17, 2015: | ATC Meeting / Public Hearing on Grant Recommendations |

Please note that all meetings are open to the public and project proposers are encouraged to attend. Grant Committee Meetings will be held at the LTD Next Stop Center, located at 1099 Olive Street, Eugene, OR 97401 (on the corner of 11th & Olive Street in Eugene, across from The Kiva)

Local Priorities and Selection Criteria

As stated in the Lane Coordinated Plan - 2013 Update, found on page 18, these are the priorities for the selection of projects. These priorities were reaffirmed by the ATC in September 2014:

First Priority: Maintain existing service levels of viable operations¹ – ensure transportation services and connections remain at their current level for people who depend on public transportation services in Lane County.

This supports existing transportation providers' projects that:

- Have shown to be effective in meeting community transportation needs
- Require on-going capital and operating assistance to maintain current level of service
- Continue to demonstrate effective transportation operations within Lane County's coordinated network

Second Priority: Respond to growth within existing services – Allow for measured increases where demand points to an unmet need within the current limits of the service.

This supports existing projects that:

- Require capital and operating assistance to meet growing demand for service within present boundaries
- Are able to improve efficiency and functionality by building on existing infrastructure
- This supports potential new providers or services by:
- Allowing for growth but not automatically extending new service without a careful evaluation of transportation needs in different locations or by other providers

Third Priority: Respond to emerging community needs – Take action on opportunities to coordinate and expand service by developing new partnerships and responding to newly identified transportation needs and gaps.

This supports projects that:

- Are under development and bring new resources
- Address identified transportation needs and gaps and/or focus on an underserved group of individuals

¹ Viable operations is defined, in part, as having the financial and managerial capacity to perform and oversee the project, and must be a good "risk" for LTD to enter into an agreement.

- Improve efficiency and effectiveness of the overall system
- Provide an added benefit to the transportation services network and riders
- Are innovative in their approach or reach out to new riders or geographic areas

The Review Committee will use selection criteria that reflect these priorities and make sure that:

- Projects are derived from and support the Lane Coordinated Plan.
- Projects are eligible under the pertinent grant program guidelines.
- Agencies have the fiscal and operational expertise needed to comply with administrative and grant reporting requirements.
- Matching funds are clearly identified, come from permissible sources and are not already committed to another grant funded project.
- Projects are cost effective.
- Projects do not unnecessarily duplicate existing service.
- The budget is appropriate to the scale of the project.
- Project helps improve coordination and supports the effective use of public resources.

Available Funding for Lane Projects

The estimated amount of funding available for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and the STATE STF Program:

| Program | FY16 & FY17 |
|--|------------------------|
| Enhanced Mobility for Seniors and Individuals w/ Disabilities (\$5310) | \$2,124,548 |
| Special Transportation Fund | \$2,139,448 |
| TOTAL | \$4,263,996 |

Project Categories and Local Matching Fund Requirements

The basic definition of an operating cost is something that does not have a useful life of more than one year. In contrast, a capital item is usually tangible and is in use for more than one year. For example, vouchers are considered an operating cost, as is insurance. The construction of bus stops or shelters, the installation of elevators or ramps, and the purchase of vehicles and computer equipment are all capital costs.

Mobility management consists of short-range planning and management activities that improve coordination among public transportation providers and other transportation services such as those offered through human service agencies. These activities can be

carried out by LTD or a selected grantee.² Mobility management does not include operating public transportation services. Mobility management is intended to promote coordination and take full advantage of local resources to improve the availability of transportation services overall.

These are the general project categories and related matching fund requirements for Enhanced Mobility of Seniors and Individuals with Disabilities funded projects:

| Project Categories | Local Match Required |
|--|----------------------|
| Vehicle Replacement | 10.27% |
| New Vehicles - to expand fleet or introduce new service | 10.27% |
| Preventive Maintenance | 10.27% |
| Other capital – any asset of \$5,000 or more; passenger shelters, computer and communications equipment and associated software and installation | 10.27% |
| Operations – transportation services, whether under contract (purchased), leased, or other arrangement; planning projects | 43.92% |
| Mobility Management – projects that increase access to transportation services; enhance coordination; involve multiple agencies, funding sources and/or services; limited duration | 10.27% |

Local matching funds must be assigned to and be included in the project budget. No FTA program funds can be used as local match for other FTA programs, even when used to contract for service.

The use of some types of non-cash contributions is allowed, but restricted. Applicants should contact LTD to find out whether volunteer or other in-kind contributions for a project will be allowed as part of the local match contribution to the project. If permitted, the value of the non-cash contributions must be documented and represent a cost which otherwise would be eligible under the program, and included in the project budget.

Grant Reporting Requirements & Certifications

Agencies that benefit from grants awarded through this grant program must meet all federal certifications and assurances. A signed copy of the Federal Transit Administration’s (FTA) Certifications and Assurances form must be submitted to LTD. FTA Certifications and Assurances information can be found at <http://ftateamweb.fta.dot.gov/static/CertsAndAssurance/2015-Certs-TEAM.pdf> Refer to Appendix C for the current version of the federal certifications form.

² Although mobility management refers to “short term” management activities to plan and implement coordinated services, these can occur over several years.

In order to complete reports for the National Transit Database, LTD must be able to gather the following information for each project:

- Vehicles Operated & Available for Annual Maximum Service
- Time Service Begins & Ends
- Actual Vehicle Miles
- Actual Vehicle Revenue Miles (exclude out of service and training miles)
- Actual Vehicle Hours
- Actual Vehicle Revenue Hours (exclude out of service and training hours)
- Charter Service Hours
- Unlinked Passenger Trips (# of passengers counted each time they board a vehicle)
- Passenger Miles Traveled (cumulative sum of the distances ridden by each passenger)
- One-Way Trips
- Number of Seniors and Individuals with Disabilities Served
- Persons Served

Prior to making any final funding agreements, LTD must be able to ascertain that participating agencies are able to provide this information.

Technical Assistance and Contact Information

For technical assistance to prospective applicants and to receive an on-line version of the proposal documents, please call Susan at (541) 682-7432 or e-mail susan.hekimoglu@ltd.org.

The main contact person at LTD is:

Cosette Rees
P.O. Box 7070
Springfield, OR 97475
(541) 682-6751
E-mail: cosette.rees@ltd.org

How to Submit a Proposal

To be considered, a Lane Project Proposal Form must be submitted for each proposed project by **5:00 p.m., on Tuesday, January 13, 2015.**

Proposals can be delivered to LTD at:

Attn: Accessible Services
1080 Willamette Street
Eugene, OR 97403
(in Eugene at 11th & Willamette Street)

Lane Transit District
Enhanced Mobility for Seniors and Individuals with Disabilities - Transportation Grant Program

or mailed to:

Lane Transit District
Attn: Accessible Services
1080 Willamette Street
Eugene, OR 97401

For an electronic version of the proposal forms, please contact Susan Hekimoglu at (541) 682-7432, via email at susan.hekimoglu@ltd.org.



Appendix A: Lane Project Proposal Form

GENERAL INFORMATION – Part 1

| | |
|---------------------------------------|-----------------|
| Agency Name (Legal): | |
| Agency Name (DBA): | |
| Mailing Address (Street or P.O. Box): | |
| City, State, Zip: | |
| Federal Tax ID #: | Agency Website: |
| Contact Name & Title: | Contact E-mail: |
| Telephone # (Business): | Fax #: |

| | |
|--|-----------------|
| Legal Name of Partner Agency (for multi-agency applications; add more pages, if needed): | |
| Contact Name & Title: | Contact E-mail: |
| Telephone # (Business): | Fax #: |

By my signature below I certify that the attached proposal, budget and information is complete and accurate to the best of my knowledge, and that I have been authorized to submit this proposal on behalf of the organization.

| |
|--------------------|
| Print Name & Title |
| Signature |
| Date |

Lane Transit District
Discretionary Grant Program – November 2012

Type of Agency/Business:

- Private Non-Profit 501(C)3
- Private For-Profit Public Transportation Provider
- Government (City/County/State/Other)

Project Category:

CAPITAL -

- Replacement Vehicle(s) – must replace existing vehicle that has been in service
- New Vehicle(s) – vehicles to add capacity to existing fleet or introduce new service
- Vehicle Preventive Maintenance – oil changes, tune-ups, tires & routine service
- Vehicle Component Rehabilitation – replacement/rebuild of engine, transmission
- Equipment
- Signs and Other Amenities
- Passenger Shelters
- Other (identify) _____

OPERATIONS -

- Operating Maintain Service Expand Service New Service
- Medicaid Match
- Mobility Management Maintain Service Expand Service New Service
- Mobility Manager
- One-Stop Referral Center
- Trip/Itinerary Planning
- Travel/Mobility Training
- Internet-based Information System
- Information Materials/Marketing
- Coordinated System Planning

AGENCY, PROJECT AND COORDINATION INFORMATION – Part 2

Does the proposing agency provide transportation services to older adults, people with disabilities and/or low income as a primary or secondary mission of the agency?

- Primary – providing transportation is part of the agency's mission
- Secondary – agency provides other services & transportation is one part

Describe the proposed project (maximum 500 words). For vehicle replacements include year, make, model, and mileage.

What is the population to be served by the proposed project:

- General Public (service open to anyone in the community or defined service area including older adults and people with disabilities)
- Older Adults and People with Disabilities (designated service only for seniors and people with disabilities)
- People with Low Income
- Agency Clientele (serves a specific clientele determined by program, housing, or activity such as a senior center or work program). Please specify type of clientele. _____
- Other: _____

What geographic area within Lane County covered by proposed project

- Lane County (county-wide project)
- Metro (Eugene, Springfield, Coburg)
Please specify area _____
- Rural (outside the metro area)
Please specify area _____

Describe how this project is derived from and supports the Lane Coordinated Plan. (Include page references in the Lane Plan that are relevant to the project. List all agencies that will be involved in and are central to the project.)

Lane Transit District
Discretionary Grant Program – November 2012

Estimate the number of older adults and/or people with disabilities or low income who the project proposes to support for the grant period and describe how you arrived at this figure.

Estimate the number of one-way rides (or other units of service) that the project proposes to provide for the grant period and describe how you arrived at this figure.

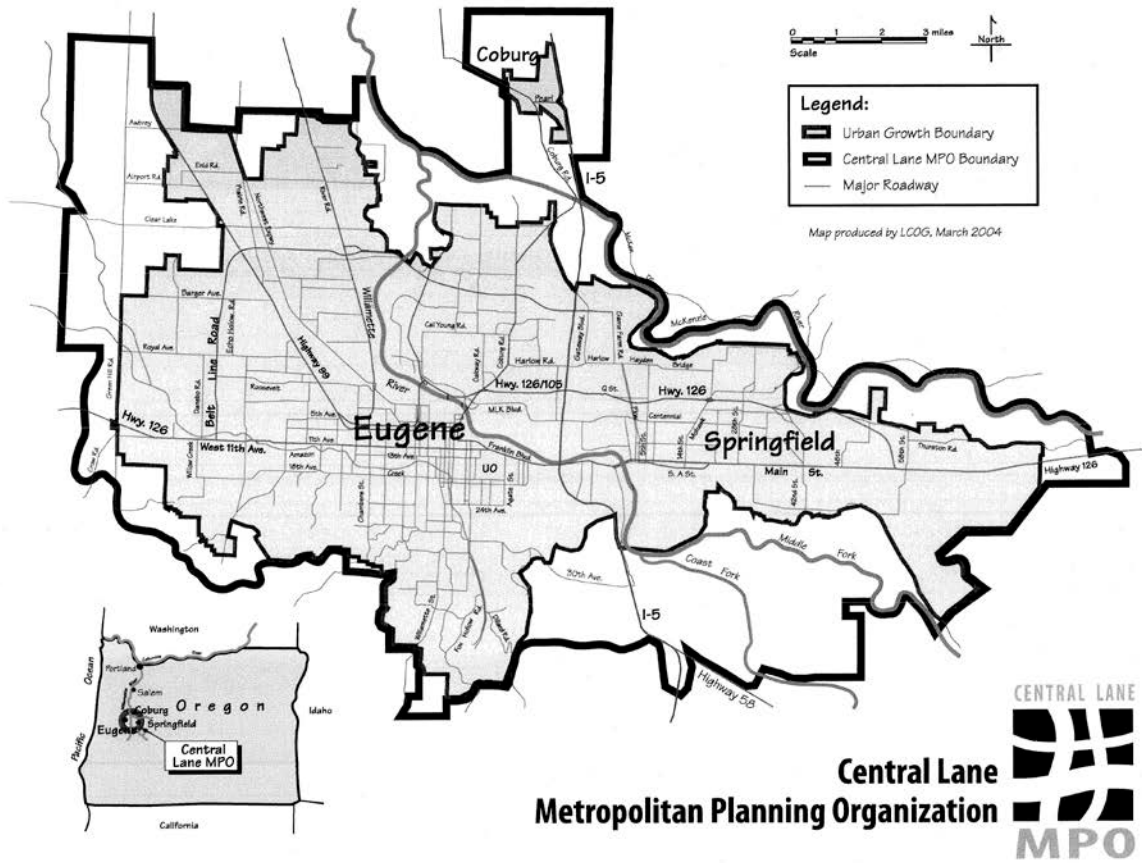
Lane Transit District
Discretionary Grant Program – November 2012

Insert Budget Pages

Lane Transit District
Discretionary Grant Program – November 2012

Lane Transit District
Discretionary Grant Program – November 2012

Appendix B: Central Lane Metropolitan Area Map



Appendix C: Federal Certifications and Assurances

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT
 ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Groups 01 – 24.

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected

| GROUP | Description | _____ |
|-------|---|-------|
| 01. | Required Certifications and Assurances for Each Applicant. | _____ |
| 02. | Lobbying. | _____ |
| 03. | Procurement and Procurement Systems. | _____ |
| 04. | Private Sector Protections. | _____ |
| 05. | Rolling Stock Reviews and Bus Testing. | _____ |
| 06. | Demand Responsive Service. | _____ |
| 07. | Intelligent Transportation Systems. | _____ |
| 08. | Interest and Financing Costs and Acquisition of Capital Assets by Lease. | _____ |
| 09. | Transit Asset Management Plan and Public Transportation Agency Safety Plan. | _____ |
| 10. | Alcohol and Controlled Substances Testing. | _____ |
| 11. | Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective. | _____ |
| 12. | State of Good Repair Program. | _____ |
| 13. | Fixed Guideway Modernization Grant Program. | _____ |
| 14. | Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary). | _____ |
| 15. | Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program. | _____ |
| 16. | Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program. | _____ |
| 17. | Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs. | _____ |
| 18. | Tribal Transit Programs (Public Transportation on Indian Reservations Programs). | _____ |
| 19. | Low or No Emission/Clean Fuels Grant Programs. | _____ |
| 20. | Paul S. Sarbanes Transit in Parks Program. | _____ |
| 21. | State Safety Oversight Grant Program. | _____ |
| 22. | Public Transportation Emergency Relief Program. | _____ |
| 23. | Expedited Project Delivery Pilot Program. | _____ |
| 24. | Infrastructure Finance Programs. | _____ |

Lane Transit District
Discretionary Grant Program – November 2012

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)
AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

APPENDIX D: Initial Project Proposal Criteria

LTD staff may request additional information from the proposer(s) in order to present the most complete information to the Review Committee as possible. In addition to checking project proposals for completeness, staff will provide the Committee with the following information pertaining to the project proposals, if applicable.

Applicant Qualifications

- Proposer has positive history of past grant management – reports are accurate and on time, match is available as required, etc.
- (If a non-profit agency) Proposer is current in agency incorporation, registration, and annual report submissions to state and federal governments.
- Applicant is fiscally responsible and capable of managing grant funds.
- Agency has a budget which includes all sources and uses of funds; and the budget is adopted, managed, and revised as necessary by the governing board.
- Applicant has adequate staff and resources to manage the project.
Applicant staff has basic knowledge of transportation and receives training as required for duties
- Project design is for, or benefits, older adults and/or people with disabilities.
- Project design is appropriate to purpose and type of project.
- The project is derived from the adopted Coordinated Plan.
- Service is accessible to people with disabilities in conformance to ADA.
- Vehicles are appropriate for type of service.
- Service is efficient and effective for the type of service.
- Applicant has adequate revenue to maintain services (in addition to STF request).

(From Oregon Public Transit Divisions' Instructions to STF Agencies, Page 4 of 7)

APPENDIX E – Proposal Evaluation Work Sheet Reviewer: _____

Applicant: _____ TOTAL POINTS _____

Project Name/Description

Total Project Cost: \$ _____ Grant Request \$ _____ Local Share \$ _____

1. Project is derived from the Coordinated Plan (pass/fail) Yes No

2. Match requirement of \$ _____ % is met Yes No

3. Project Categories:

- | | |
|---|---|
| <input type="checkbox"/> Vehicle Replacement | <input type="checkbox"/> Operations (purchased services) |
| <input type="checkbox"/> New Vehicles | <input type="checkbox"/> Match for DHS (Medicaid Waivered Services) |
| <input type="checkbox"/> Vehicle Preventive Maintenance | <input type="checkbox"/> Mobility Management |
| <input type="checkbox"/> Other Capital | |
| <input type="checkbox"/> Other _____ | |

4. Priority #1: Maintenance of Existing Services (Maximum 25 Points)
POINTS _____

Previous recipient of Discretionary Grant funds

Cost per Unit of Service _____

of Persons Served _____

Supports existing transportation providers' projects that:

- Have shown to be effective in meeting community transportation needs
- Require on-going capital and operating assistance to maintain current level of service
- Continue to demonstrate effective transportation operations within Lane County's coordinated network

5. Priority #2: Responds to growth within existing services (Maximum 25 points)
POINTS _____

Annual ridership or growth trends _____

Supports existing providers' projects that:

- Require capital and operating assistance to meet growing demand for service within the present boundaries

Proposal Evaluation, Page 2

Lane Transit District
Discretionary Grant Program – November 2012

- Able to improve efficiency and functionality by building on existing infrastructure
- This supports potential new providers or services by:
- Allowing for growth but not automatically extending new service without a careful evaluation of transportation needs in different locations or by other providers.

6. Priority #3: Responds to emerging community needs (Maximum 25 points)
POINTS _____

Supports projects that:

- Are under development and bring new resources
- Address identified transportation needs and gaps and/or focuses on an underserved group of individuals
- Improve efficiency and effectiveness of the overall system
- Provide an added benefit to the transportation services network and riders
- Are innovative in their approach in reaching out to new riders or geographic areas.

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| Additional Comments: |
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**Fiscal Years 2015-2016 and 2016-2017
Grant Project Proposal
Enhanced Mobility for Older Adults and People with Disabilities**

GENERAL INFORMATION – PART 1

Agency Name: [Click here to enter text.](#)

Agency Name (dba): [Click here to enter text.](#)

Mailing Address (Street or PO Box, City, State, Zip): [Click here to enter text.](#)

Federal Tax ID#: [Click here to enter text.](#)

Agency Website: [Click here to enter text.](#)

Contact Name and Title: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Fax #: [Click here to enter text.](#)

- Type of Agency / Business:
- Private Non-Profit 501(c)3
 - Private For-Profit Public Transportation Provider
 - Government (City/County/State/Other)

Legal Name of Partner Agency (for multi-agency applications; add more pages, if needed)
[Click here to enter text.](#)

Contact Name and Title: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

By my signature below, I certify that the attached proposal, budget, and information is complete and accurate to the best of my knowledge, and that I have been authorized to submit this proposal on behalf of the organization.

Print Name and Title: [Click here to enter text.](#)

Signature: _____

Date: _____

PROJECT TYPE – PART 2

Capital Projects

- Replacement Vehicles (must replace existing vehicle that has been in service)
- New Vehicles (expansion to add capacity to existing fleet or introduce new service)
- Vehicle Preventive Maintenance (oil changes, tune-ups, tires, & routine service)
- Vehicle Component Rehabilitation (replacement / rebuild of engine, transmission)
- Equipment
- Signs and Other Amenities
- Passenger Shelters
- Other (identify) _____

Operations Projects

- Operating: Maintain Service Expand Service New Service
- Waivered Non-Medical Match
- Mobility Management: Maintain Service Expand Service New Service
- Mobility Manager
- One-Stop Referral Center
- Trip / Itinerary Planning
- Travel / Mobility Training
- Internet-based Information System
- Information Materials / Marketing
- Coordinated System Planning

Agency, Project, and Coordination Information – Part 3

Does the proposing agency provide transportation services to older adults and/or people with disabilities as a primary or secondary mission of the agency?

- Primary – providing transportation is part of the agency’s mission
- Secondary – agency provides other services and transportation is one part
- Neither – agency provides other services that supports transportation for older adults and/or people with disabilities.

Describe main mission of agency: _____

Describe the proposed project (maximum 500 words). For vehicle replacements, include year, make model, and current mileage:

What is the population to be served by the proposed project?

- General Public (service open to anyone in the community or defined service area including older adults and people with disabilities.
- Older adults and people with disabilities (designated service only for seniors and people with disabilities.
- Agency Clientele (serves a specific clientele determined by program, housing, or activity, such as a senior center or work program). Please specify type of clientele: _____
- Other: (specify) _____

What geographic area within Lane County is covered by the proposed project?

- Lane County (county-wide project)
- Metro - Refer to LTD Program Guide, Appendix B, Central Lane Metropolitan Area Map
- Rural (outside of metro area, please specify): _____

Describe how this project is derived from and supports the Lane Coordinated Plan. (Include page references in the Lane Plan that are relevant to the Project. (The Lane Coordinated Plan can be found on the LTD Website at [Lane Coordinated Plan - 2013 Update](#)). List all agencies that will be involved in and are central to the project.

Estimate the number of older adults and/or people with disabilities who will be supported by this project for the grant period and describe how you arrived at this figure.

| | | |
|----------------|--------------|--------------------------|
| FY2015 – 2016: | Older adults | People with disabilities |
| FY2016 – 2017: | Older adults | People with disabilities |

Describe how you arrived at these figures:

Fiscal Years 2015-2016 and 2016-2017
 Grant Project Proposal
 Enhanced Mobility for Older Adults and People with Disabilities

Estimate the number of one-way rides (or other units of service) that the project proposes to provide for the grant period and describe how you arrived at this figure.

FY2015 – 2016: One-way rides / Other units of service

FY2016 – 2017: One-way rides / Other units of service

Describe how you arrived at these figures:

If you used other units of service, please identify those units

Project Budget – Part 4

Project Title and Agency: _____

PROJECT BUDGET For the specific project being proposed, complete a line item cost summary along with a full list of other resources that will be used to support the proposed project. If the request is for a project that is currently being funded, include the current year’s budget as well as that for FY16 and FY17. In addition to this Project Cost Summary, a reconciliation of FY14 Agency revenue and expenses and an approved Agency budget for FY15 must be submitted with the application.

| EXPENSE (By Line Item) Description | Current Year | Grant Year 1 | Grant Year 2 | TOTAL FY16 & 17 |
|--|------------------------|-----------------------|-----------------------|---------------------------|
| | Revised Fy15 | Budget FY16 | Budget FY17 | |
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| TOTAL PROJECT COST | | | | |

| Resources | Current Year | Grant Year 1 | Grant Year 2 | TOTAL FY16 & 17 |
|--------------------------------|------------------------|-----------------------|-----------------------|---------------------------|
| | Revised Fy15 | Budget FY16 | Budget FY17 | |
| Grant Request | | | | |
| Other Resource: | | | | |
| Other Resource: | | | | |
| Local Match Resource: | | | | |
| Local Match Resource: | | | | |
| TOTAL PROJECT RESOURCES | | | | |

Fiscal Years 2015-2016 and 2016-2017
 Grant Project Proposal
 Enhanced Mobility for Older Adults and People with Disabilities

| | Current Year Revised Fy15 | Grant Year 1 Budget FY16 | Grant Year 2 Budget FY17 | TOTAL FY16 & 17 |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|
| SUMMARY | | | | |
| Total Project Cost | | | | |
| Required Match Amount | | | | |
| Total Project Cost minus Match Amount | | | | |
| Additional Local Funds Contributing to the Project | | | | |

Please list any additional considerations for the Grant Review Committee:

Checklist of attachments:

- 2015 Federal Certifications and Assurances
- Fiscal Year 2014 Reconciled Agency Revenue and Expense Budget
- Fiscal Year 2015 Approved Agency Budget

Thank you.

**ACCESSIBLE TRANSPORTATION COMMITTEE
DISCRETIONARY GRANT SUBCOMMITTEE
December 1, 2016**

PROPOSED PROCESS SCHEDULE

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|-------------|---|
| December 1 | Grant Notice published in <i>The Register-Guard</i> . |
| December 5 | Grant Workshop/Open House Held. |
| December 7 | Discretionary Grant Subcommittee Meeting. |
| December 21 | Discretionary Grant Subcommittee Meeting. |
| December 23 | Project applications due. |
| January 4 | Discretionary Grant Subcommittee Meeting: applicant presentations. |
| January 17 | Accessible Transportation Committee (ATC) Meeting. |
| January 18 | 1) Discretionary Grant Subcommittee Meeting: applicant presentations 2) LTD Board Meeting: 5311 and 5311f recommendations presented for review and approval. |
| January 20 | Submittal of 5311 and 5311f applications to State. |
| February 1 | Discretionary Grant Subcommittee Meeting. |
| February 8 | ATC/Discretionary Grant Subcommittee holds public hearing on 5310 and STF recommendations; ATC makes final recommendations. |
| February 15 | LTD Board Meeting: 5310 and STF recommendations presented for review and approval. |
| February 17 | Submittal of 5310 and STF applications to State. |

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