



**Authorizing Resolution for FTA Funds
State of California
Division of Rail and Mass Transportation**

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), and Section 5339 of the Federal Transit Act (**FTA C 5100.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, *County of Siskiyou* desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in *County of Siskiyou*; and

WHEREAS, the *County of Siskiyou* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the *Siskiyou Board of Supervisors* does hereby Authorize the *County Administrator*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended, and pursuant to Section 5339 of the Federal Transit Act (**FTA C 5100.1**), as amended.

That *County Administrator* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *County Administrator* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That *County Administrator* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

(SIGNATURES ON FOLLOWING PAGE)

PASSED AND ADOPTED by the *Siskiyou County Board of Supervisors* of the *County of Siskiyou*, State of California, at a regular meeting of said Commission or Board Meeting held on the 1st of October, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael N. Kobseff, Chair

Attest:
Laura Bynum, County Clerk

By: _____



Siskiyou County
Department of General Services
 190 Greenhorn Road
 Yreka, California 96097
 Phone: (530) 842-8220 Fax: (530) 841-2800

Notice of Intent (NOI)

Project Name:	FTA Section 5311 FFY 2022 and FFY 2023 Operating Assistance
Amount of Grant:	\$377,294
Department:	STAGE
Last Updated:	N/A
Project Manager:	Angie Stumbaugh
Department Director:	Joy Hall

Project Description:

Each year S.T.A.G.E. applies for Section 5311 Operating Assistance from the Federal Transit Administration. These funds are used to offset the salaries and benefits for staff who directly provide transit services.

Summary:

The federal share is a formula based figure, which equals \$ 377,294 for FFY 2024. The local share comes from Local Transportation Funds and State Transit Assistance. The previous amounts received are listed below for your reference:

<i>Fiscal Year</i>	<i>Net Project Cost</i>	<i>Federal Share</i>	<i>Local Share</i>
FFY 2024	\$2,073,555	\$377,294	\$1,696,261
FFY 2023	\$1,861,611	\$374,228	\$1,487,383
FFY 2022	\$1,861,611	\$366,891	\$1,494,720

There is an annual application process. Staff typically submits one invoice for the entire amount after the final figures are compiled for the fiscal year.

APPROVALS

DocuSigned by:
Prepared By Angie Stumbaugh
FB85329405E241D...
 Project Manager
Approved By Joy Hall
012743DB881F46A...
 Department Director
Approved By Angela Davis
F2688EA8968C43D...
 County Administrator

**ATTACHMENT
Grant Summary Form**

This form is available on the County's Intranet.

**County of Siskiyou
GRANT SUMMARY FORM**

GENERAL INFORMATION

Grant Title		Grant No.(CFDA)	
Federal Transit Administration - Formula Grants for Other Than Urbanized Areas		20.507	
General Description of Grant Work scope			
Provides operating assistance for rural transit operators . Eligible expenses include labor, maintenance of revenue vehicles and fuel.			
Granting Agency <input checked="" type="checkbox"/> FED <input type="checkbox"/> STATE <input type="checkbox"/> OTHER		Agency Contact	Phone No.
Apply through Caltrans, but funded by FTA		James Haskell	916-904-2188
Responsible Department		Department Contact	Extension No.
General Services - STAGE		Angie Stumbaugh	530-842-8297
Board Approval Date	Application Date	Award Date	Est'd Completion Date
September 3, 2024			

GRANT COST AND REVENUE SUMMARY

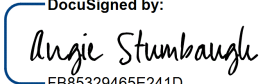
Program Cost Summary	Total	Grant Portion
Revenue (Please display with brackets <>)		-377,294.00
Soft/hard cash match or In kind (<>)		
Staffing		
Contract Services		
Supplies & Other Operating Expenditures	377,294.00	
Capital Outlay		
Indirect Cost@ % of Direct Costs		
TOTAL GRANT COSTS AND REVENUES	\$ 377,294.00	\$ -377,294.00
How Was Grant Portion Determined?		
The amount is based on a formula developed by FTA.		

Budget Amendment Request Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach copy of Budget Appropriation Transfer
A budget appropriation will be submitted to the Auditor-Controller once we receive the award letter.

Does this grant allow for supplanting? Yes No
Does this grant allow for program income? Yes No
Will this require an advance of grant dollars? Yes No

OTHER COMMENTS (note any significant or unusual compliance requirements)

Use reverse side if necessary to provide additional information

DocuSigned by:

Prepared By: _____
EB85320465E241D...

Date: October 28, 2024

****Please attach a copy of the grant guidelines and all supporting documents that relate to the program cost summary section.

FTA Section 5311 Regional Shares of FFY 2024 Apportionment
Division of Rail and Mass Transportation
Grants Management Branch

<u>D</u>	<u>County/Region</u>	<u>ID</u>	<u>Population (9)</u>	<u>FFY24 Apportionment</u>
4	MTC		303,295	\$ 2,302,495
3	SACOG		148,708	\$ 1,128,830
10	Alpine	1	1,119	\$ 48,000
10	Amador	2	46,118	\$ 349,947
3	Butte	3	136,143	\$ 1,033,436
10	Calaveras	4	50,990	\$ 386,936
3	Colusa	5	27,483	\$ 208,465
1	Del Norte	6	33,612	\$ 254,998
3	El Dorado	7	100,322	\$ 761,477
6	Fresno	8	293,930	\$ 2,231,389
3	Glenn	9	34,561	\$ 262,203
1	Humboldt	10	136,463	\$ 1,035,866
11	Imperial	11	73,583	\$ 558,466
9	Inyo	12	24,660	\$ 187,032
6	Kern	13	279,893	\$ 2,124,821
6	Kings	14	70,815	\$ 537,452
1	Lake	15	73,807	\$ 560,168
2	Lassen	16	38,374	\$ 291,152
7	Los Angeles	17	81,521	\$ 618,734
6	Madera	18	81,335	\$ 617,319
10	Mariposa	19	22,775	\$ 172,721
1	Mendocino	20	97,245	\$ 738,115
10	Merced	21	107,937	\$ 819,286
2	Modoc	22	14,344	\$ 108,711
9	Mono	23	18,839	\$ 142,838
5	Monterey	24	118,408	\$ 898,787
3	Nevada	25	107,885	\$ 818,896
12	Orange	26	10,175	\$ -
3	Placer	27	101,499	\$ 770,414
2	Plumas	28	25,434	\$ 192,909
8	Riverside	29	188,713	\$ 1,432,557
5	San Benito	30	69,853	\$ 530,148
8	San Bernardino	31	260,605	\$ 1,978,378
11	San Diego	32	140,082	\$ 1,063,345
10	San Joaquin	33	88,363	\$ 670,676
5	San Luis Obispo	34	103,213	\$ 783,423
5	Santa Barbara	35	54,141	\$ 410,858
5	Santa Cruz	36	38,045	\$ 288,653
2	Shasta	37	71,026	\$ 539,052
3	Sierra	38	3,236	\$ 48,000
2	Siskiyou	39	49,720	\$ 377,294
10	Stanislaus	40	92,312	\$ 700,662
2	Tehama	41	71,473	\$ 542,448
2	Trinity	42	21,756	\$ 164,985
6	Tulare	43	161,311	\$ 1,224,514
10	Tuolumne	44	61,264	\$ 464,938
7	Ventura	45	77,582	\$ 588,827
TOTAL			4,212,850	\$ 31,970,618

Date Prepared: April 8, 2024

Data Source: Infrastructure Investment and Jobs Act; 2020 Census Data workbook; FTA Table 9 for FFY24

Prepared by: Eloisa Gomez

[https://caltrans-my.sharepoint.com/personal/katherine_pongratz_dot_ca_gov/Documents/HomeDirectory/GMB Elosia Grants 2024 etc/FFY 24 Call for Projects/Copy of 5311 FFY24 Regional Shares Full Apportionment 2024-04-08 - Final.xlsx](https://caltrans-my.sharepoint.com/personal/katherine_pongratz_dot_ca_gov/Documents/HomeDirectory/GMB%20Eloisa%20Grants%202024%20etc/FFY%2024%20Call%20for%20Projects/Copy%20of%205311%20FFY24%20Regional%20Shares%20Full%20Apportionment%202024-04-08%20-%20Final.xlsx)

Regional APO

4/8/2024



Siskiyou County
Department of General Services
190 Greenhorn Road
Yreka, California 96097
Phone: (530) 842-8220

August 28, 2024

Caltrans
FTA/FHWA Federally Approved
Transportation Improvement Program (FTIP)
State of California
DRMT Federal Programs Application

Caltrans District Number:	2
Sub-recipient:	None
County:	Siskiyou
Project Description:	Operating Assistance
Toll Credit:	None
Federal Amount:	\$377,294
Local Match Amount:	\$1,783,455
Total Project Cost:	\$2,160,749
Program of Project FFY:	2024

Thank you,

A handwritten signature in blue ink that reads "Angie Stumbaugh".

Angie Stumbaugh
Transportation Services Manager
530-842-8297

Joy Hall
Director
jdhall@co.siskiyou.ca.us

Jessica Skillen
Deputy Director
jnskillen@co.siskiyou.ca.us

Angie Stumbaugh
Transportation Manager
astumbaugh@co.siskiyou.ca.us

Andy Gilman
Transportation Coordinator
agilman@co.siskiyou.ca.us



Program of Projects (POP)

FFY 2024

Due: May 30, 2024 at 2 p.m. PST

Instructions:

PART 1 – Operating Assistance

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

PART 2 – 5311 Capital (Vehicles and Preventive Maintenance)

- **PRE-AWARD AUTHORITY IS STRICTLY FORBIDDEN FOR ALL CAPITAL PURCHASES** Receiving an executed Standard Agreement (DOT-213A) is NOT procurement authorization.
- All vehicles procured with Section 5311 program funds must be ADA accessible regardless of service type (fixed route or demand-response service).
- Funding split: 11.47% Local Share and 88.53% Federal Share.
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under [FTA Circular 4220.1F](#) and approved by DLA prior to bid release.

PART 3 – Congestion Mitigation & Air Quality (CMAQ):

- Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. The 5311 Program will receive a confirmation once the transfer is completed.
- Funding split: 11.47% Local Share and 88.53% Federal Share. CMAQ may be funded up to 100% at the discretion of the Regional Planning Agency/MPO.

PART 4 – 5311(f) Operating Assistance:

- Reference Part 1



Program of Projects (POP)

FFY 2024 - **Due: May 30, 2024 at 2 p.m. PST**

Agency Name:		
5311	5311(f)	CMAQ

Regional Contact Info:

Regional Contact Name:		Phone Number:	
Contact Title:		Date:	

General Information:

County or Region:		Caltrans District:	
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Section A: Available Funding

Apportionment for this Cycle (Federal Share):	
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Section B: Programming

Operating Assistance Total:	
Capital Total:	
Total Programmed (Operating + Capital):	

CMAQ:

CMAQ Total:	
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Request for transfer will be applied for directly through the District - Local Assistance, District Engineer, and Headquarters' Division of Local Assistance. The 5311 Program will receive a confirmation once the transfer is completed.



Programming Instructions:

Statewide Transportation Improvement Program (STIP)

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

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

- **Metropolitan Planning Organizations (MPOs)** are responsible for programming projects within their jurisdiction.
- Rural Transit & Intercity Bus staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department's Division of Financial Programming for inclusion into the FSTIP.

For further guidance see the Department's [Division of Financial Programming website](#).



Apportioned Funds – FY2024

PART 1: Operating Assistance

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share <small>(Excluding Toll Credit)</small>	Toll Credit Amount	Net Project Cost
Operating Assistance Funds Total:					



Non-Appportioned Funds – FY2024

PART 3: Congestion Mitigation & Air Quality (CMAQ):

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
CMAQ Funds Total:					

Part 4: Section 5311(f) Operating Assistance:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
Operating Assistance Funds Total:					



Application Certifications

Application Certification:			
Agency Name:			
Check all Programs you are certifying for below:			
FTA Section 5311	FTA Section 5311 (f)	CMAQ	FTA Section 5339
Fiscal Year:			

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

Please Enter Name & Title of Authorized Signee Below:			
Name:			
Title:			
Signature:		Sign Date:	
Electronic signatures are accepted			



Certifications and Assurances of the MPO's and RTPA's

General Information:

Regional Agency Name:	Siskiyou County Local Transportation Commission	Contact Person:	Melissa Cummins
Contact Email:	melissa@siskiyoucoltc.org	Contact Phone:	530-842-8238
Name of Subrecipient:	County of Siskiyou STAGE	Project Description:	Operating Assistance

Project Amount and Fund Type:

Federal Share	Local Share	Toll Credits (if any)	Total Project Cost
\$ 377,294	\$ 1,783,455		\$ 2,160,749

Local Share Types:

Local Share Type (LTF, STA, etc.)	Amount
LTF	\$ 1,250,000
STA	\$ 533,455
Total:	\$ 1,783,455

Please reach out to your Liaison if you need more entries




Federal Transportation Improvement Program -

Rural non-MPO agencies do not need to provide this information; it will be provided by the State. MPO agencies will need to provide the following FTIP information:

FTIP #:	FTIP Approval Date:	STIP Reference #:

Certifying Representative:

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

Name:	Melissa Cummins	Title:	Siskiyou County Local Transportation Commission
Signature:		Sign Date:	09/05/2024

Electronic signatures are accepted

Project Description

General Project Details:

Please type your agency name:

Please select Project Types below for which your agency is applying and complete the relevant section of this form (Check all that apply).

Operating Assistance

Capital Revenue Vehicles (Replacements or Expansions)

Preventative Maintenance

General Information

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

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

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

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

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

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

	<p>Commuter Service - Fixed route bus service characterized by service predominantly in one direction during peak periods, and with limited stops and routes of extended length, usually between the central business district and outlying suburbs.</p>
	<p>University Service - An institution of higher education has a formal arrangement with the transit operator to provide university transportation service.</p>
	<p>Charter Service - Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price or for events or functions that occur on an irregular basis or for a limited duration.</p>

<p>Question 2: Does your agency receive more than \$750,000 in <i>Federal funds</i>?</p>	
<p>If you marked YES above, has your agency submitted the annual Single Audit Report to the State Controller's Office (SCO)? The report is due to the SCO on March 31st of each fiscal year.</p>	
<p><i>Your agency must upload a pdf copy of the Single Audit Report along with this application in BlackCat in your Organizations tab under the Important Documents section in the Fiscal Responsibility category.</i></p>	

<p>Question 3: Which one of the following describes the project(s) for which you are applying? (Check all that apply)</p>	
	<p>Add new service</p>
	<p>Expand existing service to additional areas, please explain planned expansions?</p>
	<p>Maintain service at current level</p>

<p>Question 4: Does your agency employ between 50-99 transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.</p>	
<p>If YES, your agency must upload its abbreviated EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.</p>	
<p>Employs 100 or more transit-related employees, and requests or receives Capital or Operating Assistance in excess of \$1,000,000 in the previous Federal Fiscal Year, or requests or receives Planning Assistance in excess of \$250,000 in the previous Federal Fiscal Year.</p>	
<p>If YES, your agency must submit its EEO plan along with this application in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.</p>	

Operating Assistance (Complete ONLY if applying for Operating Assistance Projects)

The operating period will be for 1 years with a performance period:

July 1, 2024 - June 30, 2025

Question 1: Please describe the Operating services:

Question 2: Is your Operating Service directly operated by your agency in-house?

Yes, Operating service is directly operated in-house.

No, Operating service is **not** directly operated in-house.

If you answered **YES** above, then you are done with this Section. If you answered **NO**, please answer the remaining questions in this Section.

Question 3: Is your Operating Service performed through an Intergovernmental Agreement (IGA), or Joints Powers Authority (JPA) agreement?	
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If **YES**, your agency must upload a pdf copy of the agreement in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

Question 4: Is your Operating Service performed through a third-party contract <u>and APPROVED by Caltrans FTA Programs Procurement Oversight Branch?</u>	
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If **YES**, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO**, please contact your assigned Liaison to get your 3rd Party Contract **approved** by Caltrans FTA Programs Procurement Oversight Branch.

*If your 3rd Party Contract is expiring soon and you are not exercising your option years, then you must submit a Request For Proposal (RFP) Package within the next **12** months for review and approval by Division of Local Assistance (DLA). Please contact your Liaison for more information.

Question 5: Has the Operating Service third-party contract agreement been modified and received approval from Caltrans FTA Programs Procurement Oversight Branch? (i.e. amended, and or optional period of performance have been exercised).	
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If you answered **YES** above, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract amendment approved by DLA.

What is the base period of the operating service third-party contract?			
Contractor:	Base Period Begin Date:	Base Period End Date:	List all Optional Periods Available:
Example: We Operate, Inc.	7/1/2015	6/30/2020	Yr. 1: 7/1/2020 - 6/30/2021 Yr. 2: 7/1/2021 - 6/30/2022

Capital Revenue Vehicles (Replacements or Expansions)

PRE-AWARD AUTHORITY IS STRICTLY FORBIDDEN FOR ALL CAPITAL PURCHASES

You will not receive your fully executed Standard Agreement for your capital purchase(s) until your assigned Liaison contacts you to submit a Procurement request. Your Liaison will reach out to you once the grant is awarded by FTA.

Question 1: The proposed Capital purchase(s) is for (check all that apply):

	Vehicle Replacement (Complete Questions #2 and #3)
	Service Expansion (Skip ahead to Question #3)

Identify the procurement contract or method below:

	State ZEB Vehicle Contracts:	(For contract information go to this Link and enter "ZEB" in the description field).
	CalACT/MBTA Joint Procurement:	CalACT requires: a vehicle quote and floorplan to approve contract utilization. Do NOT submit final Purchase Orders to vendors or CalACT prior to formal Caltrans FTA Programs Procurement Oversight Branch's authorization.
	Piggyback:	Specify the contract the piggyback assignment will be requested from and the year the contract was awarded:
	Other Local Procurement:	Please Specify:

Question 4: What is the need for this vehicle(s)? How did you select the project?

Question 4a: Describe what service improvements would be addressed by acquiring the vehicle(s)?

Question 4b: If your agency is requesting **a vehicle(s) replacement**, explain why the replacement is needed.

Question 4c: If the request for vehicle(s) is for **a service expansion**, how was the need for the expansion determined?

Question 5: Complete the <u>proposed</u> procurement schedule for capital project(s):	
Procurement Schedule:	Date:
RFP/IFB Issue Date:	
Contract Award Date:	
Initial Delivery Date:	
Final Delivery Date:	

Question 6: How does your agency intend to meet federal rollingstock (vehicle) requirements to certify post-delivery compliance for Buy-America, Purchaser's Requirements, and FMVSS?	
	Qualified in-house inspector
	Third-party inspector
Other (specify):	

Preventative Maintenance (Complete ONLY if applying for Preventative Maintenance Projects)

Question 1: Please indicate the type of Preventative Maintenance for the proposed project. (Check all that apply):

<input type="checkbox"/>	Inspections
<input type="checkbox"/>	Repairs or Replacements
<input type="checkbox"/>	Overhauls or Refurbish
<input type="checkbox"/>	Other (specify):

Question 2: Please describe the Preventative Maintenance activities:

Question 3: Is your Preventative Maintenance performed through a third-party contract and **APPROVED** by Caltrans FTA Programs Procurement Oversight Branch?

If **YES**, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch's approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category.

If you answered **NO**, please contact your assigned Liaison to get your 3rd Party Contract **approved** by Caltrans FTA Programs Procurement Oversight Branch.

Question 4: Has your Preventative Maintenance third-party contract been **modified** and received approval from Caltrans FTA Programs Procurement Oversight Branch? (i.e. amended, and or optional period of performance have been exercised).

If you answered **YES** above, your agency must upload a pdf copy of Caltrans FTA Programs Procurement Oversight Branch approval letter in BlackCat in your Organizations tab under the Important Documents section in the Third-Party Contracting category

If you answered **NO** above, please contact your assigned Liaison to get your 3rd Party Contract amendment approved by DLA.

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

Contractor:	Base Period Begin Date:	Base Period End Date:	List all Optional Periods Available:
Example: We Operate, Inc.	7/1/2015	6/30/2020	Yr. 1: 7/1/2020 - 6/30/2021 Yr. 2: 7/1/2021 - 6/30/2022



Charter Bus

Agency Name:

Charter Bus

Question 1: Does your agency provide charter services?

If **YES**, your agency must submit a Charter Bus Service Quarterly Report to FTA and answer questions #2 through #4. If you answered **NO**, then you do not have to answer the rest of this form.

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

Government officials on official government business

Qualified Human Service Organization (QHSOs)

Leasing FTA funded equipment and drivers

When no registered charter provider responds to notice from an agency

Agreement with registered Charter providers

Petitions to the Administrator

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

Question 4: Was all charter service reporting timely?



How to submit your Charter Bus Service Quarterly Report:

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

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

Reporting Schedule:

Quarter	Report Deadline
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1- December 31	January 30



Civil Rights: Disadvantage Business Enterprise and Title VI

Agency Name:

Disadvantage Business Enterprise (DBE)

Question 1: Please provide the name and contact information for your agency's Disadvantaged Business Enterprise Liaison Officer (DBELO). Please make sure the DBELO is assigned the Civil Rights Officer (Title VI, DBE) as a contact type in your organization profile under the Contacts section.

DBELO Name:		Contact Phone:	
Contact Email:			

Question 2: Is the DBE Implementation Agreement signed by your agency's authorized signee? (if you are a **FTA 5307** recipient you do not need an Implementation Agreement)

If **YES**, your agency must upload a pdf copy of the DBE Implementation Agreement in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.

If **NO**, work with your Liaison to complete an DBE Implementation Agreement before submitting your application. Otherwise your agency will be considered non-compliant.

If you are an **FTA Section 5307** recipient, please upload your DBE FTA Concurrence Letter to BlackCat in your Organizations tab under the Important Documents section in the 5307 Agency Only section.



<p>Question 3: Has your agency submitted to Caltrans the required semi-annual reporting forms (Uniform Report and ADM-3069) for periods April 1 – September 30 and October 1 – March 31, within 10 business days after the end of each reporting period?</p>	
<p>If YES, please upload a copy of the Uniform Report and ADM-3069 to your application in the Documents Section.</p>	
<p>If NO, your agency will be considered non-compliant. If you have any concerns, please contact Edwin Bragado at Edwin.Bragado@dot.ca.gov</p>	
<p>If you are an FTA Section 5307 recipient, you are not required to provide a copy of the Uniform Report and ADM-3069.</p>	

<p>Question 4: What enforcement mechanisms does the subrecipient use for DBE requirements? Please explain below:</p>	
<p>This agency makes every effort to to meet the goal by searching the Caltrans CUCP database for certified DBE vendors for all contracts and RFPs. All RFPs are also post on the County website.</p>	

<p>Question 5: Does the subrecipient require contractors to obtain approval from its DBELO prior to substituting a DBE firm after contract award?</p>	
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<p>Question 6: Does the subrecipient monitor prime contractors to ensure that DBEs are actually performing applicable work on federally funded projects?</p>	
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Question 7: Did the subrecipient receive any complaints or procurement protests alleging that it did not comply with the DBE regulations for federally funded projects? If **YES**, please briefly describe:

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Question 8: What are the subrecipients' processes for handling protests? Please explain below:

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The following [Link](#) is to FTA's DBE program, "Section 26.37 Monitoring and Enforcement Mechanisms" this section gives examples of monitoring and enforcement mechanisms that ensure compliance.



Title VI

Your agency must upload a pdf copy of your **Title VI Plan and Title VI Approval Letter** in BlackCat in your Organizations tab under the Important Documents section in the Civil Rights category.

If you **DO NOT** have an approved Title VI Plan, please contact your Liaison for more information.

Question 1: Has your agency changed fares in the last year?

If you marked **YES** above, how did you notify the public of the fare change? (Check all that apply below):

Agency Website/ Social Media	Newspaper	Radio	Flyers
Public Hearings	TV/Cable	Other	Describe Other:

If fares were changed, was an equity analysis done on the impact of fare changes on minority and low-income populations? If **YES**, please upload a copy of the analysis to your application in the Documents Section.

Question 2: Are Title VI complaints documented and listed?



Question 3: Are or were there any Title VI related lawsuits or complaints filed within the past year?

If **YES**, does the review of lawsuits or complaints denote a pattern of discrimination?

Was the following information provided to [Caltrans Office of Civil Rights](#):

- The date the lawsuit or complaint was filed,
- the name and address of the complainant
- and a summary of the allegation.

If **NO**, then please contact Edwin Bragado at Edwin.Bragado@dot.ca.gov to get this information submitted to Caltrans Office of Civil Rights.

Question 4: Has an FTA Civil Rights Compliance Review been performed within the past year?

If **YES**, please provide the following information below: The name of the agency or organization conducting the review, A summary of findings and recommendations and the status or disposition of the recommendations.

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Social Services Coordination Efforts

Agency Name:

Social Services Coordination Efforts

Question 1: List what human service agencies, employment/training programs, or other transportation providers your agency coordinates with?

Question 2: In your agency's coordination efforts with social service agencies, please complete each question below:

Drivers attend safety and sensitivity trainings	
Sharing vehicles with other agencies	
Providing information to riders and patrons on other available services	
Working with CTSA or other agencies to coordinate trips	
Utilize pre-paid fare media with other agencies	
Coordinate with Medical, CalWorks or Employment Programs	
Other:	



Question 3: What is your agency's specific role in the human service-public transportation coordination planning efforts?

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

Question 5: Has your agency made any efforts to provide transit information to human service agencies, employment/training programs, or other transportation providers?