

2018 KDOT Bus and Bus Facilities Program Call for Projects

Introduction

The Kansas Department of Transportation announces the opportunity to apply for approximately 4.6 million dollars under the Bus and Bus Facilities Infrastructure Investment Program (FTA 5339 Program). As required by federal transit law, funds will be awarded competitively to assist in the financing of capital projects to replace, rehabilitate, or purchase buses and related equipment, and to rehabilitate, purchase, or construct bus-related facilities. Projects may include costs incidental to the acquisition of buses or to the construction of facilities.

Eligible Activities

The following project types are eligible activities under this funding program:

Bus Replacement, Rehabilitation, or Purchase

Bus replacement or purchase under this program may include buses available on the statewide bid or those that would need to be procured specifically for this project.

Rehabilitation of buses under this program may include major system overhauls or bus modifications.

Purchase of Bus Related Equipment

Bus related equipment under this program may include in-vehicle radio or mobile data terminals, security cameras, passenger counters or fareboxes.

Bus Facility Rehabilitation, Purchase, or Construction

Bus facility rehabilitation, purchase, or construction under this program may include bus facilities for the purpose of administration, maintenance, bus transfers or bus stops. Facilities may currently exist and require rehabilitation or may be a new build of property. Funding through this program can be used for the construction of the facility or purchase of real property.

Due to the complexity of bus facility projects, environmental documentation must be completed prior to purchase of property and development of final design plans. This documentation will include site selection, design specifications, traffic analysis and other locally driven and federally required factors. KDOT will support the development of this documentation. The schedule should include up to six months for the development of preliminary plans and environmental clearance.

Eligible Applicants

All local governments, transit providers, tribal nations, and non-profit organizations operating public transportation within the state of Kansas are eligible to apply for funding. Non-profit organizations will need to provide a statement of financial soundness. Private entities can demonstrate support for the project, but will not be eligible to apply for federal funds as a part of this program.

Cost Sharing

The maximum federal share for projects selected under the Bus and Bus Facilities Program is 80 percent of the eligible project expenses.

Eligible sources of local match include the following:

- Cash from non-government sources other than revenues from providing public transportation services;
- Revenues derived from the sale of advertising and concessions;
- Amounts received under a service agreement with a state or local social service agency or private social service organization;
- Revenues generated from value capture financing mechanisms;
- Funds from an undistributed cash surplus; replacement or depreciation cash fund or reserve; or new capital.

Application Requirements

Applicants must submit a proposal with the following information (include each as individual subheadings in the submission):

- Application form, which includes:
 - Agency name
 - Key contact information (including contact name, address, email address, and phone)
 - Project information (including title, an executive summary, and type of project requested)
 - A detailed description of the need for the project
 - A detailed description on how the project will support KDOT's Business Model objectives
 - Evidence that the applicant can provide the local cash match
 - A description of the technical, legal, and financial capacity of the applicant
 - A detailed project budget
 - An explanation of the scalability of the project (can the project be reduced for budget limitation purposes or phased?)
 - Details on the local matching funds
 - A detailed project timeline
 - Submitted package of certifications and assurances

Submission Details

Please submit applications electronically (email or USB storage device) by **February 16, 2018** to:

Cory Davis
Comprehensive Transportation Planning Manager
Kansas Department of Transportation
Eisenhower State Office Building
700 SW Harrison St.
Topeka, KS 66603-3745
Cory.Davis@ks.gov

Questions or More Information

An informational webinar will be conducted that will provide potential applicants with more information about the program as well as allow for questions.

The webinar is scheduled for **January 4, 2018**. Additional details will be announced in the near future.

For more information about this program, please contact:

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Comprehensive Transportation Planning Manager
Kansas Department of Transportation
Eisenhower State Office Building
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Topeka, KS 66603-3745
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5339 Bus and Bus Facilities Program Application

Project Title:

Project Location:

Project Description:

Eligible Project Sponsor:

Contact Person's Name:

Title:

Email:

Daytime Phone: ()

Street Address:

City:

County:

State:

Zip:

Signature of Contact Person:

Project Manager or secondary Contact Person:

Email:

Daytime Phone: ()

If a Project Sponsor submits multiple applications for this round of 5339 funding, they must rank all their projects in order of importance (1 of x, 2 of x, etc.), where 1 is the project of greatest importance. If only one project is submitted, please list it as 1 of 1.

Project Sponsor ranking of this particular project: _____ of _____

If more than one agency or organization is involved in the project, please state the agency's name, contact person, title, mailing address, email, and telephone number of the second agency on a separate piece of paper and attach it to this application.

| | | |
|---------------------------------------|----|------|
| Total Project Cost | \$ | 100% |
| 5339 Funds Requested (80% Maximum) | \$ | % |
| Applicant Cash Match (20% Minimum) | \$ | % |

1. If your project is within a Metropolitan Planning Organization (MPO) area, is this project listed in their Metropolitan Transportation Plan (MTP)?

YES NO

2. If this project can be completed in phases, do you want us to score you based on the overall project, or just on Phase 1? OVERALL PHASE 1

If you chose for us to score you on Phase 1 only, please ensure that the phases of your project are clearly delineated in your cost breakdown in SECTION C of your documentation.

Documentation and Narrative Information

The following documents and narratives must be attached to this application. In the upper right-hand corner of each document or narrative, write the corresponding letter (A through H) shown below.

| | |
|---|---|
| A | A NARRATIVE assessing existing conditions, outlining the concept of the proposed project, and providing adequate project justification, including how this project is consistent with the Transit Business Model. |
| B | If applicable, a DETAILED MAP & PHOTO identifying the location of the project. |
| C | An ITEMIZED BREAKDOWN of the total project costs. This documentation does not need to be a line-item type of estimate. However, it must accomplish two objectives: first, it must show the method by which the cost estimate was prepared; second, it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope, and complexity of the project. |
| D | A TIME SCHEDULE for the total project development. Funding for projects which fail to make satisfactory progress may be rescheduled or removed from the program by the Kansas Department of Transportation. |
| E | An OFFICIAL ENDORSEMENT(S) of the project from the authority to be responsible for its maintenance and operation. The authority must provide written assurance that it will adequately maintain the completed project for its intended public use for the useful life of the project. |
| F | If applicable, a LETTER OF SUPPORT of the project from the Metropolitan Planning Organization. The letter should address how the project will have a regional impact. |
| G | A NARRATIVE discussing the public input process that was followed and the extent to which adjacent property owners and others have been informed of the proposed project and an assessment of their acceptance. |
| H | CERTIFICATIONS AND ASSURANCES |

CERTIFICATIONS AND ASSURANCES

Authorized officials must have a letter approving their ability to sign on behalf of their agency. The authorization letter must be signed by an agency CEO, president, or director and attached to the back of this application.

Assurance of Fiscal and Managerial Capacity

I certify that based on my experience and with a review of the organization records that the organization has the requisite fiscal and managerial capability to carry out the project.

_____ Date _____
Agency CEO, President, Director or authorized official

MAINTENANCE CERTIFICATION

_____ certifies that vehicles purchased will be maintained in accordance with detailed maintenance and inspection schedule provided by the manufacturer.

_____ Date _____
Agency CEO, President, Director or authorized official

ASSURANCE OF COMPLIANCE WITH TITLE VI (of the Civil Rights Act of 1964):

Name of Organization: _____

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department under Federal Transit Administration Act programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient by the Department under Federal Transit Administration programs, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this assurance shall obligate the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Recipient for the period during which the Federal financial assistance is extended to it by the Department under Federal Transit Administration programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the Department under Federal Transit Administration programs. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representatives and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Recipient, its successors, transferees, and assignees. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Signed by _____
Agency CEO, President, Director or authorized official

Date _____

CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

Name of Transportation Provider Agency (hereafter referred to as Applicant):
(Fill in agency name)

The Applicant assures compliance with the following regulations:

I. Certifications and Assurances Required of each Applicant

A. Standard Assurances: The Applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, Federal Transit Administration (FTA) circulars, and other Federal requirements in carrying out any project supported by an FTA grant or cooperative agreement.

B. Intergovernmental Review Assurance: The Applicant assures that its application for FTA assistance has been forwarded to the Kansas Dept. of Transportation.

C. Nondiscrimination Assurance: No person on the basis of race, color, religion, national origin or ancestry, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the FTA.

D. Assurance of Nondiscrimination on the Basis of Disability: No otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA.

E. Procurement Compliance: The Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, regulations, and the requirements of FTA Circular 4220.1E "Third Party Contracting Requirements".

F. Certifications and Assurances Required by the U.S. OMB: The Applicant certifies that it has the legal authority to apply for Federal assistance and has the institutional, managerial, and financial capability (including the funds sufficient to pay the local share of project cost) to ensure proper planning, management, and completion of the project described in its grant application. The Applicant will give FTA, the Comptroller General of the United States, and the Kansas Dept. of Transportation, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant award.

G. Lobbying Certification

Each Applicant that submits an application for Federal assistance exceeding \$100,000, hereby certifies that no Federal appropriated funds have been or will be paid, by or on behalf of the Applicant, to any person to influence or to attempt to influence an officer or employee of any Federal agency a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement.

H. Public Hearing Certification for Major Projects with Substantial Impacts

An Applicant seeking Federal assistance for a capital project authorized by 49 U.S.C. Chapter 53 (except Urbanized Area Formula Program assistance), that will substantially affect a community or its transit service must provide an adequate opportunity for a public hearing with adequate prior notice of the proposed project published in a newspaper of general circulation in the geographic area to be served.

I. Certification for the Acquisition of Rolling Stock

The Applicant will conduct or cause to be conducted the requisite pre-award and post-delivery reviews, and will maintain on file the certifications required by 49 CFR Part 663, subparts B, C, and D.

J. Bus Testing Certification

The Applicant certifies that before expending any Federal assistance to acquire the first bus of any new bus model or any bus model with a new major change in configuration or components, or before authorizing final acceptance of that bus:

- a. The model of the bus will have been tested at a bus testing facility approved by FTA.
- b. It will have received a copy of the test report prepared on the bus model.

K. Charter Service Agreement

The Applicant agrees that it and its recipients will provide charter service that uses equipment or facilities acquired with Federal assistance authorized for 49 U.S.C. 5307, 5309, or 5311 or Title 23 U.S.C., only to the extent that there are no private charter service operators willing and able to provide the charter service that it or its recipients desire to provide.

L. School Transportation Agreement

The Applicant agrees that it and all of its recipients will engage in school transportation operations in competition with private school transportation operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f).

M. Interest or Other Financing Costs

The Applicant certifies that it will not seek reimbursement for interest and other financing costs unless its records demonstrate it has used reasonable diligence in seeking the most favorable financing terms underlying those costs, to the extent FTA may require.

N. Debarment, Suspension, Ineligible or Voluntary Exclusion

In order to ensure that federal transit funds are not awarded to transit providers that have been debarred, suspended, ineligible, or voluntarily excluded from participation in federal aid, special debarment and suspension certification is required of all sub-recipients and contractors receiving funds in excess of \$100,000, which is included in the application packet. KDOT will review the applications for certificates of assurance and offer technical assistance for agencies concerned about debarment and suspension. KDOT will keep debarment and suspension certificates of assurance on file for all 5310, 5311/5339, 5316, and 5317 sub-recipients. KDOT also requires an annual certification from sub-recipients. KDOT will continually check for sub-recipient compliance. KDOT requires that lower-tier sub-recipients (recipients receiving less than \$100,000) also comply with debarment and suspension terms, requiring signed certification from contractors in contractual agreements. KDOT will check the System of Award Management registration for each project sponsor. They will print screen a copy of each search and keep it in the file for documentation.

Date: _____
Authorized Representative of Applicant



Application Verification

_____ Declares that the statements in the
(Legal Name of Applicant)

Foregoing application are true and correct. I certify I have read and agree to meet all grant program compliance guidelines as required in the KDOT Office of Public Transportation policies.

Signed by: _____
(Authorized Representative)

(Title)

(Date)