

FEDERAL TRANSIT ADMINISTRATION – SECTION 5303 PROGRAM

FY2018 GRANT APPLICATION PACKAGE

DATE OF ISSUANCE: SEPTEMBER 28, 2016

DEADLINE FOR SUBMISSION TO GDOT: NOVEMBER 29, 2016

Please submit completed grant application to:

**Mr. Theo Letman
GDOT Intermodal Office – Transit Program
600 W. Peachtree Street
Atlanta, Georgia 30308**

tletman@dot.ga.gov

PART A: GRANT APPLICANT AND REQUEST INFORMATION

Please complete the information requested in the table below for the organization submitting this FTA grant application package.

Name of Applicant Organization:	
DUNS Number:	
Mailing Address:	
Name and Title of Person Authorized to Submit the Grant Application	
Address, Phone Number and E-Mail Address for Authorized Person	
Name and Contact Information for your organization's Chief Executive Official (address, phone number, and e-mail address)	

PART B: SAMPLE TRANSMITTAL LETTER
(please place on organization's letterhead and include signature of authorized official)

Date

Ms. Jamie Cochran, FAICP
Transit Programs Manager – Intermodal Office
Georgia Department of Transportation
One Georgia Center
600 W. Peachtree Street – 9th Floor
Atlanta, Georgia 30308

Dear Ms. Cochran:

The _____ (Applicant's organization) is applying for FY2018 financial assistance under Title 49 U.S. Section 5303 metropolitan planning grant to aid in regional transportation planning. We are requesting \$ _____ in federal funding assistance and \$ _____ in state funding share for the project. Local funds in the amount of \$ _____ (10% share) will be provided by _____ (name of Legal Entity) in the form of case or in-kind services from these sources, _____ (specify).

The _____ (name of the Legal Entity) certifies that it has the technical, financial, and managerial capabilities to carry out the work described in this grant application. The following information in support of the request for funding is submitted for your consideration.

If you have any questions on these matters, please contact _____ (principal contact) at _____ (phone number).

Sincerely,

Signature of Designated Official

PART C: AUTHORIZING RESOLUTION

(this Authorizing Resolution must be enacted by the governing body of the applicant organization and signed by the Chair of the Policy Board of the Metropolitan Planning Organization (MPO). Please make sure the authorizing resolution is properly witnessed and notarized, including the date the notary commission expires. It should also be stamped with the notary seal and the certificate of the attesting officer must also be completed).

Resolution authorizing the filing of an application with the Department of Transportation, United States of America, and Georgia Department of Transportation, for a grant under Title 49 U.S.C., Section 5303.

WHEREAS, the Secretary of the US Department of Transportation and the Commissioner of the Georgia Department of Transportation are authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under Title 49 U.S.C. Section 5303 the Applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements there under; and

WHEREAS, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED by (Governing Body of Applicant)

1. That the Designated Official (Name and Title, hereinafter referred to as The Official) is authorized to execute and file an application on behalf of (Exact Legal Name of Applicant) with the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY () (metropolitan area) Unified Planning Work Program.
2. That the Official is authorized to execute and file with such application and assurance or any other document required by U.S. Department of Transportation and Georgia Department of Transportation effectuating the purposes of this grant.
3. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation and the Georgia Department of Transportation may require in connection with the application or the project.

4. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs.
5. That the Official is authorized to execute a grant agreement on behalf of (Exact Legal Name of Applicant) with the Georgia Department of Transportation to aid in the financing of a technical study grant to implement specific items of the (metropolitan area) Unified Planning Work Program.

CERTIFICATE

The undersigned duly qualified and acting (Title of Officer) of the (Exact Legal Name of Applicant) certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the (Governing Body of the Applicant) held on _____, 20____.

(if the applicant has an official seal, it should be impressed here)

Signature of Recording Officer

Title of Recording Officer

Date

PART D: PROJECT DESCRIPTION

*(The proposed project or plan should lead to the development of an integrated intermodal transportation system, identification of transit multimodal or intermodal facilities, financial plan, assessment of capital investment, or transit enhancement activities. All projects must conform to FTA guidelines. **Projects must be derived from an approved Statewide Transportation Improvement (STIP) and/or Transportation Improvement Program (TIP), and with reasonable notice and opportunity to comment on the proposed project to the public and interested parties.***

The Applicant should describe how the MPO's UPWP Work Program supports the Section 5303 grant application, including a description of the transit task in the following format: (1) description and goals and objectives for the work to be undertaken; (2) previous related work; (3) methodology to be used; (4) work activities to be undertaken; (5) work products to be produced; and (6) schedule for completing work activities. All work must be completed within 12 months of the Notice to Proceed for the project.

D-1: Overall Project Goals and Objectives

D-2: Major Project Elements and Activities

D-3: Specific Work Products to be Developed

D-4: Benefits to Metropolitan and/or Statewide Planning

D-5: Coordination with Other MPO Planning Efforts

D-6: Mobility Management Activities

(if any requested funding is planned to be used for mobility management activities, a detailed description of the work to be accomplished and deliverables to be produced should be included in this section).

D-7: Project Milestone Dates

(please state the estimated completion date for each UPWP activity planned for the project. All budget line items should identify in-house work effort, consultant or other contractual services, and other activities, as appropriate. Milestone dates should include completion dates for project deliverables, consultant milestones, etc.)

Part D-7-1: FTA Section 5303 Budget Line Item Activities			
FTA Scope No.	FTA ALI Number	Budget Line Item Description	Federal Funding Request

Part D-8: Project Milestone Details

(Applicants must complete all work within 12 months of the Notice to Proceed. Project milestones for all in-house deliverables plus milestones for consultant or other contractor procurement and deliverables must be provided).

FTA Scope/ALI Numbers	Project Milestone	Completion Date
Major In-House Work Deliverable (please specify milestones for each deliverable):	Project Scope Approved by GDOT	
	Draft Report Submitted to GDOT	
	Final Report Submitted to GDOT	
Major In-house Work Deliverable (please specify):		
	Draft Report Submitted to GDOT	
	Final Report Submitted to GDOT	
Consultant Procurement for _____ (please specify)	Draft Scope Submitted to GDOT	
	Draft Report Submitted to GDOT	
	Final Report Submitted to GDOT	

PART E: PROJECT BUDGET

(the applicant should refer to the FTA 2018 Section 5303 Funding Distribution shown below in Table 1 which is based on the 2010 U.S. Census Urban Area Population Statistics)

Table E-1: 2010 U.S. Census Urban Area Population and Allocation Statistics

MPO	Hold Harmless Amount	Population 2010 Census	Population Factor	Population Allocation	Total Allocation
Albany	\$30,000	95,779	1.49%	\$30,175	\$60,175
Athens	\$30,000	128,754	2.01%	\$40,564	\$70,564
Atlanta	\$500,000	4,515,419	70.33%	\$1,422,597	\$1,922,597
Augusta	\$40,000	386,787	6.02%	\$121,858	\$161,858
Brunswick	\$25,000	51,024	0.79%	\$16,075	\$41,075
Cartersville	\$25,000	52,477	0.82%	\$16,533	\$41,533
*Chattanooga	\$4,798	0	0.00%	\$0	\$4,798
Columbus	\$40,000	253,602	3.95%	\$79,898	\$119,898
Dalton	\$30,000	85,239	1.33%	\$26,855	\$56,855
Gainesville	\$30,000	130,846	2.04%	\$41,223	\$71,223
Hinesville	\$30,000	51,456	0.80%	\$16,211	\$46,211
Macon	\$30,000	137,570	2.14%	\$43,342	\$73,342
Rome	\$30,000	60,851	0.95%	\$19,171	\$49,171
Savannah	\$40,000	260,677	4.06%	\$82,127	\$122,127
Valdosta	\$25,000	77,085	1.20%	\$24,286	\$49,286
Warner Robins	\$30,000	133,109	2.07%	\$41,936	\$71,936
GDOT Discretionary	\$70,000				\$70,000
Totals	\$1,009,798	6,420,675	100%	\$2,022,854	\$3,032,652

** Distribution Based on FY 2014 Apportionment*

Part E-1: SECTION 5303 BUDGET INFORMATION

(budgetary documents should be completed as shown below. Definitions for the technical and accounting classification codes are provided in the Appendices. Classification codes should be carefully reviewed before costs are distributed by categories).

Technical Work Classifications

UPWP Task #	Activity Line	Work Task Descriptions	Estimated Project Cost
	44.21.00	Program Support & Administration	
	44.22.00	General Development and Comprehensive Planning	
	44.23.01	Long Range Transportation Planning (System Level)	
	44.23.02	Long Range Transportation Planning (Project Level)	
	44.24.00	Short Range Transportation Planning	
	44.25.00	Transportation Improvement Program (TIP)	
	44.26.12	Coordination of Non-Emergency Human Service Transportation	
	44.26.13	Participation of Transit Operators in Metropolitan and Statewide Planning	
	44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
	44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
	44.26.16	Incorporating Safety and Security in Transportation Planning	
	44.27.00	Other – please specify:	
		Total Project Cost (100%)	

Part E-2: Activity Descriptions and Summary

Please describe the costs associated with each of the following activities (if requested).

- A. Personnel (position classifications, including full-time and part-time positions, number of positions, general job duties, and estimated salary for each position, etc.)
- B. Fringe Benefits, type of benefits, etc.
- C. Travel, including whether local or out-of-town, events or activities where travel is needed, benefit to the planning program, breakdown for airfare, rental car, local mileage, hotel, meals, per diem, miscellaneous expenses, etc.
- D. Equipment, including whether purchase or rental, type of equipment, need for equipment for project activities, etc.
- E. Supplies, including type of supplies, need for them, etc.
- F. Contracts, including all anticipated professional services or other contracts anticipated for the project, justification for contracts, etc.
- G. Other, including commodities or services not included in other activity line items and justification for the costs.
- H. Indirect costs, including non-labor and fringe benefit personnel costs, etc. Must include calculation describing the indirect cost allocation for this project.

Activity Line Item (ALI)	Description	Estimated Project Cost
41.20.01	Personnel	\$
41.20.12	Fringe Benefits	\$
41.20.03	Travel	\$
41.20.04	Equipment	\$
41.20.05	Supplies	\$
41.20.06	Contracts	\$
41.20.07	Other	\$
41.20.08	Indirect Charges	\$
Total Project Cost		\$
Federal Share (80%):		
State Share (10%):		
Local Share (10%):		

Table E-3: Sources of Local Matching Funds and Amounts

Local government general revenues	\$
Other: please specify -	\$
Other: please specify -	\$
Other: please specify -	\$
TOTAL LOCAL MATCHING FUNDS:	\$

PART F:

TITLE VI DATA COLLECTION AND REPORTING

(all applicants for FTA Section 5303 funding are required to maintain and provide GDOT and FTA with certain Title VI information. The required information is outlined in “Part 1 - General Requirements” and “Part 2 - MPO Reporting Requirements” described below. Updated information must be provided to the Department for Part 1 and Part 2 annually).

Part G-1: General Reporting Requirements

1. A list of any active lawsuits or complaints naming the applicant which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include:
 - a. The date the lawsuit or complaint was filed;
 - b. A summary of the allegation; and
 - c. The status of the lawsuit or complaint.
2. A description of all pending applications for financial assistance, and financial assistance currently provided by other federal agencies.
3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include:
 - a) The purpose or reason for the review;
 - b) The name of the agency or the organization that performed the review;
 - c) A summary of the findings and recommendations of the review and;
 - d) A report on the status and/or disposition of such findings and recommendations.

Part G-2: MPO Reporting Requirements

1. Assessment of Planning Efforts - provide a written description of continuing planning efforts which are responsive to the requirements of Title VI to ensure that transit planning and programming are nondiscriminatory. The description should also discuss how activities or projects programmed in the UPWP and TIP will be implemented on a nondiscriminatory basis. FTA expects MPO's to address any Title VI concerns raised during compliance reviews conducted by either transit providers or by FTA or as a result of a Title VI service complaint issue involving programming, planning activities, or capital improvements.
2. Monitor Title VI Activities - monitor the Title VI activities and/or programs of local transit systems. In particular, the MPO is requested to provide documentation describing efforts to:
3. Identify minority communities that will be affected by proposed service changes, such as route modifications, additions, deletions, or extensions under consideration by local transit providers; and

4. Provide technical assistance or guidance to local transportation providers in updating and developing Title VI information.
5. Information Dissemination – provide a description of the methods used to inform minority communities of planning efforts (e.g., public notices, public hearings, other formal or informal public discussions, presentations, meetings, etc.) relating to transit service and improvements.
6. Minority Participation in the Decision-Making Process - provide a written statement describing how minority groups or persons are afforded an opportunity to participate in local decision making processes. In particular, the statement should describe liaison activities with minority community groups and other efforts to obtain minority views on transportation issues.
5. Minority Representation on Decision-Making Bodies – provide a racial breakdown for transit related non-elected boards, advisory councils or committees, and a description of efforts made to encourage the participation of minorities on such boards or committees.

Signature of Authorized Official

Title of Authorized Official

Date

PART G:

FTA CERTIFICATIONS AND ASSURANCES

*(As part of this grant application package, all applicants **must include the FTA Fiscal Year 2016 Certifications and Assurances documents.***

- **The FTA FY2016 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 23 are being certified.**
- **Original signatures** must be placed on the FTA Fiscal Year 2016 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

**INSERT FTA CERTIFICATIONS AND ASSURANCES
DOCUMENTATION HERE**

APPENDIX A

FY2018 SECTION 5303 GRANT APPLICATION CHECKLIST

Part	Name/Description of Item	Completed? (yes or no)
A	Grant Applicant and Request Information	
B	Transmittal Letter	
C	Authorizing Resolution	
D	Project Description	
E	Project Budget	
F	Title VI Data Collection and Reporting	
G	FY2016 FTA Certifications and Assurances	

Reviewed By:	GDOT Urban Transit Group Leader	Date
	GDOT Transit Program Manager	Date

APPENDIX B

DEFINITION OF TECHNICAL ACTIVITIES

- **Program Support and Administration (44.21.00)** – include basic overhead, program support, and general administrative costs directly chargeable to the FTA project, including grant administration, interagency coordination, citizen participation, public information, local assistance, UWPW development, etc. If direct program administrative and support costs are included in each individual work tasks, DO NOT enter them a second time in this cost category.
- **General Development and Comprehensive Planning (44.22.00)** - include only the costs of activities **specifically emphasizing** regional policy and system planning for non-transportation functional areas, including demographic analysis and non-transportation modeling and forecasting activity, i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities.
- **Long-Range Transportation Planning (LRTP) - System Level (44.23.01)** - include only costs of activities **specifically emphasizing** long-range transportation system planning and analysis; i.e., long-range travel forecasting and modeling, system analysis, sketch planning, system plan development, reappraisal or revision, and all long-range Transportation System Management (TSM) activities.
- **Long-Range Transportation Planning (LRTP) – Project Level (44.23.02)**- include only costs of activities **specifically emphasizing** long-range transportation project planning and analysis; i.e. corridor and sub-area studies, cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.
- **Short-Range Transportation Planning (SRTP) (44.24.00)** - include only the costs of activities **specifically emphasizing** short-range transportation system or project planning and analysis; i.e., management analysis of internal operations such as management/administration, maintenance, personnel, and labor relations; service planning including appropriate database development and maintenance; transit development plan activities; financial management planning, including alternative farebox policies; all short-range Transportation System Management (TSM) activities including vanpooling/ridesharing, high-occupancy vehicle programs, parking management, etc.
- **Transportation Improvement Program (TIP) (44.25.00)** - include only the costs of activities **specifically emphasizing** TIP development and monitoring.
- **Coordination of Non-Emergency Human Service Transportation (44.26.12)**
- **Participation of Transit Operators in Metropolitan and Statewide Planning (44.26.13)**
- **Planning for Transit Systems Management/Operations to Increase Ridership (44.26.14)**
- **Support Transit Capital Investment Decision (44.26.15)**

- **Incorporating Safety and Security in Transportation Planning (44.26.16)** – cost related to the development of transportation plans and strategies that increase the safety and security of transportation systems.
- **Other Activities (44.27.00)** - includes only the cost of those activities whose primary emphasis is to the specific types of activities described above. These costs should be fully described and represent a relatively small percentage of the requested funding.

APPENDIX C

DEFINITION OF ACCOUNTING CATEGORIES

- **Personnel (41.20.01)** - include only the cost of gross compensation (before deductions for taxes and other purposes) for services of individuals devoted specifically to the execution of the federally funded project to the exclusion of indirect labor. This category includes additional pay for overtime and holiday work.
- **Fringe Benefits (41.20.12)** - include only the payments made by the project sponsor to provide health and security benefits for employees to include FICA, state and Federal unemployment taxes, state disability insurance, workman's compensation insurance, hospitalization and medical insurance, and pension and annuity funds.
- **Travel (41.20.03)** - include only the cost for transportation of employees or others, their per diem allowances while in an authorized travel status, and other expenses incident to travel. This category includes authorized commercial transportation charges, rental of passenger cars and mileage allowances for privately owned vehicles. It also includes taxi fares whether used for local transportation or for travel away from a designated home base.
- **Equipment (41.20.04)** - include only the cost of personal property of a more or less durable nature acquired specifically for the purpose of the grant. Such property would be expected to have a period of service of a year or more after put into use with material impairment of its physical condition. It includes charges for services in connection with initial installation of equipment when performed under contract. This category may consist of both capitalized and non-capitalized equipment to include ADP hardware and software.
- **Supplies (41.20.05)** – include only the costs of all commodities whether acquired by formal contract or other forms of purchase, (a) which are ordinarily consumed or expended within one year after they are put into use, or, (b) which are converted in the process of construction or manufacture, or, (c) which are used to form a minor part of equipment or fixed property. This category would include office supplies, fuels, and pamphlets.
- **Contracts (41.20.06)**- include only the cost of services furnished specifically for the grant program by other agencies on a passthrough basis or companies through contract charges. This item would include transportation of items (freight charges), rents, communications, utilities, printing and reproduction, and organization-wide audits. This category would also include consultant services, external audits of third party contracts, computer equipment lease or rental, and other contractual services.
- **Other (41.20.07)** - include only those costs not otherwise included in the other direct cost categories. This category may also contain small amounts for contingencies due to cost uncertainties that may exist at the time the application and planning work programs are prepared.

- **Indirect Charges (41.20.08)** – include only those costs that are (a) incurred for a common or joint purpose benefiting more than one cost objective or project; and (b) not readily assignable to the cost objectives or projects specifically benefited. Indirect charges can originate in the project sponsor’s department, as well as being incurred by other departments in supplying goods, services, and facilities to the project sponsor’s department. OMB Circular A-87 sets forth principles for determining allowable costs of programs administered by State and Local governments under grants from the federal government.