

**FEDERAL TRANSIT ADMINISTRATION
SECTION 5339
GRANT APPLICATION PACKAGE**

ISSUE DATE: SEPTEMBER 28, 2016

SUBMITTAL DEADLINE: NOVEMBER 29, 2016

Submit Completed Application To:

**Jamie Cochran, FAICP
Transit Program Manager
GDOT – Intermodal Office
600 W. Peachtree Street – 9th Floor
Atlanta, Georgia 30308
E-Mail: jacochran@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)	
Congressional District and Urbanized Area:	
Union Contact Information: contact person, address, phone number, and e-mail address (if applicable)	
Is this grant application for a NEW grant or for a SUPPLEMENTAL grant?	_____ New _____ Supplemental

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 5339 Bus and Bus Facilities Formula Grant Program. 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) 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) and _____ (e-mail address).

Sincerely,

Signature of Designated Official

Title 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 County Commission or Mayor of the City Council as appropriate. 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 5339.

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 purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities.
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 purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities.

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-3: Certification of FTA-Funded Equipment
(Applicant must place these certification on the organization's letterhead and obtain the appropriate signature of the authorized official)

Date

I certify that a complete physical inventory of all FTA-funded assets, including vehicles, equipment, and facilities, has been conducted within our organization and they are accounted for, are in serviceable condition, and have been placed on an inventory list for the organization.

Signature of Authorized Official

Date

PART E:

PROJECT DESCRIPTION

(The proposed project should be fully described including the overall project goals and objectives; how the project will contribute to the transit system; major project elements, activities, and milestones. 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. Excerpts from the STIP or TIP must be included in the completed grant application).

E-1: Overall Project Goals and Objectives

E-2: Major Project Elements and Activities

E-3: Benefits to Transit System

**E-4: Is Pre-Award Authority applicable to this proposed project? Yes No
If “Yes”, please explain.**

**E-5: Does Federal debt delinquency apply to this project? Yes No
If “Yes”, please explain.**

E-6: Project Milestones and Implementation Schedule

(please state the estimated completion date for each work activity planned for the project. All contracts must include name/purpose of contract (i.e. vehicles procurement, solicitation of architectural or engineering services, solicitations for other contractors, consultants, other support, etc.) and dates for advertising dates for solicitation(s), contract award dates, and contract completion dates. Please make sure the following milestone charts for EACH major budget activity are completed, including contracts – please insert additional tables for each activity, if needed).

Project Milestone	Estimated Completion Date (Month/Year)
RFP/RFQ Out for Bid	
Contract Award	
First Bus Delivered (if applicable)	
Last Bus Delivered (if applicable)	
Contract Complete	

Project Milestone	Estimated Completion Date (Month/Year)
RFP/RFQ Out for Bid	
Contract Award	
First Bus Delivered (if applicable)	
Last Bus Delivered (if applicable)	
Contract Complete	

Project Milestone	Estimated Completion Date (Month/Year)
Consultant/Contractor RFP/RFQ Out for Bid (please specify:	
Contract Award	
Contract Complete	

Project Milestone	Estimated Completion Date (Month/Year)
Consultant/Contractor RFP/RFQ Out for Bid (please specify:	
Contract Award	
Contract Complete	

Project Milestone	Estimated Completion Date (Month/Year)
Facility-Related Milestones	
RFP/RFQ Out for Bid	
Contract Award	
Contract Complete	

Project Milestone	Estimated Completion Date (Month/Year)
Transit Technology Milestones (please specify)	
RFP Out for Bid	
Contract Award	
Contract Complete	

Other Project Milestone	Estimated Completion Date (Month/Year)
(please specify)	
(please specify)	
(please specify)	

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Part F-2: Capital Assistance Funding - Vehicles
(Applicant should describe the cost elements included in the request including number, type, fuel type, capacity, and length of the vehicles being requested; presence of ADA equipment (i.e. wheelchair lift, etc.) and other capital items related to the transit program. Estimated costs methodology should be described along with the source data for the capital cost estimates)

Description and Justification for Capital Assistance Funding for Vehicles:

Part F-2-1: Estimated Vehicle and Related Equipment Costs

Scope No.	ALI No.	Itemized Vehicle Costs	Total Vehicle and Related Costs:
		Total Vehicle and Related Equipment Costs:	\$

Part F-3: Capital Assistance Funding - Facilities

(If Applicant is requesting funding for bus-related facilities, such as maintenance facilities, transfer terminals, etc., detailed information should be provided on (1) the justification or need for such a facility; (2) documented planning activities conducted already; (3) expected level of environmental documentation; (4) expected right-of-way activities and impacts; (5) estimated design costs; (6) current status of project phases; (6) anticipated timeline for the development and construction of the facility; and (6) sources of local funding to support the entire project). Estimated cost estimation methodology should be described).

Description and Justification for Capital Assistance Funding for Facilities:

Part F-3-1: Estimated Bus-Related Facilities Cost

Scope No.	ALI No.	Facilities-Related Items	Total Facility Costs:
		Other (please specify):	
		Total Facility Assistance:	\$

Part F-4: Capital Assistance Funding – Transit Technology
(Applicant should describe the cost elements included in the request including type and function of the transit technology activities and assets to be undertaken, integration of the transit technology into the overall transit system function and operations, need and justification for the technology investments, and estimated costs associated with each major technology component).

Description and Justification for Capital Assistance Funding for Transit Technology:

Part F-4-1: Estimated Transit Technology Costs

Scope No.	ALI No.	Itemized Technology Enhancements	Total Transit Technology Costs:
		Total Transit Technology Costs:	\$

Part F-4-2: Basis of Cost Estimates

(for each cost component identified in the Project Description (i.e. vehicles, facilities, and transit technology), the Applicant should describe the basis for the cost estimate)

Part F-4-3: Summary of Project Funding Assistance

Type of Project Assistance	Federal Share of Funding (80%)	Local Share of Funding (20%)	Total Funding (100%)
Capital - Vehicles			
Capital - Facilities			
Transit Technology			
TOTAL:			

Part F-4-4: 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 G: 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 the date the lawsuit was filed; a summary of the allegation; and the status of the lawsuit or complaint.

2. A description of all pending applications for financial assistance and financial assistance currently provide by other federal agencies.

3. A summary of all civil rights compliance review activities conducted in the last three years.

Part G-2: Data Collection and Monitoring

For the purpose of this section, FTA is requiring that all subgrantees provide public transit service development and implementation procedures to monitor their level and quality of transit service to determine compliance with Title VI. These comparisons of the level and quality of transit service provided to the minority community, against overall system averages, will measure the actual realization of established service policies and standards.

Signature of Authorized Official

Date

PART H:

FTA CERTIFICATIONS AND ASSURANCES

*(As part of this grant application package, **all** applicants **must include original signed documents** (please see attachment for FY2018 FTA Certifications and Assurances). These documents **must be signed** by the Chief Executive of the Legal Entity **AND** the organization's **Attorney**.)*

- **On the FY2016 FTA Certifications and Assurance page listing all the categories, the Applicant must check the box for ALL categories (categories 01 – 23).**
- **The Applicant must insert the ORIGINAL SIGNATURE sheet in this section of the completed grant application.**

APPENDIX A

FY2018 SECTION 5339 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	Status of Current FTA-Funded Equipment	
E	Project Description	
F	Project Budget	
G	Title VI Data Collection and Reporting	
H	FY2016 FTA Certifications and Assurances	

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