

RESOLUTION NO. 23- 8837

**AUTHORIZING THE PUBLIC HEALTH INTERIM DIRECTOR TO EXECUTE AND
SUBMIT ASSOCIATED DOCUMENTS FOR THE FEDERAL FUNDING UNDER FTA
SECTION 5310 (ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH
DISABILITIES PROGRAM) 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 5310 of the Federal Transit Act; and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for the general public for the Enhanced Mobility of Seniors and Individuals with Disabilities Program; and

WHEREAS, Plumas County Seniors Transportation desires to apply for said financial assistance for the purchase of vehicles and operating assistance in Plumas County; and

WHEREAS, the Plumas County Seniors Transportation 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 Plumas County Board of Supervisors does hereby authorize the Interim Director of Public Health, to file and execute applications on behalf of the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5310 of the Federal Transit Act, as amended.

That Public Health Interim Director is authorized to execute and file all certifications and assurances, contracts or agreements or any other document required by the Department.

That Public Health Interim Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.

That Public Health Interim Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project(s).

PASSED AND ADOPTED by the Board of Supervisors of Plumas County, State of California, at a regular meeting of said Board Meeting held on the 15th day of August, 2023 by the following:

Ayes: Supervisor Goss; Supervisor Engel; Supervisor Hagwood; Supervisor Ceresola; Supervisor McGowan

Noes:

Absent:


Chair, Board of Supervisors

ATTEST:


Marcy DeMartile
Ex Officio Clerk of the Board

APPROVED AS TO FORM:


Joshua Brechtel
Deputy County Counsel



**California Department of Transportation
Division of Rail and Mass Transportation
Federal Transit Administration
*Section 5310 - Enhanced Mobility of Seniors and Individuals
with Disabilities*
APPLICATION GUIDELINE AND INSTRUCTIONS**

I. Program Overview

The Federal Transit Administration (FTA) Section 5310 Program is authorized under Title 49 U.S.C. 5310 providing funding to states and designated recipients to improve mobility for seniors and individuals with disabilities. All projects selected for 5310 funding must be **included in** a locally developed, coordinated public transit-human services transportation plan.

The Governor of California has designated the Caltrans Division of Rail and Mass Transportation (DRMT), Office of Transit Grants and Contracts as the recipient of FTA Section 5310 apportionment funds. Caltrans DRMT is responsible for the administration of program funds in accordance with federal and State laws, statutes, and regulations. The policy and procedures followed in the administration of the 5310 program is documented in the State Management Plan, approved by the FTA. The State Management Plan can be found in the DRMT, website here: [State Management Plan | Caltrans](https://dot.ca.gov/programs/rail-and-mass-transportation/state-management-plan) (<https://dot.ca.gov/programs/rail-and-mass-transportation/state-management-plan>)

The current cycle of 5310 funding includes FTA apportionment funds for Federal Fiscal Years (FFYs) 2020 and 2021. All applications for the 5310 Traditional and Expanded projects must be submitted in the BlackCat Transit Data Management System (BlackCat) **no later than 3 pm on Wednesday, March 2, 2022.**

II. Program Goal

The goal of the FTA Section 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The Section 5310 Program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.

This program provides grant funds for capital, mobility management, and operating expenses for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- Public transportation projects that improve costs to fixed-route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities.

III. Funding Availability

Available funding for the 2022 Call for Projects includes FTA 5310 program funds for FFYs 2020 and 2021. Approximately \$20 million for Large UZAs; and \$15.1 million for Small Urban and Rural areas. In this cycle, projects are 100% federally funded: there is **no** required local match.

The following parameters will apply to the FFY 2021 Application Cycle:

1. Applicants may apply for funding for either 5310 Traditional Projects and/or the 5310 Expanded Projects which include Operating Assistance and Mobility Management.
2. For Small Urban and Rural Agencies only: The total maximum amount of 5310 funds for all projects cannot exceed \$400,000 per agency. The \$400,000 limit includes projects applied for in both Traditional and/or Expanded applications.
3. Funding requests for capital vehicles and/or equipment may be submitted on the Traditional Project grant application only.
4. Funding requests for operating assistance or mobility management may be made for up to two (2) years of funding. A separate Proposed Project Budget and Budget Worksheet must be completed for each year of requested funding.

IV. Eligible Applicants

Applicants eligible for Section 5310 grant funding include:

- Private non-profit corporations (Traditional and Expanded projects)
- Public agencies where no private non-profits are readily available to provide the proposed service (Traditional projects)
- Public agencies that have been approved by the State to coordinate transportation services (Traditional projects)
- Public agencies such as state or local governmental bodies, Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), social services agencies, and tribal government. (Expanded projects)

V. Eligible Projects

The following chart outlines the types of projects eligible for Section 5310 grant funding:

Traditional Project Eligible Capital Expenses	Comments
Purchase of buses and vans (including baseline vehicle equipment)	Must be ADA accessible/No Sedan or SUVs
Vehicle procurement testing, inspection, and acceptance costs	
Wheelchair securement devices	
Radios and communication equipment (excludes cell phones and service agreements)	
Initial component installation costs	
Computer hardware and software (scheduling and dispatch software)	In support of 5310 program purposes only. Public transit services not eligible.
Extended warranties which do not exceed the industry standard	At the time of purchase only.
Transit related intelligent transportation systems (ITS); and the introduction of new technology, through innovative and improved products, into the transportation needs of the elderly and persons with disabilities.	Regional ITS Architecture Plan required at time of application. See http://www.dot.ca.gov/drm/t/fedits.html
Expanded Project Eligible Activities	Comments
Operating Activities including: <ul style="list-style-type: none"> •Expansion of paratransit services beyond the minimum requirements of ADA •Expansion of hours for paratransit service •Feeder service for intercity travel for which paratransit service is not required •Enhancement of services (same day; door-to-door; escorts) •Voucher programs •Volunteer Driver Programs (existing, new or expanded) 	Voucher programs excludes purchase of transit bus passes.
Capital Activities including: <ul style="list-style-type: none"> •Accessibility equipment beyond ADA requirements •Mobility management activities including: Planning, development, implementation of coordinated transportation 	

services; Integration, coordination and promotion of access to transportation services; Development and operation of one-stop call center; Travel training/trip planning; Operational planning to acquire IT technologies for coordinated systems.	
Ineligible for Traditional and/or Expanded Project Funding	Reason for not funding
Traditional Project Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. The State, as recipient, has the option to decide whether to provide funding for such acquired services. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(a)(3) is limited to the Section 5310 program	We fund the equipment/capital costs and allow contracted services so long as there is a State approved MOU. <u>Excludes operating costs.</u>
Traditional and Expanded Projects Capital equipment lease	Staffing resource limitations
Traditional and Expanded Projects Purchase of equipment used for Preventive Maintenance	Staffing resource limitations
Traditional and Expanded Projects Vehicle rehabilitation; manufacture, or overhaul Wheelchair lifts	We purchase new vehicles only.
Traditional and Expanded Projects Purchase and installation of transit shelters, benches or other facility improvements	Staffing resource limitations.
Traditional and Expanded Projects Fixed route equipment such as, but not limited to: fareboxes, destination signs, stop request system (yellow pull cords), transfer cutters.	This program does not fund fixed route equipment. The purpose is to meet the <u>special needs</u> of seniors persons and Individuals with disabilities.

VI. Electronic Grants Management System

Applications for FTA Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities, grant funding must be completed using the BlackCat Electronic Grant Management System (BlackCat). BlackCat is a secured, web-based system designed and developed to facilitate the

storage, management, and analysis of transit grants and funding resource information for Caltrans staff, grant applicants, and subrecipients.

A. Getting Started

Applicants must have a username and password in order to access BlackCat . Once you have received your user access information you may download the Agency User Guide in the “Help” section in the upper right corner of the Dashboard screen. The User Guide will provide information on how to maneuver through the BlackCat .

1. Organization Tab (BlackCat User Guide-Section 3)

Applicants will be required to complete the organization profile before completing the grant application. Review the BlackCat User Guide, Section 3, to access, input, update, and/or verify your agency information. The organization information is vital to your application process and should be regularly updated throughout the grant management process as changes occur in your organization.

In addition to the organization profile and contact information, you can include your vehicle fleet information in the Inventories section. Although this information is not required in this grant cycle the BlackCat can track and manage your capital assets including periodic inspections and disposition procedures.

BlackCat can be used to track and manage your vehicle and equipment inventory as well as Requests for Reimbursements (RFR's), identification of your current and future projects, annual budget and funding requests.

B. Application Submittal

1. ESTABLISHING YOUR PROJECTS AND BUDGET (BlackCat User Guide-Section 4)

- a. Before you can submit your application for grant funding you must create the project(s). To create a project, you will need for the current funding year along with the funding request (or budget) for each project. Once all your projects are completed you will then be able to attach them to your application.
- b. Select the Projects Tab to begin adding your projects for FFY 2022. Fill in all fields on this screen including FTA Line Item Code; Project Description; Total Estimated Cost; Priority and any additional notes. Once you save your entry, BlackCat will take you to the Project Summary screen where you will enter your project budget in the Funding Requests section.
- c. In the Funding Request (or budget) page you will enter numbers in the applicable fields for this project. The project budget page will be different depending on the type of project you entered. As you enter the project amounts, BlackCat will automatically calculate your totals. After you have saved your entry you are now ready to complete the application. You will need to complete a Funding Request for each project you have created in the Projects Tab.

2. GRANT APPLICATION (BlackCat User Guide-Section 5)

- a. Select the Applications Tab to view the grant opportunities available for your agency. To submit a new application you will select the New Grant Opportunities tab. Your application for the 5310 Traditional Program or 5310 Expanded Program must be submitted in BlackCat by **no later than 3 pm on Wednesday, March 2, 2022**. Once the application deadline date passes, you will no longer be able to submit any applications for the FFY 2021 grant funding.
- b. In the New Grant Opportunities tab, you will select the Apply button to create your grant application. If you move off the page and need to return to your application, you will find your application in the Pending Applications tab.
- c. Once the application is open, you must complete three (3) key sections: the **Project Specific Application**; the **Attachments**; and attaching **Project(s)**.
- d. Project Specific Application: Some sections of the application will require you to include a narrative response that is limited to the space provided. Please be brief and concise in your responses to describe pertinent information regarding the proposed project.
- e. Attachments: Your application must include completed and/or signed Applicant Eligibility Forms and Certifications along with your project specific application and supporting documentation. These forms and certifications are identified in the Project Specific Application as "Attachment A", "Attachment B", etc., and are followed by name of the form or certification. Locate the appropriately lettered Attachment file listed underneath the Project Specific Application file in BlackCat and download the form or certification, complete and upload. For all other Attachments mentioned in the Project Specific application, locate the appropriately lettered Attachment and upload the supporting documentation as required. In the listing of Attachments, the Attachments are identified with either a green or a blue icon. A green icon signifies a required Attachment for all applications, and a blue icon signifies an optional Attachment required for specific type of projects. For an application to be considered for funding all required Attachments must be included. No Attachments to the application will be accepted after **3 pm on Wednesday, March 2, 2022**.
- f. Attaching Projects: Once you have completed and uploaded all required Attachments, select the project(s) associated with the application. In the Application Tab scroll down to the Projects section and attach the applicable project(s).
- g. Once all the chosen project(s) are attached, they will show up in the Projects Tab. Check to make sure each project includes a completed funding request (or project budget). If you wish to make changes to the project budget you can access the project budget in the Projects Tab.
- h. Submit Application: Once all required and optional forms are completed and uploaded along with completed funding request(s), the Submit button

in the upper right-hand corner of the Applications Tab is **active** and your application can be submitted.

NOTE: Once submitted, the application is deemed final and changed may not be made. All application materials are considered public record. Therefore, applicants should not include confidential information such as client names, address, specific medical diagnoses, telephone numbers, and times the clients are scheduled to be transported. This type of information should be redacted from client lists or other documents submitted into BlackCat.

VII. Additional Information or Assistance

If you have questions or need additional assistance please see below:

FTA 5310 Program Information:

Caltrans, Div. of Rail & Mass Transportation

5310 Program website:

<http://www.dot.ca.gov/drmt/fed5310.html>

Your Local MPO or RTPA Contact(s) are found in BlackCat:

<https://secure.blackcattransit.com/Login.aspx?site=cadot>

On the BlackCat Dashboard find the *Resource Tab/Global Resources/FTA Programs/5310/2022 Application Resources/RTPA/MPO Contact List*

Section 5310 Program Staff (including requesting access to BlackCat)

<https://secure.blackcattransit.com/Login.aspx?site=cadot>

See BlackCat Dashboard (5310 Program)

BlackCat Access: Joel.Rodriguez@dot.ca.gov

Electronic Grants Management (BlackCat) Technical Support:

BlackCat Grants Support

1-888-238-9707

casupport@PantherInternational.com

VIII. Glossary

ADA

Americans with Disabilities Act, this Federal law is a comprehensive civil rights measure prohibiting discrimination against persons with disabilities in

employment, housing and transportation. The intent of ADA is to ensure equal access for persons with disabilities to public accommodations, public services, telecommunications and transportation.

Active Service Vehicles	The vehicles available to operate in revenue service at the end of your fiscal year, including: Spares; Vehicles temporarily out of service for routine maintenance and minor repairs; or Operational vehicles.
Appropriate Funds	All local shares must be provided from sources other than Federal funds except where specific legislative language of a Federal program permits its funds to be used to match other Federal funds.
Capital Expense	The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of: The capitalization level established by the government unit for financial statement purposes, or \$5,000. Capital expenses do not include operating expenses that are eligible to use capital funds.
Charter Service	A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.
Backup Vehicles	Backup vehicles are defined as vehicles that are used from time-to-time, not on a daily basis to provide service.
Bus	Vehicle with a gross vehicle weight rating of more than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on the driver's side door.
CTC	An acronym for California Transportation Commission. The body established by State law to advise and assist the Secretary of the Business, Transportation and Housing Agency and the Legislature in formulating and evaluating state policies and plans for transportation programs. The CTC is responsible for adopting the annual listing of approved Section 5310 projects before forwarding to FTA for approval.
CTSA	An acronym for Consolidated Transportation Service Agency. Local agency designated by the Regional Transportation Planning Agency to consolidate and coordinate social service transportation.
Direct Cost	An object class (e.g., labor, services, materials, and supplies) that is incurred exclusively for a particular function, mode, and type of service. For example, an operator whose time is spent solely driving a bus or a mechanic who only works on buses related to the transit service.
Federal Award	The amount of FTA assistance being provided subrecipients based on the approved application. Also referred to as the Federal/FTA Share or FTA award.

Federal Transit Administration (FTA)	The agency under the U.S. Department of Transportation that provides financial assistance and administers the Federal Transit Act, as amended, and specifically provides funding to the states for the Section 5310 program.
Fixed Route Service	Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pickup and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus; unlike demand responsive and vanpool services.
Human Services Transportation	Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.
Idle Time	Idle time generally means the time the vehicle is not in direct passenger service.
Materials and Supplies	The tangible products obtained from outside suppliers or manufactured internally. Expenses include: Freight-in; Purchase discounts; Cash discounts; Sales taxes and excise taxes (except on fuel and lubricants) are to be included in the cost of the material or supply. Changes to these expense accounts will be for the materials and supplies issued from inventory for use and for the materials and supplies purchased for immediate use; i.e., without going through inventory.
One-way Passenger Trips	One-way passenger trips are counted as each time a person boards the vehicle no matter how many vehicles individuals use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles. A round trip travel would be counted as two passenger trips.
Operating Costs	Operating costs are considered those expenses necessary to operate, maintain, and manage a transit system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.
Private For-Profit Provider	A nonpublic entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures).
Private Nonprofit Provider	A nonpublic entity with a tax-free status that provides public transportation services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business - one that is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures.
Readily Available	Readily available is defined as willing, interested and capable of providing the proposed service at a comparable cost to the identified clientele in the same

service area, with the same hours of frequency, and at the same level of service.

Vanpool and Ride-sharing	A transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver.
RTPA	An acronym for Regional Transportation Planning Agency. Local agency responsible for transportation planning activities and allocating of transit funds in a specified region. RTPAs can be Local Transportation Commissions, Councils of Governments, Metropolitan Planning Organizations or statutorily created agencies.
Service Area	A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transportation agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA).
Social Service Agency	A public or private nonprofit organization providing specialized programs and transportation service to a specific clientele such as the elderly and persons with disabilities.
Travel Training	Travel training is short-term, comprehensive, intensive instruction designed to teach students how to travel safely and independently on public transportation. The goal is to train students to travel independently to a regularly visited destination and back. Specially trained personnel provide the travel training, typically on a one-to-one basis.
Unqualified Audit Opinion	An acceptable audit, indicating that the agency is in compliance with generally accepted accounting principles. Note: any other type of opinions, e.g., "qualified with exceptions," "reportable conditions," "material weaknesses," "noncompliance with requirement," will be evaluated on a case-by-case basis.
Useful Life	The expected lifetime of project property, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in service and continues until it is removed from service.
Van	Vehicle with a gross vehicle weight rating of <u>less</u> than 10,000 pounds as identified by the Original Equipment Manufacturer's weight certificate located on driver's side door.