

APPLICATION INSTRUCTIONS

Each agency is allowed to submit one application per project proposed for federal funding as follows:

- Section 5310 Traditional Capital projects; total applicant/subrecipient funding request may not exceed \$900,000.
- Section 5310 and Section 5317 Other Capital & Operating projects; total applicant/subrecipient request may not exceed \$600,000.
- Section 5316 Capital and Operating projects; total applicant/subrecipient request is not limited.

Requests for equipment (e.g., computer systems, dispatching and tracking software, telecommunication systems, and improved passenger facilities) that support the transportation program are limited to no more than \$60,000.

A minimum of 70 points per application score is required to be considered for funding. If the funding request is not fully awarded, applicant/agency may offer a reduced scope of work and associated budget or decline funding award.

1. Mark "ORIGINAL" on the cover of your application package containing the master copy of the required documentation with original signatures recorded in blue ink.
2. Submit the original application along with five (5) hard copies and two (2) electronic copies (e.g. DVRs, CDs, flash drives, etc.) to Metro by 3:00 pm on April 28, 2017. **The entire application and all attachments must be included in the electronic copies.**

Your attendance at a Workshop for Potential Applicants, to be organized by Metro, is highly encouraged. A list of workshop dates and locations can be found at www.metro.net/projects/fta5310.

3. Applications as delivered are to be complete and final. Amendments or supplements to the application will not be accepted after the due date of April 28, 2017. **Application packages with incomplete and/or missing information (e.g., certifications, etc. and/or not signed by a duly authorized representative) will not be evaluated.**
4. The application format is provided in MS Word and Excel. An electronic version of the application consisting of four parts can be accessed at www.metro.net/projects/fta5310.
5. Review these application instructions, guidelines, and evaluation criteria carefully to ensure a complete and competitive application that sufficiently address each of the required and applicable components.

Selection of Proposals for Funding Award Recommendations:

Applications will be evaluated and ranked based on the final score provided by the Evaluation Panel. Funds will be allocated according to the ranking of projects to the maximum amount made available for the FY 2017 Solicitation for Proposals. Award recommendations may be limited to proposals that receive a final score of 70 or above (out of a maximum of 100) and subject to funds availability. If funds remain after recommending awards to those proposals scoring 70 points and above. Ultimately, the Metro Board of Directors will approve the funding award recommendations that will be included in grant applications to be submitted to FTA.

Public Record Disclaimer:

Application materials and attachments submitted to the Los Angeles County Metropolitan Transportation Authority (Metro) in response to its FY 2017 Solicitation for Proposals for the Section 5310, Section 5316, and/or Section 5317 Programs are not considered confidential. Application contents and attachments received by Metro are considered public records. Applicants should not include confidential information such as client names, addresses, specific medical diagnoses, telephone numbers, and other personal information.

Data Universal Numbering System (DUNS) number & System for Award Management (SAM):

Any agency or organization applying for a grant from the federal government must have a DUNS number at the time an application is submitted to Metro. This is a nine-digit identification number that provides a unique identification for single business entities. Applicants that currently do not have a DUNS number can obtain one at no charge from Dun and Bradstreet (www.dnb.com). Section 5310, Section 5316, and/or Section 5317 Program funds will not be awarded by the FTA without a DUNS number.

The FTA requires Metro to ensure that none of its subrecipients is suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. In the spirit of this requirement Metro has established procedures to perform Federal suspension and debarment checks associated with each subrecipient award via the online System for Award Management (SAM) at SAM.gov. Applicants that are currently not registered in the SAM may register at no charge at www.sam.gov. No entity may receive a Section 5310, Section 5316, and/or Section 5317 sub-award absent of a SAM check and clearance.

SAM Registration in 8-easy Steps:

1. Go to www.sam.gov
2. Create a Personal Account and Login
3. Click “Register New Entity” under “Manage Entity” on your “My SAM” page
4. Select your type of Entity
5. Select “No” to “Do you wish to bid on contracts?”
6. Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”
7. Complete “Core Data”
8. Complete “Points of Contact”

Be sure to “opt in” for public review so that we may perform the required review.

Responsibility of Grant Subrecipient

When an agency other than the applicant identified in the application is proposed to operate vehicles or other equipment for which Section 5310, Section 5316, and/or Section 5317 Program funds are requested, control and responsibility for the operation of the vehicles or other equipment must remain with the grant subrecipient throughout the life of the asset (until asset is disposed of or sold according to FTA guidelines).

In this case, the subrecipient remains the registered owner of the vehicle or equipment and remains fully responsible for program compliance, including, but not limited to, operation oversight, reporting, insurance, maintenance and monitoring. Metro shall be listed as an additional insured and the lien holder on all approved vehicles funded by the Section 5310, Section 5316, and/or Section 5317 Program. Metro shall remain the lien holder until the per unit fair market value of the capital asset is less than \$5,000. Non-compliance with program requirements may result in the relinquishment of vehicles and/or equipment to Metro.