



**FY19 Solicitation for Proposals  
FTA Section 5310 Q&A from May 16<sup>th</sup> and 21<sup>st</sup> Workshops**

**Funds Availability**

Q: Why are Lancaster, Santa Clarita and Palmdale broken out?

A: The Urbanized areas were determined by the U.S. Census Urbanized Areas for the SCAG Region. The funds provided by the FTA are then allocated based on the number of seniors and individuals with disabilities in each of those urbanized area. Metro's program provides funding for the Los Angeles-Long Beach-Anaheim, Santa Clarita, and Lancaster-Palmdale UZA's. A map of those regions can be seen here: [http://gisdata-scag.opendata.arcgis.com/datasets/197b33d52add4c73b6fd3bad46cff0c0\\_0](http://gisdata-scag.opendata.arcgis.com/datasets/197b33d52add4c73b6fd3bad46cff0c0_0)

Q: These are FY 18, 19 & 20. Would the next solicitation be three years from now?

A: If the next Federal Surface Transportation bill includes the continuation of the Federal Section 5310 program, then the next solicitation will be three years from now.

**Eligibility**

Q: A public transportation that has an elected board of officials, which category do we fall into?

A: **Government.**

Q: Do private taxi companies include Uber and Lyft?

A: **Yes, and they cannot apply directly.**

Q: Are planning projects eligible?

A: **No. All proposal applications must be derived from and consistent with the 2016-2019 Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County.**

Q: Can we purchase vehicles in the Other Capital/Operating category? Please clarify the differences between the two categories? Are the categories more or less from the same pot (funding allocation)?

A: **The solicitation explains in detail the difference between the categories (pgs. 9 – 13) and summarizes the amount of funds allocated to each category (pg. 7).**



Vehicles purchased through “Other Capital” funding can only be for vehicles that are designed to accommodate mobility aids that “exceed” the dimensions and weight ratings established for wheelchairs under ADA regulations, please see pages 11- 12 for details. Vehicles are essentially outside the standard model vehicles that are offered. “Other Capital” can only include standard model vehicles if they are specifically used for a senior/disabled taxi, ride-sharing, and/or vanpool program.

Under Traditional Capital, vehicles can be any standard model vehicle used for any senior/disabled transportation program.

### **Federal Share, Transportation Development Credits (TDC) & Local Match Requirements**

Q: We have a \$100,000 Traditional Capital project. How do we apply TDC?

A: In this scenario, TDC of 10% results in an increase of the FTA share by 10% to \$90K. TDC are waivers or permission slips that allow federal funds to be used at a higher reimbursement rate. (i.e. If total traditional capital project cost = \$100K, normally the federal award would be \$80K and the required local match would be \$20K. With TDC approval, the federal award would be \$90K, and the required local match would be \$10K).

Q: Are we required to use TDCs?

A: Use of TDCs is not required.

Q: Do we have to have the project in the approved TIP before applying?

A: No. We at Metro ensure that the 5310 projects are included in the TIP.

### **Application Limits/Guidelines**

Q: If you have multiple proposed projects in one category, do you have to rank them?

A: No. Treat each application as its own proposed project. The agency may reference the other project(s) in each application, but the proposed projects will be evaluated and scored separately.

Q: What if we partnered with a taxi company and they also partnered with another entity, is there a conflict there?

A: No conflicts in partnering but remember the transit service providers’ contract will need to follow the federal rules and compliance.



Q: Is there anything that would prevent Transportation Network Companies (TNCs) from being a service operator?

A: You must federally procure all services, including TNCs. Depending on the threshold, this includes a federally compliant RFP, and a contract with all the required federal clauses included.

Q: Would there be separate applications for capital and operating?

A: The application provided by Metro is the same, but if you're applying under both categories, two separate applications will need to be included, one for the capital project and one for the operating project. The agency may reference the other proposed project in each application, but the two proposed projects will be evaluated and scored separately.

Q: Would you include the insurance policies and maintenance plan in each application?

A: No. Insurance policies are not needed in the application. This information will be requested from you during the vehicle purchasing process, if awarded.

No. Maintenance plans are not needed in the application. This information will be requested from you after the vehicle/equipment purchasing process, if awarded.

Q: Not having a Title VI plan doesn't necessarily make you ineligible?

A: No. A Title VI plan is not required at the time of application. The required Civil Rights Certification Letter (details on pg. 28 of solicitation) requires you to discuss if your agency or organization has a Title VI Plan. If not, you are to explain why and provide a date your agency or organization anticipates completing the plan. A Title VI Plan will be required if awarded funding. Metro staff will provide guidance.

Q: Is there any system or format that you'd like the map from?

A: No, as long as we have a clear map of the existing area and proposed service area.

Q: In the event that we were only to apply for services, we would only do Attachment C? Since we're not purchasing vehicles?

A: If you are seeking funding for a proposed project that will not be used to purchase an asset (vehicles, equipment, facility) Attachments A – D are not needed.

Q: Can we save the fillable PDF?

A: Yes.



Q: Do the fillable forms have enough space?

A: Yes, we have provided enough space to answer the questions thoroughly. You may use additional pages as needed, but it is not required.

Q: With the grant application, if there are any non-applicable sections, do we just leave it blank?

A: All questions asked in the solicitation should be answered in the space provided in the application. If a question does not apply, it is best to state that the question does not apply and include a very brief reason why it does not apply. If Attachment A – D do not apply to you, you may leave those out of your application package.

Q: Is 65 the age limit for seniors?

A: Yes, for Other Capital (non-rolling stock purchases) and Operating projects, the projects must be geared toward seniors that are 65 years of age or over.

However, Rolling Stock purchases would be an eligible expense under the program regardless of the service operator's policy on who to include in the definition of a senior. So, an operator that expands the definition to include individuals 55 and over would still be able to purchase vehicles under 5310.

## **Part II: Project Narrative & Evaluation Criteria (A-E)**

Q: If we have 5310 funding but it's a new project? How would we fill out this section?

A: State in the application that the proposed "new" project you are submitting is not the same project currently funded under a prior Section 5310 award. If the proposed "new" project is a continuation, enhancement, or expansion of an existing program/service, please explain this in the application.

Q: When would be the earliest you can use these funds, based on the timeline of the award?

A: Only expenses incurred after the funding agreement is fully executed will be eligible for reimbursement. Based on the timeline, this is expected in March 2020.

Q: Let's say you put in your schedule and they're delayed, and later when you complete the funding agreements, that would be the actual schedule?

A: Metro staff will work with the successful applicants to update any project schedules and/or milestones provided in the original application prior to entering into a funding agreement.



Q: When do the funds lapse? What is the maximum amount of time to spend the funds?

A: **Four years from the execution of the funding agreement.**

Q: Does this mean that if you're putting in operating costs, it would be ideal to put in three years' worth in my application?

A: **You may request for up to three years of operating funding, not to exceed the funding award limit, so please budget accordingly.**

Q: Is there a budget period that you want us to work with?

A: **Operating funding requests may not exceed three years of funding. Budget each year accordingly. Assume the start of eligible activities to be approximately eight (8) months after the application deadline.**

Q: For this application, is it one year or two-year grant funding?

A: **This solicitation will include three years of grant funds apportioned for Federal Fiscal Year (FFY) 2018, 2019 and 2020 as authorized under the Fixing America's Surface Transportation (FAST) Act.**

Q: If you already have an existing funding agreement, can they overlap?

A: **Yes, if the funding agreement currently in place is for a different project than what you are proposing in this solicitation, then the Funding Agreements can overlap. If the proposed project is to fund the continuation of an existing project that is currently being funded under the 5310 program, the execution of the funding agreement may be placed on hold until the funds have been expended under the current funding agreement.**

Q: If we're doing mobility management, does that qualify?

A: **Yes, support for Mobility Management is eligible under the Traditional Capital Category. Please see page 10 of the solicitation for more details.**

Q: We have our service area, but we extend 10 miles outside of that for doctor visits. Do we need to include this as our area since other services are not provided there?

A: **Yes, if this "expanded" area is part of your proposed project scope. The required area map should clearly identify the additional 10 miles radius. Please provide an explanation as to the present service area and the need to service beyond your present area, should this be the case.**

Q: Do we have to join CalACT?

A: **No.**

### Part III: Project Budget

Q: On your actual budget listing, it says the total federal funding then says the funding may not exceed \$600,000? That means the total project can be \$666,000?

A: The federal award portion cannot exceed 600,000. If your project is a capital project to purchase vehicles that awards 90% of the total project with 10% being your local match, the total project cost will need to be 666,666.66 or more in order to be eligible for the maximum award of \$600,000. The additional cost of 66,666.66 or more will be what the agency pays as their local match to the project.

Q: The local match says includes TDC, so the local match would be that plus the TDC?

A: No, the TDC is counted toward your local match therefore increasing the Federal portion that we will award you and decreasing the amount of local match that you will be required to contribute toward the project. This does not change the total project cost, just the percentage of the total project that will be awarded and reimbursed for.

Q: Can the applicant cash match be state or local funds?

A: Yes, the cash match can be state or local appropriations. Please see page 14 of the solicitation for details as to the various sources of local match.

Q: If it wasn't included in the application, can you get reimbursed for those costs?

A: All costs you're seeking reimbursement for must be included in the application, as the total project costs are approved and awarded by Metro's Board of Directors. If an eligible cost was not identified in the application but you consider it to be a justifiable expense, a formal request for review can be made to Metro. The program manager will review these expenses on a case by case to determine reimbursement eligibility.

Q: Is the cost analysis an eligible expense?

A: Administrative expenses necessary to support project activities are eligible expenses up to a maximum five (5) percent of the total project cost. Costs include administration, planning, and technical assistance for projects.

Q: Do we include an indirect cost rate?

A: If seeking reimbursement for indirect cost, the maximum amount you can request is 10% of the total project cost, and a detailed Indirect Cost Rate Proposal must be submitted as part of the application. Please note that if you are requesting 10% for indirect costs, the 5% of administration costs cannot be requested and will not be awarded.

## Part IV: Certifications

Q: If you're a non-profit, do you still need to do a public hearing?

A: No

Q: Do you require a board resolution from the private non-profits?

A: No board resolution is needed from private non-profits

Q: The 30-day requirement, is that an FTA requirement?

A: No. The minimum 30-day public comment period is required by the Open Meetings Law in California.

Q: If a public hearing is held by a public entity and a private nonprofit shows up and says I provide the same service? Do we need to partner with them? Does this make us ineligible?

A: If a private nonprofit shows up and provides support that they are currently providing the same exact service that you are seeking funding for, this will make you ineligible for funding.

At this juncture is when the public entity can seek a partnership and joint application with the private nonprofit to provide the services. If the private nonprofit elects to complete the project without the public entity, then the public agency is ineligible to seek funding for the project.

The program aims to provide assistance to private nonprofit groups in meeting the transportation needs of older adults and people with disabilities. Not until the enactment of the FAST Act did state and local government authorities that operate public transportation become eligible as well, which is the reason for the requirement of state or local government authorities needing to certify that there are no nonprofit organizations readily available in the area to provide the service.

Q: If the private nonprofit provides similar but not as broad services as the local government would provide? Can the local government still apply?

A: This will be determined on a case by case basis by Metro. If the services that will be provided by a local government is an enhancement or expansion of services currently offered, this will be an eligible project. If the services that will be provided by a local government is parallel to services already offered by a private nonprofit, this may be deemed ineligible.



Q: Is there a way to assess whether the nonprofit can appropriately provide those services?

A: This will be determined on a case by case basis by Metro. Metro staff will review the nonprofits scope of work and implementation plan and make the determination from there. We will ask them how the proposed project was developed or is being implemented in consultation with interested parties to ensure adequate coordination of existing and proposed transportation services. A partnership and joint application may be sought.

Q: If a private nonprofit wasn't present at the hearing but provides evidence that they do provide the service in the area, can the local agency still apply?

A: This will be determined on a case by case basis by Metro. Metro staff will review the evidence and make the determination from there. If the services that will be provided by a local government is an enhancement or expansion of services currently offered, this will be an eligible project, and the agency can still apply. If the services that will be provided by a local government is parallel to services already offered by a private nonprofit, this may be deemed ineligible.

Q: If a private nonprofit and local apply at same time, a hearing occurs but nonprofit doesn't dispute, is it possible the nonprofit and local will both receive funding for similar services?

A: If the two projects will fund the same exact service, funding will not be awarded to the projects. Metro will work with both agencies at this time for either a joint application and partnership, or a modification to the projects.

Q: For those who do not apply for traditional capital funding, do we apply for the general funding? Since a public hearing is not required? Do we have to fill out a certification?

A: If your project does not fall under the Traditional Capital category, but rather the Other Capital or Operating category, you still need to sign the certification provided in the application, but no public hearing is required.

Q: If we are a not-for-profit do we need to complete/include the government section?

A: No. These certifications may be excluded from your application.