

The Successful Applicant Workshop Fall 2015

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OFFICE OF FEDERAL TRANSIT GRANTS PROGRAMS
DIVISION OF RAIL & MASS TRANSPORTATION
CALIFORNIA DEPARTMENT OF TRANSPORTATION



CALTRANS IMPROVES MOBILITY ACROSS CALIFORNIA

Federal Transit Administration Transit Grant Program

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FTA Section 5310 Enhanced Mobility for Seniors & Individuals with Disabilities Program

Program Objectives

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- To provide and/or improve access to transportation services to enhance mobility for seniors and individuals with disabilities where public mass transportation services are otherwise unavailable, insufficient or inappropriate
- To provide demand response services that exceed the requirements of ADA
- Improve access to fixed route services and provide alternative service to public transportation

Eligible Projects

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- **Vehicles/Equipment** (minivans and buses)
(Mobile radios, computer hardware/ software, communication equipment, & base stations)
- **Mobility Management** (Planning, development, travel training/trip planning, coordinated transportation services)
- **Operating Assistance** (Expansion of hours/service of paratransit, Volunteer driver program, Enhancement of services etc...)

Eligible Recipients

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- Private non-profit corporations (Traditional and Expanded)
- Public agencies where no private non-profits are readily available (Traditional projects)
- Public agencies that have been approved by the State to coordinate services (Traditional)
- Public agencies (Traditional projects)
- An Operator of Public Transportation that receives a Section 5310 grant indirectly thru a recipient (Ex. P)
- Tribal Governments
- Social Service Agencies

Additional Items

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- Transportation Development Credits
- The State Management Plan
- Title VI (Draft Due September 30, 2015)
- Disadvantaged Business Enterprise (DBE) (Due prior to executing Standard Agreement)
- Mobility Management Plan
- Certifications & Assurances (Due now or with Standard Agreement)

Application Process Overview

COMPETITIVE GRANT PROCESS

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1. Call for Projects
2. Applicant & RTPA Workshops
3. Scoring & Rankings
4. CTC Conducts Public Hearing
5. CTC Approved Program of Projects (POP)
6. **FTA Grant Approval (Where we are currently)**
7. Standard Agreements
8. Project Procurement & Completion
9. Invoices/Reimbursement
10. Next Steps

Program Requirements

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- Title VI Plan
- DBE Implementation Plan & Reporting Requirements
 - Mobility Management Implementation Plan
 - Certifications & Assurances
 - Authorizing Resolutions
 - Standard Agreements
 - Procurement
 - Request for Reimbursement
 - Project Monitoring

Title VI

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- Subrecipients are required to have an approved Title VI Plan prior to Standard Agreement execution
 - Draft Plan Due September 30, 2015
- Refer to the FTA Circular: FTA C 4702.1B
- All subrecipients must meet the requirements in Chapter III
- Public agencies that provide fixed route service must also meet the requirements in Chapter IV
- The circular may be downloaded at:
[http://www.fta.dot.gov/documents/FTA Title VI FINAL.pdf](http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf)

Disadvantaged Business Enterprise (DBE)

- All subrecipients are required to sign the new 2015 DBE Implementation Agreement prior to executing the Standard Agreement
- If you have a 3rd party contract for operating assistance or mobility management, or if you purchase other equipment, your agency is required complete a DBE Awards/Commitments Form at the time of award/procurement and a DBE Actual Payments Form after the procurement or close of contract

Mobility Management Implementation Plan

- Required for all Mobility Management Projects
- Must be approved before Standard Agreement Execution
- Based on the grantee's application
- Detail the activities and tasks planned to be accomplished during the project period by quarter
- The progress of your project and the approval for your RFR are based on the information detailed in your application and the Implementation Plan
- Contact your 5310 Liaison for the Mobility Management Plan Implementation Plan form

Certifications & Assurances

FEDERAL FISCAL YEAR 2010 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS
CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF MASS TRANSPORTATION

The California Department of Transportation is the Applicant (Designated Recipient) for Federal Transit Administration funds, and has agreed to the Certifications and Assurances thereby. All Subrecipients must also agree and comply with applicable provisions of the Categories below.

Name of Subrecipient:

The Subrecipient agrees to comply with applicable provisions of Categories 01 – 18 (Initial here) _____

OR

The Subrecipient agrees to comply with applicable provisions of the Categories it has selected:

Category	Description	Check All Applicable Categories
01.	Assurances Required For Each Subrecipient.	_____
02.	Lobbying.	_____
03.	Procurement Compliance.	_____
04.	Protections for Private Providers of Public Transportation.	_____
05.	Public Hearing.	_____
06.	Acquisition of Rolling Stock for Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	_____
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	_____
15.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	_____
16.	Nonurbanized Area Formula Program.	_____
17.	Job Access and Reverse Commute Program.	_____
18.	New Freedom Program.	_____

Authorizing Resolutions

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- Passed and adopted by Subrecipient's commission or board at a regular meeting
- Designate authority to execute and file all applications, certification of assurances, contracts or agreements on behalf of Subrecipient
- Designate authority to submit and approve requests for reimbursement of funds for grant projects



State of California Standard Agreement

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

STANDARD AGREEMENT

DOT-213 (REV 06/2009)

Lock Data on Form

AGREEMENT NUMBER

AMENDMENT NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Transportation, Division of Mass Transportation, Elderly and Disabled Specialized Transit

CONTRACTOR'S NAME

2. The term of this Agreement is:

June 15, 2009 through (END DATE - USEFUL LIFE OF VEHICLE + 2 yrs OR 5 yrs IF EQUIPMENT ONLY)

3. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A - Scope of Work page(s)Exhibit B - Budget Detail and Payment Provisions page(s)Exhibit C - General Terms and Conditions page(s)Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement) page(s)Exhibit E - Additional Provisions Yes No page(s)

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

CONTRACTOR

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME

Department of Transportation, Elderly and Disabled Specialized Transit

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

Cindy Chisaverini, Branch Chief

ADDRESS

1120 N. St., MS 39, Sacramento, CA 95814

California Department of Transportation use only

AMOUNT ENCUMBERED BY THIS DOCUMENT

PROGRAM/CATEGORY (CODE AND TITLE)

FUND TITLE

Transportation

Federal Trust

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT

(OPTIONAL USE)

Fed. Cat. No. 20.513 SA 648XXX-10

TOTAL AMOUNT ENCUMBERED TO DATE

ITEM

CHAPTER

STATUTE

FISCAL YEAR

2660-608-0055

268

2008

2008-2009

2660-102-0890(2)

OBJECT OF EXPENDITURE (CODE AND TITLE)

64-824-632004 \$local match [+ any add'l] 64-824-632005 3G052YB0001 \$federal

I hereby certify upon my own personal knowledge that budgeted funds available for the period and purpose of the expenditure stated above.

T.B.A. NO.

B.R. NO.

SIGNATURE OF ACCOUNTING OFFICER

DATE SIGNED

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Standard Agreement Exhibits

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- Exhibit A
 - Scope of Work including project description
 - Project Type
 - ✦ Vehicle/Equipment
 - ✦ Operating Assistance
 - ✦ Mobility Management
 - Detail of Mobility Management Project
 - Funding Amount
 - ✦ Toll Credits (Local Amount)
 - ✦ Two Year Funding
 - ✦ One Year Standard Agreement Term*

Standard Agreement Exhibits

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- Exhibit B – Budget detail and Payment Provisions
 - Invoicing and Payment
 - Prompt Payment Clause



Standard Agreement Exhibits

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- Exhibit C - General terms and conditions
 - State Management Plan (#12)
 - Title VI (#26), DBE (#27), ADA (#28)
 - Property Maintenance and Inspection (#49)
 - Insurance (#18 and #50)
 - Potential Subcontractors (#52)
 - Narrowband Requirements

Standard Agreement Exhibits

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- Exhibit D – Special Provisions
 - Bid Proposal Approval for Other Equipment (#7)
 - Purchase of Other Equipment (#8)
 - Equipment Ownership and Relinquishment (#10)
 - Bi-Annual Progress Reports (#11)
 - Useful Life (#14)
 - ✦ Age and/or Mileage
 - ✦ Federal Interest

Procurement Process

Procurement Process

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Overview of the following:

- Vehicle classes, ordering, and delivery
- Vehicle warranty information
- FTA procurement methods for Other Equipment, and 3rd Party Contracts

Procurement Process

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Vehicle Classes, Ordering and Delivery Process

Procurement Process: Vehicles Classes

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What class of vehicle am I getting?

- All cutaway vehicles are required to be built with a minimum of 2 wheel chair positions.
 - Class A: Small- 8 ambulatory & 2 wheelchair
 - Class B: Medium- 12 ambulatory & 2 wheelchair
 - Class C: Large- 16 ambulatory & 2 wheelchair
 - Class E: Larger- 20 ambulatory & 2 wheelchair
 - Class D: Minivan- 4 ambulatory & 1 wheelchair

Procurement Process: Vehicle Classes

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**Cutaway Chassis:
Class A, B, C, and E**



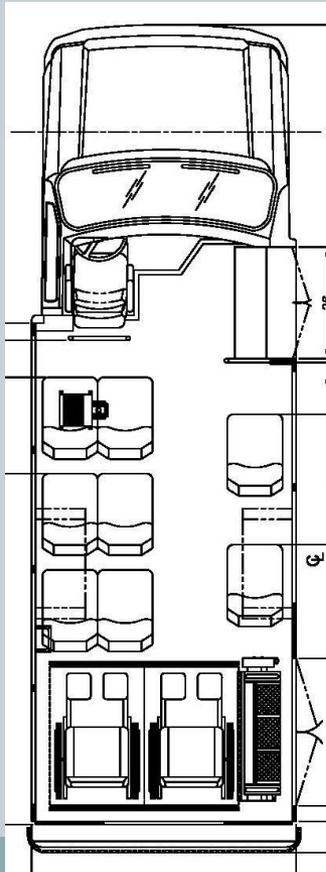
**Minivan:
Class D**



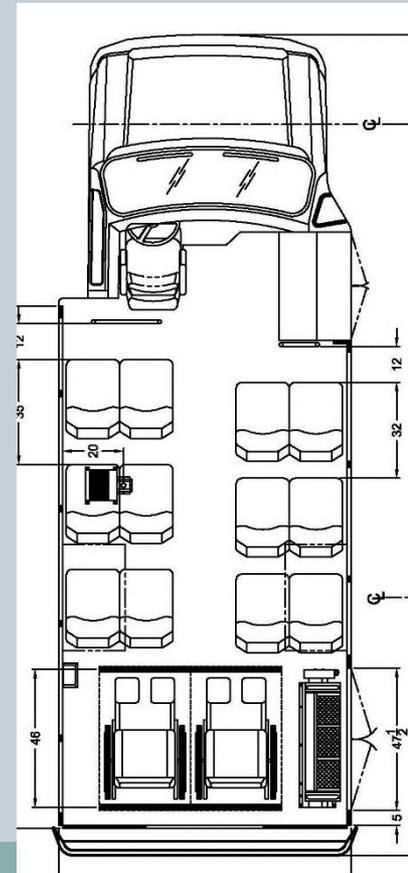
Procurement Process: Vehicle Classes

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Class A: Floor Plan Seating Configuration 8/2



Class B: Floor Plan Seating Configuration 12/2

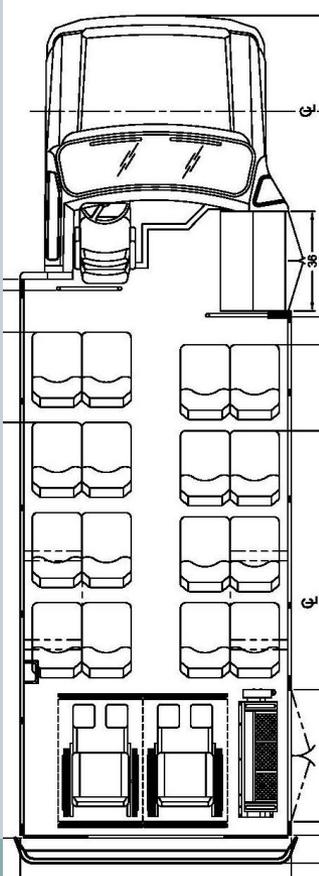


Procurement Process: Vehicle Classes

25

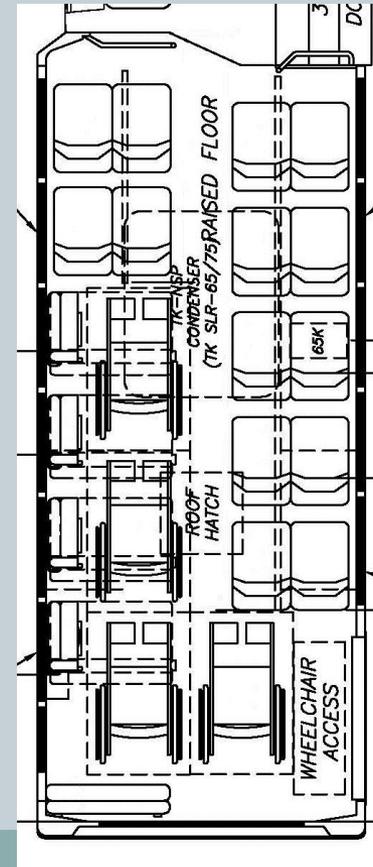
Class C: Floor Plan

Seating Configuration 16/2



Class E: Floor Plan

Seating Configuration 20/2

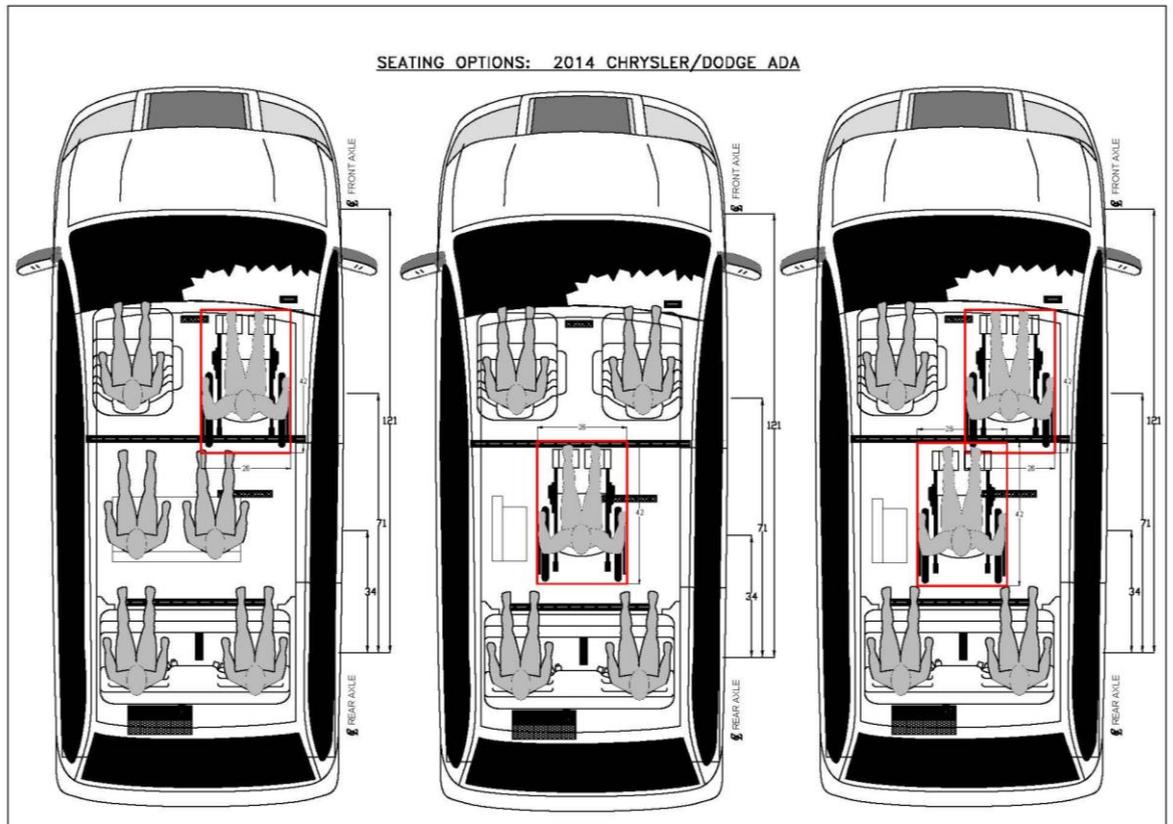


Procurement Process: Vehicle Classes

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Minivan: Class D

Seating configurations 4/1



Procurement Process: Vehicle Ordering

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How do I order my vehicle?

- After the 5310 Program makes the final award the Procurement Branch will contact the subrecipient to begin the bus ordering process.
- The Procurement Branch will work with the subrecipient agency to prepare a vehicle floor plan that is consistent with the grant award.
- After the 5310 Standard Agreements are fully executed the finalized vehicle quote and floor plan will be sent to the subrecipient agency for final signature and is then ordered.

Procurement Process: Vehicle Delivery

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I've ordered my vehicle. When do I get it?

- After the vehicle has been ordered it must be custom built and driven to California from the Midwest.
- The dealer then prepares the vehicle for the Caltrans Senior Vehicle Inspector. The dealer will contact Caltrans once the vehicle is ready for inspection.
 - Every vehicle must be inspected by the vehicle inspector to ensure:
 - ✦ Every vehicle is built to contract specification.
 - ✦ Every vehicle meets safety requirements.
 - ✦ Every vehicle is correctly fitted based on the subrecipient agency's quote and floor plan.
- When the vehicle passes Caltrans inspection it is prepared by the dealer to be delivered to the subrecipient agency.
- This entire process can take between 6 to 9 months.

Procurement Process: Vehicle Delivery

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How do I accept my vehicle now that it is ready?

- In accordance with the terms of the Standard Agreement, the subrecipient agency must provide to the dealer proof of insurance prior to receiving the vehicle.
- The final inspection is to be made by the subrecipient agency. If necessary the subrecipient agency should request assistance from the dealer's staff regarding any bus feature that is unfamiliar to the subrecipient.
- The subrecipient agency is responsible to check for loose items, such as tie down restraints, torso pad, etc. that was ordered with the bus to ensure all items have been included and received.
- Once the final inspection is made and accepted the subrecipient agency takes possession of the vehicle.

Procurement Process

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Vehicle Warranty Information

Vehicle Warranty Information

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Does my vehicle come with a warranty?

- Vehicles come with warranties.
 - Warranty from the component manufacturers
 - Warranty from the chassis manufacturer
- The dealer is the first point of contact for *all warranties*.
- Upon delivery of your vehicle you will be provided with a warranty information packet that will give you specific information on the warranties for your vehicle.

Vehicle Warranty Information

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- The warranty coverage begins once the vehicle has been accepted at its final destination. This is the “delayed warranty” start date. The delay does not include mileage.
 - The warranty generally provides coverage by either duration of time or based on the miles the vehicle has been driven or whichever occurs first.
- Component warranty
 - The dealer is responsible to coordinate warranty issues impacting bus body components of the vehicle.
 - ✦ Seats and seat covers
 - ✦ Tracking
 - ✦ Flooring
 - ✦ Lighting
 - ✦ Auxiliary A/C unit

Vehicle Warranty Information

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- StarCraft Bus Manufacturer-
(800) 348-7440
- Eldorado Bus Manufacturer-
(800) 850-1287
- Braun Ability Lift-
(800) 488-0359
- Ricon Lift-
(800) 322-2884
- Michelin Tire-
(866) 866-6605
- MOR/ryde Suspension-
(574) 293-1581
- Dialight Lighting-
(732) 919-3119
- Freedman Seating-
(773) 524-2440
- USSC Seating Co.-
(610) 265-3610
- Altro Flooring-
(800) 382-0333
- Romeo Rim Bumper-
(586) 336-5800
- Rosco Mirror North America-
(800) 227-2095
- Velvac Mirror-
(800) 783-8871
- Intermotive Vehicle Controls-
(800) 969-6080
- Q-Straint Surecurement Devices-
(800) 987-9987
- Transair the A/C Manufacturer
(800) 673-2446
- American Cooling Technologies
(877) 228-4247

Vehicle Warranty Information

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- Chassis warranty
 - The chassis warranty generally will cover all major and minor sub-components of the chassis portion of the vehicle.
 - ✦ Chassis
 - ✦ Under-the-hood components
 - ✦ Transmission

Procurement Process

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Procurements Methods for:
Other Equipment
and 3rd Party Contracts

Procurement Process

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Types of Procurements other than vehicles:

- **Other Equipment – 5310 Traditional:**
 - Mobile radios
 - Computer components
 - AVL components
- **3rd Party Contracts – 5310 Expanded:**
 - Operating Assistance
 - Mobility Management

Procurement Process

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First point of contact for
all procurements including
vehicles, other equipment, and
3rd party contracts
is your
5310 Program Liaison

Procurement Process

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What guides DRMT's Procurement Review?

- Code of Federal Regulations: 2 CFR Part 200,
- FTA Procurement Circular: 4220.1F,
- FTA Best Practices Procurement Manual (BPPM), &
- Standard Agreement: Exhibit C

Procurement Process: Standard Agreement

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- Standard Agreement: Exhibit C
 - 44. Procurement:
 - ✦ For all procurements of property, supplies, equipment or services under an FTA assisted grant, the CONTRACTOR shall provide full and open competition.
 - 45. Bid Proposal and Contract Award:
 - ✦ C. All third-party contracts shall include essential elements including: parties, price or rate of compensation, scope of work...
 - 52. STATE Approval of All Third-Party Contracts
 - ✦ E. The STATE shall approve in writing all proposed third-party contract agreements, MOU, or similar documents prior to implementation. The CONTRACTOR agrees that it will not enter into any third-party contracts unless the same are approved in writing by the STATE. Any proposed amendments to such third-party contracts must be approved by the STATE prior to implementation.

Procurement Process: Thresholds

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FTA requires a different procurement method based on the value or threshold of the commodity or service being procured.

- **FTA Methods & Thresholds**
 - Micro Purchase: less than \$3,000.00
 - Small Purchase: between \$3,000.00 and \$100,000.00
 - Full Solicitation (RFP/IFB): \$100,000.00 or more
- **Local Thresholds**
 - Subrecipient agencies should follow local procurement requirements if they are more stringent than federal thresholds.

Procurement Process: Thresholds

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FTA requires a different procurement method based on the value or threshold of the commodity or service being procured.

- Any procurement method can be used so long that it meets minimum FTA and/or local thresholds.
 - For example: An mobility management project is estimated to cost \$50,000.00. Under FTA the procurement qualifies as a Small Purchase, but the subrecipient agency may choose to do a full solicitation.

Procurement Process

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Micro Purchase

Procurement Process: Micro Purchase

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What are FTA's basic guidelines for Micro Purchase?

- **Micro Purchase:**
 - Micro Purchase: procurements less than \$3,000.00
 - Self-certifying approval process
 - ✦ Subrecipient agency certifies the price to be fair and reasonable.
 - ✦ Subrecipient agency certifies to not splitting the bid to qualify as a micro purchase.
 - 5310 Program liaison directly processes the self certification from and reimbursement.
 - Detailed guidance and self-certification form available on DMT Procurement webpage.
 - More information found in FTA Circular 4220.1F, Chapter VII, 32.a

Procurement Process

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Small Purchase

Procurement Process: Small Purchase

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What are FTA's basic guidelines for Small Purchase?

- **Small Purchase:**
 - Small Purchase: procurement from \$3,000.00 and less than \$100,000.00
 - Simplified acquisition process requires:
 - ✦ Price quotations- 3+ preferred
 - 1. Catalog prices,
 - 2. Market research; or
 - 3. Recent purchase of similar goods/services.
 - Agency creates a Small Purchase Independent Cost Estimate (ICE):
 - ✦ Agency Info on Agency Letterhead
 - ✦ Program Info
 - ✦ Scope of Work
 - ✦ Price quotations
 - ✦ Selection and justification
 - ✦ Signature of authorized purchasing agent

Procurement Process: Small Purchase

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What are FTA's basic guidelines for Small Purchase?

- Detailed guidance and sample Small Purchase ICE can be found on the DMT Procurement webpage.
- Upon approval of the Small Purchase ICE by the Procurement Branch a formal approval letter is sent to subrecipient agency and 5310 Program liaison.
- More information on Small Purchases is found in FTA Circular 4220.1F, Chapter VII, 32.b

Procurement Process

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Full Solicitation

Procurement Process: Full Solicitation

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What are FTA's basic guidelines for a Full Solicitation?

- **Full Solicitation (RFP/IFB):**
 - Full Solicitation- Is a Full and Open Competition that is advertised and seeks the best quality product/ service at a minimum cost/price.
 - Full Solicitation Method must be used for procurements for \$100,000.00 or more.
 - RFP- Request for Proposal. Has a *Scope of Work* that describes the desired outcome of the project. (consultant services)
 - IFB- Invitation for Bid. Has *Specifications* that instructs the bidders how to achieve the desired outcome of the project. (commodities)

Procurement Process: Full Solicitation

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What are FTA's basic requirements for a Full Solicitation?

- Full Solicitation (RFP/IFB):
 - Requires Full and open competition. Procurement Branch will review:
 - ✦ Independent Cost Estimate (ICE)
 - ✦ RFP or IFB
 - ✦ Advertising
 - ✦ Bid Selection
 - ✦ Draft Contract/Contract Award
 - Contract requirements:
 - ✦ FTA requires contract clauses (Appendix A.1)
 - ✦ Essential elements of the contract must be stated in the contract including, but not limited to:
 - Parties
 - Price or rate of compensation, scope of work or specification
 - Contract timeline
 - Contract termination
 - Etc.

Procurement Process: Full Solicitation

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What are FTA's basic guidelines for a Full Solicitation?

- **Full Solicitation (RFP/IFB):**
 - Additional Requirements
 - ✦ State, Department, and Program requirements
 - Procurement Branch processes procurement action.
 - ✦ There are several stages of review for each RFP/IFB:
 - Draft RFP
 - Draft Contract
 - Independent Cost Estimate
 - Bid Selection Process
 - Final award approval
 - Detailed guidance can be found on the DMT Procurement webpage

Procurement Process: Procurement Planning

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What is the typical timeline for a subrecipient agency to complete a procurement request?

- Micro Purchase: Can be as little as a few days.
- Small Purchase: One to two weeks.
- Full Solicitation (RFP/IFB): 3 to 9 months.
- Once the DRMT Procurement Branch receives all the required procurement documentation, review is generally completed in approximately 10 business days, however, the Standard Agreement allows for up to 30 days.

Procurement Process

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- Questions?
- Webpage:
<http://www.dot.ca.gov/hq/MassTrans/index.html>
<http://www.dot.ca.gov/hq/MassTrans/Procurement-Mgmt.html>
- Contact Information:
 - Frank Nevitt, Branch Chief:
 - ✦ (916) 654-9495 frank.nevitt@dot.ca.gov
 - Staff Contacts:
 - ✦ Sharlie Kessler: (916) 654-9986 sharlie.kessler@dot.ca.gov
 - ✦ Ralph Martinez: (916) 654-8631 ralph.martinez@dot.ca.gov
 - ✦ Daniel Yerushalmi: (916) 653-3088 daniel.yerushalmi@dot.ca.gov
 - ✦ John Cano: (916) 651-8242 john.cano@dot.ca.gov

Request for Reimbursement

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Requests for Reimbursement (RFR) covers the following 5310 Projects:

- Operating Assistance
- Mobility Management
- Other Equipment
- Vehicles (Local Procurement)

Request for Reimbursement

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Eligible Expenses:

- Only Direct Expenses may be reimbursed
- Indirect Expenses are not eligible for reimbursement
- Refer to your application's Project Budget Worksheet(s) by year
- Mobility Management Projects only—also refer to your Mobility Management Implementation Plan
- Covered Advertising, Public Relations Costs, and Communications Costs may be reimbursed for both Operating Assistance and Mobility Management (see handout)

Request for Reimbursement

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Eligible Expenses Operating Assistance:

- **Personnel**
 - Driver Salaries (including benefits)
 - Dispatcher Salaries (including benefits)
 - Maintenance Mechanic Salaries (including benefits)
 - Administrative Staff Salaries (including benefits) directly related to the project

Request for Reimbursement

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Eligible Expenses: Operating Assistance:

- **Other Direct Expenses**
 - Fuel and Oil
 - Tires, Parts, Maintenance
 - Vehicle Licenses
 - Vehicle Insurance
 - Uniform Purchase
 - Capital Cost of Contracting
 - Administration of Third Party Contract

Request for Reimbursement

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Eligible Expenses: Mobility Management

- Promoting, enhancing, and facilitation of access to transportation services that result in more service options or increases the efficiency of trips for passengers
- Short term management activities to plan and implement coordinated services
- Supporting State and local coordination policy bodies and councils

Request for Reimbursement

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Eligible Expenses: Mobility Management

- Operating transportation brokerages to coordinate providers, funding agencies and customers
- Providing customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customer
- Operation planning for the acquisition of intelligent transportation technologies

Request for Reimbursement

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Eligible Expenses: Mobility Management

- Development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs

Request for Reimbursement

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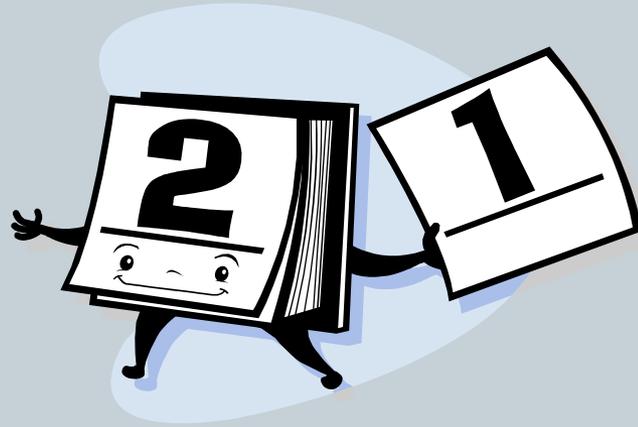
The RFR packet includes the following:

- Cover letter on Agency letterhead
- Request for Reimbursement form
- Expense Calculation Sheet
- Subrecipient's Invoice Summary Sheet
- Invoice(s)
- Proof of Payment (cancelled checks, cc receipt)
- DBE Form (if 3rd Party Agreement or Other Equipment)
- Other Supporting Documentation per RFR form

Project Monitoring

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- Bi-Annual Progress Reports
- Triennial Onsite Inspections



5310 Bi-Annual Progress Report

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- The information in the bi-annual reports is used to evaluate program output and service levels.
- It applies to all 5310 program vehicles, equipment, operating, and mobility management projects.
- **Operating and Mobility Management added to form.**

Failure to comply with the reporting requirements violates the terms and conditions of the funding agreement with Caltrans

Bi-Annual Report Schedule

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Period	Report Due:	Delinquent after the following date:
April 1 – September 30	October 1	October 15
October 1 – March 31	April 1	April 30

Bi-Annual Progress Report

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- Agency Name:
- Agency Address:
- Vehicle Address:
 - Location of the vehicle
- Reporting Year & Reporting Period

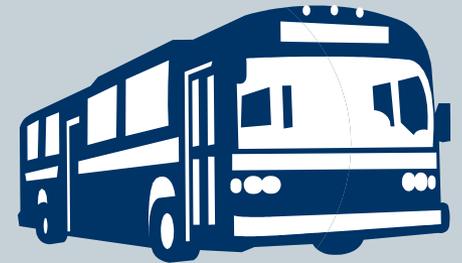


Caltrans must know where the vehicles are located at all times!

Bi-Annual Progress Report

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- a) Description – year, make & model
- b) Last 5 numbers of the VIN
- c) Vehicle license number
- d) Number of days used in the reporting period
- e) Odometer reading at the end of day of quarter
- f) Service Miles – per day of use
- g) Service Hours – per day of use
- h) One-way passenger trips
- i) Maintenance costs
- j) Other: radio, on-board data terminal (ODT)



Bi-Annual Progress Report

Section 5310 Performance Measures

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1. Ridership

- One-way passenger trips for individuals with disabilities
- One-way passenger trips for elderly individuals (age 65 years or older)
- One-way passenger trips for wheelchair/lift users

2. Gaps in Service Filled – **Annually**

- Eligible clientele with your agency
- Counties served
- Eligible total clientele within these counties

Bi-Annual Progress Report

Notify Caltrans

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- if your operating plan deviates from your application
- of any loss, damage (accident, fire, theft, vandalism, etc.) or major repair to vehicles
- of any desire to change operation for any projects regarding the assignment of vehicles, routes, fares, and geographical area covered, or client group served

***VEHICLES MAY NOT OPERATE OUTSIDE OF
DESCRIBED SERVICE AREA WITHOUT CALTRANS
APPROVAL***

Bi-Annual Progress Report

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Items to include in your report **ANNUALLY:**

- Annual vehicle and terminal safety inspections conducted by the California Highway Patrol pursuant to California Vehicle Code, section 34501, if applicable to vehicles
 - Report must show satisfactory rating
- Provide current copy of insurance certificate identifying that all grant vehicles are covered

Bi-Annual Progress Report

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Signatures:

- Agency representative approving report
- Person preparing the report (if different)
- Provide contact information for the person responsible for the data, including:
 - Phone number
 - Email address and fax number
- Electronic signatures are acceptable



Triennial Onsite Inspections

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During an inspection, DMT:

- Visually inspects vehicles and equipment within useful life
- Reviews agencies' operations and records (CHP inspection reports, maintenance records, etc.)
- Provides appropriate follow-up actions and resolutions
- Allows at least 30 and up to 90 days to correct deficiencies

Next Steps

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- **Verify Compliance**
- **Title VI Plan**
- **Resolution of Authority**
- **Mobility Management Plan**

- **Issuing Standard Agreements**
 - 4 Completed Copies Signed and Returned

- **After Standard Agreement Execution**
 - Work with Procurement Staff
 - Vehicles: Finalize Purchase Order
 - Purchase other equipment and project activities
 - Bank of America Account

CONTACT INFORMATION

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Enhanced Mobility for Seniors and Individuals with Disabilities Program

Toll-Free Assistance: **1-(888) 472-6816**

www.dot.ca.gov/hq/MassTrans/5310/htm

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QUESTIONS?

