

**STATE OF CALIFORNIA
FTA SECTION 5311(f) PROJECT CAPITAL APPLICATION
PART III – CATEGORY 3 – TRANSIT INFRASTRUCTURE
FEDERAL FISCAL YEAR 2014**

General Information:

Name of Applicant: _____

Address: _____

City/State/Zip Code: _____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Amount of Federal Section 5311 (f) Funds Requested: \$ _____

Transit Infrastructure

Bus Shelters

Bus Benches

Signage

Safety and Security

Informational

Other (specify): _____

I. Project Description (Refer to Section 5311(f) FY2014 Program Guidelines)

- Describe in detail your proposal as it relates to the Intercity Bus Program definition.

- Describe your project's functional relationship to the California intercity bus network such as the ability to connect to network that may include maps, schedule(s), and terrain.

II. National Objectives and State Emphasis

- Provide and describe how this project supports the National Objectives and the State Emphasis. Refer to Section V of Section 5311(f) FY2014 Program Guidelines.

III. **Purpose and Need**

- Provide detailed discussion of the purpose (i.e. fill service gaps, improve/or establish service connectivity, increase ridership/capacity).

- Discuss if project is in response to a transit plan and/or unmet need hearing within your service area. Include copies of materials or documentation to support this.

IV. Project Management, Scope of Work, and Location

- Describe the management structure. Include an organization chart, functional relationship(s) of the team that will be responsible for this project. Identify responsible personnel for the day-to-day operations.

- Provide a plan of action and milestones that show specific project goals and objectives, possible constraints (i.e. scope, quality, time and budget) to bring about the successful completion of this proposed project.

- Identify if transit improvement will be purchased “prefabricated” or if the agency or contractor will construct it.

- Describe where the project will be located. If multiple locations, identify and discuss (for each site) issues such as land-use, zoning, property acquisition, title or deed, and/or permit process supported with visuals, maps, renderings, sketches, and/or draft drawings.

PROJECT BUDGET WORKSHEET (SUBRECIPIENT)

The worksheet provides annual expense categories that applicants should use to calculate project eligible expenses for work done “in-house.” The information in this worksheet should be used in completing project budget on page 4.

1. Direct Labor

Direct Labor (Job Title/Classification)	Hours	Hourly Rate	Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL		\$	\$

2. Direct cost(s) for Employees (Except Labor)

Equipment and Supplies (itemize) _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Sub Total \$ _____

3. Other Direct costs (itemize)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Sub Total \$ _____

4. Travel costs (itemize)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Sub Total \$ _____

5. ¹Indirect cost(s) (Overhead and Fringe Benefits):

Overhead Rate _____% \$ _____

6. Total Costs: \$ _____

¹ **Must have approved ICAP**

V. Budget, Financial Plan and Fiscal Strategy

Funding Sources

<i>Fund Source</i>	FY __-__	FY __-__	FY __-__	FY __-__	TOTAL
A. FEDERAL					
5311(f)	\$	\$	\$	\$	\$
5311	\$	\$	\$	\$	\$
5307	\$	\$	\$	\$	\$
CMAQ	\$	\$	\$	\$	\$
STIP (RSTP/TIF)	\$	\$	\$	\$	\$
5309	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$

B. LOCAL					
TDA (LTF, STAF)	\$	\$	\$	\$	\$
Tax or Measure	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$

C. STATE					
State Highway Account	\$	\$	\$	\$	\$
Public Transportation Account	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$

TOTAL (A+B+C)	\$	\$	\$	\$	\$
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PROCUREMENT SCHEDULE

What is your proposed method of procurement?

- Local Procurement (Attach RFP/IFB/RFQ and Bid Package to this application)
- Three-like kind bids/quotes (Attach three-like kind bids/quotes to this application)
- Non-Local Procurement/Piggyback (Attach assignability letter and *Piggyback Worksheet to this application)
- Sole Source (Attach *Sole Source Justification to this application)
- Other Specify: _____

*Piggyback Worksheet and Sole Source Justification can be found at

<http://www.dot.ca.gov/hq/MassTrans/Procurement-Grants-Management.html>

For more detailed information regarding procurement, please see FTA Section 5311's Procurement Handbook.

Fill out the proposed procurement schedule:

Purchase Order to Vender	
Take Delivery/Acceptance	
Put into Service	
Invoice to State	
Invoice Due To STATE District Office	
Contract Expires	

VI. Environmental Review and Implementation

- Provide documents that identify project status in relation to the environmental certification process (i.e. analysis, draft, approval).
- Complete the following schedule describing your plan of action and milestones in each phase:

Phase 1- Preliminary planning and design

Phase 2- Environmental analysis

Phase 3- Property acquisition

Phase 4- Construction & project completion

		Phase 1	Phase 2	Phase 3	Phase 4
FY ____ - ____	JUL				
	AUG				
	SEPT				
	OCT				
	NOV				
	DEC				
	JAN				
	FEB				
	MAR				
	APR				
	MAY				
	JUN				
FY ____ - ____	JUL				
	AUG				
	SEPT				
	OCT				
	NOV				
	DEC				
	JAN				
	FEB				
	MAR				
	APR				
	MAY				
	JUN				

VII. Inventory, Inspection, Maintenance and Monitoring for bus shelters & bus stop improvements

- Provide an inventory or related equipment associate how this project may support this use of such.
- Indicate the agency inspection and monitoring program to maintain this equipment.
- Indicate how the agency plans to maintain the capital equipment in order prevent loss, damage, or theft.
- Identify your processes and procedures to implement the proposed project and describe project outcomes, including at a minimum:
 - Interim and final products
 - Steps that will be taken throughout the project to ensure successful outcomes
 - How the project used its resources in a cost-effective manner