

FY 2013 and 2014 FTA Sections 5311 and 5339 Facilities and Equipment Application

Part I: Applicant Information

<i>Organization Legal Name</i>			
<input type="checkbox"/> Municipality	<input type="checkbox"/> County	<input type="checkbox"/> State Agency	<input type="checkbox"/> Public Transit Agency
<input type="checkbox"/> Private non-profit	<input type="checkbox"/> other	<i>(place an x next to your type of organization)</i>	
<i>Brief Project Name</i>			
<i>Amount Requested</i>		<i>Funding Year(s) Requested</i>	

Local Agency Project Manager and Contact Information			
<i>Name of Local Agency Project Manager</i>			
<i>Title</i>			
<i>Address</i>			
<i>CDOT Region</i>			
<i>E-mail</i>			
<i>Phone Number</i>			
<i>Mobile Phone Number</i>			<i>FAX</i>
Alternative Contact Information (in absence of Project Manager)			
<i>Name</i>			
<i>E-mail</i>			
<i>Phone Number</i>			

General Description of Services Provided			
<i>Applicant Description (Service Type – Fixed Route, or demand-response? Open-door public service, or specialized? If you are not a direct provider, but are a nonprofit, county or municipality, describe your “tie” to transit) Note: Your Applicant Description narrative must fit in the adjacent box without expanding it.</i>			
<i>2011 Passenger Trips</i>		<i>Transit System Annual Budget</i>	\$
<i>Fleet Size</i>			
<i># of Employees</i>			
<i>County(s) served (or major cities if not a county system)</i>			

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Annual Revenue Miles	
Annual Revenue Hours	

Part II: Project Information

Project Name		
Type of capital project (e.g., bus shelter construction, transfer or maintenance facility construction, passenger amenity, facility design funding, etc.). Describe the project to be funded. Include info about how the project might be phased. (A <u>refined</u> scope of work will be included as Appendix A to this application)		
	FY2013	FY2014
Requested 5311/5339 amount =		
Local match amount =		
Total project cost =		
If multiple years of funding are being requested, explaining the basis for a multi-year request in the box below. Also indicate if you anticipate a funding request beyond 2014 for this project.		
Location information		
Address of proposed project		
County		
Municipality		

Part III: Project Criteria

Address each of the evaluation criteria separately, demonstrating how the project responds to each criterion. Each applicant is encouraged to demonstrate the responsiveness of a project to all of the appropriate selection criteria with the most relevant information that the applicant can provide, regardless of whether such information has been specifically requested, or identified. Please be thorough, yet concise in the response.

III-1. Threshold Criteria (section to be completed for all proposed projects):

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a. The proposed project is consistent with your TPR or MPO's most recent long range Regional Transportation Plan. Yes No Unsure Not applicable

b. Does the applicant have the technical capacity to administer the project? (see Application "Tips") Yes No Explain your answer in the box below.

c. Does applicant have adequate financial and management systems in place to ensure adequate reporting and project oversight? Yes No Explain your answer in the box below.

d. Has the source of local match been identified in a current budget or has it been approved by the agency's governing body? What is the source of the match (e.g., agency reserves, capital replacement fund, municipal general fund, private partnership, etc.)? If the match is not from the applicant agency but another party, has that party committed the match in writing? Provide documentation of the commitment of local match from an outside party as Appendix B.

e. Further describe the matching funds, including amount and source of the match, and the date the matching funds will become available. List each source individually. If the matching funds are not committed, identify their source and anticipated award date. [Add/Remove Lines as necessary – place the cursor in the bottom row then right click → "Insert" → "Insert Rows Below" to add more lines to the following table]

Source	Amount	Date awarded or available

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III-2. Project Readiness:

a. If the project is selected and CDOT awards a contract by March 31, 2013 (for FY13 projects) or March 31, 2014 (for FY14 projects), can the applicant obligate, contract and **implement** the project promptly?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Explanation	
Project Funds would be obligated by applicant within:	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months <input type="checkbox"/> 18 months
Project would be Implemented by applicant within:	<input type="checkbox"/> 3 months <input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months <input type="checkbox"/> 18 months

b. For construction projects: Is the environmental clearance complete?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, provide documentation in Appendix C. If no, explain where the project is in the environmental clearance process. What environmental clearance process do you anticipate this project entering into (EIS, EA, CatEx?). How might the environmental clearance process impact the project budget or overall timeline?

c. For construction projects: Are engineering drawings complete? If not, how far along is the design at this time (e.g. conceptual, 30% complete or F.I.R., 50% complete, etc.)?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, provide documentation in Appendix D. If design is not complete, explain how far along the project is in the design process.

d. For construction projects: Are all of the utilities cleared?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, provide documentation in Appendix E. If no, explain where the project is in the utility clearance process.

e. For construction projects: Do you have the necessary land or right-of-way secured?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, provide documentation in Appendix F. If no, explain where the project is in the land/ROW acquisition process. What steps and barriers remain to acquiring the land or right-of-way?
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f. For construction and design projects, have you contacted David Averill of DTR and met with your CDOT Region's Engineering or Planning staff to discuss scoping of your project?

- Yes No N/A

III-3. For facility expansion projects:

Criteria 1: Demonstrated Need

a. What are the reasons for the needed expansion? Is this project consistent with the agency's strategic operating or business plan? Explain the rationale for the expansion in the box below. Provide any supporting documentation (plans, feasibility studies, etc.) in Appendix J.

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Criteria 2: Special Considerations

a. Given that this funding request is only for capital assistance, is your agency committed to operating the services associated with the proposed project over time? How? Provide an explanation in the box below.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Explain
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b. Beyond these programs, have other sources of funding been tried? Is other funding being leveraged, or is the project totally dependent on a Federal award?

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c. What are the anticipated outcomes of the project? Will the expansion increase ridership, reduce congestion on the State transportation system, improve service delivery, or introduce other operational efficiencies?

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III-4. For new facilities or equipment (radios, lifts, software, etc.) projects only:

Criteria 1: Demonstrated timetable

a. Provide a project timeline. Include milestones such as the dates anticipated to complete design, go out to bid for construction services or purchase, break ground, finish construction, take delivery, open for service, etc. [Add/Remove Lines as necessary using prior instructions]

Item and Description	Anticipated Date
1.	
2.	
3.	
4.	

Criteria 2: Demonstrated Need, Project Purpose, Cost Savings, and Efficiency:

a. Why is this project needed? How will this project produce real costs savings for the transit program or create service efficiencies? What are the anticipated outcomes of the project?

Criteria 3: Special Considerations:

a. Given that this request is only for capital assistance, is your agency committed to sustaining the services associated with the proposed project over time? How?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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b. Beyond these programs, have other sources of funding been tried? Is other funding being leveraged, or is the project totally dependent on a Federal award?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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Part IV: Budget Information

g. Provide a general line-item budget for the total project, with enough detail to describe the various key components of the project. Since it is possible that projects may be partially funded, the budget should provide for the minimum amount necessary to fund specific project components of independent utility. Keep in mind that the state share cannot exceed 80% of the project cost. [Add/Remove Lines as necessary using prior instructions]

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<i>Project Stages with Independent Utility and Description</i>	<i>Federal Share</i>	<i>State FASTER Share (if applicable)</i>	<i>Local Share</i>	<i>Total Cost</i>
1.				
2.				
3.				
Project Totals				

For construction projects: If the project design is complete, include a detailed cost estimate as Appendix I. It is strongly preferred that construction cost estimates be calculated and signed off by a registered architect or Professional Engineer (PE).

Part V: Final attachments and signature

For all projects, provide Appendices A and H as attachments. If your project has a commitment for local match from a party other than your organization, include documentation as Appendix B. Additionally, for all construction projects provide Appendices C, D, E, F, G and I. Provide Appendix J as needed.

Appendix A	Refined Scope of Work
Appendix B	Documentation of committed private and/or local matching funds
Appendix C	Environmental clearance documentation
Appendix D	For construction projects - engineering documents completed to date
Appendix E	For construction projects - documentation of utility clearances
Appendix F	For construction projects – documentation of land/ ROW clearances
Appendix G	For construction projects - project maps, photos, drawings
Appendix H	Overall project schedule (assume 9 months from award to approved IGA)
Appendix I	Detailed project cost estimate and budget
Appendix J	Any other pertinent information

Signature	
<i>Name (please type or print)</i>	
<i>Signature</i>	
<i>Title</i>	
<i>Date</i>	

The person signing above agrees that they have the authority to sign for the applying organization, the organization they represent supports this funding application, and that that organization intends to execute the project as proposed. This application must be signed in order to be eligible for consideration.