

Chapter 3

Preparing Grant Applications and Grants Administration

NOTES

Chapter 3 Overview

- ✓ **Steps for applying** for Section 5310 and 5311 funding (including a checklist for completing the application).
- ✓ Describes the **process of grant administration**.
- ✓ Outlines the **fund allocation process** and **methods to announce funding** and **notification of grants**.
- ✓ **State and local requirements** for Section 5310 and 5311 applications are outlined, including certifications and assurances, privatization procedures, eligible assistance and local match guidelines.

The CTD is responsible for preparing the grant applications for Section 5310 and 5311 funds.

A. Introduction to Section 5310 and 5311 Fund Allocation

Through the Coordinated Transit Districts, KDOT accepts Section 5310 and 5311 applications on an annual basis.

◆ *Preparing the Application and Announcements of Funding*

- ✓ Announcements of available funding are made in early summer. This consists of a cover letter, a postcard and a CTD map.
- ✓ These announcements are distributed by direct mail from a mailing list KDOT maintains of subrecipients and interested parties through media releases. These releases are distributed to statewide newspapers as well as in Kansas Public Transit Association (KPTA) and the Rural Technical Assistance Program (RTAP) newsletters.
- ✓ Interest generated in response to these announcements results in application packages being mailed out to interested agencies proposing eligible services.
- ✓ Applicant agencies complete the application and submit it to the CTD.
- ✓ The CTD ranks the applications and submits the ranked applications to KDOT.

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- ✓ KDOT evaluates the applications and the ranking awarding funds based on availability.
 - ✓ Potential applicants who are not eligible are notified by the CTD and/or KDOT of their ineligibility and, if applicable, of alternative ways in which they can participate in the 5310 and 5311 projects.
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◆ *Notification of Grant Apportionment*

For notification of grant apportionment, formulas for apportionment, and availability of funds, please refer to Chapter 4 of this manual and Chapter 5 of the KDOT State Management Plan for Kansas Public Transportation Programs.

B. State Requirements for Section 5310 and 5311 Applications

◆ *Certifications and Assurances*

KDOT electronically submits certifications and assurances for both the Section 5310 and 5311 programs to FTA. Table 3.1 on the following page outlines the required certificates and assurances that are maintained by the KDOT, the CTD, and/or subrecipients. The required certificates and assurances are provided as attachments.

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Table 3.1: Certificates and Assurances

Certificates and Assurances	
Required of Each Applicant	<ul style="list-style-type: none"> <input type="checkbox"/> Authority of Applicant and Its Representative <input type="checkbox"/> Debarment, Suspension and Other Responsibility Matters <input type="checkbox"/> Charter Service Agreement <input type="checkbox"/> Drug-Free Workplace Certification <input type="checkbox"/> Nondiscrimination Assurance <input type="checkbox"/> Assurance of Nondiscrimination on the Basis of Disability <input type="checkbox"/> Procurement Compliance
Additional Certificates and Assurances	<ul style="list-style-type: none"> <input type="checkbox"/> Lobbying Certification for Each Application over \$100,000 <input type="checkbox"/> Public Hearing Certification Required for Each Project Substantially Affecting a Community or Transit Service (Section 5311 Only) <input type="checkbox"/> Certification of Pre-Award and Post-Delivery Review of Rolling Stock for Each Applicant that Purchases Rolling Stock <input type="checkbox"/> Bus Testing Certification Required for New Buses <input type="checkbox"/> Charter Bus Agreement (Section 5311 only) and School Bus Agreement <input type="checkbox"/> Certification Required for the Direct Award of FTA Assistance to an Applicant for its Demand Responsive Service <input type="checkbox"/> Substance Abuse Certifications <input type="checkbox"/> Certifications and Assurances for the Elderly and Persons with Disabilities Program (Section 5310 Only)

◆ ***Privatization Procedures***

Applications for Section 5310 funds are required to include private providers in planning and implementing transportation programs. Much of the application information required by the State of Kansas involves documenting privatization activities by local providers. KDOT will provide technical assistance to local applicants wishing to develop a service plan that includes private-for-profit operators. Applicants must complete each of the following procedures in order to qualify for Section 5310 funds.

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- ✓ Notice of available funding must be provided to all private-for-profit operators.
- ✓ Follow-up with interested providers, either in writing or through a personal meeting.
- ✓ Provide requests for proposals to qualified applicants that outlines the program, expected ridership, service characteristics and the possibility of cooperative or coordinated service.
- ✓ Provide written procedures for true cost comparisons. True cost accounting is a process that includes all costs an agency incurs providing services. True cost comparisons account for all Federal subsidies, which allow an agency to price a service lower than the actual cost of providing the service.
- ✓ Document good-faith efforts to include private providers in transportation programs.
- ✓ Supply plan to respond to private provider issues and concerns.
- ✓ Document participation by private providers.
- ✓ Respond to all negative comments and appeals. Protests must be submitted to the local recipient, and the local recipient must meet with the party filing the complaint in order to resolve the situation, if possible.

◆ *Completing the Application*

Table 3.2 on the following page outlines the steps toward completing the application for federal funding for both the Section 5310 and Section 5311 programs.

C. Local Requirements for Applications

Section 5311 funds must be used for general public transportation in rural and small urban areas as listed in the FTA Circular. Local requirements for public notice and private participation are outlined in Table 3.3 on page 3-6.

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Table 3.2: Completing the Application

Completing the Application

- ❑ Through the CTD, KDOT accepts Section 5310 and 5311 applications on an annual basis.
- ❑ The applicant must contact each city or county in the service area to endorse the organization's estimated ability to implement the transportation plan. These endorsements must be in writing and must be attached to the application.
- ❑ Section 5310 applicants must also contact the metropolitan planning organization (MPO) in the area.
- ❑ All coordination efforts must also be documented and included with the application.
- ❑ All information required in the application must be provided for the application to be considered.
- ❑ Applications must be submitted to the CTD by a due date specified by the CTD (check with your CTD for yearly due dates).
- ❑ Once all of the information has been assembled by the CTD, one original copy of the completed application and one original signature of required letters should be sent from the CTD to:

Program Coordinator
Kansas Department of Transportation
Office of Public Transportation
217 SE 4th Street
Topeka, KS 66603
Attn: Kathy Marion (for Districts 1-8 and 15)
Attn: Bret Rowe (for Districts 9-14)

- ❑ Once the final application for financial assistance has been approved, the provider must enter into a formal agreement with KDOT to provide services under the guidelines of the particular program that funding is being provided for.
 - ❑ All vehicles and related equipment will be bid as a courtesy bid through the facilities of the State of Kansas. They may be purchased by private, non-profit organizations or public bodies according to FTA guidelines.
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Table 3.3: Section 5311 Local Requirements for Public Notice and Private Participation

Requirements	
Public Hearings	<ul style="list-style-type: none"> ◆ Federal mandates require local recipients of federal funding to provide adequate notice to private providers to participate in the proposed service. ◆ Local recipients must document these activities to the KDOT such as proof of publication in a newspaper of record.
Private Sector Participation	<ul style="list-style-type: none"> ◆ In Kansas, the CTD will be responsible for collecting information from individual recipients regarding the participation of private providers. ◆ The CTD is responsible for ensuring that all the recipients are in compliance with FTA requirements. ◆ Recipients must provide the opportunity for public hearings for any capital assistance projects. ◆ Local applicants are encouraged to coordinate activities with local social service agencies. Documentation of coordination activities should be attached to the application for funding.

◆ ***Eligible Assistance***

KDOT makes Section 5310 funds available for capital expenses and Section 5311 funds available for capital and/or operating expenses. Eligible assistance categories include:

- ✓ Federal participation for capital expenses.
- ✓ Federal participation in administrative project expenses.
- ✓ Federal participation in operating project expenses.
- ✓ Administration, planning and technical assistance.

For a full description of these eligible assistance categories, refer to the KDOT State Management Plan for Public Transportation Programs, Chapter III, Section H.

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◆ *Local Match Requirements*

KDOT provides State funding that may be used as a local match.

✓ *State Share*

- The State share of operating expenses for Section 5311 is provided at a rate of 20 percent of the total operating deficit, while subrecipients are responsible for providing 30 percent of the total operating deficit.
- The State provides state operation assistance funding for subrecipients of Section 5310 with \$4000 or 20 percent of their total operating deficit for the total agency, whichever is less.
- State funds are provided for capital assistance at the rate of 80 percent of the total vehicle cost. Subrecipients are responsible for the remaining 20 percent of the vehicle expenditures.
- Ten percent of the special city and county highway fund may be allocated for public transportation, including Section 5310 and 5311 local match.

✓ *Applicant Responsibility for Local Match*

- Applicants are responsible for securing funding for local match with an acceptable allocation between cash or cash equivalent and unrestricted Federal funds on operating expenses only.
- Local applicants must secure cash for local match for capital expenditures.
- The source and amount of local cash contributions, cash equivalents and/or unrestricted Federal funds must be identified.
- At least one-half of the local share must be in cash or cash equivalents that are not from Federal funds or revenues from operation. Acceptable examples of this portion of the local share may be from private sources, revenues from local taxes, and federal revenue sharing funds. The other one-half

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of the local share may come from cash, cash equivalents, or non-restricted federal funds.

- Non-cash, “in-kind” services qualify as eligible local share only if the value is formally documented and supported and represents a cost which would otherwise be eligible under the project.

◆ *Additional Local Requirements*

- ✓ FTA also requires local recipients to sign a number of assurances and certifications when applying for state funding. A list of these assurances and certifications is provided in Section B of this chapter.
- ✓ Local recipients are also required to agree in writing to the terms and conditions of the Special Section 13(C) Warranty for Section 5311. The agreement, known as the Labor Warranty, must be signed and may then be referenced in subsequent applications.

Chapter 3 Checklist

- Have you followed all of the steps outlined for applying for funding? 3-5
- Have you signed and filed all of the required certifications and assurances? 3-3
- Have you followed the appropriate local match requirements? 3-7, 3-8
- Do you understand the eligible assistance categories? 3-6, 3-7