



## **PUBLIC NOTICE**

The State of Nevada Department of Transportation  
Multimodal Planning, Transit Office

### **FEDERAL GRANT APPLICATION**

for FEDERAL FISCAL YEAR 2021  
(10/01/20 thru 09/30/21)

For additional information or assistance, please contact the Transit Office at  
775-888-7312 or [transitteam@dot.nv.gov](mailto:transitteam@dot.nv.gov)

Applications must be postmarked by, or hand delivered on or before:

**Friday, April 17, 2020**

**Submit one (1) portable document format (.pdf) copy of the application  
via a Universal Serial Bus (USB) drive**

Nevada DOT Transit Office  
FFY2021 Grant Application  
1263 S. Stewart Street, Room 320  
Carson City, NV 89712-0001

## OVERVIEW

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The Nevada Department of Transportation (Nevada DOT) is the agency designated to apply for, receive, and administer funds under Federal Transit Administration (FTA) Sections 5310, 5311, and 5339. This application has been developed to assist applicants in applying for program administration, capital funding assistance, and/or operating funding assistance under these programs. The information provided by the applicant is intended to justify their request for funding. This application is used by the Nevada DOT to evaluate all proposed projects and to complete its annual application to the FTA.

## APPLYING FOR FEDERAL OPERATING ASSISTANCE

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49 U.S.C. § 5311 provides for the availability of federal funds for operating expenses in small urban and rural areas by way of the FTA Formula Grant Programs administered by the Nevada DOT.

**Operating assistance applicants are required to fill out the *FFY2021 OPERATING ASSISTANCE ADDENDUM* and the *FFY2021 OPERATING BUDGET FORM*.**

## APPLYING FOR FEDERAL CAPITAL ASSISTANCE

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49 U.S.C. § 5310 and 49 U.S.C. § 5339 provide for the availability of federal funds for capital expenses in small urban and rural areas by way of the FTA Formula Grant Programs administered by the Nevada DOT.

**Capital assistance applicants are required to fill out the *FFY2021 CAPITAL ASSISTANCE ADDENDUM* and the *FFY2021 CAPITAL ASSET BUDGET FORM*.**

## NEW APPLICANTS

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A new applicant is an applicant that did not receive FTA funding assistance administered by the Nevada DOT in FFY2020.

**New applicants are required to fill out the *FFY2021 NEW APPLICANT ADDENDUM*.**

## CHANGES TO THE FFY2021 FEDERAL GRANT APPLICATION FOR NEVADA

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- All operating assistance (§5311) will be applied for through the FFY2021 Operating Assistance Addendum.
- All capital assistance (§5310 or §5339) will be applied for through the FFY2021 Capital Assistance Addendum.
- The use of a Review Committee to evaluate and score grant applications will be discontinued. The Transit Office staff will directly evaluate and score grant applications for FFY2021.
- Applications will be scored based upon the documents and information received within the original application packet. **No additional document requests will be made.**
- Your agency Cost Allocation Plan is being requested this year to ensure that appropriate budget calculations are being made across programs.

## APPLICATION ASSISTANCE

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The Nevada DOT Transit Office has staff available to provide a wide range of technical assistance to applicants in completing the grant application in its entirety. Questions regarding the application may be directed to the Nevada DOT transit staff at **775-888-7312** or via email at [transitteam@dot.nv.gov](mailto:transitteam@dot.nv.gov).

- The Transit Office will hold a Question and Answer session, via teleconference, on **Tuesday, March 10, 2020** from 10:00am to 12:00pm.
- The conference phone number is 1-702-780-6673 and the conference ID is 851793514#.

## ONLINE RESOURCES

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Nevada DOT Transit Office Resources

<https://www.nevadadot.com/mobility/transit/transit-resources>

FTA Certifications and Assurances

<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

## GENERAL APPLICATION INSTRUCTIONS

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1. Applicants must fill out the appropriate addendum(s) for their agency and application. These addendum are available on the Nevada DOT website.

<https://www.nevadadot.com/mobility/transit/transit-resources>

*All sections must be completed in their entirety.*

2. All applicants must complete the **FFY2021 FEDERAL GRANT APPLICATION** (this form) in order to be considered for federal funding assistance.
3. In addition to other required addendum, new applicants must complete the **FFY2021 NEW APPLICANT ADDENDUM** and provide all requested attachments. *Existing subrecipients do not fill out this form.*
4. All Operating Assistance applicants must complete the **FFY2021 OPERATING ASSISTANCE ADDENDUM** and **FFY2021 OPERATING BUDGET FORM** and provide all requested attachments.
5. All Capital Assistance applicants must complete the **FFY2021 CAPITAL ASSISTANCE ADDENDUM** and **FFY2021 CAPITAL ASST BUDGET FORM** and provide all requested attachments.
6. Submit one (1) portable document format (.pdf) copy of the application via a Universal Serial Bus (USB) drive to:

Nevada DOT Transit Office  
FFY2021 Grant Application  
1263 S. Stewart Street, Room 320  
Carson City, NV 89712-0001

7. Applications must be postmarked by, or hand delivered on or before **Friday, April 17, 2020**.
8. The Nevada DOT Transit Office staff will review and score all submitted applications.

Applications will be scored based upon the documents and information received within the application packet. **No additional document requests will be made.** Please ensure all required forms, information, addendum, or attachments are provided with your FFY2021 Federal Grant Application.

9. The FFY2021 Federal Grant Application, along with any addendum and attachments, constitute the entirety of the FFY2021 Federal Grant Application for the State of Nevada.

## SCORING CRITERIA

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The Nevada DOT uses the same project selection process for all grants. The applicant must demonstrate that it has the requisite legal, financial, and technical capacity to responsibly and efficiently implement, administer, and manage the project.

The Transit Office reviews applications for eligibility and completeness prior to scoring. Applications will be scored before recommendations are provided to the Director of the Nevada DOT for allocation of the funds.

Awards are based upon funding availability from the FTA. Scoring of applications uses qualitative analysis using the following criteria:

### **Project Need**

Projects will be evaluated upon the need for services, how the need was determined, and assessing the current services in the area. *\*Projects will be scored between one and five, with one being representing little need and five representing great need.*

5 points total

### **Financial & Technical Capacity**

Financial and technical capacity will be evaluated upon assessing the financial and technical capacity of the applicant to carry out the proposed services. *\*Financial and technical capacity will be scored between one and five, with one representing little capacity and five representing requisite capacity.*

5 points total

### **Coordination & Cooperation**

Coordination and cooperation efforts will be evaluated upon data provided in the application regarding the level and quality of coordination efforts described and evidenced by the applicant and/or other providers of transportation in the surrounding area. *\*Coordination and cooperation will be scored between one and five, with one representing little coordination and cooperation and five representing satisfactory coordination and cooperation.*

5 points total

### **Compliance Risk**

Compliance risk will be evaluated based upon application responses, compliance monitoring results, and biannual risk assessments conducted by the Transit Office. *\*Projects will be scored between one and five, with one representing high risk and five representing low risk.*

5 points total

### **Previous Project Performance**

Previous performance will be evaluated upon data provided and available to the Transit Office. Criteria will be evaluated to assess the ability of the applicant to successfully and efficiently perform the proposed services with the funding requested and/or available. *\*Previous project performance will be scored between one and five, with one representing poor performance and five representing good performance.*

5 points total

### **Fiscal Performance and Budget**

Budgets will be evaluated for project expenses, projected revenues, and local match commitments. Fiscal performance will be reviewed based upon previous awards, reimbursement requests, and funding usage. These criteria will be evaluated to assess the ability of the applicant to perform the proposed services with the funding requested and/or available. *\*Fiscal performance and budget will be scored between one and five, with one representing poor performance and five representing good performance.*

5 points total

## FFY2021 FEDERAL GRANT APPLICATION INSTRUCTIONS

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*Legal Name of Applicant Organization or County Unit* - Enter the legal name of the applicant organization. If the applicant organization is a county, enter the county name. (e.g. Lander County)

*Fictitious Name / DBA* - Enter the business fictitious name or DBA of the applicant.

*Applicant Physical Address, City, State, ZIP* – Enter the physical address of the applicant.

*Applicant Mailing Address, City, State, ZIP* – Enter the mailing address of the applicant (if different than physical address.)

*NV Vendor Number* – Enter the applicant’s Nevada vendor number. This number is typically the letter “T” followed by eight digits. Contact the Transit Office if you do not know the correct number to use.

*NV Business License Number* – Enter the applicant’s NV Business License Number.

*NV Business License Exp. Date* - Enter the applicant's NV Business License expiration date.

*DUNS Number* – Enter the Data Universal Numbering System (DUNS) number for the applicant.

*Primary Phone Number* – Enter the primary business phone number for the applicant.

*Primary Fax Number* - Enter the primary business fax number for the applicant.

*Website* - Enter the business website for the applicant, if applicable.

*Applicant Contact* - Enter the primary applicant contact.

*Applicant Contact Title* - Enter the primary applicant contact title. Enter the contact's agency, if different from applicant.

*Applicant Contact Phone Number* - Enter the primary applicant contact phone number.

*Applicant Contact Email* - Enter the primary applicant contact email.

*Governing Body of Applicant Organization or County Unit* – Enter the governing body of the applicant or county unit.

*Individual with Signing Authority (Agreement Signer)* - Enter the name of the individual with signing authority for the Grantee Agreement with the Nevada DOT.

*Agreement Signer's Title* - Enter the Agreement Signer’s title. Enter the Agreement Signer’s agency, if different from applicant.

*Agreement Signer's Phone Number* - Enter the phone number of the Agreement Signer.

*Agreement Signer's Email* - Enter the email address of the Agreement Signer.

*Application Addenda* – Indicate which addendum are to be included with the FFY2021 Federal Grant Application.



## FEDERAL GRANT APPLICATION

For Funding Assistance Under  
49 U.S.C. §§ 5310, 5311, and 5339

**Application Due Friday, April 17, 2020**

Legal Name of Applicant Organization or County Unit:		NV Vendor Number:
Fictitious Name / DBA (if applicable):		NV Business License Number:
Applicant Physical Address, City, State, ZIP		NV Business License Exp. Date:
Applicant Mailing Address, City, State, ZIP		DUNS Number:
Primary Phone Number:	Primary Fax Number:	Website:

Applicant Contact:	Applicant Contact Phone Number:
Applicant Contact Title:	Applicant Contact Email:

Governing Body of Applicant Organization or County Unit:	
Individual with Signing Authority (Agreement Signer):	Agreement Signer's Phone Number:
Agreement Signer's Title:	Agreement Signer's Email:

<p>Application Addenda:</p> <p style="text-align: center;">FFY2021 Operating Assistance Addendum FFY2021 Capital Assistance Addendum FFY2021 New Applicant Addendum</p>	Indicate which addenda will accompany this application.
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**Applicants approved for federal funding assistance will receive the grantee agreement from the Nevada DOT through DocuSign for signature.**

## AUTHORIZING RESOLUTION

Resolution No. \_\_\_\_\_

(APPLICANT)

A resolution authorizing the submittal of a proposal or proposals with the Nevada Department of Transportation (Nevada DOT) for grants through the U.S. Department of Transportation (USDOT) Federal Transit Administration (FTA), as authorized under Federal Transit Law and funds available from the Nevada Public Transportation Grant Program and executing a contract with the Nevada Department of Transportation upon grant proposal acceptance.

WHEREAS, the Director of the Nevada Department of Transportation is authorized to make grants for a public transportation program;

WHEREAS, the contract for financial assistance will impose certain obligations upon the Applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance, that the Applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that disadvantaged business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED BY \_\_\_\_\_,  
(GOVERNING BODY OF APPLICANT)

1. The \_\_\_\_\_ (*job title*) is authorized to execute and submit an application on behalf of APPLICANT with the Nevada DOT to aid in the financing of capital and operating assistance projects and the Nevada Public Transportation Grant Program.

2. The \_\_\_\_\_ (*job title*) is authorized to execute and file with such application and assurance or any other document required by the USDOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3. The \_\_\_\_\_ (*job title*) is authorized to furnish such additional information as the Nevada DOT may require in connection with the application for the program of projects submitted to the FTA.

4. The \_\_\_\_\_ (*job title*) is authorized to set forth and execute affirmative disadvantaged business policies in connection to any procurement made as part of the project.

5. The \_\_\_\_\_ (*job title*) is authorized to execute grant agreements on behalf of APPLICANT with the Nevada DOT for aid in the financing of operating and capital assistance projects.

The undersigned duly qualified and acting Authorized Signer of the Governing Body of Applicant certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the \_\_\_\_\_  
(GOVERNING BODY OF APPLICANT)  
held on \_\_\_\_\_,  
( MONTH DAY ) ( YEAR )

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## LOCAL ASSURANCES

\_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_; hereby assures and certifies, that:  
(GOVERNING BODY OF APPLICANT)

1. The Applicant has the requisite fiscal, managerial, and legal capability to carry out the Section 5310, 5311, and/or 5339 Program(s) identified in this application and to receive and disburse federal funds; and
2. Some combination of state, local, and/or private funding sources has or will be committed to provide the required local share; and
3. The Applicant has or will have by the time of delivery, sufficient funds to operate the vehicles and/or equipment purchased under this project, as applicable; and
4. Private for-profit transit and paratransit operators have been afforded a fair and timely opportunity by the applicant to participate to the maximum extent feasible in the planning and provision of the proposed transit services; and
5. The Applicant, to the maximum extent feasible, will coordinate with other transportation providers and users, including social service agencies capable of purchasing service.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPLICANT'S CERTIFICATION OF USE OF PROJECT  
EQUIPMENT, FACILITIES, AND PROPERTY**

I hereby certify that project equipment, facilities, and property are, and will continue to be, used in accordance with the terms and conditions of all applicable capital and operating grant agreements, and that no part of the local contribution has been refunded or reduced.

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(APPLICANT)

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(GOVERNING BODY OF APPLICANT)

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Authorized Signature

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Title

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Date

## APPLICANT'S CERTIFICATION FOR AUDIT REQUIREMENTS

I hereby certify that the \_\_\_\_\_ will comply with **2 CFR §200.501 - Audit Requirements**.  
(APPLICANT)

(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with § 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § 200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in § 200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) Subrecipients and Contractors. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section § 200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) Compliance responsibility for contractors. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) For-profit subrecipient. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also § 200.331 Requirements for pass-through entities.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## SPECIAL SECTION 13(C) WARRANTY OPINION OF COUNSEL

\_\_\_\_\_ has agreed to be the legally and financially responsible party for the  
(APPLICANT)

performance of terms and conditions of the following (and incorporated herein by reference) Special Section 13(c) Warranty, for this grant request.

This will serve as the requisite Opinion of Counsel that the APPLICANT is legally capable of assuming the legal and financial responsibilities for the terms and conditions of the Warranty.

I have reviewed the pertinent federal, state, and local laws and regulations, and I am of the opinion that there is no legal impediment to the APPLICANT assuming these responsibilities.

Furthermore, as a result of my examinations, I can find no pending litigation or legislation that might in any way adversely affect the APPLICANT'S ability to assume and discharge these Responsibilities.

\_\_\_\_\_  
(APPLICANT)

\_\_\_\_\_  
(GOVERNING BODY OF APPLICANT)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
(LEGAL COUNSEL OF APPLICANT)

\_\_\_\_\_  
Legal Counsel Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## FEDERAL GRANT APPLICATION ATTACHMENTS

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### 1. **FTA Certifications and Assurances**

FTA Certs and Assurances must be included with this grant application.

<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

The Fiscal Year 2020 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements is made available, annually, in the first few months of the calendar year. **Do not use Fiscal Year 2019.**

### 2. **Agency Organizational Chart**

Your agency organizational chart must be included with this grant application. Ensure that the organization of your governing body is included in this chart.

### 3. **Agency Cost Allocation Plan**

Your agency cost allocation plan must be included with this grant application. This CAP will allow the Transit Office to see the distribution of costs across your agency and grant programs.

### 4. **Agency General Ledger**

Your agency general ledger must be included with this grant application.

### 5. **List of All Public or Private Providers of Public Transportation in Service Area**

Provide a list of all public transportation providers in your agency service area.

### 6. **Current Asset Inventory** (Revenue Vehicles, Service Vehicles, Equipment > \$50,000 original retail price)

*Asset Inventory should include the following data, at minimum:*

Agency Fleet ID

Revenue Vehicle, Service Vehicle, Equipment (*identify which*)

Vehicle Type

Model Year, Make, Model

VIN

Primary Mode / Secondary Mode / Tertiary Mode

Build Year (*not model year*)

Fuel Type

Ownership Type & Funding Type (*original funding type for asset*)

Original Purchase Price

Mileage (*current*)

TAM Condition Rating and Date of Assessment (include Anticipated Replacement Date)