



## PUBLIC NOTICE

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

### FEDERAL GRANT APPLICATION

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

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

**Friday, April 22, 2022**

Submit one (1) portable document format (.pdf) copy of the application.

[transitteam@dot.nv.gov](mailto:transitteam@dot.nv.gov)

or

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

# OVERVIEW

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 and 5339. This application has been developed to assist Applicants in applying for capital 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.

The **FEDERAL GRANT APPLICATION** must be filled out by all Applicants in its entirety. All application documents and addenda are available on the Nevada DOT website: <https://www.nevadadot.com/mobility/transit/transit-resources>

Applications must be provided in PDF format (scans will not be accepted) via email or via a USB drive mailed to:

[transitteam@dot.nv.gov](mailto:transitteam@dot.nv.gov)

or

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

Application submissions must be postmarked by, or emailed on or before the **PUBLISHED DUE DATE**.

The Nevada DOT Transit Office staff will review and score all submitted applications. Applications are scored upon the documents and information received within the application packet. **No additional document requests will be made.** Please ensure all required forms, information, addenda, and/or attachments are provided with your Federal Grant Application.

## NEW APPLICANTS

A new Applicant is an Applicant that did not receive FTA funding assistance administered by the Nevada DOT in the previous federal fiscal year. New Applicants are required to fill out the **NEW APPLICANT ADDENDUM** with their **FEDERAL GRANT APPLICATION**, along with the required attachments or addenda.

Existing subrecipients do not fill out this form.

## APPLYING FOR FEDERAL CAPITAL ASSISTANCE

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 submit the **CAPITAL ASSISTANCE ADDENDUM** and the **MULTI-YEAR CAPITAL BUDGET FORM** along with their **FEDERAL GRANT APPLICATION**, and any required attachments.

All capital assistance (§5310 or §5339) is applied for through the **CAPITAL ASSISTANCE ADDENDUM** only.

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## 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 via email at [transitteam@dot.nv.gov](mailto:transitteam@dot.nv.gov).

## 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>

## IMPORTANT NOTES

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The purpose of this application for federal financial assistance is to evaluate your program needs through your qualifying responses. Therefore, all information you need to provide to us will encompass, at minimum, your transit specific program and may also include additional information you provide in consideration for federal funding assistance. The more complete, accurate, and thorough the information you provide is, the clearer your needs will be in the evaluation.

## SCORING CRITERIA

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The Nevada DOT Transit Office staff will review and score all submitted applications. Applications are scored upon the documents and information received within the application packet. **Additional document requests will be made if anything is missing from the application, but providing those missing documents won't change the application's score.** Please ensure all required forms, information, addenda, or attachments are provided with your Federal Grant Application.

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.

Final awards are based upon funding availability from the FTA. Application scoring will be facilitated through evaluation of responses to application questions using the following criteria:

### **Project Need**

Projects will be evaluated upon application responses that address 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 application responses that exhibit an Applicant's financial and technical ability to carry out the proposed services outlined within their application. *\*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 application responses that describe the level and quality of coordination efforts by the Applicant with other providers of transportation or transit advocates 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 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 within the application and data 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



# FEDERAL GRANT APPLICATION

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

**Application Due Friday, April 22, 2022**

Legal Name of Applicant (and DBA, if applicable) If the Applicant is a Nevada county, enter the county name. (e.g. Lander County)		Applicant NV Vendor Number:
Name of Third-Party Transportation Provider (if applicable)		Applicant NV Business License Number:
Applicant Physical Address, City, State, ZIP		Applicant DUNS Number:
Applicant Mailing Address, City, State, ZIP (if different from physical address)		Applicant Website:
Applicant Contact (for communication regarding this application)	Applicant Primary Phone Number:	Applicant Primary Fax Number:

Program Contact (for communication regarding Applicant's transit program)	Program Contact Phone Number:
Program Contact Title:	Program Contact Email:

Governing Body of Applicant:	
Individual with Signing Authority (Authorized Signer):	Authorized Signer Phone Number (This must be a direct line and not a menu system, as it is used for DocuSign authentication):
Authorized Signer Title:	Authorized Signer Email:

<p style="text-align: center;">Capital Assistance Addendum</p> <p style="text-align: center;">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.**

**Only the Authorized Signer can sign the Grantee Agreement, however, others may receive a copy via DocuSign to view. This can be requested by including a request as an attachment to this application.**

**AUTHORIZING RESOLUTION**

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

\_\_\_\_\_  
Legal name (and DBA, if applicable) of the 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 )

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Date

## LOCAL ASSURANCES

\_\_\_\_\_  
Legal name (and DBA, if applicable) of the 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 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.

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Signer

**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.

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

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

\_\_\_\_\_  
Signature of Authorized Signer

Name of Authorized Signer

\_\_\_\_\_  
Date

Title of Authorized Signer



## CERTIFICATION OF EQUIVALENT SERVICE

\_\_\_\_\_ certifies that its demand responsive service offered to individuals with  
Legal name (and DBA, if applicable) of the Applicant

disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- a) Response Time;
- b) Fares;
- c) Geographic service area;
- d) Hours and days of service;
- e) Restrictions or priorities based on trip purpose;
- f) Availability of information and reservation capability; and
- g) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5311 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

When awarding inaccessible vehicles to subrecipients, monitoring compliance with certification requirements means asking funding applicants who request inaccessible vehicles to document equivalency of services. Such documentation addresses each area of equivalency: response time, fares, geographic areas of service, hours and days of service, trip purpose, information and reservation capability, and capacity and service availability.

When requesting and receiving inaccessible vehicles, accurately certifying that service is equivalent means reviewing policies and operating procedures to ensure that service is available in the same area, at the same times, with the same response time, and for the same trip purposes for all types of riders. This includes riders with disabilities who use wheelchairs as well as others who may need accessible vehicles. FTA encourages monitoring daily operations to ensure compliance with policies and operating procedures and that the service is equivalent.

FTA also expects subrecipients that obtain or plan to obtain inaccessible vehicles to gather and closely analyze service data to determine if service is the same for all riders. At a minimum, this would include comparing the following service data for riders who need accessible vehicles with riders who do not need accessible vehicles:

- Trip denials and missed trips
- Frequency of being wait-listed
- On-time performance
- On-board ride times
- Telephone hold times

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Signer

## CERTIFICATION FOR AUDIT REQUIREMENTS

I hereby certify that the \_\_\_\_\_ will comply with **2 CFR §200.501 - Audit Requirements**.  
Legal name (and DBA, if applicable) of the 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.

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Name of Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Signer

## CERTIFICATION OF REQUIRED POLICIES

New Applicants of Federal Capital Assistance – **Do not use this form.** New applicants must provide all of these documents, as applicable, with the New Applicant Addendum provided by the Nevada DOT Transit Office. Please contact Transit Office for guidance regarding the application process.

Existing Recipients of Federal Operating or Capital Assistance – Using the form below, indicate your policy or program, when it was reviewed/adopted **by your agency**, when it is scheduled for the next review **by your agency**, and if it has been submitted to the Nevada DOT. *Policies and programs are required to be reviewed and/or updated by your agency every three (3) years to maintain compliance with regulations.*

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### Equal Employment Opportunity (EEO)

Agencies that meet both of the following threshold requirements must prepare and maintain an abbreviated EEO Program:

- a) Employs between 50 – 99 transit-related employees, and
- b) Requests or receives capital or operating assistance in excess of \$1,000,000 or planning assistance in excess of \$250,000 in the previous FFY.

Agencies that meet both of the following threshold requirements must implement all of the EEO Program elements:

- a) Employs 100 or more transit-related employees, and
- b) Requests or receives capital or operating assistance in excess of \$1,000,000, or planning assistance in excess of \$250,000 in the previous FFY.

Agencies that do not meet either of the above threshold requirements must have an EEO Policy.

\_\_\_\_\_ is required to maintain:  
(Legal name (and DBA, if applicable) of the Applicant)

an abbreviated EEO Program.

an EEO Program with all elements.

an EEO Policy.

Date the Applicant Last Reviewed or Updated their EEO Program or Policy: \_\_\_\_\_

Date the Applicant is Scheduled to Review or Update their EEO Program or Policy: \_\_\_\_\_

Date the Applicant's Adopted EEO Program or Policy was submitted to the Nevada DOT: \_\_\_\_\_

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### Title VI Program

Applicants must comply with applicable provisions of 49 U.S.C. 5332. These provisions prohibit discrimination based on race, color, religion, national origin, sex, age, disability, and prohibit discrimination in employment or business opportunity. Applicant transportation services must meet a significant portion of the actual transportation needs of individuals with disabilities within a reasonable time.

\_\_\_\_\_ is required to maintain a Title VI Program.  
Legal name (and DBA, if applicable) of the Applicant

Date the Applicant Last Reviewed or Updated their Title VI Program: \_\_\_\_\_

Date the Applicant is Scheduled to Review or Update their Title VI Program: \_\_\_\_\_

Date the Applicant's Adopted Title VI Program was submitted to the Nevada DOT: \_\_\_\_\_

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### Americans with Disabilities Act (ADA) Policy

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794, prohibits discrimination based on disability by recipients or subrecipients of federal financial assistance. The Nevada DOT's FTA subrecipients sign an "Assurance of Non-Discrimination Based on Disability" that states they will not discriminate against individuals with disabilities while providing transportation service.

\_\_\_\_\_ is required to maintain an ADA Policy.  
Legal name (and DBA, if applicable) of the Applicant

Date the Applicant Last Reviewed or Updated their ADA Policy: \_\_\_\_\_

Date the Applicant is Scheduled to Review or Update their ADA Policy: \_\_\_\_\_

Date the Applicant's Adopted ADA Policy was submitted to the Nevada DOT: \_\_\_\_\_

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### Drug and Alcohol (D&A) Program

Section 5339 funding applicants are required to comply with regulations issued by the FTA on drug and alcohol testing, 49 C.F.R. Parts 40 and 655.

\_\_\_\_\_ is:  
Legal name (and DBA, if applicable) of the Applicant

required to maintain a Drug and Alcohol Program.

not required to maintain a Drug and Alcohol Program.

Date the Applicant Last Reviewed or Updated their D&A Program: \_\_\_\_\_

Date the Applicant is Scheduled to Review or Update their D&A Program: \_\_\_\_\_

Date the Applicant's Adopted D&A Program was submitted to the Nevada DOT: \_\_\_\_\_

**APPLICANT CERTIFICATION OF REQUIRED POLICIES SIGNATURE PAGE**

\_\_\_\_\_ hereby certifies that the forgoing is true and correct.  
Legal name (and DBA, if applicable) of the Applicant

\_\_\_\_\_  
Signature of Authorized Signer

Name of Authorized Signer

\_\_\_\_\_  
Date

Title of Authorized Signer

## Performance Data for Applicant Agency

Applicants must enter all historical data for the modes that they operated in the indicated federal fiscal year, even if that mode is not currently or no longer in operation.

All Modes	Total Vehicle Revenue Miles (VRM)	Total Vehicle Revenue Hours (VRH)	Total Unlinked Passenger Trips (UPT)	Total Operating Expenses	Total Fare Revenues
FFY2021					
FFY2020					
FFY2019					
FFY2018					
FFY2017					

DR	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Unlinked Passenger Trips (UPT)	Operating Expenses	Fare Revenues
FFY2021					
FFY2020					
FFY2019					
FFY2018					
FFY2017					

MB	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Unlinked Passenger Trips (UPT)	Operating Expenses	Fare Revenues
FFY2021					
FFY2020					
FFY2019					
FFY2018					
FFY2017					

CB	Vehicle Revenue Miles (VRM)	Vehicle Revenue Hours (VRH)	Unlinked Passenger Trips (UPT)	Operating Expenses	Fare Revenues
FFY2021					
FFY2020					
FFY2019					
FFY2018					
FFY2017					

## FEDERAL GRANT APPLICATION ATTACHMENTS

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### 1. FTA Certifications and Assurances\*

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

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

The new Federal Fiscal Year 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 the forms for the previous Federal Fiscal Year.**

*\*In the event that the new FFY Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements is NOT made available in order for applicants to submit a Federal Grant Application to the Nevada DOT prior to the due date, the Transit Office will accept the prior year's Certs and Assurances form with a notation that the new Certs and Assurances will be provided to our office within within 60 days of the date of availability of the new C&As.*

### 2. Certificate(s) of Insurance (COIs)\*\*

Each applicant is required to provide certificates of insurance for their agency as shown below:

General Liability Insurance  
Auto Liability Insurance  
Worker's Compensation Insurance

**\*\*The COI(s) must list the Nevada Department of Transportation as the additional insured with reference to the Active Grantee Agreement(s) for FTA §§ 5310 and/or 5339 federal assistance. These forms need to be updated when agreement numbers change or when policies expire. For this application, applicants that are current subrecipients must use their current, active agreement number on COIs with the understanding that the agreement number will need to be updated on October 1. New applicants must list the agreement number as TBD.**

**COI expiration dates must be kept current throughout the life of the agreement/award, per agreement language, so as not to risk having the agreement for federal assistance be unilaterally terminated by the Department.**

### 3. 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. Your agency organizational chart should include all positions that pertain to the program for which you seek federal assistance.

*\*\*\*Organizational changes must be provided to the Transit Office throughout the life of the agreement/award.*

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

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

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

*Current subrecipients must use their TAM Tab from the Invoice or Ridership Workbook to provide their Asset Inventory.*

*New Applicants must completely fill out the Department-provided Current Asset Inventory Form. No fields should be left blank.*

### 6. Proof of Grant Application Advertisement

Applicants must show proof they have met the requirements stated above by providing, as an attachment to this Federal Grant Application, sufficient evidence of reasonable notification to all transportation providers in the proposed service area. Nevada Department of Transportation State Management Plan, Section J.1.A Application Submission by Subrecipients, Paragraph 3 states:

*"Applicants must ensure that private-for-profit and private non-profit transit operators are given the opportunity to participate in the planning and implementation of the project to the maximum extent feasible. This includes soliciting private companies' participation in their planning process and encouraging private companies to actively participate in the planning process. Applicants must provide reasonable notice to all transportation providers in the proposed service area to inform them of the project and ascertain whether the private providers could participate in the project. This is accomplished by publishing a public notice in a newspaper of general circulation and/or on the applicant's website, by sending a letter of intent directly to private providers, or by conducting a public participation process."*

# FEDERAL GRANT APPLICATION DOCUMENT CHECKLIST

## FEDERAL GRANT APPLICATION

	Authorizing Resolution, Page 2
	Local Assurances, Page 3
	Certification of Use of Project Equipment, Facilities, and Property, Page 4
	Certification of Equivalent Service, Page 5
	Certification for Audit Requirements, Page 6
	Certification of Required Policies ( <b>not for NEW APPLICANTS</b> ), Pages 7-9
	Performance Data Table, Page 10
	Attachment 1 – FTA Certifications and Assurances
	Attachment 2 – Certificate(s) of Insurance
	Attachment 3 – Agency Organizational Chart
	Attachment 4 – List of All Public or Private Providers of Public Transportation in Service Area
	Attachment 5 – Current Asset Inventory
	Attachment 6 – Proof of Grant Application Advertisement

## NEW APPLICANT ADDENDUM

	Attachment 1 – Equal Employment Opportunity Program or Policy
	Attachment 2 – Title VI Program
	Attachment 3 – Americans with Disabilities Act Policy
	Attachment 4 – Drug and Alcohol Program (if applicable)

## CAPITAL ASSISTANCE ADDENDUM

	Attachment 1 - Narrative Responses to Q1 through Q8
	Attachment 2 – Multi-Year Capital Budget Form(s) and Independent Cost Estimate(s)
	Attachment 3 – <b>OPTIONAL</b> – Applicant-provided Independent Cost Estimate (Only needed if the applicant isn't using the Department-provided ICE template)