



**NOTICE OF MEETING OF THE
CARSON AREA METROPOLITAN PLANNING
ORGANIZATION (CAMPO)**

Day: Wednesday
Date: November 13, 2019
Time: Beginning at 4:30 pm
Location: Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

AGENDA

AGENDA NOTES: The Carson Area Metropolitan Planning Organization (CAMPO) is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Carson Area Metropolitan Planning Organization staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or Comments@CarsonAreaMPO.com, or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance.

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

- 1. ROLL CALL AND DETERMINATION OF A QUORUM**
- 2. AGENDA MANAGEMENT NOTICE:** The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
- 3. DISCLOSURES:** Any member of the CAMPO Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the CAMPO's official business. Such disclosures must also be made at such time the specific agenda item is introduced.
- 4. PUBLIC COMMENT:** Members of the public who wish to address the CAMPO Board may approach the podium and speak on any matter relevant to or within the authority of CAMPO. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.
- 5. APPROVAL OF MINUTES:**
 - 5-A For Possible Action** – Discussion and possible approval of the October 9, 2019 draft minutes.

6. PUBLIC MEETING ITEM(S):

6-A For Possible Action – Discussion and possible action regarding the award of Federal Fiscal Year 2019 Federal Transit Administration 5310 grant funds in the amount of \$143,900 to the Carson City Regional Transportation Commission.

Staff Summary: Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5310 grants fund capital projects planned, designed, and carried out to meet special needs of elderly and individuals with disabilities. CAMPO has received one application requesting Federal Transit Administration (FTA) 5310 funding. The application is from the Carson City Regional Transportation Commission (RTC), and is requesting \$143,900 in FTA 5310 funds to partially fund the cost of operating the Jump Around Carson (JAC) transit system.

6-B For Possible Action – Discussion and possible action regarding the award of Federal Fiscal Year 2019 Federal Transit Administration 5339 grant funds in the amount of \$122,405 to the Carson City Regional Transportation Commission.

Staff Summary: Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5339 grants fund busses and bus related facilities. CAMPO has received one application requesting FTA 5339 funding. The application is from the Carson City Regional Transportation Commission (RTC), and is requesting \$122,405 in FTA 5339 funds to partially fund capital costs associated with purchasing new vehicles for the Jump Around Carson (JAC) vehicle fleet.

6-C For Information Only – Presentation and discussion on the 2019 Transportation Network Monitoring Report.

Staff Summary: The 2019 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program and presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area.

7. BOARD COMMENTS: For Information Only – Status reports and comments from the members of the CAMPO Board.

8. The Next Meeting is Tentatively Scheduled – 4:30 p.m., Wednesday, December 11, 2019, at the Sierra Room - Community Center, 851 East William Street.

9. PUBLIC COMMENT: Members of the public who wish to address the CAMPO Board may approach the podium and speak on any matter relevant to or within the authority of CAMPO. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

10. ADJOURNMENT: For Possible Action

This agenda has been posted at the following locations:

City Hall, 201 North Carson Street
Community Center, Sierra Room, 851 East William Street
Carson City Library, Carson City Library, 900 North Roop Street
Carson City Public Works, 3505 Butti Way
Carson City Planning Division, 108 E. Proctor Street
Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden
Lyon County Manager's Office, 27 South Main Street, Yerington
Nevada Department of Transportation, 1263 S. Stewart Street, Carson City
City Website: www.carson.org/agendas
State Website: <https://notice.nv.gov>

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Minutes of the October 9, 2019 Meeting
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A regular meeting of the Carson Area Metropolitan Planning Organization was scheduled for 4:30 p.m. on Wednesday, October 9, 2019 in the Community Center Sierra Room, 51 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mark Kimbrough
 Vice Chairperson Greg Stedfield
 Member Lori Bagwell
 Member Brad Bonkowski
 Member Jon Erb
 Ex-Officio Member Sondra Rosenberg

STAFF: Darren Schulz, Public Works Department Director
 Lucia Maloney, Transportation Manager
 Dirk Goering, Senior Transportation Planner
 Daniel Anderson, Transportation Planner / Analyst
 Michael Reynolds, Transit Coordinator
 Todd Reese, Deputy District Attorney
 Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM

(4:33:04) – Chairperson Kimbrough called the meeting to order at 4:31 p.m. Roll was called and a quorum was present. Members Keller and Macquarie were absent.

2. AGENDA MANAGEMENT NOTICE

(4:33:28) – Ms. Maloney noted that there were no changes to the agenda.

3. DISCLOSURES

(4:33:33) – There were no disclosures from the members.

4. PUBLIC COMMENT

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(4:33:43) – Chairperson Kimbrough entertained public comments; however, none were forthcoming.

5. APPROVAL OF MINUTES

5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE SEPTEMBER 11, 2019 DRAFT MINUTES.

(4:33:59) – Chairperson Kimbrough introduced the item.

(4:34:01) – Member Bonkowski moved to approve the CAMPO minutes of the September 11, 2019 meeting as presented. The motion was seconded by Member Bagwell. Motion carried 5-0-0.

6. PUBLIC MEETING ITEM(S):

6-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE FINAL TRANSIT DEVELOPMENT AND COORDINATED HUMAN SERVICES PLAN FOR JUMP AROUND CARSON (JAC) TRANSIT.

(4:34:23) – Chairperson Kimbrough introduced the item. Ms. Maloney reviewed highlights of the final JAC Transit Development and Coordinated Human Services Plan presentation which is incorporated into the record, prior to which she noted that some minor changes had been made, including ones to the map of development projects as suggested by this Committee. She also explained that the plan would be heard by the Regional Transportation Commission later that evening for approval, adding that since the plan relied on local funding from Douglas or Lyon Counties, or from other sources; therefore, she recommended approval. Ms. Maloney stated that Staff had received "a lot of public input", including feedback from the Lyon County Board of Commissioners and social services providers.

(4:41:24) – Member Bonkowski requested clarification regarding the planned addition of 10 buses (from the current 10 to 18 in 2039) and how that would affect replacement buses. Ms. Maloney referenced the Carson City JAC 10 Year Financial Plan, on page 173 of the agenda packet, and explained that the increased 2021/2022 Fiscal Year capital Costs included the replacement buses, adding that they would still need to secure funding.

(4:43:03) – Member Bagwell commented that the document was well done, and recommended a semantics change to the Introduction section. Ms. Maloney stated that on page 16 of the packets, the last part of the first paragraph will now read:

This planning process provides an opportunity to develop integrated short and long-range plans for the JAC public transit program and ~~ensures that the program~~ meets the needs of the region's human services organizations by promoting coordination amongst agencies.

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(4:45:00) – Chairperson Kimbrough observed that the Nevada Department of Transportation (NDOT) had been working on a similar program. Ex-Officio Member Rosenberg explained that NDOT was working on a Coordinated Human Services Plan for the Rural Areas of the State and believed that their Staff was coordinating with CAMPO Staff, adding that the funds came “from separate pies”. Chairperson Kimbrough entertained public comments.

(4:47:50) – Hope Tingle introduced herself and stated that she participated in the Community Health Improvement Planning Group for Access to Healthcare which had been addressing the Uber Health option for rural area residents. Ms. Tingle wondered if there could be an opportunity to combine Uber Health and the proposed expansion of the Inter-County Lifeline Services into the rural areas. Ms. Maloney offered to look into it; however, she cautioned that certain requirements must be met in order for a program to receive federal funding. There were no additional public comments. Chairperson Kimbrough entertained a motion.

(4:52:07) – Member Bagwell moved to support the plan as presented with the correction on page 1 of the Introduction section to read: *This planning process provides an opportunity to develop integrated short and long-range plans for the JAC public transit program and ensures that the program meets the needs of the region’s human services organizations by promoting coordination amongst agencies.* The motion was seconded by Member Stedfield. Motion carried 5-0-0.

6-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM UPDATE.

(4:52:00) – Chairperson Kimbrough introduced the item. Mr. Reynolds gave background and presented the Staff Report and the accompanying updated CAMPO and RTC Disadvantaged Business Enterprise (DBE) program document, which are incorporated into the record. He also indicated that the changes were for internal use only and not significant; therefore, they would not be submitted to the Federal Transit Administration (FTA) at this time. There were no member or public comments. Chairperson Kimbrough entertained a motion.

(5:54:18) – Member Bonkowski moved to approve the revised DBE Program as presented. The motion was seconded by Member Bagwell. Motion carried 5-0-0.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS – Non-Action Items

(4:54:37) – Chairperson Kimbrough introduced the item. Ms. Maloney announced a funding opportunity by CAMPO for qualified providers within the CAMPO area and encouraged the submittal of applications which were due on October 24, 2019. She also noted that the applications will be heard and considered for an award in the November CAMPO meeting.

7-A FUTURE AGENDA ITEMS

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None.

8. BOARD COMMENTS: FOR INFORMATION

(4:55:00) – Chairperson Kimbrough entertained Board comments; however, none were forthcoming.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, NOVEMBER 13, 2019, AT THE SIERRA ROOM - COMMUNITY CENTER, 851 EAST WILLIAM STREET.

(4:55:50) – Chairperson Kimbrough announced the next meeting date.

10. PUBLIC COMMENT

No public was present to comment.

11. ADJOURNMENT: For Possible Action

(4:56:08) – Member Bonkowski moved to adjourn. Chairperson Kimbrough adjourned the meeting at 4:56 p.m.

The Minutes of the October 9, 2019 Carson Area Metropolitan Planning Organization meeting are so approved this 13th day of November, 2019.



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: November 13, 2019

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: For Possible Action – Discussion and possible action regarding the award of Federal Fiscal Year 2019 Federal Transit Administration 5310 grant funds in the amount of \$143,900 to the Carson City Regional Transportation Commission.

Staff Summary: Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5310 grants fund capital projects planned, designed, and carried out to meet special needs of elderly and individuals with disabilities. CAMPO has received one application requesting Federal Transit Administration (FTA) 5310 funding. The application is from the Carson City Regional Transportation Commission (RTC), and is requesting \$143,900 in FTA 5310 funds to partially fund the cost of operating the Jump Around Carson (JAC) transit system.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to award \$143,900 in Federal Fiscal Year 2019 Federal Transit Administration 5310 grant funds to the Carson City Regional Transportation Commission.

Background/Issues & Analysis

Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5310 grants fund capital projects planned, designed, and carried out to meet special needs of elderly and individuals with disabilities. CAMPO has received one application for FTA 5310 funds. The Carson City RTC, an eligible applicant, submitted an application to help fund operations of the JAC transit system. Funds awarded to the RTC will be used to continue to provide Americans with Disabilities Act (ADA)–compliant fixed route and paratransit services. The application is requesting the full apportionment, \$143,900, of Federal Fiscal Year 2019 funding.

Based on the proposed use of funds, the applicant must provide a 20% local match. The Carson City RTC has identified sufficient local match funding within their application.

The CAMPO Board should consider the evaluation criteria from page five of the application. CAMPO staff has reviewed the criteria in relation to the Carson City RTC's application and recommends award to the Carson City RTC.

Applicable Statute, Code, Policy, Rule or Regulation

-49 U.S.C. 5310

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: This pass through grant does not impact CAMPO's budget.

Alternatives

-N/A

Supporting Material

-Exhibit-1: Carson City RTC's Grant Application for Section 5310 Program Funds

Board Action Taken:

Motion: _____

1) _____

2) _____



Aye/Nay

(Vote Recorded By)



**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL GRANT APPLICATION FOR
SECTIONS 5310 & 5339 PROGRAM FUNDS
FEDERAL FISCAL YEAR 2019 APPORTIONMENT**

APPLICATION CHECKLIST		APPLICANT'S NAME Carson City RTC	
*****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR AWARD*****			
DOCUMENTATION REQUIRED	PAGE	STAFF REVIEW	
		NEW APPLICANT	DOCUMENT ON FILE
DETERMINATION OF ELIGIBILITY	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FTA FUNDING SOURCES	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APPLICANT INFORMATION	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROJECT INFORMATION	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VEHICLE REQUEST FORM	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUDGET SUMMARY	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MATCH SOURCE DOCUMENTATION	include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AUTHORIZING RESOLUTION	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES</u>	APPENDIX A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRANSIT ASSET MANAGEMENT PLAN	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITLE VI PLAN	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VEHICLE POLICY (maintenance/safety/driver&rider information)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRAINING POLICY	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRUG AND ALCOHOL POLICY (5339 Only)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADA POLICY (vehicle/passengers information)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EEO PLAN	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COPY OF VEHICLE INSURANCE POLICY (Evidencing Commercial Liability, General Liability, Collision, and Comprehensive Liability Insurance, with a limit of not less than One Million and no/100 Dollars (\$1,000,000.00) per occurrence.)	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PUBLIC NOTICE	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Please provide 1 original application and 1 copy			


10/23/19
 10/30/19

 APPLICANT SIGNATURE
 CAMPOS STAFF SIGNATURE

Carson Area Metropolitan Planning Organization
Application for the Determination of Eligibility for the Federal Transit Administration's
5310 & 5339 Federal Grant Programs – Federal Fiscal Year 2019 Apportionment

Name of Organization: Carson City Regional Transportation Commission

Type of Organization: Private Non-Profit Operator of Public Transportation Services
 State/Local Governmental Entity Tribal Agency (Sovereign Nation)
 Other _____

Funding Amount Requested: \$143,900

Project Description: The Carson City RTC is seeking 5310 grant funds in order to be able to continue to provide transportation service at the system's current levels. The Carson City RTC provides bus service in two forms: JAC fixed route, and JAC Assist complementary paratransit. Both services include buses that are ADA compliant, providing easy access to transportation for seniors and disabled individuals. The grant funds would be used towards capitalized operating expenses, directly paying for operational expenses for transit and paratransit services which serve our aging and disabled community.

Project Relation to the State of Nevada Coordinated Human Services Transportation Plan: _____
Carson City Regional Transportation Commission, with assistance from CAMPO, has developed a Transit Development and Coordinated Human Services Plan (TDCHSP), which is expected to be approved by the RTC on October 9th. This plan outlines the expansion of the JAC transit system to provide a more extensive coverage for the Carson City region, and outlines coordination with local transportation providers, local human service agencies, neighboring counties, and other government agencies. The goals set forth for expansion of the fixed route and paratransit systems outlines bus purchasing needs and time frames to ensure ideal operational coverage for these services, which are provided for all members of the Carson City and neighboring communities. This project aligns with this plan.

Evaluation Criteria

The process for distribution of the Carson Area Metropolitan Planning Organizations' annual formula-based funding for the Federal Transit Administration's Section 5310 and 5339 Programs includes completion of this application and reviews by CAMPO staff and Board members. To receive federal funding through either of these programs, an applicant must be eligible, per the federal requirements described above, and must comply with all other applicable federal and local regulations.

Applicants shall submit one (1) original application with all required attachments and one (1) complete copy. A separate application is required for each Federal Transit Administration (FTA) Funding Program applied for. Applications must be received no more than 30 days after notice of availability of funds at the address below:

Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701

All documents must be signed by persons with signature authority and their legal counsel. For further information or assistance, please contact the Transit Coordinator at 775-283-7583. CAMPO staff will review the application for completeness and contact the applicant with questions or additional requests, as needed. After review and acceptance by CAMPO staff, all eligible applications will be submitted to the CAMPO Board for review and selection. Any applicant who did not apply in the previous year will be considered a new applicant for the purposes of this application.

Evaluation Criteria

Grant applications submitted by the noticed deadline will be screened for eligibility prior to evaluation and consideration for award. The Carson Area Metropolitan Planning Organization Application for the Determination of Eligibility for the Federal Transit Administration's 5310 & 5339 Federal Grant Programs form must include an eligible recipient type, project type, and the project must be included in a locally developed Coordinated Human Services Public Transportation Plan. The application must be fully completed and include all required attachments. Application reviews by the CAMPO Board should be considered based on the following evaluation criteria:

- Availability of federal funds;
- Ability of applicant to administer proposed project
- Ability of applicant to comply with FTA regulations
- Service area;
- Project cost estimate and local match availability;
- Project need;
- Existence of similar projects in the identified service area;
- Number of persons estimated to be served;
- If requesting a replacement vehicle, evaluation of existing vehicle fleet factors;
- If requesting a new or additional vehicle, factors necessitating additional equipment
- Availability of the equipment to the general public, if requesting vehicle; and
- Adequacy of Maintenance Plan for equipment and facilities.

FTA Funding Sources

Please check only one funding source below. If multiple funding sources are desired, please submit a separate application for each. The FTA provides for a special match exception for vehicles and facilities that are acquired to support compliance with the Americans with Disabilities Act (ADA) or the Clean Air Act, at 85% and 90% reimbursement, respectively.

- 5310 Capital Funds (20% match required)**
- 5310 Capital Funds (15% match required—compliance with ADA)**
- 5310 Capital Funds (10% match required—compliance with Clean Air Act)**
- 5310 Operating Funds (50% match required)**

This program (49 U.S.C. 5310) provides formula funding to metropolitan planning organizations (MPOs) for the purpose of assisting private nonprofit organizations or Governmental entities in meeting the transportation needs of the elderly and persons with disabilities. Eligible subrecipients are state and local governmental entities, operators of public transportation services, including private operators of public transportation services, and private non-profit organizations.

- 5339 Capital Funds (20% match required)**
- 5339 Capital Funds (15% match required—compliance with ADA)**
- 5339 Capital Funds (10% match required—compliance with Clean Air Act)**

This program (49 U.S.C. 5339) provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, shop and garage equipment. Eligible subrecipients include public agencies or private non-profit organizations engaged in public transportation, including those providing services open to a segment of the general public as defined by age, disability, or low income.

For more information on the programs above please refer to FTA's website:

<https://www.transit.dot.gov/grants>

If you have questions regarding which funding source is appropriate for your service please feel free to contact the CAMPO Transit Coordinator at (775) 283-7583. Project funding from the programs listed above is subject to the availability of grant funding and the amount of project funding requests received, which will be determined by the CAMPO Board during a regularly scheduled meeting occurring on the second Wednesday of each month.

Required Attachments

All subrecipients of FTA funds will be required to comply with all federal, state, and local regulations, including those specific to each funding type. As the direct recipient of 5310 and 5339 funds, CAMPO is responsible for overseeing the funds and monitoring subrecipients of these funds. Compliance with federal and local regulations does not end with documents required for this grant application. Applicants should reference the resources located on page 17 in this application packet to determine whether they have the technical and financial capacity to manage federal grant funds while maintaining full compliance. CAMPO staff will screen applicants based on information submitted in the application and will verify compliance on an ongoing basis with regular subrecipient monitoring.

Application Budget

All applicants must complete pages 14 and 15 for Capitalized Operating, Operating, and Capital Purchase funds they are requesting. If you are requesting both 5310 and 5339 funds, a separate application will need to be submitted for each. Page 15 is a summary of the budget to be completed for 5339 and 5310 capital funds separately. If you are unsure of which funds are most appropriate for your agency, please contact CAMPO staff prior to the application deadline.

Revenue (page 14): This section is distinct from the match source section as this funding source offsets the overall budget, reducing the total project cost. It can be in the form of farebox contributions, advertising revenue, donations, or agency financial assistance from service groups, businesses, charities, etc.

Match source documentation (page 14): This section includes the source of funding that provides the required non-federal share of the project cost. The source of the matching funds must be verifiable. A letter or other documentation stating the monetary commitment from the contributing agency/entity must be included within the submitted application packet.

Authorizing Resolution

A signed resolution authorizing (template on page 21 of the application) the appropriate applicant representative to execute and file an application with CAMPO on behalf of the agency must be submitted.

Annual Certifications and Assurances

Each Applicant for Federal Section 5310 and 5339 funds awarded through CAMPO must make/select all applicable certifications and assurances. Accordingly, the FTA may not award any federal assistance until the applicant provides assurances of compliance by selecting the applicable Categories and completing the signature page (Appendix A). Category 01 applies to all applicants. Category 02 applies to all applications for federal assistance in excess of \$100,000, unless the applicant is a Native American tribe or organization, or a tribal organization. Categories 03 through 21 will apply to some, but not all, applicants and projects. Please be aware, this process ONLY excludes you from submitting documents with your application, NOT from collecting documents and having them on file. The applicant also understands and agrees that these certifications and assurances are special pre-award requirements specifically prescribed by federal law or regulation and do not encompass all federal laws, regulations, and directives that may apply to the applicant or its project. A comprehensive list of those federal laws, regulations, and directives is contained in the current

FTA Master Agreement, MA (24), for Federal Fiscal Year 2019 at the FTA website <http://www.fta.dot.gov/>.

Performance Targets/Transit Asset Management Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 625. All subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation must prepare a Transit Asset Management (TAM) Plan and establish performance targets on an annual basis for use in National Transit Database (NTD) reporting. This is done with the goal of helping achieve and maintain a state of good repair for the nation's public transportation systems. A TAM Plan and annual performance targets must be submitted with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Title VI Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 21. These provisions prohibit discrimination based on race, color, and national origin, including the denial of meaningful access of limited English proficient (LEP) persons. Applicants must submit a Title VI Plan with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Disadvantaged Business Enterprise (DBE) Program and DBE Goal

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 26. These provisions ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Subrecipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts. Applicants must submit a DBE Program and DBE Goal with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Vehicle Policy and Information

Identify vehicle(s) requested (page 13 of application), providing a description of the desired vehicle. It should be noted whether the vehicle(s) is a replacement or an expansion of the existing vehicle fleet. Additionally, any special vehicle(s) options to be requested, (i.e. 4-wheel drive, bike racks, etc.) should be noted.

Vehicle maintenance and safety policies may be incorporated into sections of other documents required for this application, but must be included in order for the application to be considered for award. Rider information should also be included, which will describe how to ride, complaint procedures, fare structure, etc.

A Certificate of Insurance will need to be provided. Carson City/CAMPO requires full coverage for the vehicle as long as Carson City/CAMPO holds lien. (The standard insurance for a paratransit vehicle under this program is Liability and Property Damage Insurance with a limit of \$1,000,000 for each occurrence, for bodily injury, and property damage, naming Carson City/CAMPO as an additional insured. This shall be maintained through the useful life of the vehicle and until Carson City/CAMPO releases lien of the title.)

Maintenance and Safety

This may be included as part of the TAM Plan, but is required to ensure proper utilization of FTA assets and to help ensure success of the program/project. This plan should include vehicle maintenance information such as a detailed repair schedule (for routine maintenance) and the approach for unscheduled maintenance activities.

Training Policy

An employee training policy is required, which should include, at a minimum, the frequency, type, and who will be trained in safety, substance abuse awareness, passenger sensitivity, and customer service.

Drug and Alcohol Policy (5339 only)

Subrecipients of 5339 FTA funds are required to comply with regulations issued by the FTA on drug and alcohol testing, 49 C.F.R. Part 655. Among other requirements, these regulations require that all safety sensitive employees be tested for drug and alcohol use, pre-employment (drug only), random, reasonable suspicion and post-accident, that certifications be made and reports submitted. There are limited exceptions to the testing requirements for contract maintenance workers under Section 5339 and for volunteers. Annual reporting of the testing results must be submitted to CAMPO by subrecipients on Management Information System (MIS) forms. Applications for 5310 funds do not need to include a drug and alcohol policy.

Americans with Disabilities Act Policy

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 C.F.R. Parts 38 and 39. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity and access for persons with disabilities. The FTA works to ensure nondiscriminatory transportation in support of its mission to enhance the social and economic quality of life for all Americans. More information can be found on the FTA's Civil Rights page <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightssada>.

Equal Employment Opportunities Program

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5332. The FTA requires entities meeting certain thresholds to either submit or prepare and maintain an EEO Program. An EEO Program is a detailed set of procedures and employment information designed to ensure entities meet the EEO requirements. The FTA's Office of Civil Rights helps FTA recipients develop, implement, and monitor an effective Equal Employment Opportunity Program to ensure that recipients do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Public Notice

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5323(b). The FTA requires applicants to provide notice and adequate opportunity for comment on projects impacting the public transportation service of a community.

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATION
FEDERAL FISCAL YEAR 2019 APPORTIONMENT
APPLICANT INFORMATION**

Please fill out a separate application for each Grant Program you are applying for. Attach the original signed documents along with one (1) complete copy of your application package and send to the Carson Area Metropolitan Planning Organization (CAMPO) 3505 Butti Way Carson City NV, 89701. Please retain one (1) complete copy for your records.

Physical Address: 3505 Butti Way, Carson City, NV 89701

Mailing Address (if different from physical address): _____

Contact Person/Official Name: Lucia Maloney

Title: Transportation Manager

Phone Number: 775-283-7396

Email Address: lmaloney@carson.org

Applicant Federal ID#: _____

Applicant DUNS#: _____

Type of Organization: Private Non-Profit Operator of Public Transportation Services
 State/Local Governmental Entity Tribal Agency (Sovereign Nation)
 Other _____

Type of Service: Senior Center/Disabled Workshop Deviated Fixed Route
 Fixed Route Demand Response (Dial-a-Ride, Door-to-Door)
 Other (describe) _____

PROJECT INFORMATION

1. Please provide your organization's mission statement and/or describe the organization's vision.

The mission of the Carson City Regional Transportation Commission (RTC), as carried out through the Jump Around Carson (JAC) transit system, is to provide safe, dependable and friendly service in helping to keep Carson City running smoothly. The vision for JAC is to continue to improve the transit system, and to work through funding challenges through creative and coordinated planning.

2. Please describe, in detail, your transportation program and how this funding will enhance the services offered.

The Carson City Regional Transportation Commission (RTC) operates the Jump Around Carson (JAC) transit system. JAC (fixed route) and JAC Assist (paratransit) serve much of the urbanized area of Carson City.

The fixed route service is open to the general public, and the door-to-door paratransit service is for persons with hardships or disabilities who cannot use the fixed route service. Grant funds from the 5310 Program will provide valuable funding for the system, allowing for continued operation at current levels of service. These funds will help achieve goals set in the locally developed Transit Development and Coordinated Human Services Plan (TDCHSP), anticipated to be approved by RTC on October 9th. This plan outlines the growth of the JAC Transit system to serve greater numbers of the community with both the fixed route and paratransit services.

3. Describe the transportation services currently being provided by your organization and/or other in the same region.

The JAC transit system operates from 6:30am to 7:30pm M-F and 8:30am to 4:30pm on Saturdays. While the Carson City RTC is the primary provider of public transit service within Carson City, other public transit services are available to lesser extent. The Regional Transportation Commission of Washoe County, the Tahoe Transportation District, Amador Stage Lines, and Eastern Sierra Transit Authority each operate an express intercity commuter bus service with limited stops in Carson City. Additionally, the Rural Senior Volunteer Program (RSVP) provides free rides to the low income elderly.

4. Provide a detailed description of your organization. Provide information regarding how your organization came to be. Include the future vision of the organization.

In 2002, the Carson City urbanized area received the designation of metropolitan planning organization (MPO).

As a result, the newly created Carson Area MPO became eligible to receive additional funding. In 2005, the existing transit service was expanded to include a fixed route bus service, and the demand response service was adjusted to become the complementary paratransit service, together known as JAC. Since then, the service has seen moderate service increases and more recent routing adjustments. The future vision is to continue to grow a sustainable system.

5. Describe any (proposed or currently in use) connectivity/coordination efforts with surrounding area transit providers.

The Carson City RTC currently coordinates with Washoe RTC, Tahoe Transportation District, Eastern Sierra Transit Authority, and RSVP. Intercity services are offered between Lake Tahoe, Minden/Gardnerville, Carson City, and Reno through local agreements with neighboring transit agencies. The newly developed TDCHSP outlines additional coordination opportunities and efforts that are planned to be instated, including additional intercounty transit, and enhanced communication with neighboring agencies.

Clientele Served

- | | |
|---|---|
| <input checked="" type="checkbox"/> Elderly (60+ years old) | <input checked="" type="checkbox"/> Persons with disabilities |
| <input checked="" type="checkbox"/> Low Income/Welfare | <input checked="" type="checkbox"/> Minorities |
| <input checked="" type="checkbox"/> General Public | <input type="checkbox"/> Other _____ |

Area Served (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Non-Urban Area (Rural under 50,000 population) | <input checked="" type="checkbox"/> Carson City |
| <input checked="" type="checkbox"/> Small Urban Area (50,000 - 200,000 population) | <input checked="" type="checkbox"/> Douglas County |
| <input type="checkbox"/> Lyon County | <input type="checkbox"/> Other _____ |

DESCRIPTION OF VEHICLE(S)/BUS(ES) REQUESTED*

Quantity	VEHICLE DESCRIPTION (including size, capacity, wheelchair positions, etc.)	Estimated Cost
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	_____ _____ _____	\$ _____
_____	TOTAL QUANTITY	TOTAL ESTIMATED COST
		\$ _____

*Subrecipient will be required to procure requested vehicle(s) after review of procurement documents by CAMPO staff.
Actual price will be based on bids received

FTA BUDGET (1 of 2) ALL APPLICANTS 5310 or 5339

CAPITALIZED OPERATING EXPENSES 5310	
Contract Operator Expenses (Defined as acquisition of transportation services under a contract, lease, or other arrangement)	\$ 191,875
(A) TOTAL CAPITAL EXPENSES	\$ 143,900

REVENUE (MUST INCLUDE PROJECTED FAREBOX REVENUE)	
Source	Dollar Amount
Farebox	\$ 12,000
_____	\$ _____
_____	\$ _____
(D) TOTAL REVENUE	\$ 12,000

OPERATING EXPENSES 5310	
Driver/Dispatcher Salaries/Benefits	\$ _____
Fuel/Oil Fluids	\$ _____
Other (Specify) _____	\$ _____
(B) TOTAL OPERATING EXPENSES	\$ _____

MATCH	
Source	Dollar Amount
Carson City Transit Fund (via General Fund transfer)	\$ 35,975
_____	\$ _____
_____	\$ _____
_____	\$ _____
(E) TOTAL MATCH	\$ 35,975

CAPITAL PURCHASES (5339 or 5310)	
Buses/Van/Paratransit Vehicle	\$ _____
Radios/Comm Equipment	\$ _____
Bus Facilities (Shelters, Signs)	\$ _____
Vehicle Overhaul/Rehab/etc.	\$ _____
Other (Specify) _____	\$ _____
(C) TOTAL CAPITAL PURCHASES	\$ _____

5310 Enhanced Mobility for Seniors & Individuals with Disabilities
 This program provides funds to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable; 2) projects that exceed the requirements of the Americans with Disabilities Act (ADA); 3) projects that improve access to fixed route service and decreased reliance on complementary paratransit; and 4) project that are alternatives to public transportation.

5339 Bus and Bus Facilities
 This program provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, and shop and garage equipment.

5310 / 5339 BUDGET (2 of 2)

TOTAL CAPITALIZED OPERATING EXPENSES	\$ 191,875	(A) On Budget Page 1 of 2
TOTAL REVENUE (FAREBOX, ADVERTISING, ETC.)	\$ 12,000	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ 179,875	Total expenses minus total revenue
FTA SHARE: CAPITALIZED OPERATING	\$ 143,900	80% of net expenses
SUBRECIPIENT SHARE: CAPITALIZED OPERATING	\$ 35,975	20% of net expenses

TOTAL OPERATING EXPENSES	\$ _____	(B) On Budget Page 1 of 2
TOTAL FAREBOX REVENUE	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: OPERATING	\$ _____	50% of net expenses
SUBRECIPIENT SHARE: OPERATING	\$ _____	50% of net expenses

TOTAL CAPITAL PURCHASES	\$ _____	(C) On Budget Page 1 of 2
FTA SHARE: CAPITAL	\$ _____	80% of total
SUBRECIPIENT SHARE: CAPITAL	\$ _____	20% of total

PLEASE LIST FUNDING BELOW IN WHOLE DOLLARS		
TOTAL FTA FUNDS REQUESTED	\$ 143,900	(FTA CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)

SUBRECIPIENT MATCH	\$ 35,975	(SUBRECIPIENT CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)
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*Documentation of match funding

The screenshot shows the Account Central interface for the account 'CC FTA 5307 OPS MATCH'. The page includes a navigation bar with 'Account Central' and '225' displayed. Below the navigation bar are several icons for actions like Back, Refresh, Search, and Account Inquiry. The main content area shows the account name and a list of tabs: ACCOUNT, SEGMENTS, MONTHLY DATA, BUDGET ROLLUP, and CURRENT YEAR VS. CFWD. The 'ACCOUNT' tab is selected, showing 'Account Totals' for the years 2020, 2019, 2018, and 2017. A table of financial data is provided, including Original Estimate, Transfers, Revised Estimate, Actual Revenue, Encumbrances, Requisitions, Remaining Revenue, and Percent Collected. The 'Transactions' section shows a dropdown for the year 2020 and a total amount of \$0.00, with a note that no transactions were found.

Account Totals

	2020	2019	2018	2017
Original Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Transfers	0.00	0.00	0.00	0.00
Revised Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Actual Revenue	0.00	0.00	-400,000.00	-400,000.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Remaining Revenue	-466,300.00	-400,000.00	0.00	0.00
Percent Collected	0 %	0 %	100 %	100 %

Transactions 2020 Total Amounts: \$0.00

Original Estimate: -466,300.00 No transactions found.

AUTHORIZING RESOLUTION

APPLICANT Carson City Regional Transportation Commission (RTC)
(Printed Name of Transportation Provider)

AUTHORIZED REPRESENTATIVE Brad Bonkowski
(Printed name of Authorized Representative)

Resolution authorizing the filing of an application for a Federal Transit Administration / Carson Area Metropolitan Planning Organization grant under 49 USC Chapter 53.

WHEREAS, the U S Department of Transportation (USDOT) is authorized to make grants to metropolitan planning organizations through the Federal Transit Administration (FTA) to support transportation projects under 49 USC Chapter 53; and

WHEREAS, the Carson Area Metropolitan Planning Organization (CAMPO) has been designated to administer certain transportation projects under 49 USC Chapter 53; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the APPLICANT, including provisions by it of the local share of project costs;

NOW, THEREFORE, BE IT RESOLVED BY THE APPLICANT:

That the above named representative is authorized to execute and file an application with CAMPO on behalf of our agency to aid in the financing of capital, and / or operating costs pursuant to 49 USC Chapter 53; and

That the above named representative is authorized to furnish such additional information as CAMPO may require in connection with the application or the project.

The undersigned certifies that the foregoing is a true and correct statement.

Carson City RTC Chairperson

(Printed Title of Authorized Representative)



(Signature of Authorized Representative)

Dated 10-9-19

REFERENCES:

Carson Area Metropolitan Planning Organization (CAMPO) FTA grant application packet
www.carson.org Government → Departments G-Z → Public Works → CAMPO → Documents
→ Apply for Grant Funding; direct link: <http://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

Federal Fiscal 2019 Certifications and Assurances
<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

Fixing America's Surface Transportation (FAST) Act
<https://www.transit.dot.gov/FAST>

United States Department of Transportation (USDOT)
www.dot.gov

Federal Transit Administration (FTA)
www.fta.dot.gov

Title 49 USC Chapter 53 Grant Programs
<https://www.transit.dot.gov/grants>

Best Practices Procurement Manual
<https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>

OMB "Super Circular" or 2 C.F.R. 200
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Civil Rights (ADA, DBE, Title VI, EEO)
www.fta.dot.gov/civil_rights.html

Drug and Alcohol Regulations
<https://www.federalregister.gov/articles/2001/08/09/01-19234/prevention-of-alcohol-misuse-and-prohibited-drug-use-in-transit-operations>

United States of American Department of Transportation FTA Master Agreement
<https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-master-agreement-fta-ma21-october-1-2014>

Transit Asset Management
<https://www.transit.dot.gov/TAM>

Data Universal Numbering System (DUNS) information
<https://www.dnb.com/duns-number.html>

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

PREFACE

Before the Federal Transit Administration (FTA or We) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, loan guarantee, master credit agreement, or State Infrastructure Bank (SIB) cooperative agreement, certain pre-award Certifications and Assurances are required, except as FTA determines otherwise in writing. The Applicant must authorize a representative (Authorized Representative) to select and sign its Certifications and Assurances and bind the Applicant's compliance. You, as your Applicant's Authorized Representative, must select and sign all Certifications and Assurances that your Applicant must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2019.

We request that you read each Certification and Assurance and select those that will apply to any application for which your Applicant might seek FTA assistance during FY 2019. As provided by federal laws, regulations, and requirements, FTA may award federal assistance only if the Applicant's Authorized Representative selects adequate Certifications and Assurances.

We have consolidated our Certifications and Assurances into twenty-one (21) Categories.

We encourage you to make a single selection that will encompass all twenty-one (21) Categories of Certifications and Assurances that apply to our various programs. FTA, the Applicant, and the Applicant's Authorized Representative, understand and agree that not every provision of these twenty-one (21) Categories of Certifications and Assurances will apply to every Applicant or every Award or Project included in an Award, even if you make a single selection encompassing all twenty-one (21) Categories. Nor will every provision of each Certification or Assurance within a single Category apply if that provision does not apply to your Applicant or the Award it seeks. The type of Applicant and its application will determine which Certifications and Assurances apply.

In the alternative:

- All Applicants must select the Assurances in Category 01, "Required Certifications and Assurances for each Applicant.*
- If your Applicant requests or intends to request more than \$100,000 in federal assistance during FY2019, you must select the "Lobbying" Certification in Category 02, except if your Applicant is an Indian tribe, Indian organization, or an Indian tribal organization.*
- Depending on the nature of your Applicant and the Award it seeks, you may also need to select one or more Certifications and Assurances in Categories 03 through 21.*

Your Applicant is ultimately responsible for compliance with the Certifications and Assurances selected that apply to its Award, itself, any Subrecipient, or any other Third

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

Party Participant in its Award, except as FTA determines otherwise in writing. For this reason, we strongly encourage your Applicant to take appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subrecipient and any other Third Party Participant as necessary to assure your Applicant's compliance with the applicable Certifications and Assurances selected on its behalf.

Except as FTA determines otherwise in writing, if your Applicant is a team, consortium, joint venture, or partnership, it understands and agrees that you must identify the activities that each member will perform and the extent to which each member will be responsible for compliance with the selected Certifications and Assurances. You also must identify each member's role in the Award, whether as a Recipient, Subrecipient, Third Party Contractor, or other Third Party Participant.

It is important that you and your Applicant also understand that these Certifications and Assurances are pre-award requirements, generally imposed by federal law or regulation, and do not include all federal requirements that may apply to it or its Award. We expect you to submit your Applicant's FY 2019 Certifications and Assurances and its applications for federal assistance in FTA's Transit Award Management System (TrAMS). You must be registered in TrAMS to submit your Applicant's FY 2019 Certifications and Assurances. TrAMS contains fields for selecting among the twenty-one (21) Categories of Certifications and Assurances and a designated field for selecting all twenty-one (21) Categories of Certifications and Assurances. If FTA agrees that you are unable to submit your Applicant's FY 2019 Certifications and Assurances electronically, you must submit the Signature Pages at the end of this document, as FTA directs, marked to show the Categories of Certifications and Assurances that you are submitting.

Be aware that these Certifications and Assurances have been prepared in light of:

- *The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015, and other authorizing legislation to be enacted,*
- *The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015,*
- *Previous enabling legislation that remains in effect, and*
- *Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation during Fiscal Year 2019.*

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

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Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

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

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Carson City Regional Transportation Commission

The Applicant certifies to the applicable provisions of categories 01-18. X

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: Carson City Regional Transportation Commission

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: 10-9-19

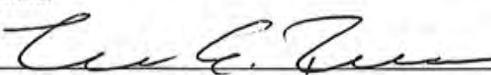
Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 10/9/19

Name Todd E. Reese Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY/NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMM. FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020
Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120
COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS
F Carson City Consolidated Municipality
301 N. Carson Street, Ste 3
L Carson City, NV 89701

To report an incident or claim,
please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org

SEE IMPORTANT NOTICE ON REVERSE SIDE

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY/NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMM. FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020
Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120
COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS
F Carson City Consolidated Municipality
301 N. Carson Street, Ste 3
L Carson City, NV 89701

To report an incident or claim,
please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org

SEE IMPORTANT NOTICE ON REVERSE SIDE

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY/NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMM. FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020
Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120
COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS
F Carson City Consolidated Municipality
301 N. Carson Street, Ste 3
L Carson City, NV 89701

To report an incident or claim,
please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org

SEE IMPORTANT NOTICE ON REVERSE SIDE

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY/NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMM. FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020
Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality
AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120
COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

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please contact:
Cecilia Meyer, Risk Management
775-283-7484
cmeyer@carson.org

SEE IMPORTANT NOTICE ON REVERSE SIDE

EEO Utilization Report

Organization Information

Name: Carson City

City: Carson City

State: NV

Zip: 89701

Type: Other

Wed 02-27-2019 14:01:13 EST

Step 1: Introductory Information

Policy Statement:

1.0 PURPOSE:

Our goal at Carson City is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

2.0 ORGANIZATIONS AFFECTED:

All City Departments/Elected Offices

3.0 POLICY:

As an equal opportunity employer, Carson City does not discriminate in its employment decisions on the basis of race, religion, color, sex, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or on any other basis that would be in violation of any applicable Federal, State, or local law. Except for termination or rejection of an at-will or probationary employee for any non-discriminatory reason, all personnel actions taken by Carson City are based solely upon merit and fitness. Furthermore, Carson City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

4.0 REFERENCES:

NRS 613.330

EEOP Utilization Report

Workplace Harassment and Discrimination

Workplace Harassment/Discrimination Complaint Form

END OF

Following File has been uploaded:Carson City EEOP Policy.pdf

Step 4b: Narrative of Interpretation

According to the U.S. Census Bureau Quick Facts (USCBQF) Carson City (CC) has a population of 54,745 people of which 20.2% of people are under 18 years of age and 20.1% of people are 65 years and over. Out of the 54,745 people living in CC, approximately 59.7% or 32,683 of the people do not fall under or over any type of age limitation; therefore, they could be eligible for employment. The deduction is that the availability of qualified employees is limited.

The USCBQF states that 89.1% or 48,778 of people living in CC are categorized under the race as white alone; in turn the sum of all other race categories is 5,967 people, not including any age limitations, education and experience. If the age limitations are factored into the other race categories, the number of people of all other races that may be eligible for employment is 3,562, without consideration of education and experience. The other race category is so small that it is difficult to determine if the CC Utilization Analysis Chart has underutilization in certain race categories due to the small amount of population and/or due to the small percentage of people in the other race categories.

The next factor that hampers any factual determination of underutilization is the number of employees who live outside of CC and commute to CC for employment. Due to housing limitations, 366 out of the 854 employees or 42% of employees live outside of CC. Because 42% of employees live outside of CC, to compare the USCBQF with the CC Utilization Analysis Chart would result in inaccurate data.

Due to the factors above, it would be problematic and negligent to elicit any consistent deductions regarding the Utilization Analysis Chart for CC in comparison to the CC USCBQF.

Step 5: Objectives and Steps

1. To address the hiring of white males in Protective Services as non-sworn employees.

a. Carson City has 22 positions filled in the Protective Services: Non-Sworn category. Out of the 22 positions 3 are male. Two of the male positions, in the Protective Services: Non-Sworn category fall under the ethnic category white, and one position falls under Two or More Races. The other 19 positions are filled by females. From 01/01/2017 through 12/31/18 Carson City had had 16 vacancies, 932 applicants, 674 male applicants and 404 white male applicants (43.3%). When hiring for the category Protective Services: Non-Sworn both experience and education play a vital role in the hiring process. Carson City will evaluate the hiring of white males in this category.

2. To encourage white males to apply for vacancies in the Administrative Support job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Administrative Support job category from 01/01/2017 through 12/31/2018 and found that there was a total of 74 vacancies during that time period. For these 74 vacancies, a total of 5,562 applications were received, 1,021 of which were male. Of the 1,021 male applicants, 714 were white males (12.8% of total applications). Due to the small percentage of male applicants that apply in the Administrative Support category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Administrative Support job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

3. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Skilled Craft job category from 01/01/2017 through 12/31/2018 and found that there was a total of 9 vacancies during that time period. For these 9 vacancies, a total of 210 applications were received, 175 of which were male. Of the 175 male applicants, 29 were Hispanic or Latino males (13.8% of total applications). Due to the small percentage of male applicants that apply in the Skilled Craft job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Skilled Craft job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

4. To encourage white females to apply for vacancies in the Technicians job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Technicians job category from 01/01/2017 through 12/31/2018 and found that there was a total of 26 vacancies during that time period. For these 26 vacancies, a total of 526 applications were received, 89 of which were female. Of the 89 female applicants, 57 were white females (10% of total applications). Due to the small percentage of female applicants that apply in the Technician job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Technician job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

5. To encourage white females to apply for vacancies in Protective Services both in the Sworn-Officials and Sworn-Patrol Officers job categories.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories from 01/01/2017 through 12/31/2018 and found that there were 4 vacancies during that time period. For these 4 vacancies, a total of 441 applications were received, 61 of which were female. Of the 61 female applicants, 28 were white females (6.3% of total applications). Due to the small percentage of female applicants that apply in these job categories, Carson City has identified and will address the under-utilization in b below.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

Step 6: Internal Dissemination

Internal Dissemination

1. The Carson City Human Resources Department will post the EEOP Short Form on the City's website and provide employees notice of this posting through the Carson City intranet.
2. Copies of the plan will be distributed to all department directors and elected officials. Department Directors will be

asked to notify their employees that the EEOP is available for viewing and printing from the City's website.

3. All new employees will be provided with a copy of the City's Workplace Harassment and EEO policy during new employee orientation. All new employees will also be provided with a copy of the EEOP and informed that it is also available on the City's website.

4. All employment advertisements will contain the phrase: An Equal Opportunity Employer or EOE.

Step 7: External Dissemination

1. All vendors and contractors will be notified in writing that Carson City has developed an EEOP Short Form and that it is available on request for review or that it can be accessed by visiting the City's website.

2. Carson City will post a copy of the EEOP Short form on the City's website.

3. Carson City has provided copies of the EEOP Short Form to the local public library for public access by library patrons.

**Utilization Analysis Chart
Relevant Labor Market: Carson City, Nevada**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	13/43%	1/3%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	11/37%	2/7%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	1,665/48%	165/5%	0/0%	20/1%	70/2%	0/0%	0/0%	1,320/38%	195/6%	0/0%	10/0%	20/1%	0/0%	0/0%	19/1%	0/0%
Utilization #/%	-4%	-1%	0%	-1%	1%	0%	-0%	-1%	1%	0%	-0%	-1%	0%	0%	3%	0%
Professionals																
Workforce #/%	67/35%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%	95/50%	13/7%	1/1%	1/1%	1/1%	1/1%	0/0%	3/2%	0/0%
CLS #/%	2,640/42%	215/3%	15/0%	15/0%	70/1%	0/0%	0/0%	2,880/46%	165/3%	65/1%	60/1%	30/0%	30/0%	20/0%	30/0%	0/0%
Utilization #/%	-7%	-1%	-0%	-0%	-1%	0%	0%	4%	4%	-1%	-0%	0%	0%	-0%	1%	0%
Technicians																
Workforce #/%	26/59%	3/7%	0/0%	0/0%	0/0%	2/5%	0/0%	10/23%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	285/30%	19/2%	0/0%	15/2%	20/2%	0/0%	15/2%	390/41%	15/2%	0/0%	40/4%	10/1%	10/1%	0/0%	95/10%	15/2%
Utilization #/%	29%	5%	0%	-2%	-2%	5%	-2%	-18%	5%	0%	-4%	-1%	-1%	0%	-10%	-2%
Protective Services:																
Sworn-Officials																
Workforce #/%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	845/63%	115/9%	35/3%	4/0%	20/2%	0/0%	10/1%	300/23%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-9%	-3%	-0%	-2%	0%	-1%	-23%	0%	0%	-0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn-Patrol Officers																
Workforce #/%	56/74%	12/16%	1/1%	1/1%	0/0%	0/0%	1/1%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,095/36%	725/24%	0/0%	8/0%	35/1%	0/0%	29/1%	805/26%	315/10%	0/0%	12/0%	30/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	38%	-8%	1%	1%	-1%	0%	0%	-21%	-9%	0%	-0%	-1%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	50/70%	9/13%	1/1%	2/3%	1/1%	0/0%	0/0%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	-30%	13%	1%	3%	1%	0%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	16/12%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	89/64%	28/20%	1/1%	1/1%	0/0%	0/0%	2/1%	0/0%
CLS #/%	2,490/29%	310/4%	15/0%	25/0%	4/0%	0/0%	45/1%	20/0%	4,765/55%	745/9%	0/0%	100/1%	80/1%	40/0%	55/1%	35/0%
Utilization #/%	-17%	-3%	-0%	-0%	-0%	0%	0%	-0%	9%	12%	1%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	56/88%	4/6%	0/0%	0/0%	1/2%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,720/69%	445/18%	35/1%	50/2%	35/1%	25/1%	44/2%	0/0%	125/5%	10/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	-12%	-1%	-2%	0%	-1%	1%	0%	-3%	-0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	102/46%	22/10%	1/0%	1/0%	0/0%	0/0%	2/1%	0/0%	62/28%	19/9%	0/0%	1/0%	0/0%	1/0%	10/5%	0/0%
CLS #/%	3,025/39%	1,085/14%	95/1%	40/1%	80/1%	0/0%	55/1%	0/0%	2,135/28%	890/11%	45/1%	135/2%	130/2%	4/0%	30/0%	10/0%
Utilization #/%	7%	-4%	-1%	-0%	-1%	0%	0%	0%	1%	-3%	-1%	-1%	-2%	0%	4%	-0%

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓						✓	
Protective Services: Sworn-Patrol Officers									✓	✓						
Protective Services: Non-sworn	✓															
Administrative Support	✓															
Skilled Craft		✓														

Law Enforcement Category Rank Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Deputy																
Workforce #/%	56/74%	12/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	11/79%	3/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Undersheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Assistant Sheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	73/76%	15/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Carson City Consolidated Municipality		
Address: 201 N. Carson Street, Carson NV 89701		
Is agency a: <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DUNS Number: 073787152	Vendor Number (only if direct recipient)	
Name and Title of Contact Person: Mirjana Gavric, Grants Administrator		
Telephone Number: 775 283-7069	E-Mail Address: MGavric@carson.org	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

<input type="checkbox"/> Less than fifty employees.	<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Medical Institution.
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
------------------------------	-----------	------

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Nancy Paulson [responsible official], certify that Carson City Consolidated Municipality [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Carson City Human Resources Department

[organization],
 201 N. Carson Street, Suite 4, Carson City, NV 89701

[address].

Nancy Paulson, City Manager _____ Nancy Paulson _____ 2/2/19
 Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Michael Reynolds, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding an application to Carson Area Metropolitan Planning Organization for Federal Transit Administration (FTA) Section 5310 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration Federal Fiscal Year (FFY) 2019 Certifications and Assurances section of the RTC application for 5310 funds.

Staff Summary: FTA Section 5310 grant funding under United States Code (USC) 49, Chapter 53, for FFY 2019 has been announced and is available through an application process. Section 5310 grant funding will be used to fund costs associated with the operation of the Jump Around Carson (JAC) transit system.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the application as presented and to authorize the RTC Chair to sign the FTA FFY 2019 Certifications and Assurances section of the application.

Background/Issues & Analysis

Applications for 5310 grant funds apportioned to Nevada for small urban areas are submitted to CAMPO, the organization that administers the funds. A determination of funding allocation by CAMPO is estimated to take place at the November 13, 2019 CAMPO meeting.

The Carson City RTC is requesting \$143,900 in FTA funds for costs associated with operating the JAC transit system, which will require a 20% local match. If awarded, RTC will be responsible for the required 20% local match, equating to \$35,975.

Applicable Statute, Code, Policy, Rule or Regulation

-49 USC Chapter 53

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit fund, NDOT: FTA – FTA 5310 / 2253081-431010; Transit fund, General Fund 2250091-481013

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Acceptance of awarded 5310 funds will increase available operating funds and require a 20% local match, equivalent to \$35,975 if the full grant application amount is awarded. Adequate local match is budgeted in FY 2020 to support award of this grant and the continued operations of the JAC buses.

Alternatives

-Do not approve the application and provide alternate direction to staff.

Supporting Material

-Exhibit-1: RTC’s Grant Application for Section 5310 Program Funds

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: November 13, 2019

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: For Possible Action – Discussion and possible action regarding the award of Federal Fiscal Year 2019 Federal Transit Administration 5339 grant funds in the amount of \$122,405 to the Carson City Regional Transportation Commission.

Staff Summary: Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5339 grants fund busses and bus related facilities. CAMPO has received one application requesting FTA 5339 funding. The application is from the Carson City Regional Transportation Commission (RTC), and is requesting \$122,405 in FTA 5339 funds to partially fund capital costs associated with purchasing new vehicles for the Jump Around Carson (JAC) vehicle fleet.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to award \$122,405 in Federal Fiscal Year 2019 Federal Transit Administration 5339 grant funds to the Carson City Regional Transportation Commission.

Background/Issues & Analysis

Each year, the Carson Area Metropolitan Planning Organization (CAMPO) receives a designated portion of federal grant funds for certain transportation purposes. Federal Transit Administration (FTA) 5339 grants fund busses and bus related facilities. CAMPO has received one application for FTA 5339 funds. The Carson City RTC, an eligible applicant, submitted an application to fund capital costs associated with purchasing new vehicles for the JAC vehicle fleet. The application is requesting the full apportionment, \$122,405, of Federal Fiscal Year 2019 funding.

Based on the proposed use of funds, the applicant must provide a 15% local match. The Carson City RTC has identified sufficient local match funding within their application.

The CAMPO Board should consider the evaluation criteria from page five of the application. CAMPO staff has reviewed the criteria in relation to the Carson City RTC's application and recommends award to the Carson City RTC.

Applicable Statute, Code, Policy, Rule or Regulation

-49 U.S.C. 5339

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: This pass through grant does not impact CAMPO's budget.

Alternatives

-N/A

Supporting Material

-Exhibit-1: Carson City RTC's Grant Application for Section 5339 Program Funds

Board Action Taken:

Motion: _____

1) _____

2) _____



Aye/Nay

(Vote Recorded By)



**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL GRANT APPLICATION FOR
SECTIONS 5310 & 5339 PROGRAM FUNDS
FEDERAL FISCAL YEAR 2019 APPORTIONMENT**

APPLICATION CHECKLIST		APPLICANT'S NAME Carson City RTC	
*****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR AWARD*****			
DOCUMENTATION REQUIRED	PAGE	STAFF REVIEW	
		NEW APPLICANT	DOCUMENT ON FILE
DETERMINATION OF ELIGIBILITY	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FTA FUNDING SOURCES	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APPLICANT INFORMATION	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROJECT INFORMATION	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VEHICLE REQUEST FORM	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUDGET SUMMARY	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MATCH SOURCE DOCUMENTATION	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AUTHORIZING RESOLUTION	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES</u>	APPENDIX A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRANSIT ASSET MANAGEMENT PLAN	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITLE VI PLAN	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM AND GOAL	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VEHICLE POLICY (maintenance/safety/driver&rider information)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TRAINING POLICY	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRUG AND ALCOHOL POLICY (5339 Only)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADA POLICY (vehicle/passengers information)	New applicants include in application packet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EEO PLAN	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COPY OF VEHICLE INSURANCE POLICY (Evidencing Commercial Liability, General Liability, Collision, and Comprehensive Liability Insurance, with a limit of not less than One Million and no/100 Dollars (\$1,000,000.00) per occurrence.)	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PUBLIC NOTICE	Include in application packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Please provide 1 original application and 1 copy			


10/23/19
 10/30/19

APPLICANT SIGNATURE CAMPO STAFF SIGNATURE

Carson Area Metropolitan Planning Organization
Application for the Determination of Eligibility for the Federal Transit Administration's
5310 & 5339 Federal Grant Programs – Federal Fiscal Year 2019 Apportionment

Name of Organization: Carson City Regional Transportation Commission

Type of Organization: Private Non-Profit Operator of Public Transportation Services
 State/Local Governmental Entity Tribal Agency (Sovereign Nation)
 Other _____

Funding Amount Requested: \$122,405

Project Description: The Carson City RTC is seeking 5339 grant funds in order to continue
improving the Jump Around Carson (JAC) transit system by replacing aging vehicles in the
current JAC fleet. The Carson City RTC provides fixed route and demand response
paratransit services. Funds received as a result of this grant application will be applied
toward the cost of two replacement buses in meeting with the Transit Asset Management
Plan.

Project Relation to the State of Nevada Coordinated Human Services Transportation Plan: _____
Carson City Regional Transportation Commission, with assistance from CAMPO, has developed
a Transit Development and Coordinated Human Services Plan (TDCHSP), which is expected to be approved by
the RTC on October 9th. This plan outlines the expansion of the JAC transit system to provide
a more extensive coverage for the Carson City region, and outlines coordination with local transportation
providers, local human service agencies, neighboring counties, and other government agencies.
The goals set forth for expansion of the fixed route and paratransit systems outlines bus purchasing
needs and time frames to ensure ideal operational coverage for these services, which are provided
for all members of the Carson City and neighboring communities. This project aligns with this plan.

Evaluation Criteria

The process for distribution of the Carson Area Metropolitan Planning Organizations' annual formula-based funding for the Federal Transit Administration's Section 5310 and 5339 Programs includes completion of this application and reviews by CAMPO staff and Board members. To receive federal funding through either of these programs, an applicant must be eligible, per the federal requirements described above, and must comply with all other applicable federal and local regulations.

Applicants shall submit one (1) original application with all required attachments and one (1) complete copy. A separate application is required for each Federal Transit Administration (FTA) Funding Program applied for. Applications must be received no more than 30 days after notice of availability of funds at the address below:

Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701

All documents must be signed by persons with signature authority and their legal counsel. For further information or assistance, please contact the Transit Coordinator at 775-283-7583. CAMPO staff will review the application for completeness and contact the applicant with questions or additional requests, as needed. After review and acceptance by CAMPO staff, all eligible applications will be submitted to the CAMPO Board for review and selection. Any applicant who did not apply in the previous year will be considered a new applicant for the purposes of this application.

Evaluation Criteria

Grant applications submitted by the noticed deadline will be screened for eligibility prior to evaluation and consideration for award. The Carson Area Metropolitan Planning Organization Application for the Determination of Eligibility for the Federal Transit Administration's 5310 & 5339 Federal Grant Programs form must include an eligible recipient type, project type, and the project must be included in a locally developed Coordinated Human Services Public Transportation Plan. The application must be fully completed and include all required attachments. Application reviews by the CAMPO Board should be considered based on the following evaluation criteria:

- Availability of federal funds;
- Ability of applicant to administer proposed project
- Ability of applicant to comply with FTA regulations
- Service area;
- Project cost estimate and local match availability;
- Project need;
- Existence of similar projects in the identified service area;
- Number of persons estimated to be served;
- If requesting a replacement vehicle, evaluation of existing vehicle fleet factors;
- If requesting a new or additional vehicle, factors necessitating additional equipment
- Availability of the equipment to the general public, if requesting vehicle; and
- Adequacy of Maintenance Plan for equipment and facilities.

FTA Funding Sources

Please check only one funding source below. If multiple funding sources are desired, please submit a separate application for each. The FTA provides for a special match exception for vehicles and facilities that are acquired to support compliance with the Americans with Disabilities Act (ADA) or the Clean Air Act, at 85% and 90% reimbursement, respectively.

- 5310 Capital Funds (20% match required)
- 5310 Capital Funds (15% match required—compliance with ADA)
- 5310 Capital Funds (10% match required—compliance with Clean Air Act)
- 5310 Operating Funds (50% match required)

This program (49 U.S.C. 5310) provides formula funding to metropolitan planning organizations (MPOs) for the purpose of assisting private nonprofit organizations or Governmental entities in meeting the transportation needs of the elderly and persons with disabilities. Eligible subrecipients are state and local governmental entities, operators of public transportation services, including private operators of public transportation services, and private non-profit organizations.

- 5339 Capital Funds (20% match required)
- 5339 Capital Funds (15% match required—compliance with ADA)
- 5339 Capital Funds (10% match required—compliance with Clean Air Act)

This program (49 U.S.C. 5339) provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, shop and garage equipment. Eligible subrecipients include public agencies or private non-profit organizations engaged in public transportation, including those providing services open to a segment of the general public as defined by age, disability, or low income.

For more information on the programs above please refer to FTA's website:

<https://www.transit.dot.gov/grants>

If you have questions regarding which funding source is appropriate for your service please feel free to contact the CAMPO Transit Coordinator at (775) 283-7583. Project funding from the programs listed above is subject to the availability of grant funding and the amount of project funding requests received, which will be determined by the CAMPO Board during a regularly scheduled meeting occurring on the second Wednesday of each month.

Required Attachments

All subrecipients of FTA funds will be required to comply with all federal, state, and local regulations, including those specific to each funding type. As the direct recipient of 5310 and 5339 funds, CAMPO is responsible for overseeing the funds and monitoring subrecipients of these funds. Compliance with federal and local regulations does not end with documents required for this grant application. Applicants should reference the resources located on page 17 in this application packet to determine whether they have the technical and financial capacity to manage federal grant funds while maintaining full compliance. CAMPO staff will screen applicants based on information submitted in the application and will verify compliance on an ongoing basis with regular subrecipient monitoring.

Application Budget

All applicants must complete pages 14 and 15 for Capitalized Operating, Operating, and Capital Purchase funds they are requesting. If you are requesting both 5310 and 5339 funds, a separate application will need to be submitted for each. Page 15 is a summary of the budget to be completed for 5339 and 5310 capital funds separately. If you are unsure of which funds are most appropriate for your agency, please contact CAMPO staff prior to the application deadline.

Revenue (page 14): This section is distinct from the match source section as this funding source offsets the overall budget, reducing the total project cost. It can be in the form of farebox contributions, advertising revenue, donations, or agency financial assistance from service groups, businesses, charities, etc.

Match source documentation (page 14): This section includes the source of funding that provides the required non-federal share of the project cost. The source of the matching funds must be verifiable. A letter or other documentation stating the monetary commitment from the contributing agency/entity must be included within the submitted application packet.

Authorizing Resolution

A signed resolution authorizing (template on page 21 of the application) the appropriate applicant representative to execute and file an application with CAMPO on behalf of the agency must be submitted.

Annual Certifications and Assurances

Each Applicant for Federal Section 5310 and 5339 funds awarded through CAMPO must make/select all applicable certifications and assurances. Accordingly, the FTA may not award any federal assistance until the applicant provides assurances of compliance by selecting the applicable Categories and completing the signature page (Appendix A). Category 01 applies to all applicants. Category 02 applies to all applications for federal assistance in excess of \$100,000, unless the applicant is a Native American tribe or organization, or a tribal organization. Categories 03 through 21 will apply to some, but not all, applicants and projects. Please be aware, this process ONLY excludes you from submitting documents with your application, NOT from collecting documents and having them on file. The applicant also understands and agrees that these certifications and assurances are special pre-award requirements specifically prescribed by federal law or regulation and do not encompass all federal laws, regulations, and directives that may apply to the applicant or its project. A comprehensive list of those federal laws, regulations, and directives is contained in the current

FTA Master Agreement, MA (24), for Federal Fiscal Year 2019 at the FTA website <http://www.fta.dot.gov/>.

Performance Targets/Transit Asset Management Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 625. All subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation must prepare a Transit Asset Management (TAM) Plan and establish performance targets on an annual basis for use in National Transit Database (NTD) reporting. This is done with the goal of helping achieve and maintain a state of good repair for the nation's public transportation systems. A TAM Plan and annual performance targets must be submitted with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Title VI Plan

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 21. These provisions prohibit discrimination based on race, color, and national origin, including the denial of meaningful access of limited English proficient (LEP) persons. Applicants must submit a Title VI Plan with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Disadvantaged Business Enterprise (DBE) Program and DBE Goal

CAMPO Sections 5310 and 5339 subrecipients must comply with applicable provisions of 49 C.F.R. Part 26. These provisions ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Subrecipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts. Applicants must submit a DBE Program and DBE Goal with this application. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Vehicle Policy and Information

Identify vehicle(s) requested (page 13 of application), providing a description of the desired vehicle. It should be noted whether the vehicle(s) is a replacement or an expansion of the existing vehicle fleet. Additionally, any special vehicle(s) options to be requested, (i.e. 4-wheel drive, bike racks, etc.) should be noted.

Vehicle maintenance and safety policies may be incorporated into sections of other documents required for this application, but must be included in order for the application to be considered for award. Rider information should also be included, which will describe how to ride, complaint procedures, fare structure, etc.

A Certificate of Insurance will need to be provided. Carson City/CAMPO requires full coverage for the vehicle as long as Carson City/CAMPO holds lien. (The standard insurance for a paratransit vehicle under this program is Liability and Property Damage Insurance with a limit of \$1,000,000 for each occurrence, for bodily injury, and property damage, naming Carson City/CAMPO as an additional insured. This shall be maintained through the useful life of the vehicle and until Carson City/CAMPO releases lien of the title.)

Maintenance and Safety

This may be included as part of the TAM Plan, but is required to ensure proper utilization of FTA assets and to help ensure success of the program/project. This plan should include vehicle maintenance information such as a detailed repair schedule (for routine maintenance) and the approach for unscheduled maintenance activities.

Training Policy

An employee training policy is required, which should include, at a minimum, the frequency, type, and who will be trained in safety, substance abuse awareness, passenger sensitivity, and customer service.

Drug and Alcohol Policy (5339 only)

Subrecipients of 5339 FTA funds are required to comply with regulations issued by the FTA on drug and alcohol testing, 49 C.F.R. Part 655. Among other requirements, these regulations require that all safety sensitive employees be tested for drug and alcohol use, pre-employment (drug only), random, reasonable suspicion and post-accident, that certifications be made and reports submitted. There are limited exceptions to the testing requirements for contract maintenance workers under Section 5339 and for volunteers. Annual reporting of the testing results must be submitted to CAMPO by subrecipients on Management Information System (MIS) forms. Applications for 5310 funds do not need to include a drug and alcohol policy.

Americans with Disabilities Act Policy

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 C.F.R. Parts 38 and 39. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity and access for persons with disabilities. The FTA works to ensure nondiscriminatory transportation in support of its mission to enhance the social and economic quality of life for all Americans. More information can be found on the FTA's Civil Rights page <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>.

Equal Employment Opportunities Program

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5332. The FTA requires entities meeting certain thresholds to either submit or prepare and maintain an EEO Program. An EEO Program is a detailed set of procedures and employment information designed to ensure entities meet the EEO requirements. The FTA's Office of Civil Rights helps FTA recipients develop, implement, and monitor an effective Equal Employment Opportunity Program to ensure that recipients do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin. More information may be found on the FTA website <http://www.fta.dot.gov/>.

Public Notice

Subrecipients of 5310 and 5339 FTA funds are required to comply with applicable provisions of 49 U.S.C. 5323(b). The FTA requires applicants to provide notice and adequate opportunity for comment on projects impacting the public transportation service of a community.

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION
FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATION
FEDERAL FISCAL YEAR 2019 APPORTIONMENT
APPLICANT INFORMATION**

Please fill out a separate application for each Grant Program you are applying for. Attach the original signed documents along with one (1) complete copy of your application package and send to the Carson Area Metropolitan Planning Organization (CAMPO) 3505 Butti Way Carson City NV, 89701. Please retain one (1) complete copy for your records.

Physical Address: 3505 Butti Way, Carson City, NV 89701

Mailing Address (if different from physical address): _____

Contact Person/Official Name: Lucia Maloney

Title: Transportation Manager

Phone Number: 775-283-7396

Email Address: lmaloney@carson.org

Applicant Federal ID#: _____

Applicant DUNS#: _____

Type of Organization: Private Non-Profit Operator of Public Transportation Services
 State/Local Governmental Entity Tribal Agency (Sovereign Nation)
 Other _____

Type of Service: Senior Center/Disabled Workshop Deviated Fixed Route
 Fixed Route Demand Response (Dial-a-Ride, Door-to-Door)
 Other (describe) _____

PROJECT INFORMATION

1. Please provide your organization's mission statement and/or describe the organization's vision.

The mission of the Carson City Regional Transportation Commission (RTC), as carried out through the Jump Around Carson (JAC) transit system, is to provide safe, dependable and friendly service in helping to keep Carson City running smoothly. The vision for JAC is to continue to improve the transit system, and to work through funding challenges through creative and coordinated planning.

2. Please describe, in detail, your transportation program and how this funding will enhance the services offered.

The Carson City Regional Transportation Commission operates the Jump Around Carson transit system. The fixed route and paratransit services provide transportation to much of the Carson City area. The fixed route service is open to the general public, and provides discounted fares for seniors, youth, and disabled. The paratransit service is available to qualifying individuals with disabilities or hardships that prevent them from using the fixed route system. Section 5339 grants will provide valuable funding for the Jump Around Carson transit system, providing for the purchase of new buses to replace aging vehicles in the JAC fleet which are showing increased maintenance costs. These funds will help achieve goals set in the locally developed Transit Development and Coordinated Human Services Plan (TDCHSP), anticipated to be approved by RTC on October 9th. This plan outlines the growth of the JAC Transit system to serve greater numbers of the community with both the fixed route and paratransit services.

3. Describe the transportation services currently being provided by your organization and/or other in the same region.

The Carson City Regional Transportation Commission operates the Jump Around Carson transit system. The transit services operate from 6:30am to 7:30pm, Monday through Friday, and 8:30am to 4:30 pm on Saturdays. Carson City RTC is the primary provider of public transit services within Carson City, but there are several other services available. My Ride to Work operates a commuter transit system from Carson City to the Tahoe Reno Industrial Center in North Storey County; Washoe RTC operates an intercity feeder bus between Reno and Carson City; Tahoe Transportation District, Amador Stage Lines, and Eastern Sierra Transit Authority each operate intercity buses between Carson City and Lake Tahoe. Additionally, the Rural Senior Volunteer Program (RSVP) provides free rides to low income elderly in the region. There are also several small, privately owned transportation services being operated in the area for persons with disabilities.

4. Provide a detailed description of your organization. Provide information regarding how your organization came to be. Include the future vision of the organization.

In 2002, the Carson City urbanized area received the designation of metropolitan planning organization (MPO).

As a result, the newly created Carson Area MPO became eligible to receive additional funding. In 2005, the existing transit service was expanded to include a fixed route bus service, and the demand response service was adjusted to become the complementary paratransit service, together known as JAC. Since then, the service has seen moderate service increases and more recent routing adjustments. The future vision is to continue to grow a sustainable system.

5. Describe any (proposed or currently in use) connectivity/coordination efforts with surrounding area transit providers.

The Carson City RTC currently coordinates with Washoe RTC, Tahoe Transportation District, Eastern Sierra Transit Authority, and RSVP. Intercity services are offered between Lake Tahoe, Minden/Gardnerville, Carson City, and Reno through local agreements with neighboring transit agencies. The newly developed TDCHSP outlines additional coordination opportunities and efforts that are planned to be instated, including additional intercounty transit, and enhanced communication with neighboring agencies.

Clientele Served

- | | |
|---|---|
| <input checked="" type="checkbox"/> Elderly (60+ years old) | <input checked="" type="checkbox"/> Persons with disabilities |
| <input checked="" type="checkbox"/> Low Income/Welfare | <input checked="" type="checkbox"/> Minorities |
| <input checked="" type="checkbox"/> General Public | <input type="checkbox"/> Other _____ |

Area Served (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Non-Urban Area (Rural under 50,000 population) | <input checked="" type="checkbox"/> Carson City |
| <input checked="" type="checkbox"/> Small Urban Area (50,000 - 200,000 population) | <input checked="" type="checkbox"/> Douglas County |
| <input type="checkbox"/> Lyon County | <input type="checkbox"/> Other _____ |

DESCRIPTION OF VEHICLE(S)/BUS(ES) REQUESTED*

Quantity	VEHICLE DESCRIPTION (including size, capacity, wheelchair positions, etc.)	Estimated Cost
2	Light to Medium duty cutaway buses with seating capacity of 21 or 15+2 wheelchair positions including equipment necessary for fixed route service including, but not limited to, bike racks, overhead grab rails, stop cords/chimes, destination signs, and wheelchair ramps.	\$ 165,000 each
		\$ _____
		\$ _____
2	TOTAL QUANTITY	TOTAL ESTIMATED COST \$ 330,000

*Subrecipient will be required to procure requested vehicle(s) after review of procurement documents by CAMPO staff. Actual price will be based on bids received

FTA BUDGET (1 of 2) ALL APPLICANTS 5310 or 5339

CAPITALIZED OPERATING EXPENSES 5310	
Contract Operator Expenses	\$ _____
(Defined as acquisition of transportation services under a contract, lease, or other arrangement)	
(A) TOTAL CAPITAL EXPENSES	\$ _____

REVENUE	
(MUST INCLUDE PROJECTED FAREBOX REVENUE)	
Source	Dollar Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
(D) TOTAL REVENUE	\$ _____

OPERATING EXPENSES 5310	
Driver/Dispatcher Salaries/Benefits	\$ _____
Fuel/Oil Fluids	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
(B) TOTAL OPERATING EXPENSES	\$ _____

MATCH	
Source	Dollar Amount
Carson City Transit Fund	
Via General Fund Transfer	\$ 21,601
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
(E) TOTAL MATCH	\$ 21,601

CAPITAL PURCHASES (5339 or 5310)	
Buses/Van/Paratransit Vehicle	\$ 144,006
Radios/Comm Equipment	\$ _____
Bus Facilities (Shelters, Signs)	\$ _____
Vehicle Overhaul/Rehab/etc.	\$ _____
Other (Specify)	\$ _____
_____	\$ _____
(C) TOTAL CAPITAL PURCHASES	\$ 144,006

5310 Enhanced Mobility for Seniors & Individuals with Disabilities
 This program provides funds to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable; 2) projects that exceed the requirements of the Americans with Disabilities Act (ADA); 3) projects that improve access to fixed route service and decreased reliance on complementary paratransit; and 4) project that are alternatives to public transportation.

5339 Bus and Bus Facilities
 This program provides funding to replace, rehabilitate, and purchase buses and related equipment as well as construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transport centers, intermodal terminals, park-and-ride stations, passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, fare boxes, computers, and shop and garage equipment.

5310 / 5339 BUDGET (2 of 2)

TOTAL CAPITALIZED OPERATING EXPENSES	\$ _____	(A) On Budget Page 1 of 2
TOTAL REVENUE (FAREBOX, ADVERTISING, ETC.)	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: CAPITALIZED OPERATING	\$ _____	80% of net expenses
SUBRECIPIENT SHARE: CAPITALIZED OPERATING	\$ _____	20% of net expenses

TOTAL OPERATING EXPENSES	\$ _____	(B) On Budget Page 1 of 2
TOTAL FAREBOX REVENUE	\$ _____	(D) On Budget Page 1 of 2
NET OPERATING EXPENSES	\$ _____	Total expenses minus total revenue
FTA SHARE: OPERATING	\$ _____	50% of net expenses
SUBRECIPIENT SHARE: OPERATING	\$ _____	50% of net expenses

TOTAL CAPITAL PURCHASES	\$ 144,006	(C) On Budget Page 1 of 2
FTA SHARE: CAPITAL	\$ 122,405	85% of total
SUBRECIPIENT SHARE: CAPITAL	\$ 21,601	15% of total

PLEASE LIST FUNDING BELOW IN WHOLE DOLLARS		
TOTAL FTA FUNDS REQUESTED	\$ 122,405	(FTA CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)

SUBRECIPIENT MATCH	\$ 21,601	(SUBRECIPIENT CAPITALIZED OPERATING, OPERATING, & CAPITAL SHARES FROM ABOVE)
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*Documentation of match funding

Tyler Hill - Home Account Central

Account Central 225 Org

Back Refresh Advanced Search My Account Inquiry Account Master Journals Excel Email Notes Attach

CC FTA 5307 OPS MATCH

2250091-491012-

ACCOUNT SEGMENTS MONTHLY DATA BUDGET ROLLUP CURRENT YEAR VS CPWD

Account Totals

	2020	2019	2018	2017
Original Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Transfers	0.00	0.00	0.00	0.00
Revised Estimate	-466,300.00	-400,000.00	-400,000.00	-400,000.00
Actual Revenue	0.00	0.00	-400,000.00	-400,000.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Remaining Revenue	-466,300.00	-400,000.00	0.00	0.00
Percent Collected	0 %	0 %	100 %	100 %

Transactions 2020 Total Amount: \$0.00

Original Estimate -466,300.00 No transactions found.

CC FTA 5307 OPS MATCH

AUTHORIZING RESOLUTION

APPLICANT Carson City Regional Transportation Commission
(Printed Name of Transportation Provider)

AUTHORIZED REPRESENTATIVE Brad Bonkowski
(Printed name of Authorized Representative)

Resolution authorizing the filing of an application for a Federal Transit Administration / Carson Area Metropolitan Planning Organization grant under 49 USC Chapter 53.

WHEREAS, the U S Department of Transportation (USDOT) is authorized to make grants to metropolitan planning organizations through the Federal Transit Administration (FTA) to support transportation projects under 49 USC Chapter 53; and

WHEREAS, the Carson Area Metropolitan Planning Organization (CAMPO) has been designated to administer certain transportation projects under 49 USC Chapter 53; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the APPLICANT, including provisions by it of the local share of project costs;

NOW, THEREFORE, BE IT RESOLVED BY THE APPLICANT:

That the above named representative is authorized to execute and file an application with CAMPO on behalf of our agency to aid in the financing of capital, and / or operating costs pursuant to 49 USC Chapter 53; and

That the above named representative is authorized to furnish such additional information as CAMPO may require in connection with the application or the project.

The undersigned certifies that the foregoing is a true and correct statement.

Carson City RTC Chairperson

(Printed Title of Authorized Representative)



(Signature of Authorized Representative)

Dated 10-9-19

REFERENCES:

Carson Area Metropolitan Planning Organization (CAMPO) FTA grant application packet
www.carson.org Government → Departments G-Z → Public Works → CAMPO → Documents
→ Apply for Grant Funding; direct link: <http://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

Federal Fiscal 2019 Certifications and Assurances
<https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

Fixing America's Surface Transportation (FAST) Act
<https://www.transit.dot.gov/FAST>

United States Department of Transportation (USDOT)
www.dot.gov

Federal Transit Administration (FTA)
www.fta.dot.gov

Title 49 USC Chapter 53 Grant Programs
<https://www.transit.dot.gov/grants>

Best Practices Procurement Manual
<https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>

OMB "Super Circular" or 2 C.F.R. 200
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Civil Rights (ADA, DBE, Title VI, EEO)
www.fta.dot.gov/civil_rights.html

Drug and Alcohol Regulations
<https://www.federalregister.gov/articles/2001/08/09/01-19234/prevention-of-alcohol-misuse-and-prohibited-drug-use-in-transit-operations>

United States of American Department of Transportation FTA Master Agreement
<https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-master-agreement-fta-ma21-october-1-2014>

Transit Asset Management
<https://www.transit.dot.gov/TAM>

Data Universal Numbering System (DUNS) information
<https://www.dnb.com/duns-number.html>

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

PREFACE

Before the Federal Transit Administration (FTA or We) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, loan guarantee, master credit agreement, or State Infrastructure Bank (SIB) cooperative agreement, certain pre-award Certifications and Assurances are required, except as FTA determines otherwise in writing. The Applicant must authorize a representative (Authorized Representative) to select and sign its Certifications and Assurances and bind the Applicant's compliance. You, as your Applicant's Authorized Representative, must select and sign all Certifications and Assurances that your Applicant must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2019.

We request that you read each Certification and Assurance and select those that will apply to any application for which your Applicant might seek FTA assistance during FY 2019. As provided by federal laws, regulations, and requirements, FTA may award federal assistance only if the Applicant's Authorized Representative selects adequate Certifications and Assurances.

We have consolidated our Certifications and Assurances into twenty-one (21) Categories.

We encourage you to make a single selection that will encompass all twenty-one (21) Categories of Certifications and Assurances that apply to our various programs. FTA, the Applicant, and the Applicant's Authorized Representative, understand and agree that not every provision of these twenty-one (21) Categories of Certifications and Assurances will apply to every Applicant or every Award or Project included in an Award, even if you make a single selection encompassing all twenty-one (21) Categories. Nor will every provision of each Certification or Assurance within a single Category apply if that provision does not apply to your Applicant or the Award it seeks. The type of Applicant and its application will determine which Certifications and Assurances apply.

In the alternative:

- All Applicants must select the Assurances in Category 01, "Required Certifications and Assurances for each Applicant.*
- If your Applicant requests or intends to request more than \$100,000 in federal assistance during FY2019, you must select the "Lobbying" Certification in Category 02, except if your Applicant is an Indian tribe, Indian organization, or an Indian tribal organization.*
- Depending on the nature of your Applicant and the Award it seeks, you may also need to select one or more Certifications and Assurances in Categories 03 through 21.*

Your Applicant is ultimately responsible for compliance with the Certifications and Assurances selected that apply to its Award, itself, any Subrecipient, or any other Third

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Party Participant in its Award, except as FTA determines otherwise in writing. For this reason, we strongly encourage your Applicant to take appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subrecipient and any other Third Party Participant as necessary to assure your Applicant's compliance with the applicable Certifications and Assurances selected on its behalf.

Except as FTA determines otherwise in writing, if your Applicant is a team, consortium, joint venture, or partnership, it understands and agrees that you must identify the activities that each member will perform and the extent to which each member will be responsible for compliance with the selected Certifications and Assurances. You also must identify each member's role in the Award, whether as a Recipient, Subrecipient, Third Party Contractor, or other Third Party Participant.

It is important that you and your Applicant also understand that these Certifications and Assurances are pre-award requirements, generally imposed by federal law or regulation, and do not include all federal requirements that may apply to it or its Award. We expect you to submit your Applicant's FY 2019 Certifications and Assurances and its applications for federal assistance in FTA's Transit Award Management System (TrAMS). You must be registered in TrAMS to submit your Applicant's FY 2019 Certifications and Assurances. TrAMS contains fields for selecting among the twenty-one (21) Categories of Certifications and Assurances and a designated field for selecting all twenty-one (21) Categories of Certifications and Assurances. If FTA agrees that you are unable to submit your Applicant's FY 2019 Certifications and Assurances electronically, you must submit the Signature Pages at the end of this document, as FTA directs, marked to show the Categories of Certifications and Assurances that you are submitting.

Be aware that these Certifications and Assurances have been prepared in light of:

- *The Fixing America's Surface Transportation (FAST) Act, Public Law No. 114-94, December 4, 2015, and other authorizing legislation to be enacted,*
- *The Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law No. 112-141, July 6, 2012, as amended by the Surface Transportation and Veterans Health Care Choice Improvement Act of 2015, Public Law No. 114-41, July 31, 2015,*
- *Previous enabling legislation that remains in effect, and*
- *Appropriations Acts or Continuing Resolutions funding the U.S. Department of Transportation during Fiscal Year 2019.*

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

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- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

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- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

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Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

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If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

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- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

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

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Carson City Regional Transportation Commission

The Applicant certifies to the applicable provisions of categories 01-18. X

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT


Name of the Applicant: Carson City Regional Transportation Commission

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: 10-9-19

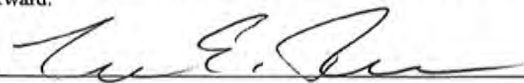
Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 10/9/19

Name Todd E. Reese Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

NEVADA PERMANENT INSURANCE IDENTIFICATION CARD

COMPANY NAIC NUMBER 19801 COMPANY NAME AND ADDRESS Argonaut Insurance Company COMM L FLEET PERSONAL

POLICY NUMBER 290211700 EFFECTIVE DATE 7/1/2019 EXPIRATION DATE 7/1/2020 Fleet

IF "FLEET", NAME OF REGISTERED OWNER: Carson City Consolidated Municipality AGENCY/COMPANY ISSUING CARD AND PHONE NUMBER USI Insurance Services LLC 775-335-2120

COVERAGE MEETS REQUIREMENTS SET FORTH IN NRS 485.185

INSURED NAME AND ADDRESS Carson City Consolidated Municipality 301 N. Carson Street, Ste 3 Carson City, NV 89701

To report an incident or claim, please contact: Cecilia Meyer, Risk Management 775-283-7484 cmeyer@carson.org

SEE IMPORTANT NOTICE ON REVERSE SIDE

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SEE IMPORTANT NOTICE ON REVERSE SIDE

EEO Utilization Report

Organization Information

Name: Carson City

City: Carson City

State: NV

Zip: 89701

Type: Other

Wed 02-27-2019 14:01:13 EST

Step 1: Introductory Information

Policy Statement:

1.0 PURPOSE:

Our goal at Carson City is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

2.0 ORGANIZATIONS AFFECTED:

All City Departments/Elected Offices

3.0 POLICY:

As an equal opportunity employer, Carson City does not discriminate in its employment decisions on the basis of race, religion, color, sex, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or on any other basis that would be in violation of any applicable Federal, State, or local law. Except for termination or rejection of an at-will or probationary employee for any non-discriminatory reason, all personnel actions taken by Carson City are based solely upon merit and fitness. Furthermore, Carson City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

4.0 REFERENCES:

NRS 613.330

EEOP Utilization Report

Workplace Harassment and Discrimination

Workplace Harassment/Discrimination Complaint Form

END OF

Following File has been uploaded:Carson City EEOP Policy.pdf

Step 4b: Narrative of Interpretation

According to the U.S. Census Bureau Quick Facts (USCBQF) Carson City (CC) has a population of 54,745 people of which 20.2% of people are under 18 years of age and 20.1% of people are 65 years and over. Out of the 54,745 people living in CC, approximately 59.7% or 32,683 of the people do not fall under or over any type of age limitation; therefore, they could be eligible for employment. The deduction is that the availability of qualified employees is limited.

The USCBQF states that 89.1% or 48,778 of people living in CC are categorized under the race as white alone; in turn the sum of all other race categories is 5,967 people, not including any age limitations, education and experience. If the age limitations are factored into the other race categories, the number of people of all other races that may be eligible for employment is 3,562, without consideration of education and experience. The other race category is so small that it is difficult to determine if the CC Utilization Analysis Chart has underutilization in certain race categories due to the small amount of population and/or due to the small percentage of people in the other race categories.

The next factor that hampers any factual determination of underutilization is the number of employees who live outside of CC and commute to CC for employment. Due to housing limitations, 366 out of the 854 employees or 42% of employees live outside of CC. Because 42% of employees live outside of CC, to compare the USCBQF with the CC Utilization Analysis Chart would result in inaccurate data.

Due to the factors above, it would be problematic and negligent to elicit any consistent deductions regarding the Utilization Analysis Chart for CC in comparison to the CC USCBQF.

Step 5: Objectives and Steps

1. To address the hiring of white males in Protective Services as non-sworn employees.

a. Carson City has 22 positions filled in the Protective Services: Non-Sworn category. Out of the 22 positions 3 are male. Two of the male positions, in the Protective Services: Non-Sworn category fall under the ethnic category white, and one position falls under Two or More Races. The other 19 positions are filled by females. From 01/01/2017 through 12/31/18 Carson City had had 16 vacancies, 932 applicants, 674 male applicants and 404 white male applicants (43.3%). When hiring for the category Protective Services: Non-Sworn both experience and education play a vital role in the hiring process. Carson City will evaluate the hiring of white males in this category.

2. To encourage white males to apply for vacancies in the Administrative Support job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Administrative Support job category from 01/01/2017 through 12/31/2018 and found that there was a total of 74 vacancies during that time period. For these 74 vacancies, a total of 5,562 applications were received, 1,021 of which were male. Of the 1,021 male applicants, 714 were white males (12.8% of total applications). Due to the small percentage of male applicants that apply in the Administrative Support category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Administrative Support job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

3. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Skilled Craft job category from 01/01/2017 through 12/31/2018 and found that there was a total of 9 vacancies during that time period. For these 9 vacancies, a total of 210 applications were received, 175 of which were male. Of the 175 male applicants, 29 were Hispanic or Latino males (13.8% of total applications). Due to the small percentage of male applicants that apply in the Skilled Craft job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Skilled Craft job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

4. To encourage white females to apply for vacancies in the Technicians job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Technicians job category from 01/01/2017 through 12/31/2018 and found that there was a total of 26 vacancies during that time period. For these 26 vacancies, a total of 526 applications were received, 89 of which were female. Of the 89 female applicants, 57 were white females (10% of total applications). Due to the small percentage of female applicants that apply in the Technician job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Technician job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

5. To encourage white females to apply for vacancies in Protective Services both in the Sworn-Officials and Sworn-Patrol Officers job categories.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories from 01/01/2017 through 12/31/2018 and found that there were 4 vacancies during that time period. For these 4 vacancies, a total of 441 applications were received, 61 of which were female. Of the 61 female applicants, 28 were white females (6.3% of total applications). Due to the small percentage of female applicants that apply in these job categories, Carson City has identified and will address the under-utilization in b below.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

Step 6: Internal Dissemination

Internal Dissemination

1. The Carson City Human Resources Department will post the EEOP Short Form on the City's website and provide employees notice of this posting through the Carson City intranet.
2. Copies of the plan will be distributed to all department directors and elected officials. Department Directors will be

asked to notify their employees that the EEOP is available for viewing and printing from the City's website.

3. All new employees will be provided with a copy of the City's Workplace Harassment and EEO policy during new employee orientation. All new employees will also be provided with a copy of the EEOP and informed that it is also available on the City's website.

4. All employment advertisements will contain the phrase: An Equal Opportunity Employer or EOE.

Step 7: External Dissemination

1. All vendors and contractors will be notified in writing that Carson City has developed an EEOP Short Form and that it is available on request for review or that it can be accessed by visiting the City's website.

2. Carson City will post a copy of the EEOP Short form on the City's website.

3. Carson City has provided copies of the EEOP Short Form to the local public library for public access by library patrons.

Utilization Analysis Chart
Relevant Labor Market: Carson City, Nevada

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	13/43%	1/3%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	11/37%	2/7%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	1,665/48%	165/5%	0/0%	20/1%	70/2%	0/0%	0/0%	1,320/38%	195/6%	0/0%	10/0%	20/1%	0/0%	0/0%	19/1%	0/0%
Utilization #/%	-4%	-1%	0%	-1%	1%	0%	3%	-0%	-1%	1%	0%	-0%	-1%	0%	3%	0%
Professionals																
Workforce #/%	67/35%	5/3%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%	95/50%	13/7%	1/1%	1/1%	1/1%	0/0%	3/2%	0/0%
CLS #/%	2,640/42%	215/3%	15/0%	15/0%	70/1%	0/0%	25/0%	0/0%	2,880/46%	165/3%	65/1%	60/1%	30/0%	20/0%	30/0%	0/0%
Utilization #/%	-7%	-1%	-0%	-0%	-1%	0%	1%	0%	4%	4%	-1%	-0%	0%	-0%	1%	0%
Technicians																
Workforce #/%	26/59%	3/7%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	10/23%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	285/30%	19/2%	0/0%	15/2%	20/2%	0/0%	35/4%	15/2%	390/41%	15/2%	0/0%	40/4%	10/1%	0/0%	95/10%	15/2%
Utilization #/%	29%	5%	0%	-2%	-2%	5%	-4%	-2%	-18%	5%	0%	-4%	-1%	0%	-10%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	845/63%	115/9%	35/3%	4/0%	20/2%	0/0%	10/1%	0/0%	300/23%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-9%	-3%	-0%	-2%	0%	-1%	0%	-23%	0%	0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	56/74%	12/16%	1/1%	1/1%	0/0%	0/0%	1/1%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,095/36%	725/24%	0/0%	8/0%	35/1%	0/0%	28/1%	20/1%	805/26%	315/10%	0/0%	12/0%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	38%	-8%	1%	1%	-1%	0%	0%	-1%	-21%	-9%	0%	-0%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	50/70%	9/13%	1/1%	2/3%	1/1%	0/0%	0/0%	0/0%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	-30%	13%	1%	3%	1%	0%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	16/12%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	89/64%	28/20%	1/1%	1/1%	0/0%	0/0%	2/1%	0/0%
CLS #/%	2,490/29%	310/4%	15/0%	25/0%	4/0%	0/0%	45/1%	20/0%	4,765/55%	745/9%	0/0%	100/1%	80/1%	40/0%	55/1%	35/0%
Utilization #/%	-17%	-3%	-0%	-0%	-0%	0%	0%	-0%	9%	12%	1%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	56/88%	4/6%	0/0%	0/0%	1/2%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,720/69%	445/18%	35/1%	50/2%	35/1%	25/1%	44/2%	0/0%	125/5%	10/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	-12%	-1%	-2%	0%	-1%	1%	0%	-3%	-0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	102/46%	22/10%	1/0%	1/0%	0/0%	0/0%	2/1%	0/0%	62/28%	19/9%	0/0%	1/0%	0/0%	1/0%	10/5%	0/0%
CLS #/%	3,025/39%	1,085/14%	65/1%	40/1%	80/1%	0/0%	55/1%	0/0%	2,135/28%	890/11%	45/1%	135/2%	130/2%	4/0%	30/0%	10/0%
Utilization #/%	7%	-4%	-1%	-0%	-1%	0%	0%	0%	1%	-3%	-1%	-1%	-2%	0%	4%	-0%

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓						✓	
Protective Services: Sworn-Patrol Officers									✓	✓						
Protective Services: Non-sworn	✓															
Administrative Support	✓															
Skilled Craft		✓														

Law Enforcement Category Rank Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Deputy																
Workforce #/%	56/74%	12/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	11/79%	3/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Undersheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Assistant Sheriff																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	73/76%	15/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Carson City Consolidated Municipality	
Address: 201 N. Carson Street, Carson NV 89701	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: 073787152	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Mirjana Gavric, Grants Administrator	
Telephone Number: 775 283-7069	E-Mail Address: MGavric@carson.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D.

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Nancy Paulson _____ [responsible official], certify that Carson City Consolidated Municipality [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Carson City Human Resources Department

[organization],
201 N. Carson Street, Suite 4, Carson City, NV 89701
[address].

Nancy Paulson, City Manager _____ [Signature] _____ [Date] 2/2/19

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____



STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: October 9, 2019

Staff Contact: Michael Reynolds, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding an application to the Carson Area Metropolitan Planning Organization (CAMPO) for Federal Transit Administration (FTA) Section 5339 grant funding, and to authorize the RTC Chair to sign the Federal Transit Administration’s Federal Fiscal Year 2019 Certifications and Assurances section of the RTC application for 5339 funds.

Staff Summary: FTA Section 5339 grant funding under United States Code (USC) 49, Chapter 53, for 2019 has been announced and is available through an application process. Section 5339 grant funding will be used to fund costs associated with the purchase of rolling stock for the Jump Around Carson (JAC) transit system.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the FTA section 5339 grant application as presented and to authorize the RTC Chair to sign the FTA FFY 2019 Certifications and Assurances section of the application.

Background/Issues & Analysis

Applications for FTA Section 5339 grant funding apportioned to Nevada for small urban areas may be submitted to CAMPO, the organization that administrators the funds. A determination of funding allocation by CAMPO is estimated to occur during the November 13, 2019 CAMPO meeting. Funding is available to public agencies and private non-profit organizations operating public transportation and based in the CAMPO region.

The Carson City RTC is requesting \$122,405 in FTA funds for costs associated with purchasing rolling stock for the renewal of JAC transit fleet. If awarded, RTC will be responsible for the required local match of 15% for this portion of funding at \$21,601.

Any funds awarded as a result of this grant application will be combined with FTA Section 5307 funds and additional local match to purchase two new buses to renew the JAC fleet. See the funding details below:

- \$330,000 – Total purchase cost for two vehicles
- \$144,006 (\$122,405 – 85% FTA 5339 funds; \$21,601 – 15% local match)
- \$185,994 (\$158,594 – 85% FTA 5307 funds; \$27,400 – 15% local match)

Applicable Statute, Code, Policy, Rule or Regulation

-49 U.S.C. Chapter 53

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: Transit Fund, NDOT: FTA - FTA 5339 / 2253081-431010; Transit fund, Machinery & Equipment – Vehicle Purchase / 2253026-507705

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If awarded, Section 5339 grant funds will provide \$122,405 in FTA funds to assist in the purchase of rolling stock. A local match of \$21,601 would be required and will be budgeted in FY 2021. Procurement of the rolling stock would take place in FY 2021, and the RTC will have final review of the contract prior to purchase. The FY 2020 Capital Improvement Program for FY 2020 - FY2024 includes \$330,000 for transit vehicle replacement. Section 5307 funding will be combined with the accounts noted above to purchase the two vehicles (Transit Funds, NDOT: FTA – FTA Capital: 5307 / 2253082-431010).

Alternatives

-Do not approve the application and provide alternate direction to staff.

Supporting Material

-Exhibit-1: RTC Grant Application for Section 5339 Program Funds

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: November 13, 2019

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: For Information Only – Presentation and discussion on the 2019 Transportation Network Monitoring Report.

Staff Summary: The 2019 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program and presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area.

Agenda Action: Other/Presentation **Time Requested:** 20 minutes

Proposed Motion

-N/A

Background/Issues & Analysis

The Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program. The report presents transportation network information derived from transportation data collected within the Carson Area Metropolitan Planning Area. The information is presented in ways to show regional trends and changes that influence the transportation system. This document presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). The data collected for this report is processed, organized, and analyzed to understand overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan (RTP).

Applicable Statute, Code, Policy, Rule or Regulation

-N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO fund, Unified Planning Work Program account, Task 4.4 Data Management, Collection, and Performance Measurements / 2453028-501210.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: UPWP tasks are reimbursable with Federal planning funds at a rate of 95%. The 5% local match has been budgeted.

Alternatives

-N/A

Supporting Material

-Exhibit-1: 2019 Transportation Network Monitoring Report

-Exhibit-2: CAMPO's Unified Planning Work Program Cost/Funding Summary Table

2019 Transportation Network Monitoring Report



November 2019

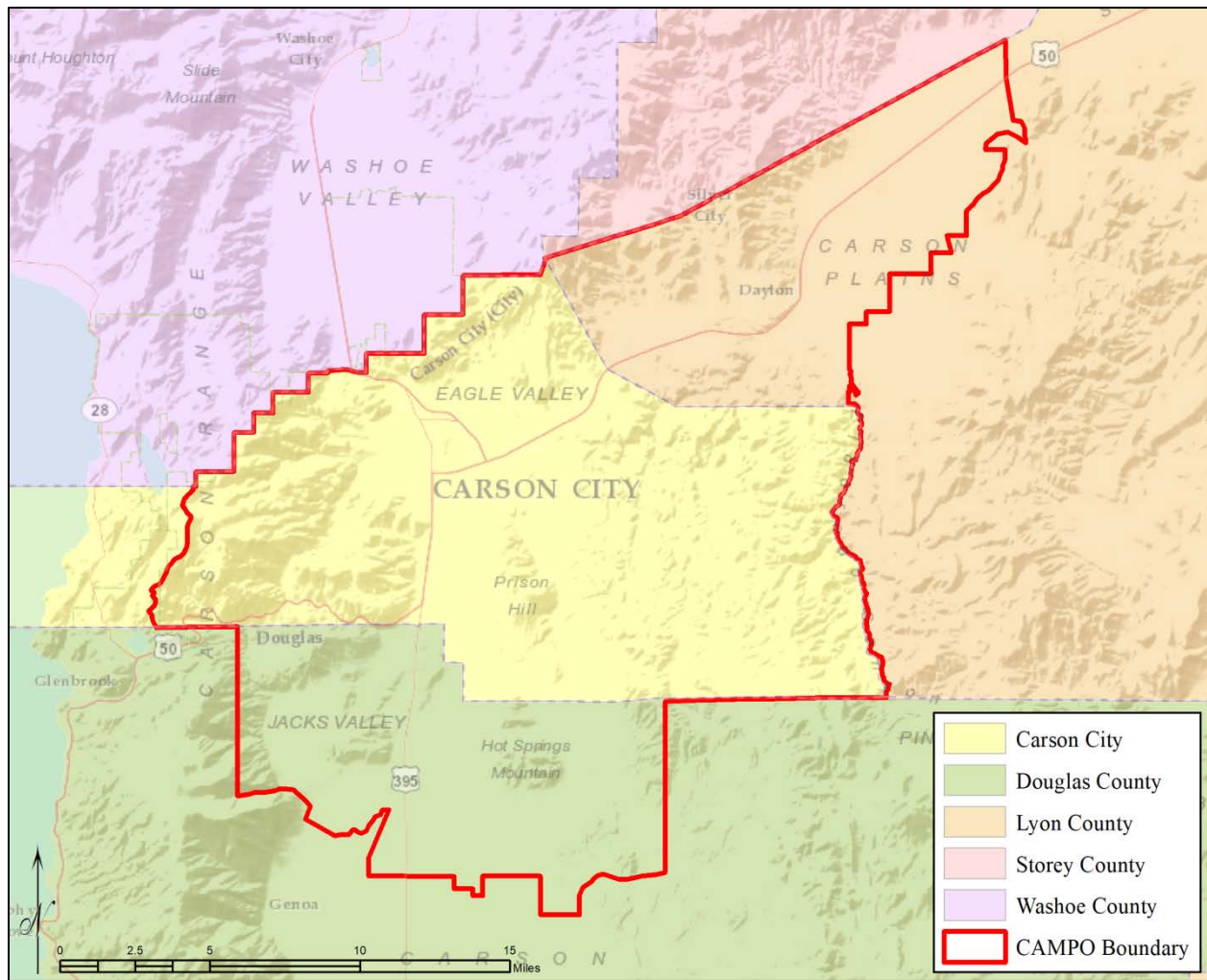
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CHAPTER 1 – INTRODUCTION

The Carson Area Metropolitan Planning Organization (CAMPO) is a federally recognized metropolitan planning organization (MPO), formed on February 26, 2003. Creation of CAMPO was required once the Carson City urbanized area exceeded a population of 50,000. CAMPO is responsible for carrying out the metropolitan transportation planning process for the Carson City Metropolitan Area, also referred to as the Metropolitan Planning Area (MPA). The Metropolitan Planning Area encompasses nearly all of Carson City (with the exception of the area within the Lake Tahoe Basin) and portions of northern Douglas County and western Lyon County, including the Dayton Valley and Johnson Lane urbanized areas. The geographic scope of this report is depicted in Figure 1.1. Additional information about CAMPO is available at: www.CarsonAreaMPO.com.

Figure 1.1 CAMPO Metropolitan Planning Area (MPA) Boundary



Performance Based Planning

Performance-based planning and programming applies performance management principles to transportation system policy and investment decisions. Performance-based planning and programming is a system-level, data-driven process to identify strategies and investments. Performance-based planning helps to define key goals and objectives, and to analyze and evaluate strategies for meeting goals. The process connects performance measures to goals and objectives through target setting.

With the passage of federal transportation legislation the Moving Ahead for Progress in the 21st Century (MAP-21) Act and continued with the Fixing America's Surface Transportation (FAST) Act, MPOs are required to track certain performance measures, establish performance targets, and utilize performance measures to inform decision-making for investment into the multi-modal transportation system.

This 2019 Transportation Network Monitoring Report is federally funded through CAMPO's Unified Planning Work Program. The report presents transportation network information derived from transportation data collected within the CAMPO Metropolitan Planning Area. The information is presented to show regional trends and changes that influence the transportation system. This document presents information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). The data collected for this report is processed, organized, and analyzed to present information about the overall performance of the transportation system. This information is used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan¹.

Five goals were established in 2016 within CAMPO's 2040 Regional Transportation Plan (2040 RTP):

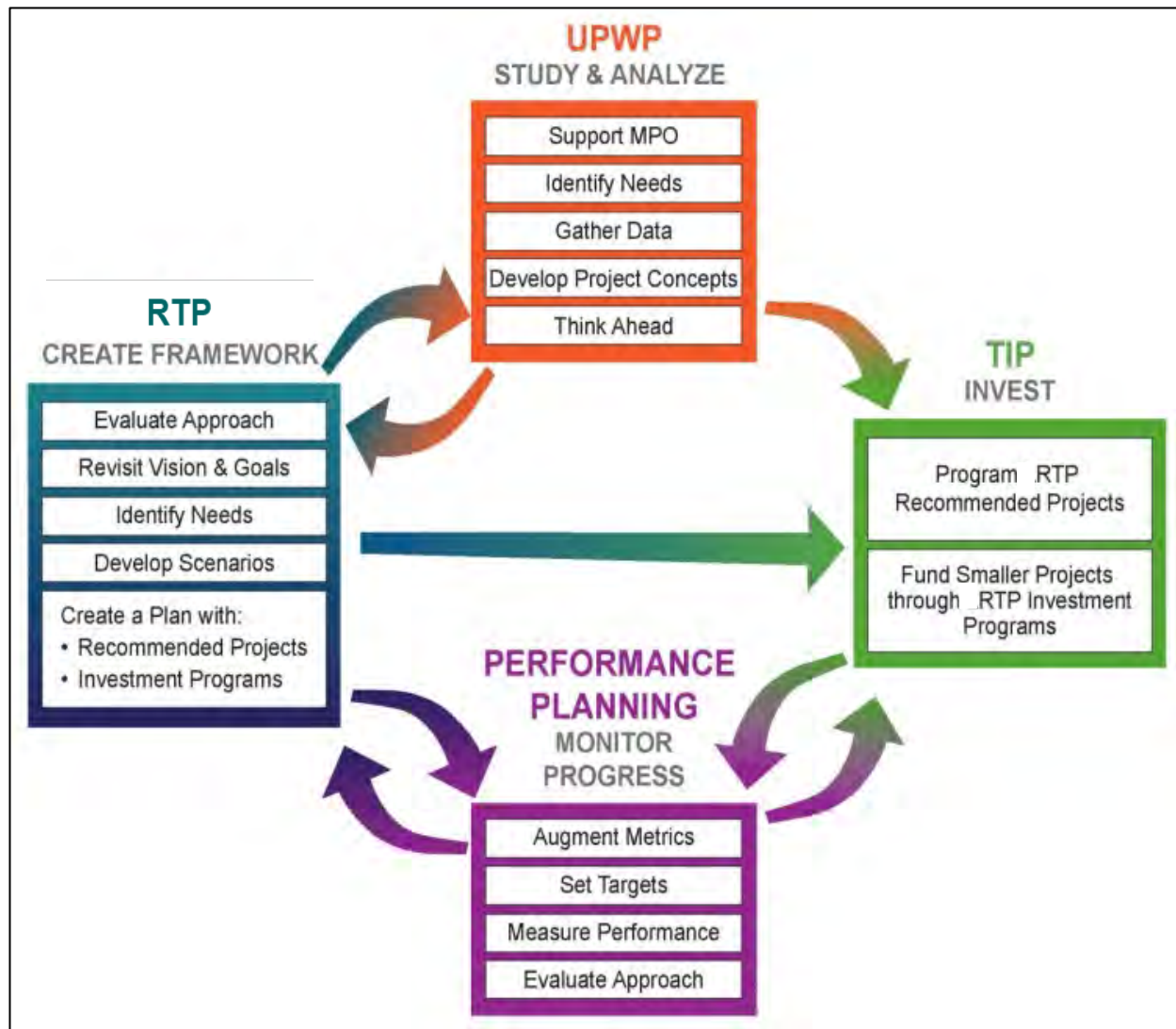
- Increase the safety of the transportation system for all users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a multi-modal transportation system that supports economic vitality
- Provide an integrated transportation system

¹ www.carsonareampo.com

Alongside these five goals, the 2040 RTP adopted objectives and performance measures to track progress toward meeting these goals. The objectives and performance measures were carefully developed through coordination with federal, state, and regional planning partners that utilize consistent and readily available data. This approach allows for statewide consistency and comparison. Together, the established goals, objectives, and performance measures form the basis of CAMPO’s performance-based planning framework that informs ongoing policy-making and investment decisions.

This framework provides the basis for project prioritization (capital improvements and maintenance) for projects contained within CAMPO’s Transportation Improvement Program (TIP)². The relationship between CAMPO’s planning documents and performance-based planning framework is displayed graphically in Figure 1.2.

Figure 1.2 CAMPO’s Primary Responsibilities



² <https://estip.nevadadot.com/>

CHAPTER 2 – SOCIO-DEMOGRAPHICS

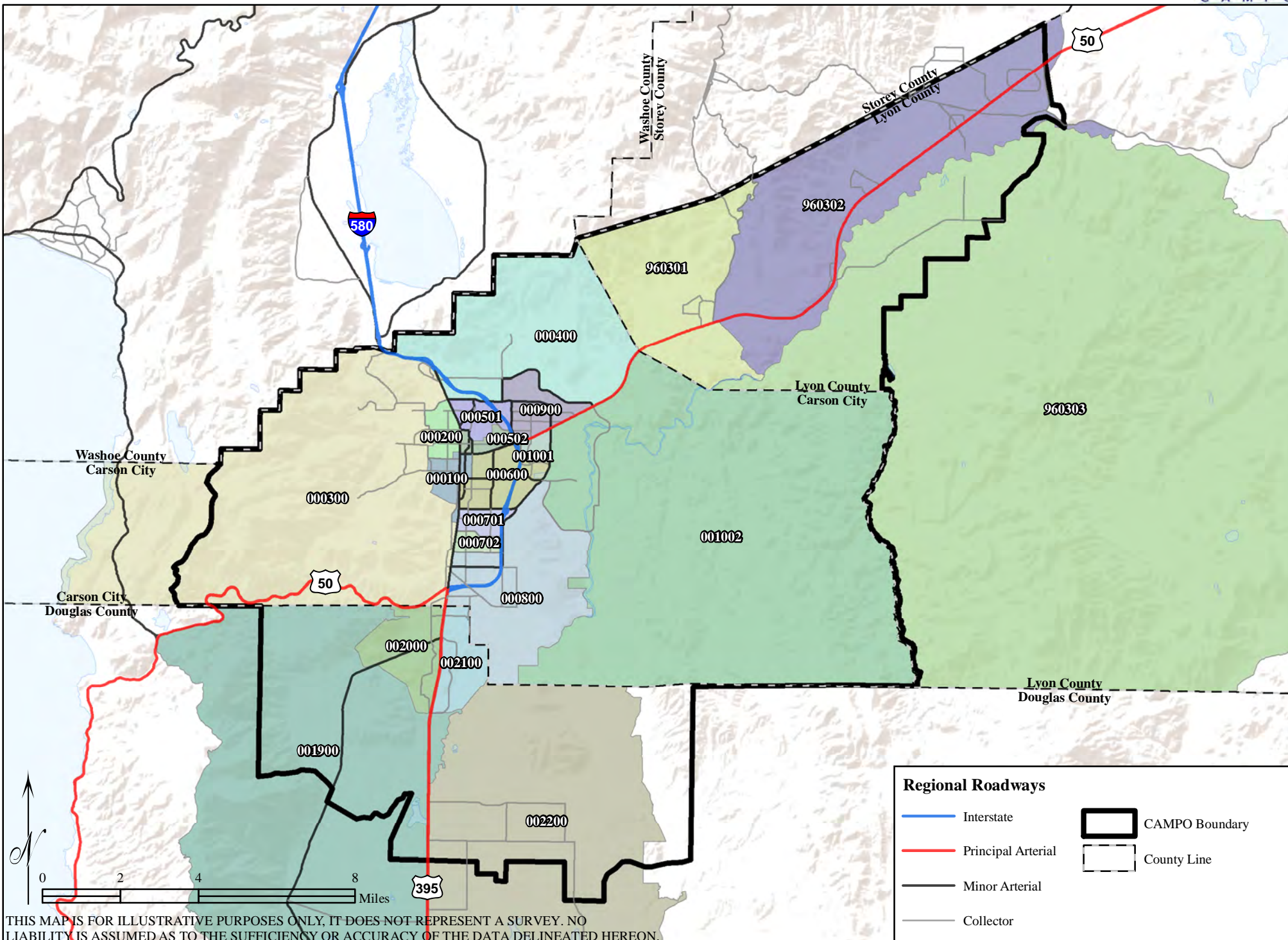
Transportation is innately personal – each of us experiences the transportation network through our own unique lens of our daily activities. Each of us has social activities, medical appointments and day-to-day errands that require travel. Young adults may have college, jobs, and flexibility after-hours for time spent with friends. Families may take children to school and after-school activities. Older residents may decide to forego driving personal automobiles and begin using the bus.

The reality is that the socio-demographic composition of neighborhoods and regions influences travel behavior: the where, when, why, and how each of us travels to where we want and need to go. By monitoring regional socio-demographics data, CAMPO is better informed and equipped to plan for and manage the region’s use of regional transportation infrastructure for those that rely upon it. For the purposes of this report, all socio-demographic data comes from the American Community Survey (ACS)³.

Figure 2.1 displays the 20 census tracts within the CAMPO Metropolitan Planning Area. The following socio-demographic data was compiled using all 20 tracts. This data was also used to create the Transportation Analysis Zones (TAZ’s) discussed in Chapter 3 – Land Uses.

³ www.census.gov

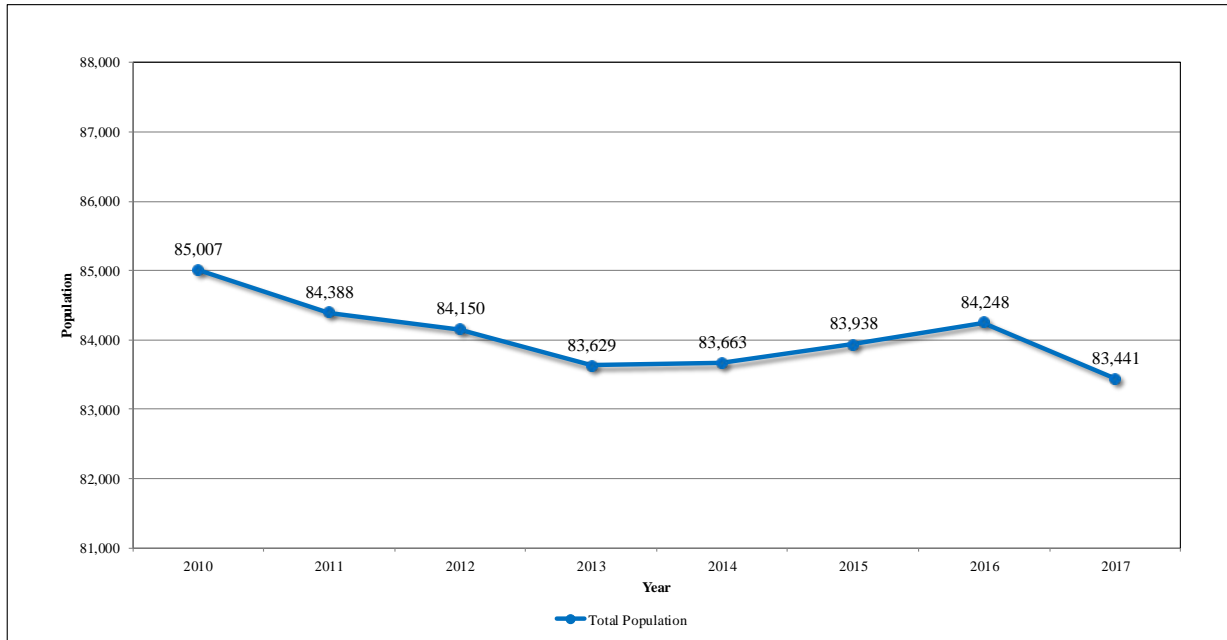
Figure 2.1 - CAMPO Census Tracts



THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. IT DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED AS TO THE SUFFICIENCY OR ACCURACY OF THE DATA DELINEATED HEREON.

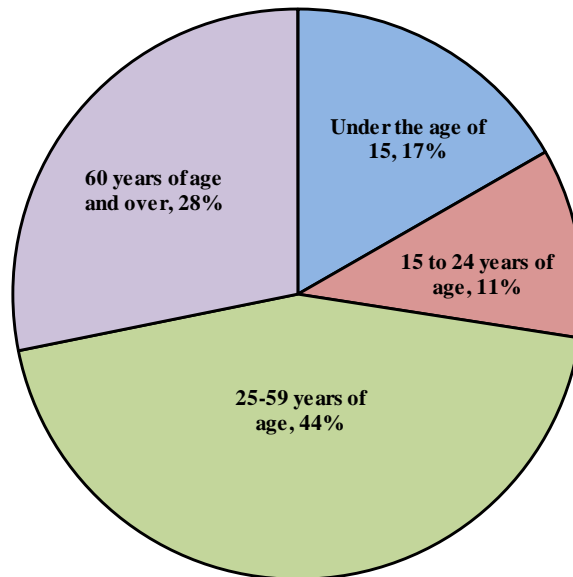
Figure 2.2 displays population information for the CAMPO Metropolitan Planning Area from 2010 to 2017. Population has roughly remained stable, decreasing by 1.8 percent over the seven year period. Figure 2.3 displays the percentage of the population by age group. Notably, more than a quarter of the population is 60 years of age or older.

Figure 2.2 Population (2010-2017)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

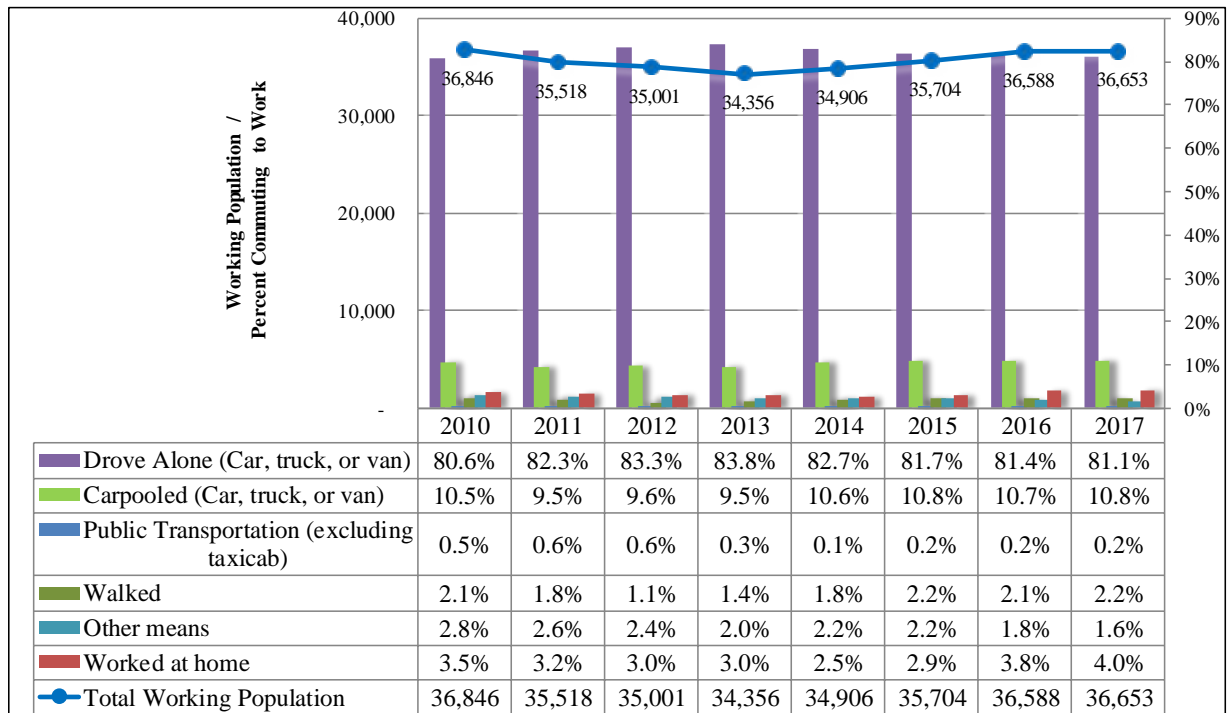
Figure 2.3 Percentage of Population by Age Group (2017)



Source: ACS Demographic and Housing Estimates, Table DP05. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.4 displays travel mode to work for workers aged 16 years and over within the CAMPO planning area from 2010 to 2017. Overwhelmingly, CAMPO residents drive alone to work. Since 2014, there is an increasing trend of “Worked at Home”, which increased by 1.5 percentage points.

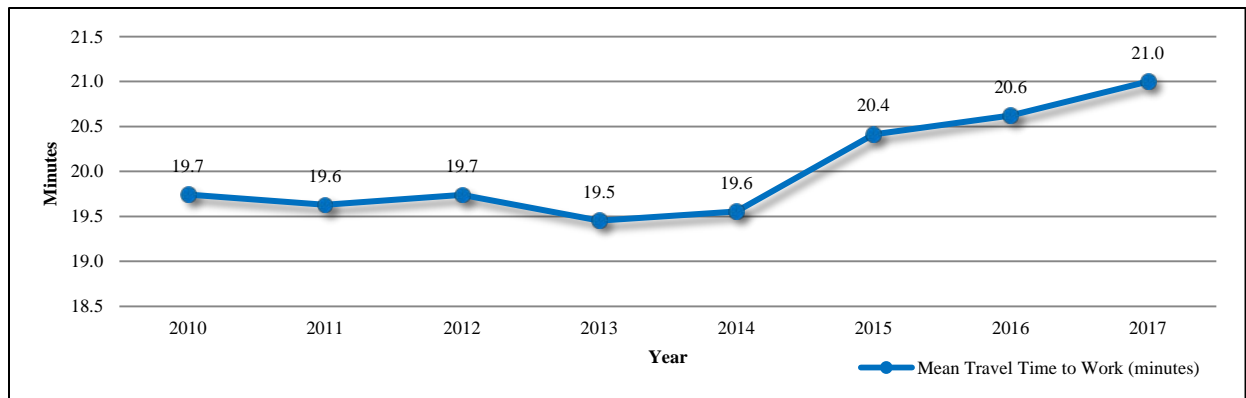
Figure 2.4 Mode to Work (2010-2017)



Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.5 below displays mean travel time to work. Between 2010 and 2017 travel time to work increased from 19.7 to 21.0 minutes, an increase of 6.6 percentage points.

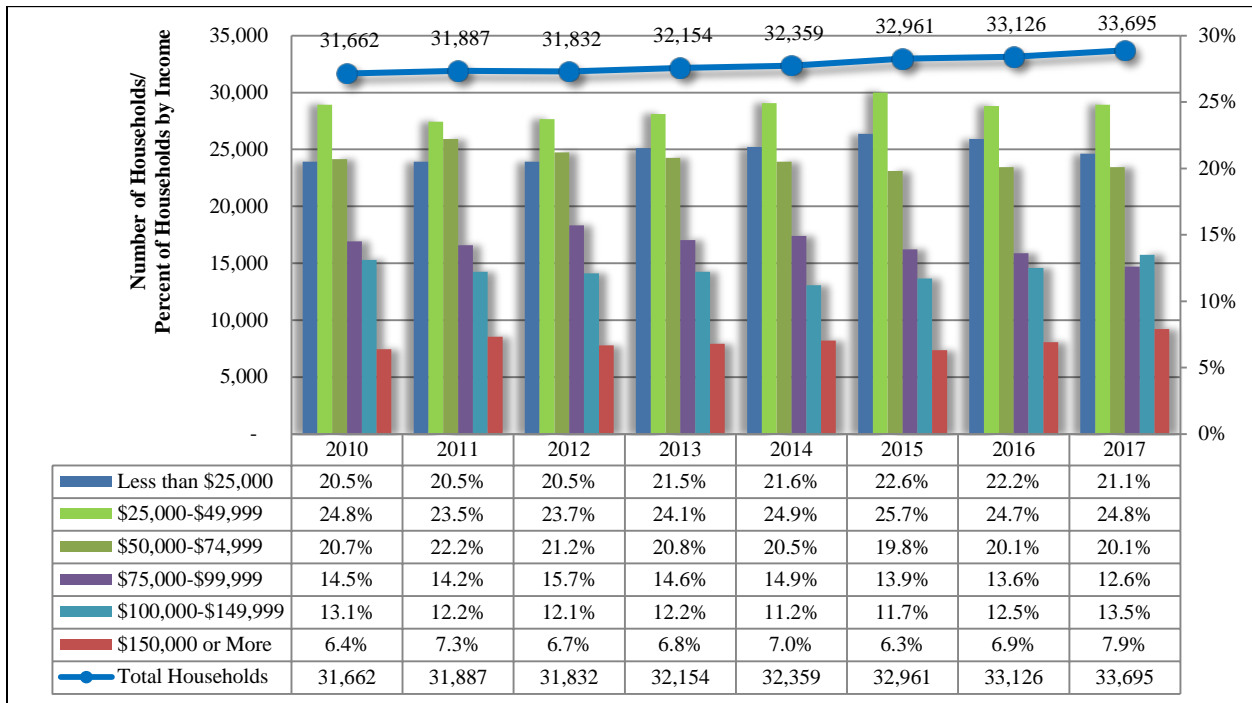
Figure 2.5 Mean Travel Time to Work (2010-2017)



Source: ACS Selected Economic Characteristics, Table DP03. Annual estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.6 displays reported household income from 2010 to 2017. The number of households has increased by 6%. The largest shift in household income is with the \$75,000-99,999 cohort, which has declined by 1.9 percentage points over the reporting period.

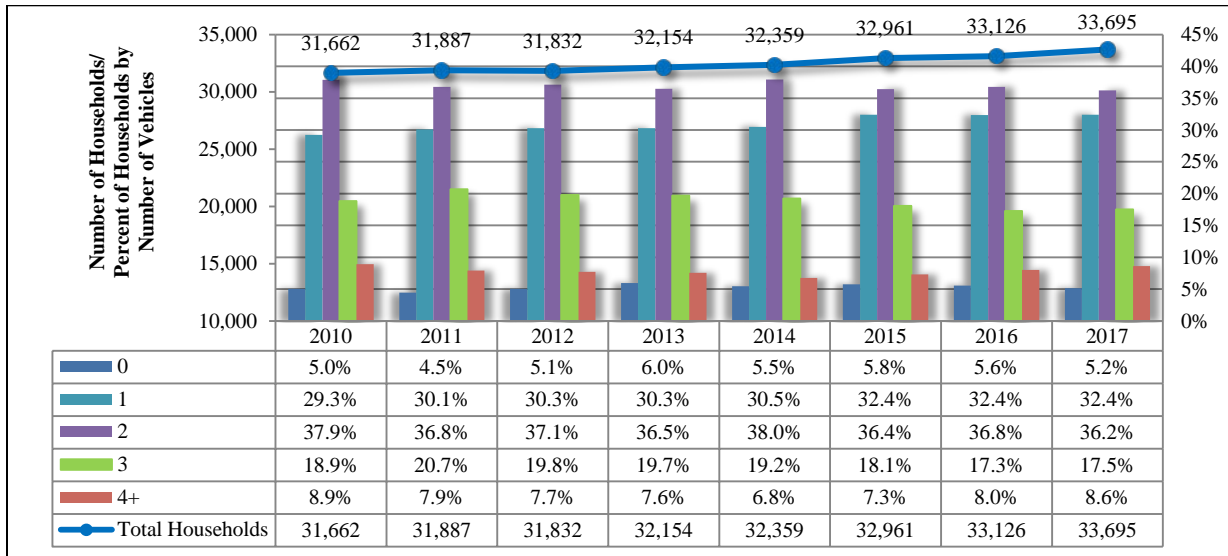
Figure 2.6 Household Income (2010-2017)



Source: ACS Selected Economic Characteristics, Table DP03. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.7 displays information on the number of vehicles per household. In the CAMPO Area there are approximately 64,682 vehicles, with an average of 1.9 vehicles per household. The majority of households have one or two vehicles (69 percent). Over the seven year period the greatest change was an increase in households having a single vehicle, by three percent.

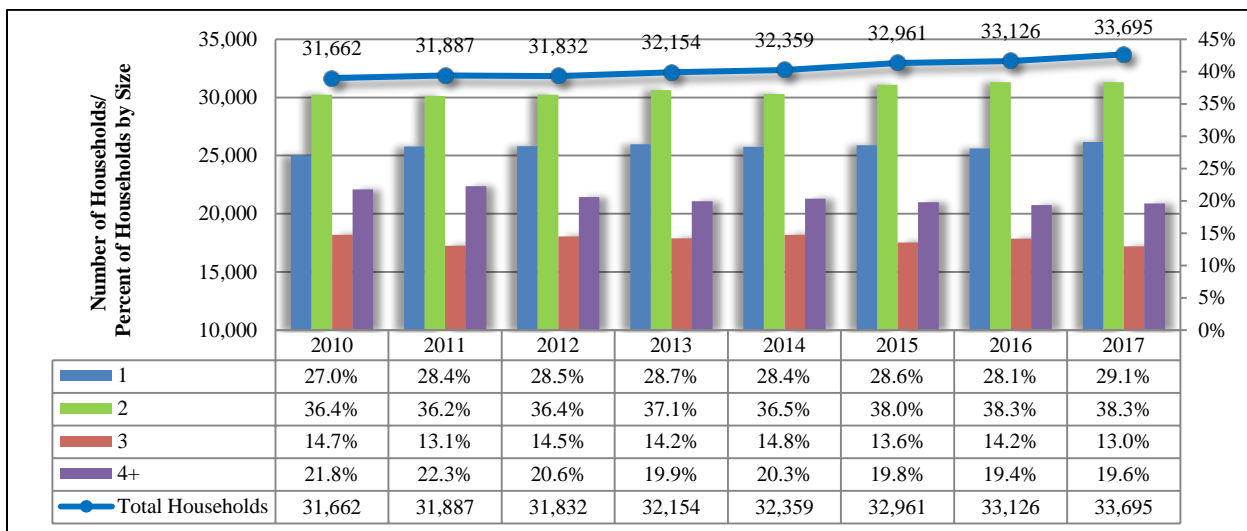
Figure 2.7 Household Vehicles (2010-2017)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.8 displays the distribution of household size from 2010 to 2017. Over the seven year period households in the CAMPO area are becoming smaller. The percentage of large households (4+ person) has decreased by two percentage points, while the proportion of 1- or 2- person households has increased by four percentage points. This trend is anticipated to continue as a greater percentage of the population ages.

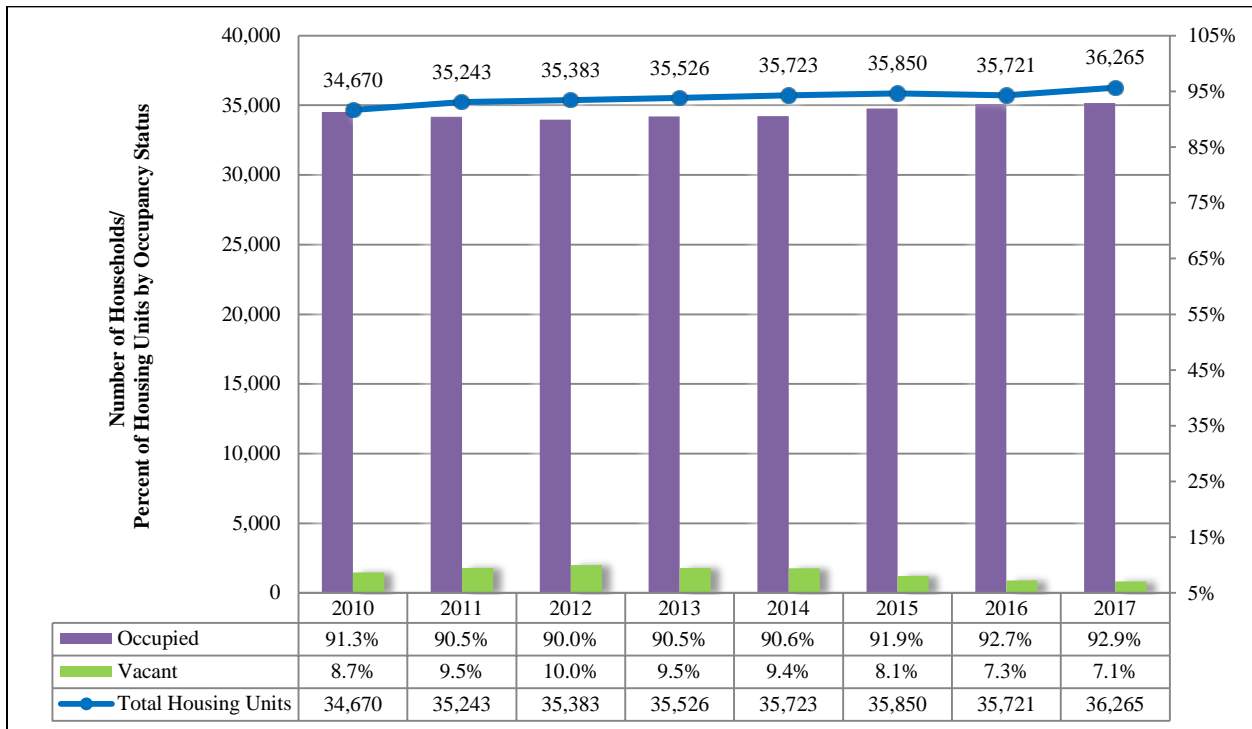
Figure 2.8 Household Size (2010-2017)



Source: ACS Household Size by Vehicles Available, Table B08201. Annual Estimates from American Community Survey (ACS) 5-year Estimates.

Figure 2.9 displays vacancy/occupancy status of housing units between 2010 to 2017. Over the seven year period the vacancy rate has decreased from 8.7 percent to 7.1 percent. If vacancy rates continue to decline, economic pressures for new development may increase, resulting in additional demand on the transportation system.

Figure 2.9 Occupancy Status (2010-2017)



Source: ACS Occupancy Status, Table B25002. All Annual Estimates Represent American Community Survey (ACS) 5-year Estimates.

CHAPTER 3 – LAND USES

Where people travel is determined by a complex interrelationship of land uses. The location of residences, jobs, industrial complexes, and schools, all influence routine daily trip-making from home, to school, and to work. The location of post offices, grocery stores, restaurants, recreational facilities, entertainment centers, shopping malls, and other destinations, all influence additional, discretionary trip making. On a bigger scale, a community's proximity to regional destinations (Lake Tahoe, for example) influences weekend interregional travel or seasonal influx of visitor travel.

The proximity or distance between land uses influences travel. The distance between home and work, or the convenience of destinations ("trip generators"), determines the length and mode of trips, or in some cases, can make the difference between whether a trip is made or not. For example, someone with a 30-minute lunch break during the workday will be unable to travel 20 minutes each direction to purchase their lunch.

In addition, the type of residential and commercial land uses in a community influences trip-making. The trips generated from a 1-bedroom apartment that houses one or two adults, typically generates fewer and a different mix of daily trips than a single-family home with a 4+ person household. Likewise, an administrative office complex will generate fewer and a different mix of daily trips than a restaurant or a manufacturing/shipping facility.

By monitoring land uses, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure that connects these land uses.

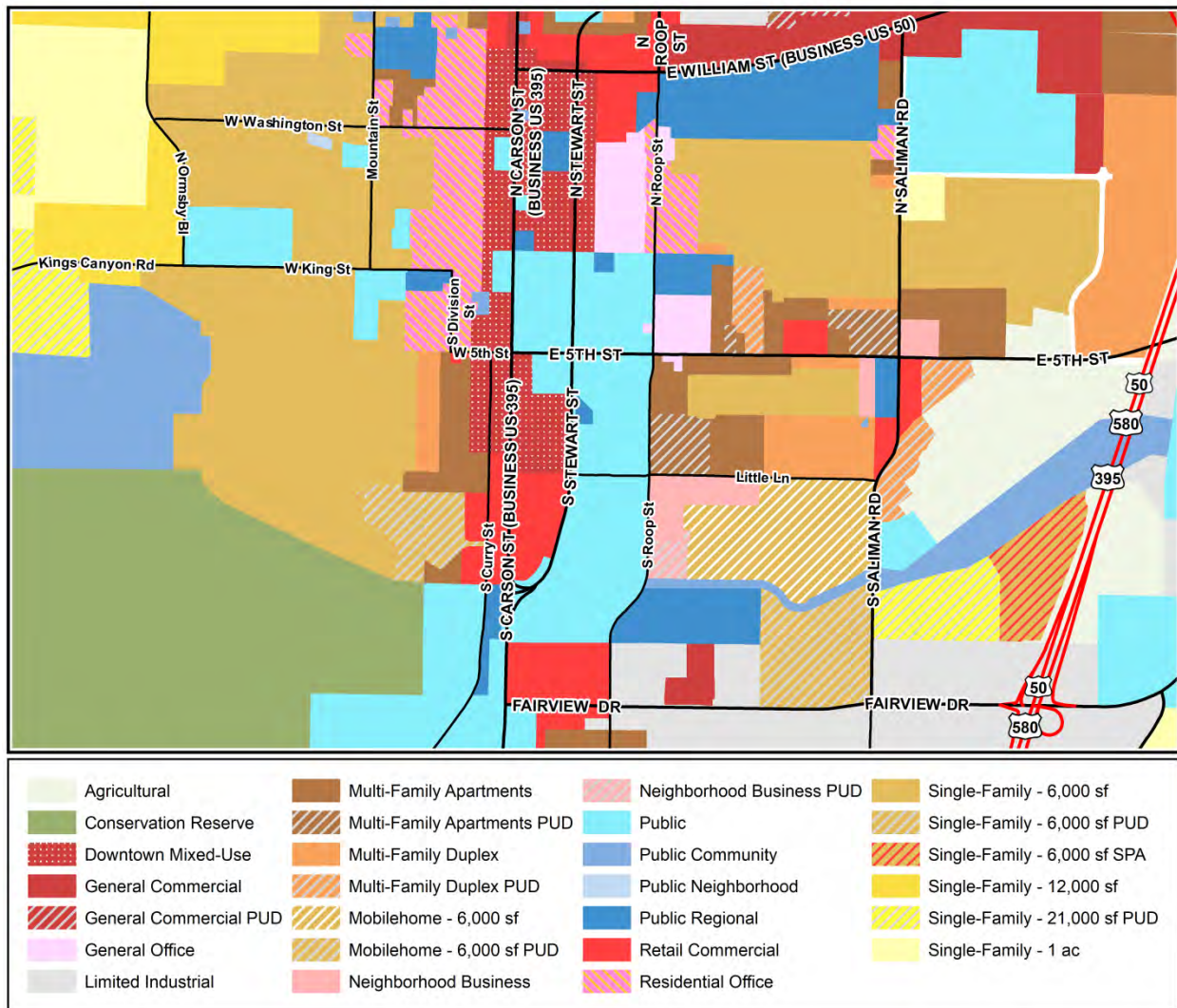
CAMPO's Travel Demand Model (TDM)⁴ is the primary tool used to help understand and forecast usage of the transportation network. A critical input to the travel demand model is current and future land use information. CAMPO's travel demand model is regularly updated with known changes to land uses and approved projects that can influence travel behavior in the area. Figure 3.1 provides an example of zoning districts within a CAMPO sub-area (central Carson City). The land use information is grouped into geospatial areas called Transportation Analysis Zones (TAZ's). The size and spatial extent of a TAZ varies, but they typically range from very large in rural areas to very small in urban areas and business districts.

A travel demand model uses TAZs to pair land use and socio-economic data (Chapter 2), such as the number of household or employment units, to assign current and future trips to the transportation network. This information helps to identify travel and traffic trends. Figures 3.2 through 3.7 display the density of housing units and commercial employment by TAZ that is assumed in CAMPO's travel demand model for a base model year of 2015, and two forecast years of 2025 and 2040.

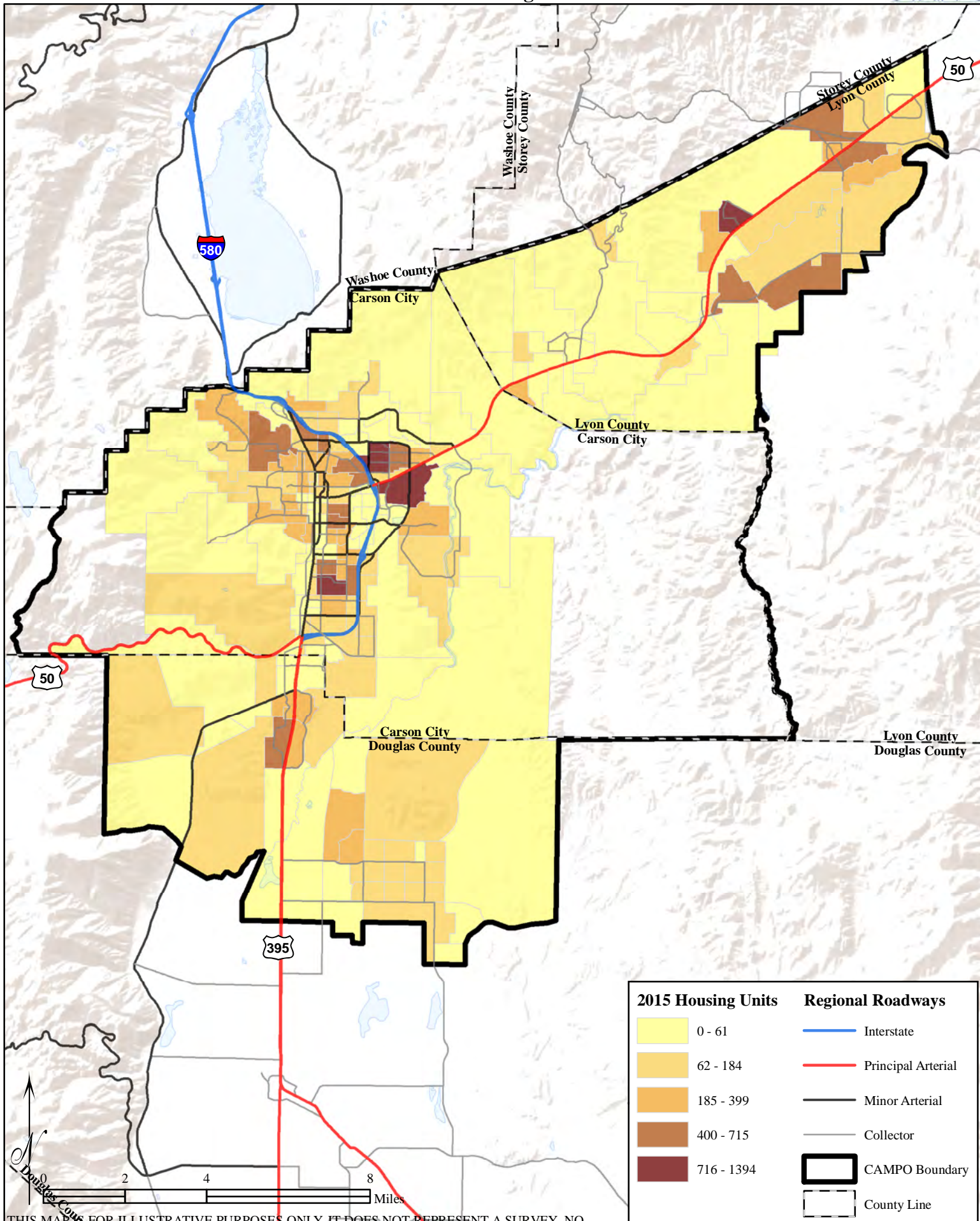
⁴ <http://carsoncity.maps.arcgis.com/apps/webappviewer/index.html?id=ad0e41c6dbba41898e1ab7f8074460ab>

Carson City has 27 different zoning districts that permit and prohibit certain land uses. City zoning regulations consist of both a zoning map and a written ordinance that divides the City into zoning districts, including various residential, commercial, and industrial districts. The zoning regulations describe what type of land use and specific activities are permitted in each district.

Figure 3.1 Example of Zoning Distrirts, CAMPO Sub-area (Central Carson City)

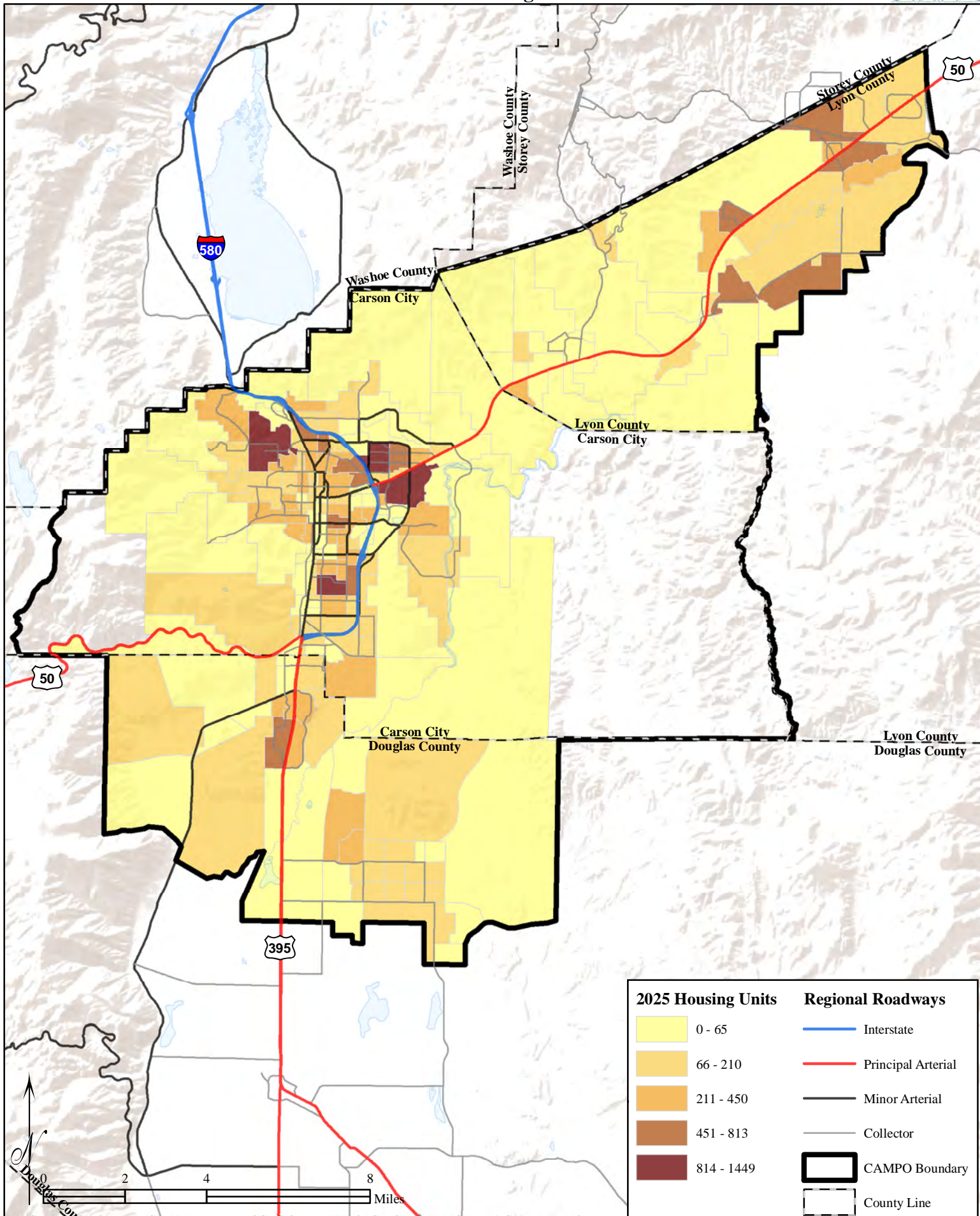


**Figure 3.2 - Transportation Analysis Zones (TAZs)
2015 Housing Units**



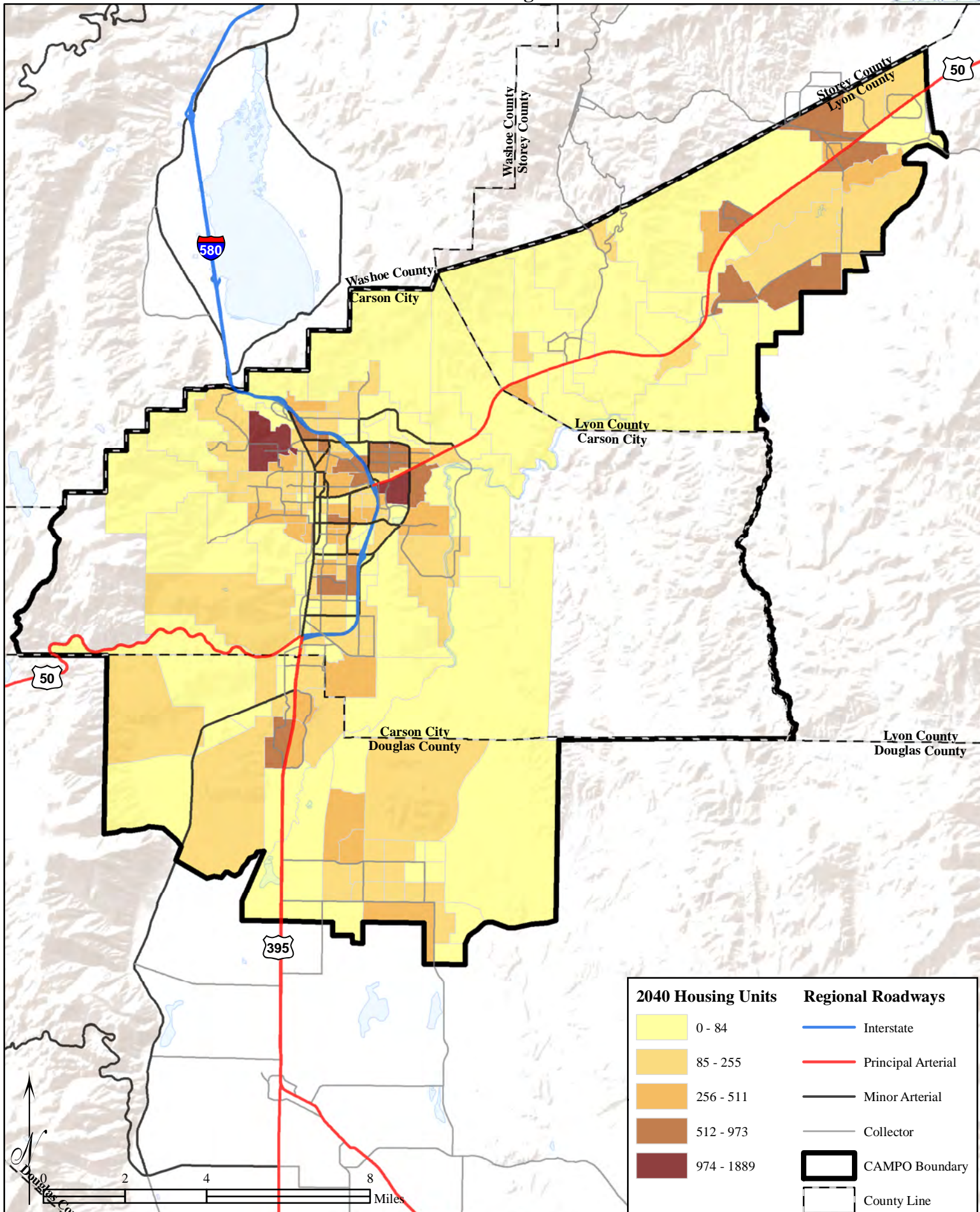
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**Figure 3.3 - Transportation Analysis Zones (TAZs)
2025 Housing Units**



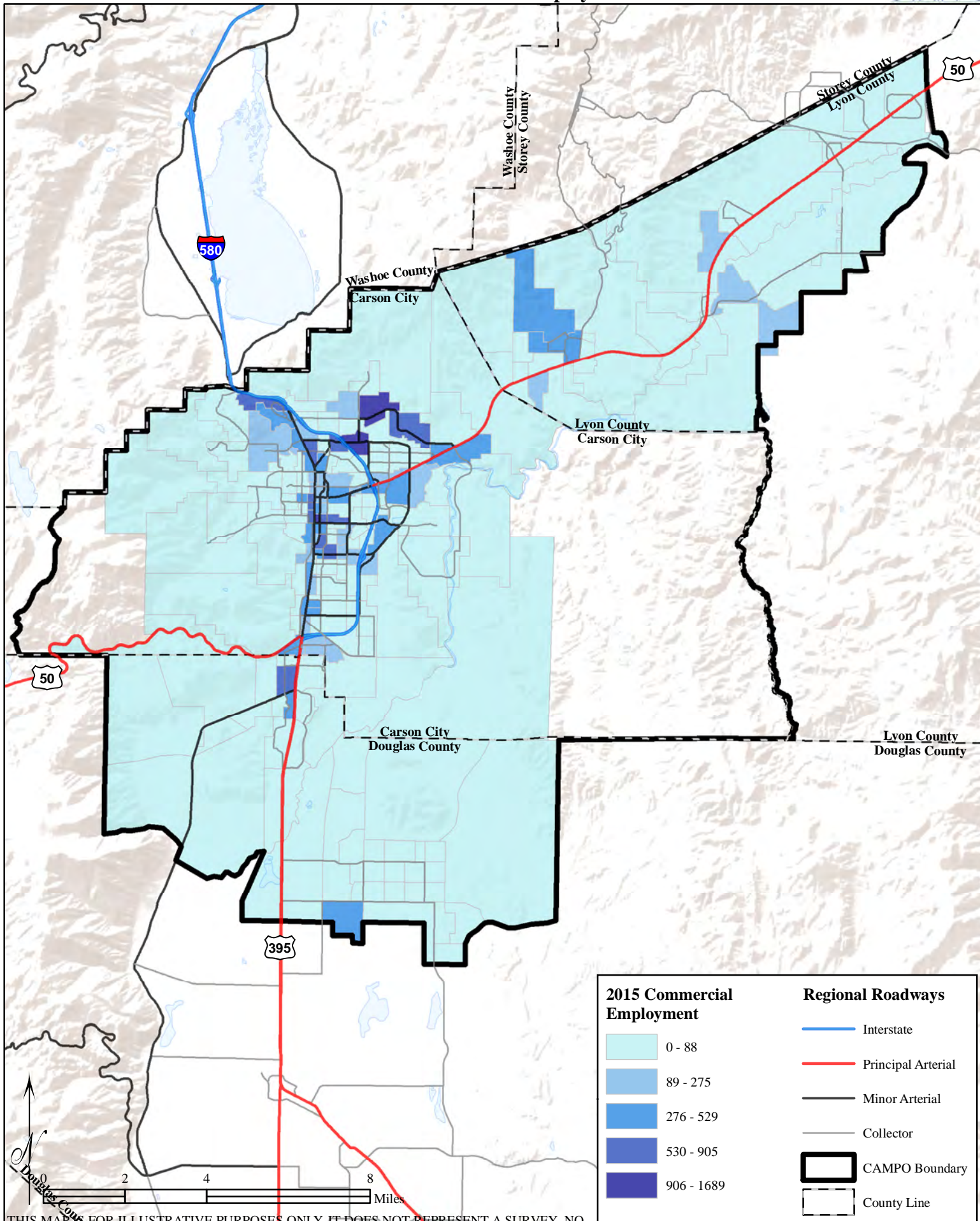
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**Figure 3.4 - Transportation Analysis Zones (TAZs)
2040 Housing Units**



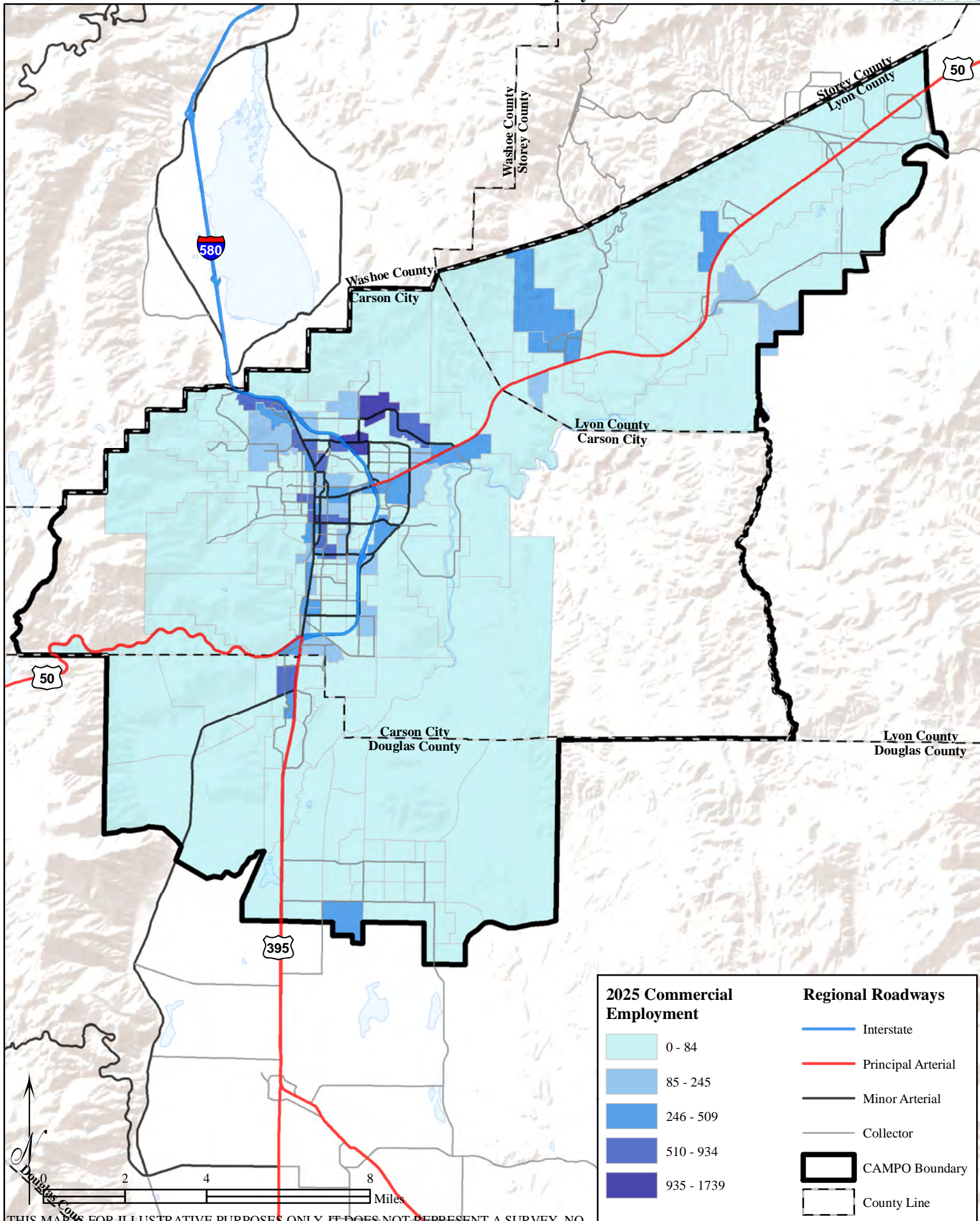
THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. IT DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED AS TO THE SUFFICIENCY OR ACCURACY OF THE DATA DELINEATED HEREON.

**Figure 3.5 - Transportation Analysis Zones (TAZs)
2015 Commercial Employment**



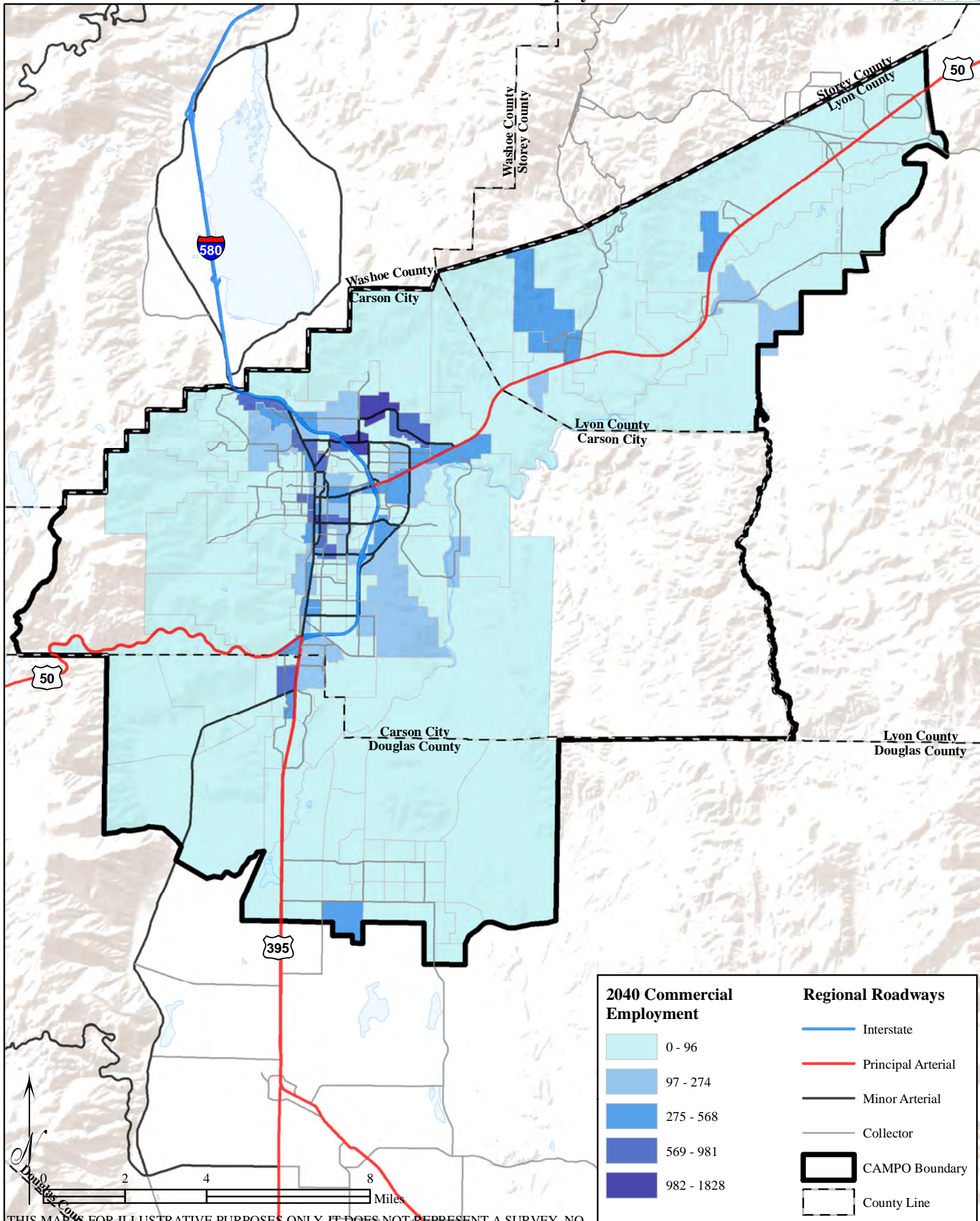
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**Figure 3.6 - Transportation Analysis Zones (TAZs)
2025 Commercial Employment**



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**Figure 3.7 - Transportation Analysis Zones (TAZs)
2040 Commercial Employment**



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CHAPTER 4 – MOBILITY NETWORK

The accessibility, availability, connectivity, efficiency, and safety of traveling within the mobility network, all influence how people travel between destinations. Road design, pavement condition, and travel time all influence the viability of vehicle trips. Connectivity and level of safety influence the viability of short- or long-distance bicycle travel. Connectivity, accessibility (e.g. presence of Americans with Disabilities (ADA) compliant curb ramps), and convenience influence whether someone chooses to walk to their destination. Locations of bus stops and the frequency that a bus will arrive at a stop will determine whether someone chooses to take transit.

How and where each of the mobility modes connects with other modes further determines viability of those modes. For example, the ability of someone to leave their house, safely bicycle to the bus stop, load their bicycle onto the bus, take the bus to a location in proximity to their employment, and secure their bicycle, directly influences which mode of transportation someone will utilize. In the winter months when it gets dark early, the presence of street lighting along sidewalks and bicycle lanes further influences their mode choice decision. When a mode of transportation is not efficient, easy-to-use, or safe, travelers may choose not to make the trip at all or choose the easiest and quickest mode.

By monitoring the location and characteristics of all modes in the mobility network, CAMPO is better informed and equipped to plan for and manage the region's use of, and demand for, regional transportation infrastructure connecting travelers with their destinations. This chapter is separated into three sections: Roadways, Complete Streets, and Transit.

ROADWAYS

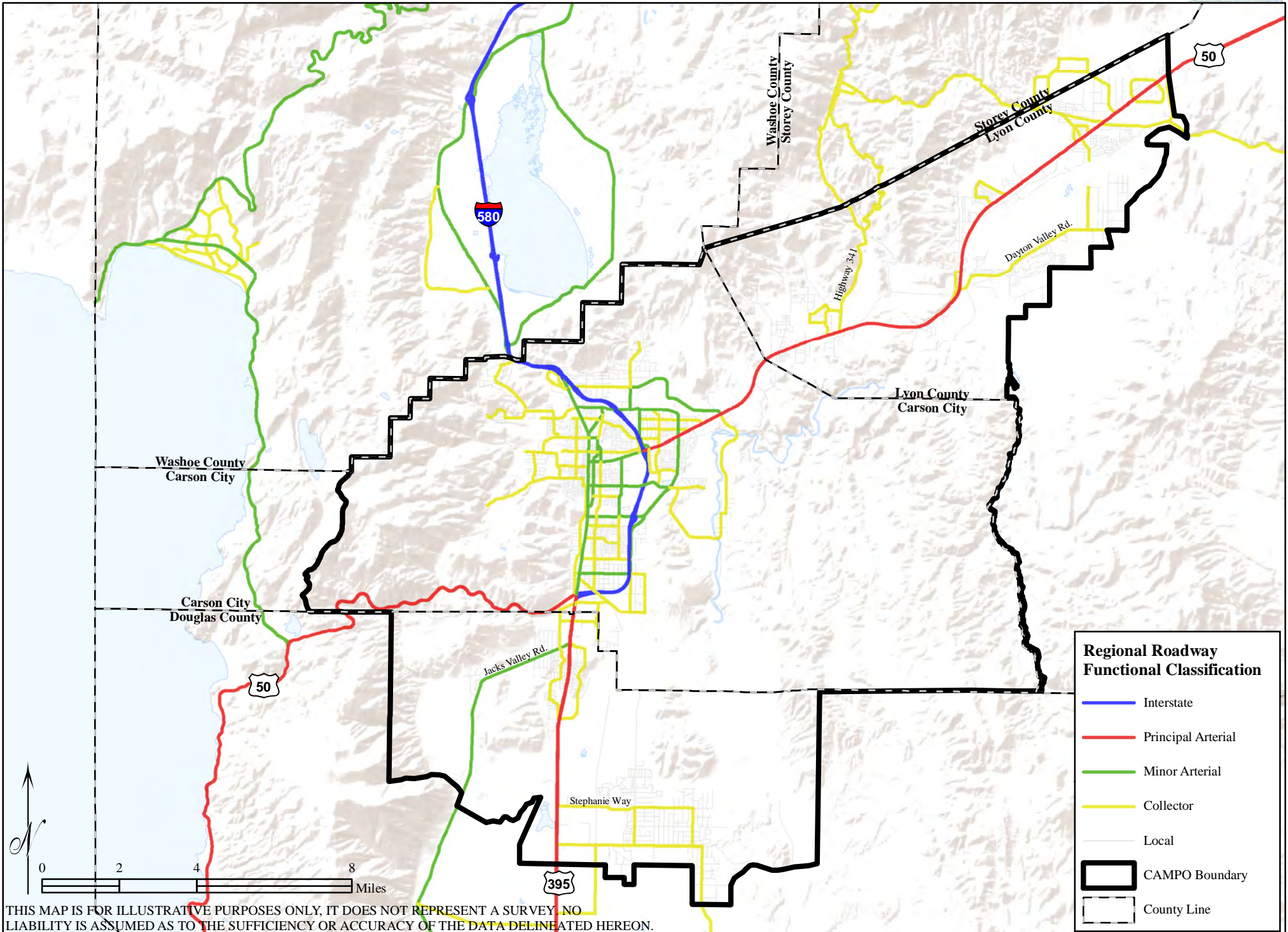
The roadway system is of central importance to the region's economy and influential to the quality of life for people living and traveling in the Carson area. As required by the Federal government for use of federal funds, CAMPO is responsible for collecting data and tracking the performance of investments made to the transportation network. Performance measures designed to track progress toward adopted goals and targets allow CAMPO to evaluate the effectiveness of regional investment over time. Information from the data is used to prioritize investments that allow vehicles and other modes to utilize the transportation network efficiently and safety. This information is used to inform planning, design, pavement management, capital improvements, operations, and maintenance activities.

In order to be eligible for federal funding, federal regulations require a roadway to be functionally classified. Functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide. Functional classification can be explained through the interrelationship between two concepts: roadway mobility and roadway accessibility. While these two functions lie at opposite ends of the continuum of roadway function, most roads provide some combination of each.

Roads with higher classifications serve the mobility needs of a greater number of people and typically carry more traffic. Roads with lower classifications tend to provide access more to individual properties than serve the mobility needs of a greater number of people. These two roles can be best understood by examining two extreme examples. Interstate I-580 through Carson City provides motorists the ability to travel long distances on a facility that completely serves their "mobility" needs. There is no location that is immediately "accessible" to the roadway. In contrast, Appaloosa Court in Carson City is traveled almost exclusively by the individuals that live along the roadway. Hence, the roadway entirely provides "accessibility" and offers almost nothing in terms of mobility.

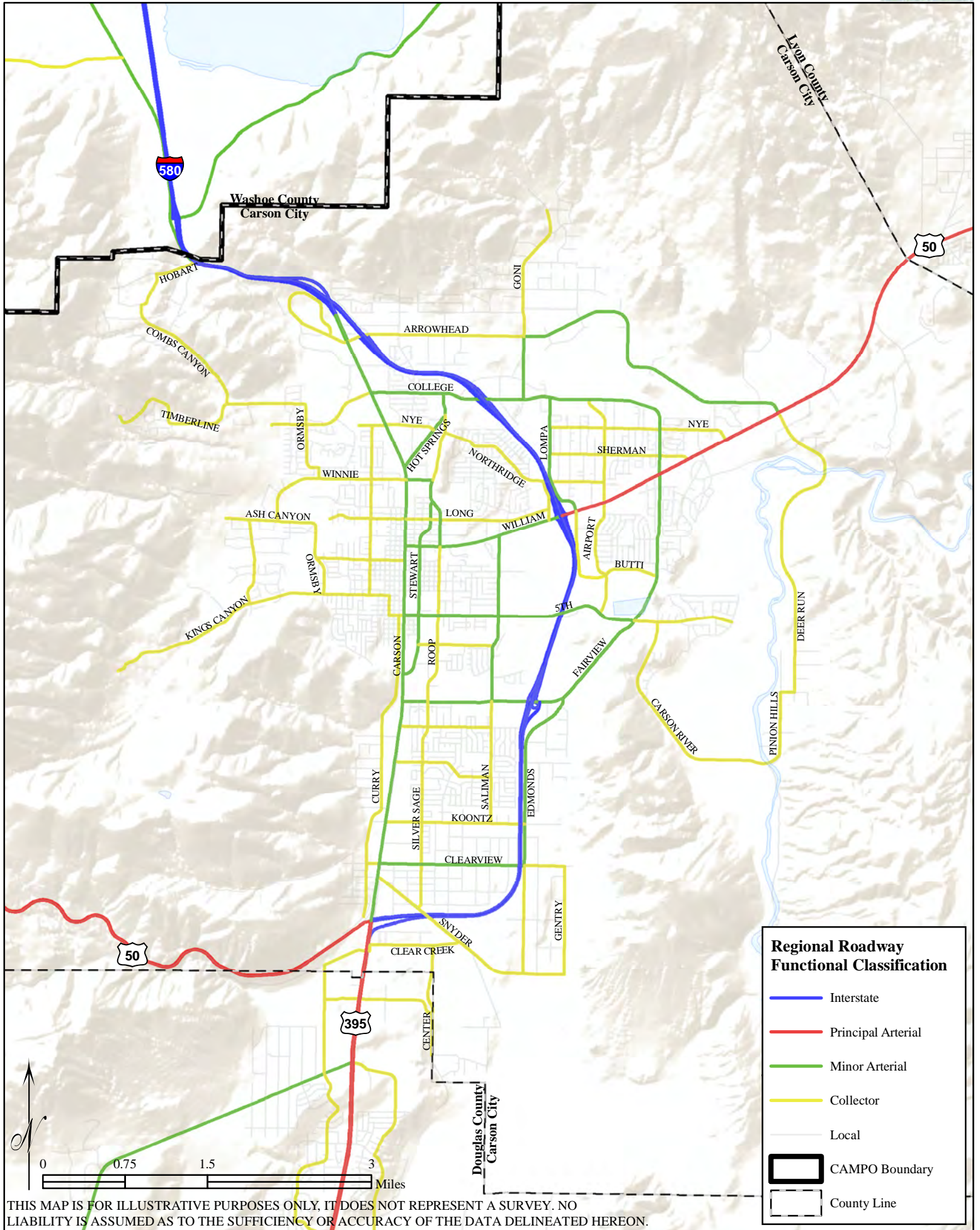
For nomenclature purposes, those roadways that provide a high level of mobility are called "arterial roads"; those that provide a high level of accessibility are called "local roads"; and those that provide a more balanced blend of mobility and accessibility are called "collector roads." Figures 4.1 and 4.2 display the functional classification of roadways within CAMPO's Metropolitan Planning Area. The classification of roadways is a joint effort between local, regional, state, and federal agencies.

Figure 4.1 - Functional Classification of Roads



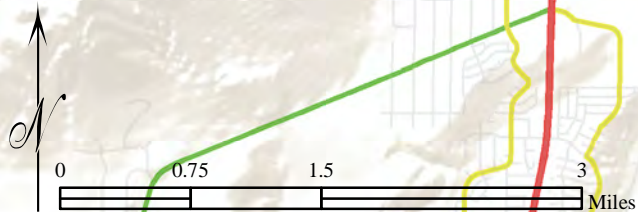
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Figure 4.2 - Functional Classification of Roads for Carson City



Regional Roadway Functional Classification

- Interstate
- Principal Arterial
- Minor Arterial
- Collector
- Local
- CAMPO Boundary
- County Line



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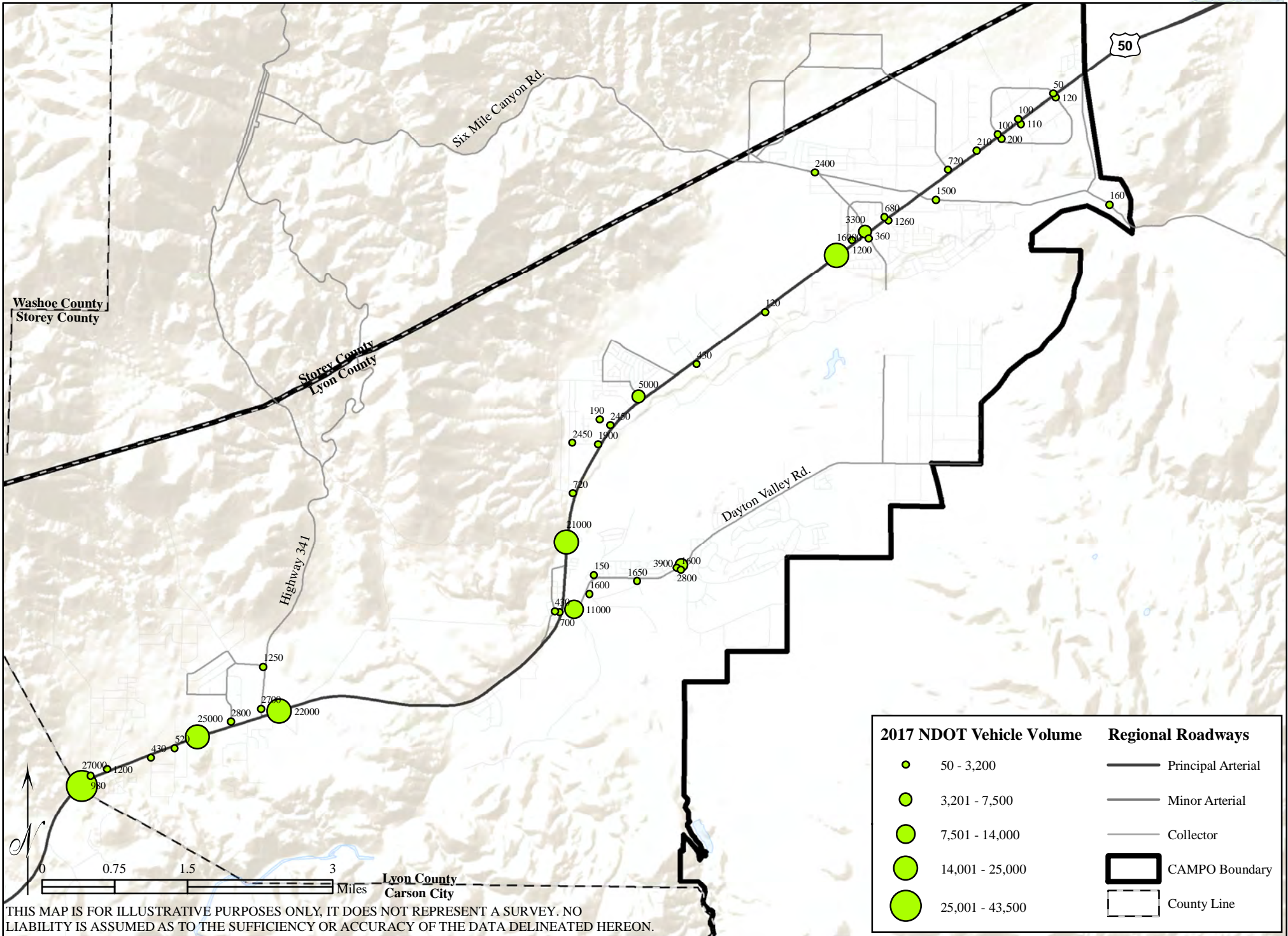
Traffic Volume

A primary factor to how a road is classified is dependent on its volume. Monitoring of traffic volumes along roadways within CAMPO is conducted in two ways. The Nevada Department of Transportation's Traffic Information division, in cooperation with the Federal Highway Administration (FHWA), provides annual reports that contain details on the amount and type of traffic at certain locations along Nevada's roads. This information is used to validate CAMPO's travel demand model, plan short-term and long-term projects, and to influence project design. Traffic Volume Data is published through an online application referred to as Traffic Records Information Access (TRINA)⁵. Vehicle volumes from TRINA are displayed in Figure 4.3 through 4.6.

In addition to data collected by NDOT, data on traffic volumes and speed are collected with resources from CAMPO and member agencies. Information derived from the data is used in conjunction with data collected by NDOT to understand demand on the roadway network by vehicles. CAMPO's traffic counters are commonly deployed by Carson City staff in response to citizen or private developer inquiry regarding volumes on local and regional roadways. The data is used to conduct traffic control warrant analyses at or along specific intersections or corridors. The information helps identify areas where vehicle speeds exceed the posted speed limit. Locations where data has been collected with CAMPO counters have been deployed from 2016 to 2019, and are graphically presented Figure 4.7. Figure 4.8 graphically compares where collected speed data varies significantly from the posted speed limit.

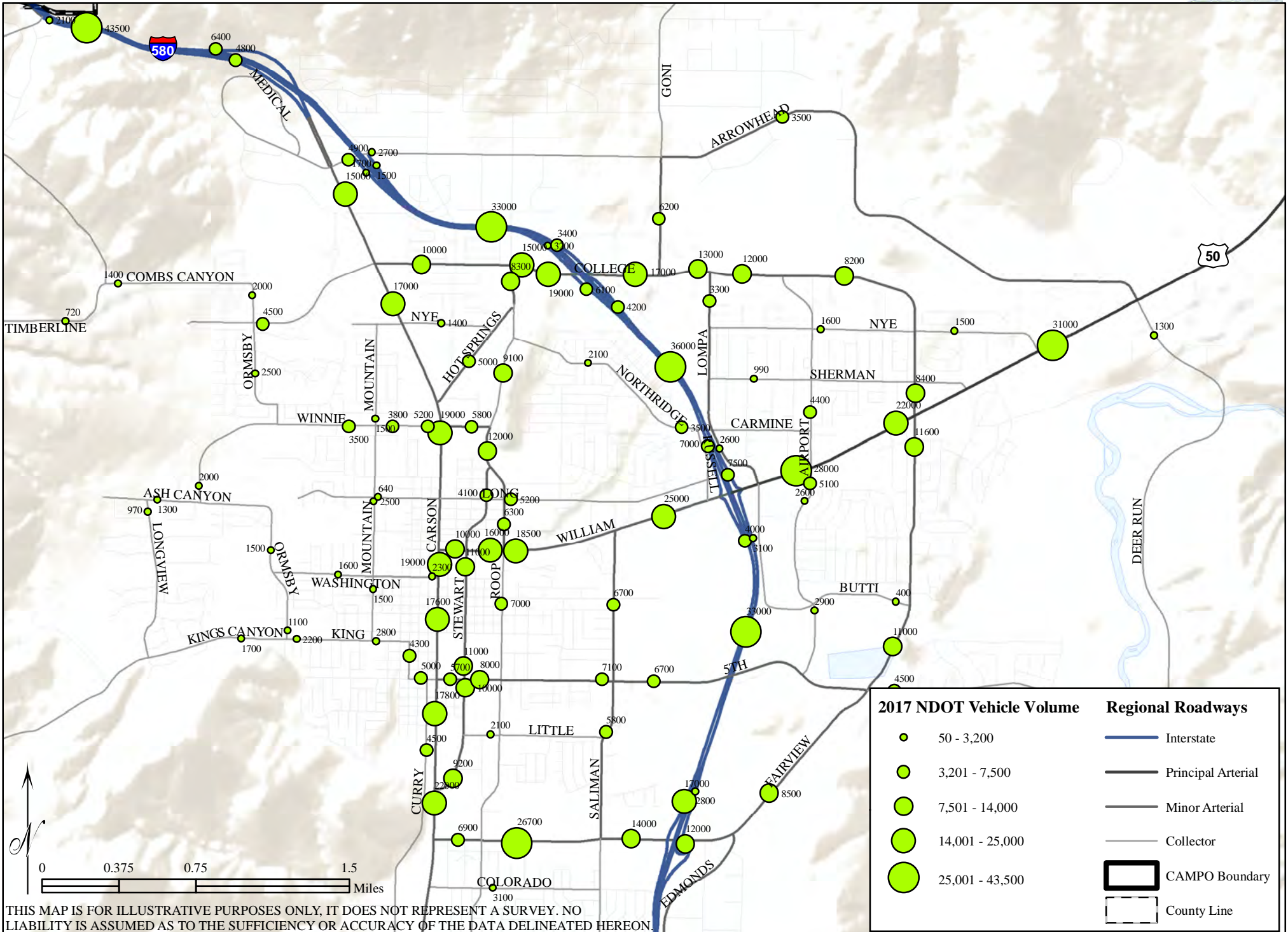
⁵ <https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/traffic-information>

Figure 4.3 - 2017 NDOT Vehicle Volume Dayton Area



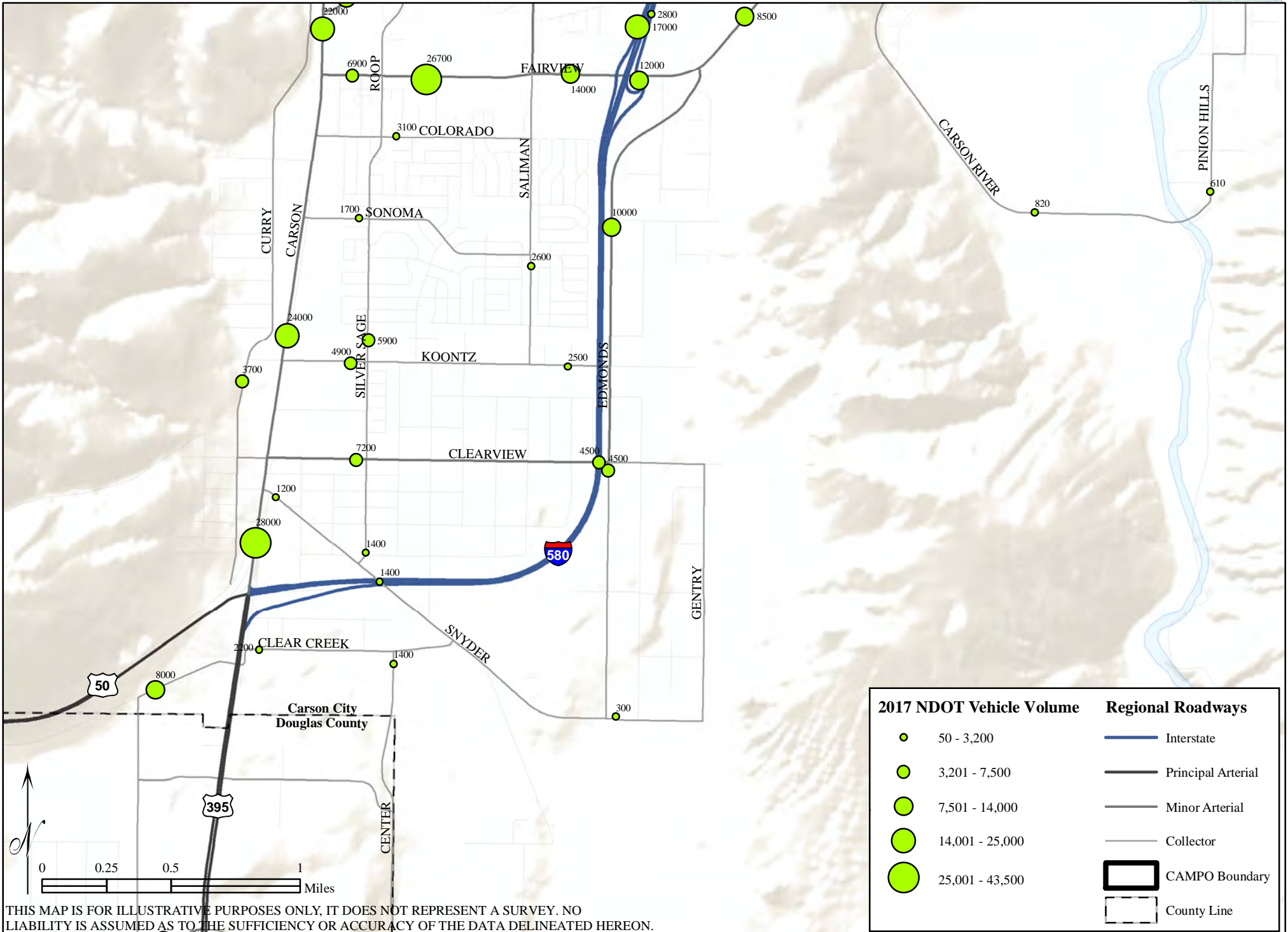
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Figure 4.4 - 2017 NDOT Vehicle Volume North Carson City



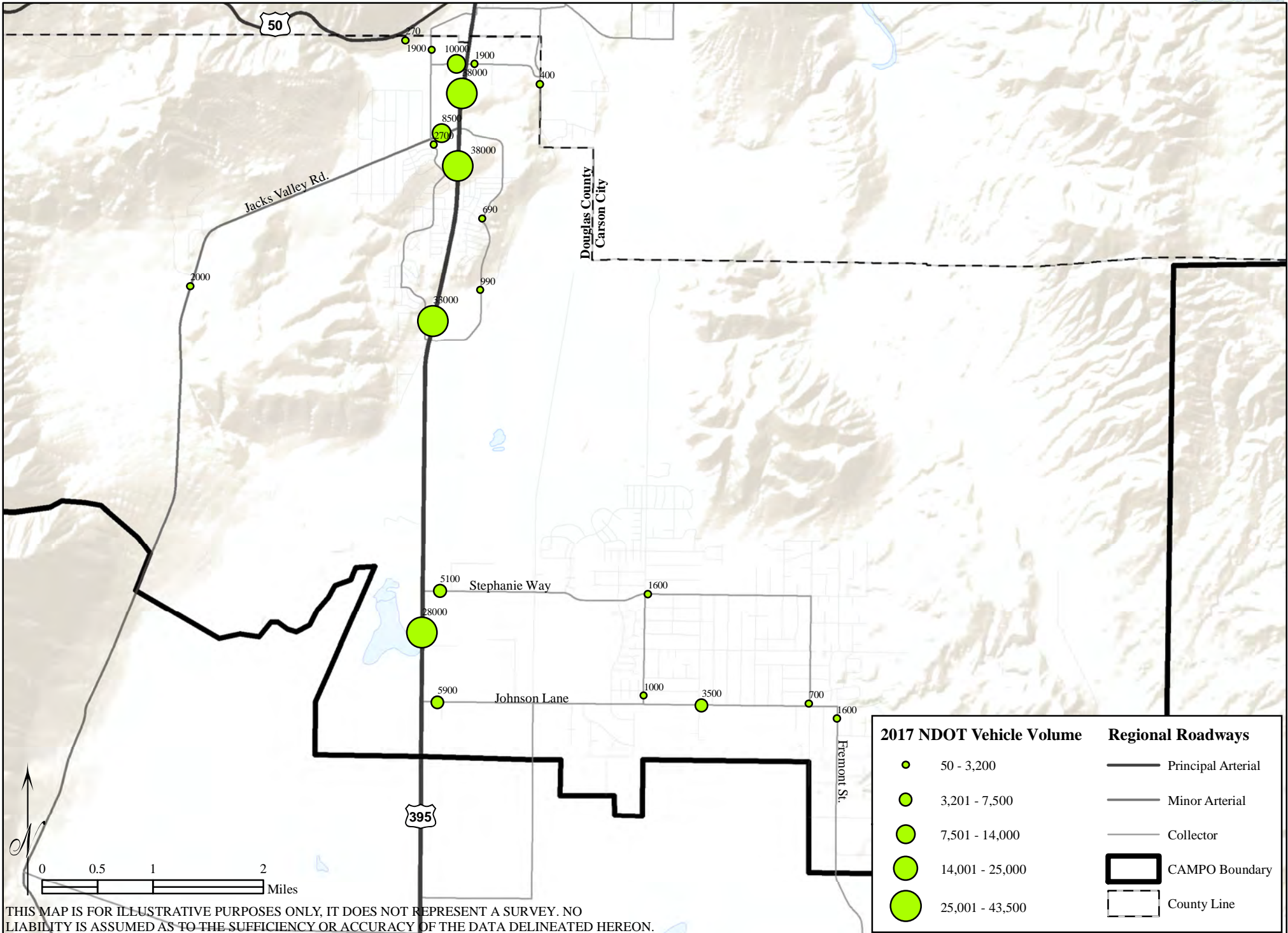
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Figure 4.5 - 2017 NDOT Vehicle Volume South Carson City



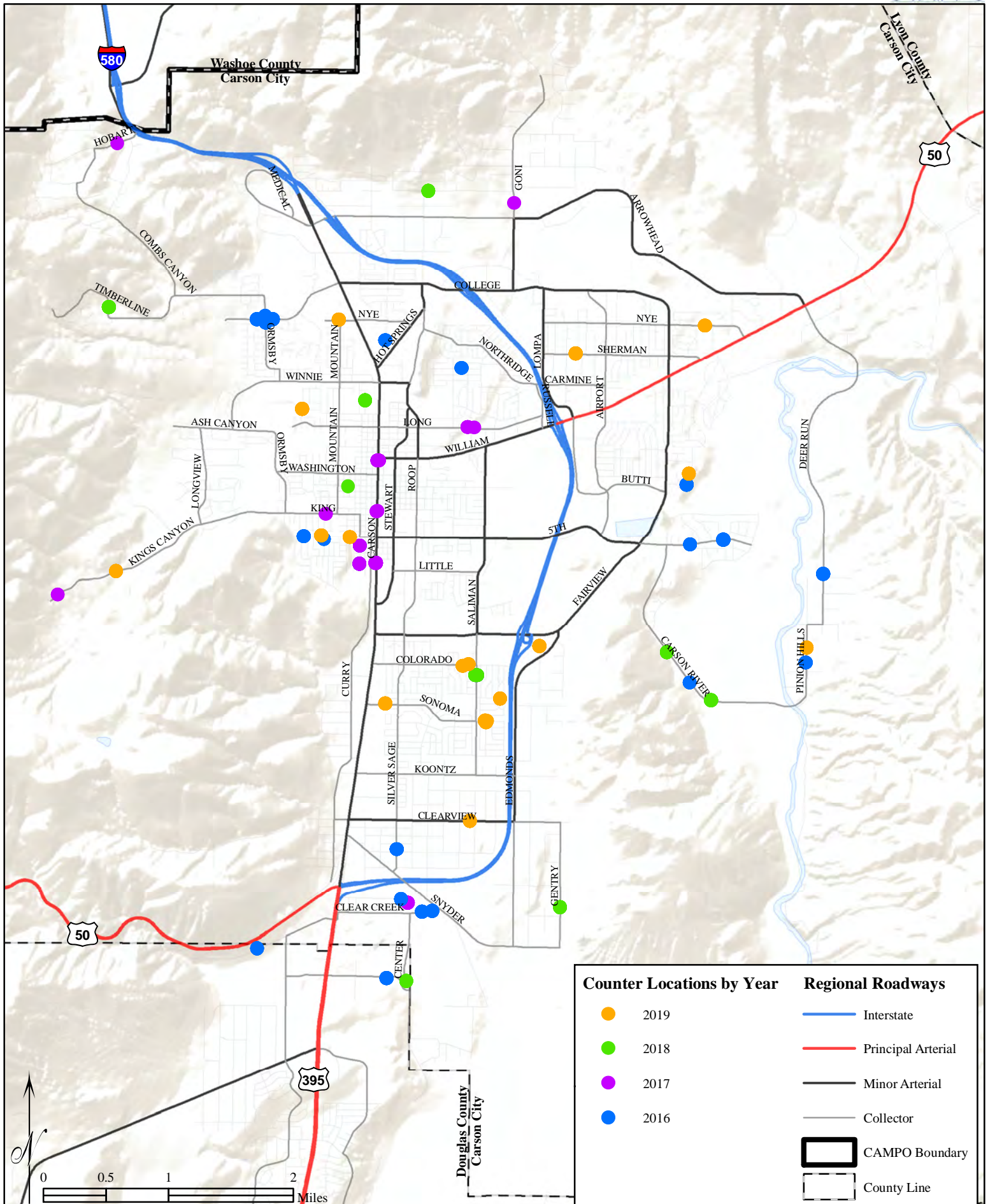
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Figure 4.6 - 2017 NDOT Vehicle Volume North Douglas County



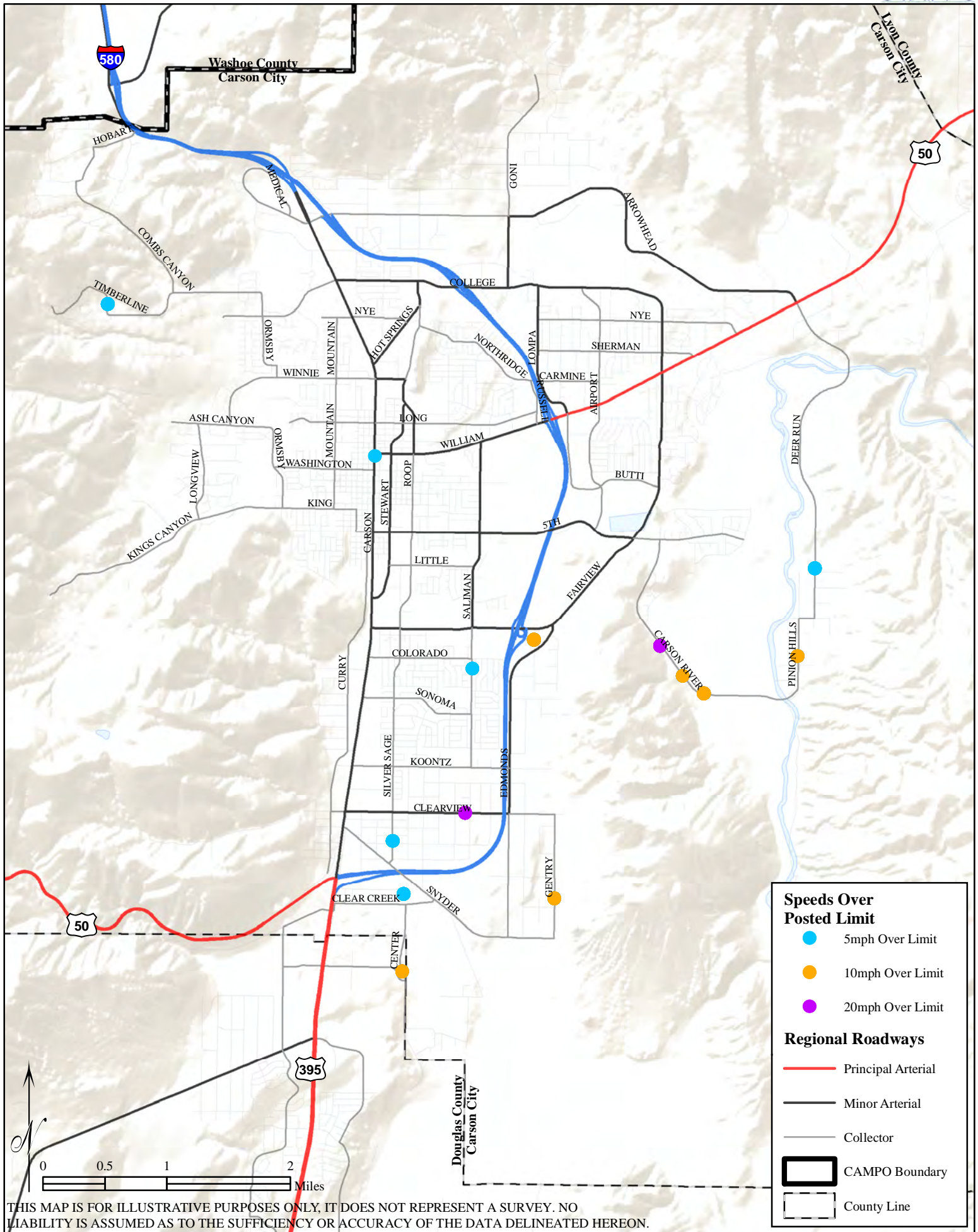
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Figure 4.7 - 2016-2019 CAMPO Vehicle Counter Locations Carson City



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Figure 4.8 - 2016-2017 CAMPO High Speed Locations in Carson City



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Pavement Management

The roadway network provides vehicle mobility and is by far one of the most significant investments made by local agencies. Preservation of the roadway network has been identified as a high priority by federal, state, regional, and local agencies. In 2018, the 2019-2023 Pavement Management Plan was developed and approved through a partnership between Carson City Public Works and CAMPO.

The plan serves as a framework for preserving, rehabilitating, and reconstructing Carson City's roadway. The plan tracks pavement condition over time, using pavement management software and professional services to survey the condition of roadways within Carson City. This method allows staff to set targets and annually evaluate the allocation of resources for maintaining pavement infrastructure. The pavement survey assigns a Pavement Condition Index (PCI) rating to sections of roadway.

The PCI rating is calculated using standards developed by the U.S. Army Corps of Engineers and measures the type, extent, and severity of pavement surface distresses and smoothness of the road. The PCI helps to evaluate the rate of pavement deterioration and to develop an appropriate pavement management strategy.

The following PCI ranges are used to help determine the pavement condition:

- Satisfactory to Good – PCI 70-100
- Poor to Fair – PCI 40-69
- Failed to Very Poor – PCI 0-39

Table 4.1 presents the PCI for roadways within Carson City. Per the pavement management plan, Carson City is divided into five performance districts. Between 2017 and 2019, the overall pavement condition in Carson City has deteriorated by approximately eight percent. To reverse the deterioration, additional resources are required.

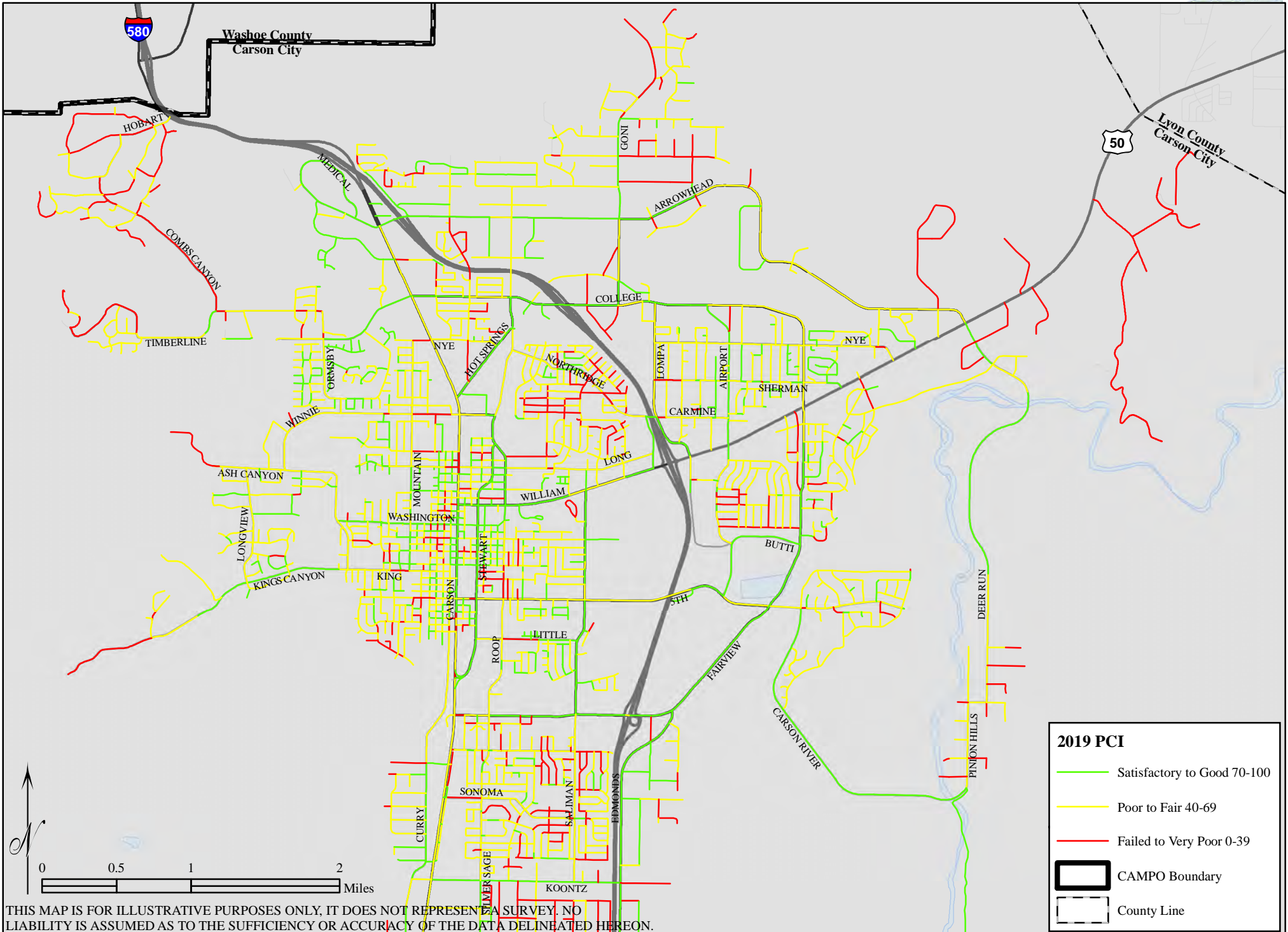
Table 4.1 Pavement Condition Index for Carson City

Pavement Condition Index (PCI) - Annual Report Card						
	Facility Type	Actual PCI				
		2015	2016	2017	2019*	Percent Change 2017 to 2019
City-wide	Regional Roads	69	68	68	66	-3%
	Local Roads	64	63	62	57	-8%
	All Roads	66	65	65	60	-8%
Performance District 1	Regional Roads	68	67	67	66	-1%
	Local Roads	63	63	62	56	-10%
	All Roads	65	65	64	59	-8%
Performance District 2	Regional Roads	69	60	69	70	1%
	Local Roads	66	69	62	58	-6%
	All Roads	67	64	65	62	-5%
Performance District 3	Regional Roads	71	51	78	73	-6%
	Local Roads	64	60	63	57	-10%
	All Roads	63	55	70	62	-11%
Performance District 4	Regional Roads	75	73	68	62	-9%
	Local Roads	67	64	58	52	-10%
	All Roads	71	69	63	56	-11%
Performance District 5	Regional Roads	67	67	65	62	-5%
	Local Roads	68	69	65	61	-6%
	All Roads	68	68	65	61	-6%

**Pavement condition reporting has been adjusted from calendar year to fiscal year to align with project implementation timing; as a result calendar 2018 conditions are not reported.*

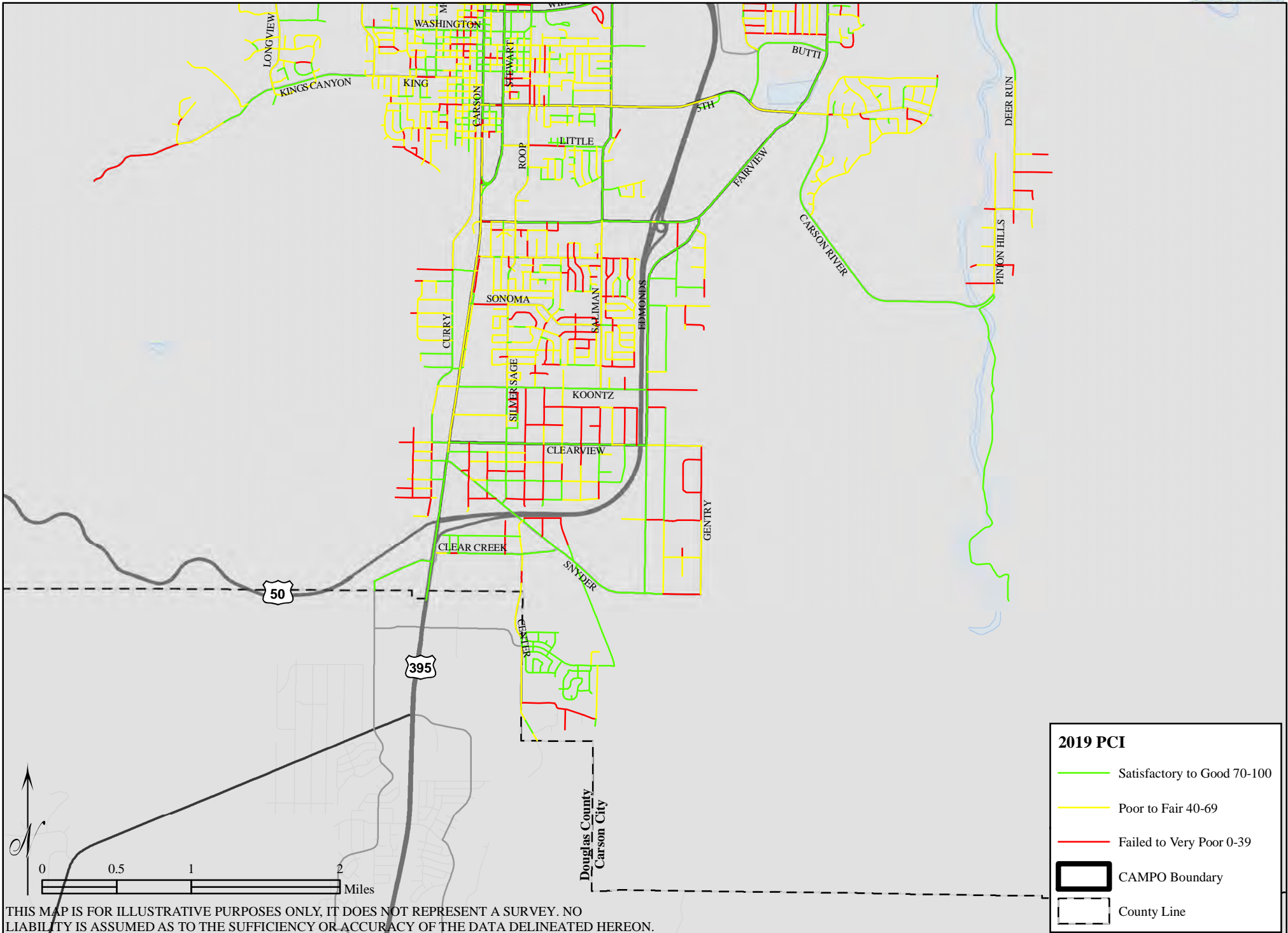
CAMPO completed its pavement survey in Douglas County for the portion of Douglas County within the CAMPO Metropolitan Planning Area in 2019. The 2019 pavement condition for Carson City and northern Douglas County are provided in Figure 4.9, Figure 4.10, and Figure 4.11.

Figure 4.9 - 2019 Pavement Condition Index (PCI) North Carson City



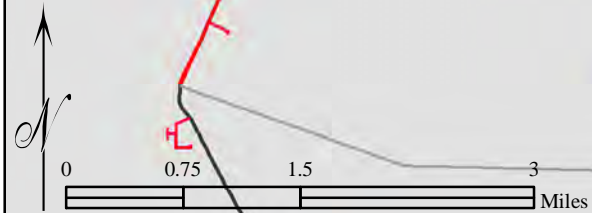
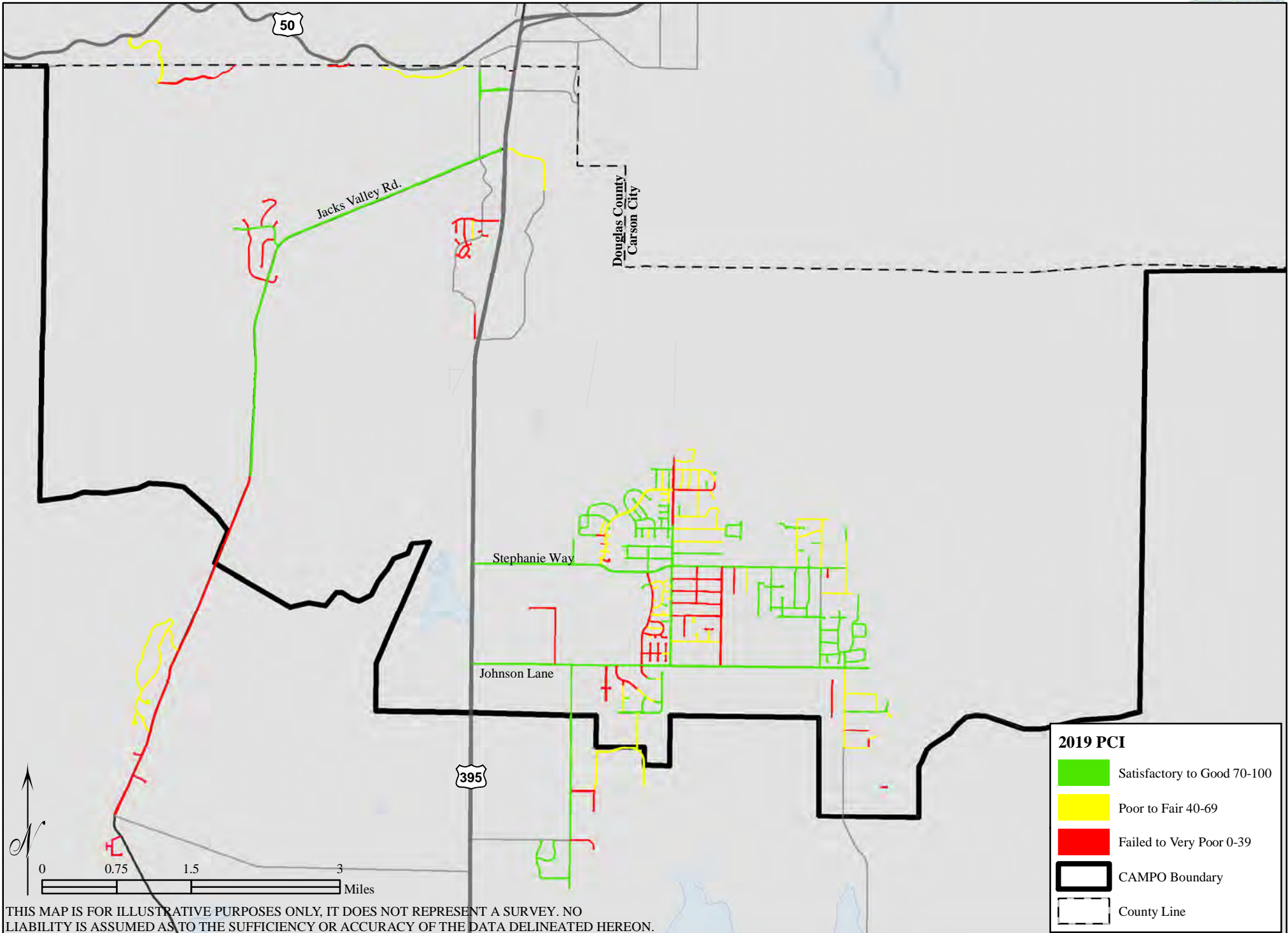
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Figure 4.10 - 2019 Pavement Condition Index (PCI) South Carson City



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Figure 4.11 - 2019 Pavement Condition Index (PCI) North Douglas County



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2019 PCI

- Satisfactory to Good 70-100
- Poor to Fair 40-69
- Failed to Very Poor 0-39
- CAMPO Boundary
- County Line

ROADWAY PERFORMANCE MEASURES

Performance of the roadway system is monitored and evaluated through a series of performance measures, established in the Moving Ahead of Progress in the 21st Century (MAP-21) Act and required by the Fixing America's Surface Transportation (FAST) Act.

Safety Performance Measures

The U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA) Safety Performance Measure (PM) Final Rule establishes requirements for the purpose of assessing fatalities and serious injuries on public roads. Below are the five performance measures, based on a five-year rolling average, included in the Final Rule:

1. Number of Fatalities
2. Rate of Fatalities per 100 million Vehicle Miles Traveled
3. Number of Serious Injuries
4. Rate of Serious Injuries per 100 million Vehicle Miles Traveled
5. Number of Non-motorized Fatalities and Serious Injuries

The Fatality Analysis Reporting System (FARS) and the National Highway Transportation Safety Administration (NHTSA) provide the data for measuring fatalities and serious injuries, respectively. Vehicle Miles Traveled (VMT) statistics are estimated using the statewide travel demand model maintained by the Nevada Department of Transportation (NDOT).

Target-Setting Process - The Safety PM Final Rule establishes the process for State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to adopt and report safety targets along with a set of performance measures to assess progress toward targets. MPOs shall establish their performance targets for each of the five measures no later than 180 days after the State submits annual targets.

State Targets - NDOT's statewide targets are reported in their Highway Safety Improvement Program Annual Report.

CAMPO Requirements for Safety Target-Setting - CAMPO may choose to support the State's targets or establish CAMPO-specific targets for one or more of the five performance measures noted above. Performance targets must be set annually by the MPO.

Each year staff analyzes alternative statistical trend line projections to evaluate appropriate targets for the CAMPO planning area. A five year baseline projection trend is required to be evaluated. Additional projection trends are encouraged to be evaluated against the five year baseline. A 0.5% reduction of the five year baseline trend was adopted for CAMPO's 2018 and 2019 targets, for each of the five required performance measures.

Crash data becomes available approximately ten months after the close of each calendar year. At the time this report was finalized, data from the 2018 calendar year was not yet released by the Nevada Department of Transportation. Consequently, this report does not contain an evaluation to determine whether 2018 targets set in 2017 were achieved. Table 4.2 and 4.3 provide information on the five safety performance measures, including the five-year baseline data and CAMPO’s adopted 2018 and 2019 targets, respectively.

Table 4.2 Safety Data for CAMPO Planning Area

Performance Measure	2012	2013	2014	2015	2016	2017
2018 Baseline						
2019 Baseline						
# of Fatalities	1.00	2.00	3.00	0.00	4.00	4.00
# of Serious Injuries	9.00	12.00	12.00	17.00	5.00	9.00
# of Non-Motorized Fatalities & Serious Injuries	2.00	5.00	4.00	2.00	3.00	5.00
Annual Vehicle Miles Traveled (VMT)	470,558,752	487,520,736	487,200,339	571,234,641	619,768,739	677,473,469

Table 4.3 Performance Measure Targets, 2018 and 2019

Safety Performance Measures	2018 Target (2012-2016, -0.5%)	2019 Target (2013-2017, -0.5%)
Number of Fatalities	3.53	3.17
Number of Serious Injuries	9.53	12.66
Number of Non-Motorized Fatalities and Serious Injuries	2.73	4.43
Rate of Fatalities Per 100 Million VMT	0.39	0.43
Rate of Serious Injuries per 100 Million VMT	1.71	1.57

Pavement and Bridge Performance Measures

The U.S. Department of Transportation Federal Highway Administration established the Pavement and Bridge Condition Performance Measures Final Rule and the System Performance/Freight/CMAQ Performance Measures Final Rule. The Final Rules provide performance measure requirements for target-setting.

The performance measures contained within the Pavement and Bridge Condition PM Final Rule and within the System Performance/Freight/CMAQ PM Final Rule, as applicable to the CAMPO planning area, are below. NDOT has established statewide performance targets, which are provided in Table 4.4.

Table 4.4 Statewide Performance Measures for Pavement Condition, Bridge Condition, and System Reliability

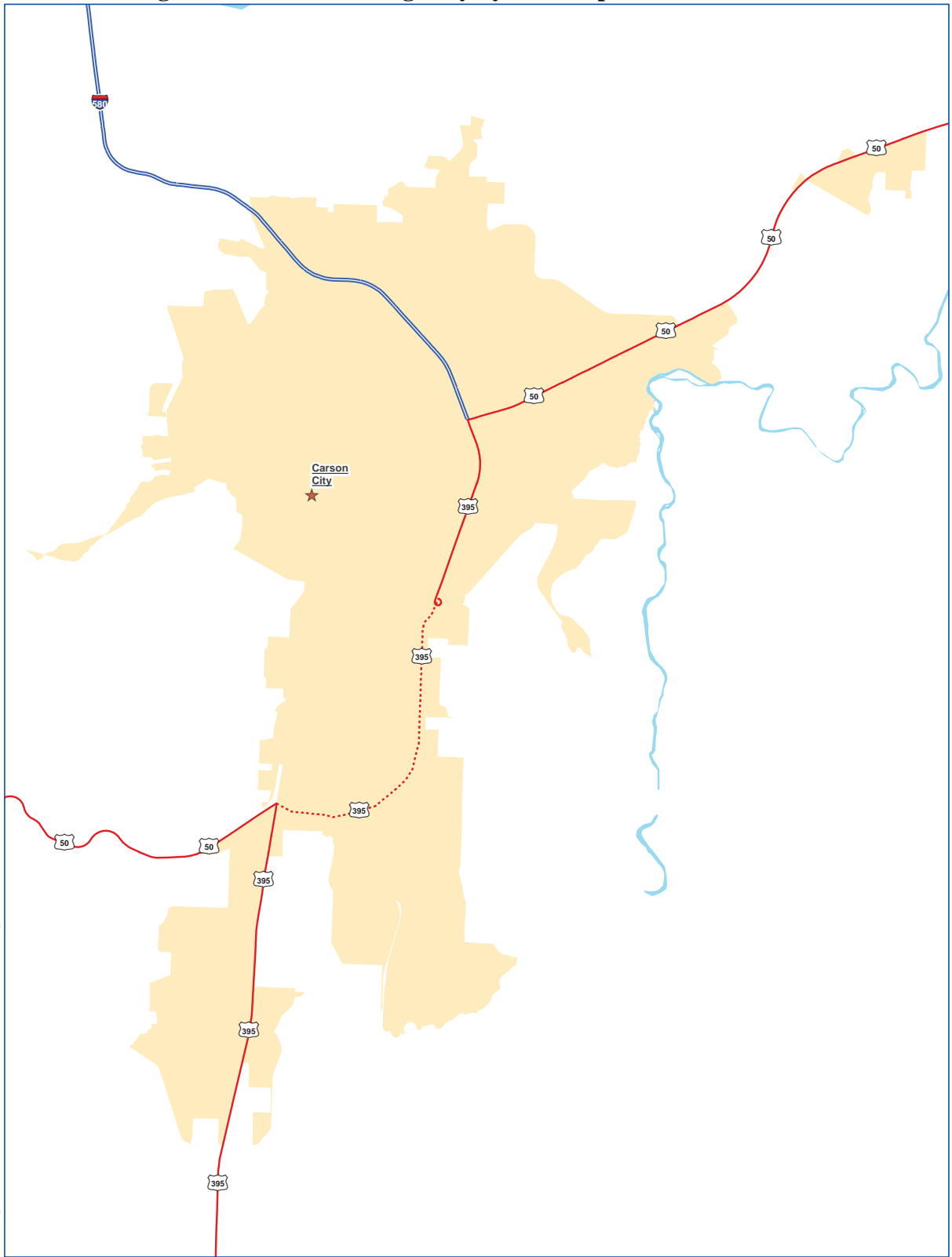
Performance Measure	2018		
	Statewide Baseline	2-Year Target	4-Year Target
Percentage of Pavements of the Interstate System in Good Condition	--	--	74.7%
Percentage of Pavements of the Interstate System in Poor Condition	--	--	1.4%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Good Condition	79.4%	67.6%	55.8%
Percentage of Pavements of the Non-Interstate National Highway System (NHS) Classified as in Poor Condition	4.7%	5.7%	6.5%
Percentage of National Highway System (NHS) Bridges Classified as in Good Condition	42.2%	35.0%	35.0%
Percentage of National Highway System (NHS) Bridges Classified as in Poor Condition	0.5%	7.0%	7.0%
Percent of the Person-Miles Traveled on the Interstate that are Reliable	86.8%	86.9%	87.0%
Percent of the Person-Miles Traveled on the Non-Interstate National Highway System (NHS) that are Reliable	--	--	87.0%
Truck Travel Time Reliability (TTTR) Index	1.28	1.28	1.26

Target-Setting Process - The Pavement and Bridge Condition PM Final Rule and the System Performance/Freight/CMAQ PM Final Rule establish the process for the DOTs and MPOs to set and report targets. MPOs shall establish these performance targets for each of the measures no later than 180 days after the State establishes their performance targets. The performance targets in Table 4.4 were submitted by the State in October 2018.

CAMPO Performance Measure Targets - The specific performance measures outlined within the Final Rules described above apply to interstates and non-interstate National Highway System (NHS) roadways. Figure 4.12 displays the National Highway System map for the CAMPO Metropolitan Planning Area, these roads are owned and maintained by NDOT. It is required that CAMPO either support the State’s targets or adopt our own, however, since neither CAMPO nor the partner jurisdictions (Carson City, Lyon County, Douglas County) maintain these roadways, the CAMPO board took action to support the statewide targets on November 12, 2018.

Figure 4.12 - National Highway System Map CAMPO Area

National Highway System: Carson City, NV



U.S. Department of Transportation
Federal Highway Administration

- Eisenhower Interstate System
- Other NHS Routes
- Non-Interstate STRAHNET Route
- STRAHNET Connector
- Intermodal Connector
- Intermodal/STRAHNET Connector
- Unbuilt NHS Routes
- MAP-21 NHS Principal Arterials
- Census Urbanized Areas
- Department of Defense
- Water



- Airport
- Intercity Bus Terminal
- Ferry Terminal
- Truck/Pipeline Terminal
- Multipurpose Passenger Facility
- Port Terminal
- Truck/Rail Facility
- AMTRAK Station
- Public Transit Station

FHWA: March 25, 2015

COMPLETE STREETS

Complete Streets are streets for everyone. They are designed and operated to enable safe access and comfortable accommodation for all users of all ages and abilities, including pedestrians, bicyclists, transit riders, and motorists of all types. The Complete Streets design seeks to develop an integrated and connected network of streets that are safe and accessible for all people. This design makes active transportation such as walking and bicycling more convenient; provides increased access to employment centers, commerce, and educational institutions; and allows more options in traveling.

With approval of the 1/8 cent infrastructure tax 2014 Plan of Expenditure, infrastructure funding was reserved for roadway improvements along four corridors. The four corridors include: Carson Street Downtown, South Carson Street, William Street, and North Carson Street. A Complete Streets Performance Monitoring Program was developed in 2015. The purpose of the program was to evaluate and monitor the performance of Complete Streets performance measures along the four corridors. Since development of the program, monitoring efforts have included the collection of bicycle and pedestrian volumes, vehicle volumes, and crash data. A detailed description for each corridor is provided below:

Carson Street Downtown Corridor

The Carson Street downtown corridor extends from William Street to Fifth Street. The current configuration of the roadway includes a single north and southbound travel lane and a center turn lane with free turning movements.

The City's first Complete Streets project was completed in fall 2016 for downtown Carson City. The project improvements included roadway reconstruction, lane reductions, bicycle lanes, wide sidewalks, on-street parking, landscaping, and a continuous center turn lane. Carson Street historically functioned as a state and national highway. Prior to 2016, the roadway was comprised of two north and southbound travel lanes, and a center left turn lane, that included a landscaped median in places. The configuration did not include bicycle lanes and the sidewalks were approximately six feet wide. In 2009, the I-580 highway was extended from U.S. 50 south to Fairview Drive, this highway extension reduced traffic volumes by approximately 60 percent.

Carson Street from William Street to Proctor Street is zoned as downtown mixed-use to encourage a broader mix of uses and promote a pedestrian friendly environment. Carson Street from Proctor Street to Fifth Street is zoned public/quasi-public because of the close proximity to government offices.

South Carson Street Corridor

The South Carson Street corridor extends from Fifth Street to Appion Way. The current configuration of the roadway varies through the corridor. The portion north of Stewart Street is between 60 and 70 feet in width and is comprised of two north and southbound travel lanes with a center left turn lane. Non-motorized accommodations are limited, and include a six foot wide sidewalk and no designated bicycle lanes. The portion south of Stewart Street is between 83 and 93 feet in width and is comprised of three north and southbound travel lanes with a center turn lane. Concrete medians exist in certain areas which restrict turning movements. Non-motorized accommodations are limited, and include a six foot wide sidewalk and no designated bicycle lanes. Additionally, there are gaps in the sidewalk connectivity.

The existing South Carson Street corridor is designated as a major arterial with significant commercial land uses. The roadway provides a direct connection from Douglas County to Carson City and acts as a destination for shopping for the CAMPO region and beyond. With the completion of I-580 to US 395/US 50 in August 2017, vehicular traffic on South Carson Street has decreased by over 40 percent. Corridor land uses range from mixed-use in the north to community/regional commercial in the south. The corridor is dominated by vehicular traffic. A Complete Streets Corridor Study for South Carson Street was completed in 2017 and Complete Streets improvements will be constructed in 2020.

East William Street Corridor

The East William Street corridor extends from Carson Street to I-580. The current configuration of the roadway includes two eastbound lanes and two westbound lanes with a center turn lane with free turning movements.

William Street historically functioned as a state and national highway, prior to the I-580 extension. Currently, William Street serves approximately 17,000 vehicles daily between Saliman Road and I-580, and approximately 10,000 vehicles daily between Carson Street and Stewart Street. The corridor has experienced a slight reduction in traffic since the I-580 extension. There is no on-street parking, transit service, or bicycle lanes. Multi-use paths exist on the north and south side of the road in certain areas, however, condition and connectivity is poor. William Street from Carson Street to Roop Street is zoned as downtown mixed-use on the south side and community/regional commercial on the north side. Roop Street to Saliman Road is zoned as parks/recreation on the south side and mixed-used residential on the north side. In 2014, the EPA conducted a workshop and prepared a Greening America's Capitals Study for potential improvements to be made along William Street that integrated bicycle and pedestrian facilities along with landscaping improvements from Carson Street to I-580.

North Carson Street Corridor

The North Carson Street corridor extends from Arrowhead Drive to William Street.

North Carson Street is a retail corridor that serves nearby residents. The Carson City Master Plan has identified North Carson Street as an underutilized corridor with potential for mixed-use development. Access is inadequate for pedestrians and there are minimal bicycle facilities that connect the corridor. Traffic decreased in 2005 when I-580 extended to William Street, shifting traffic south of North Carson Street. Currently, North Carson Street serves approximately 15,000 vehicles daily. The corridor is dominated by commercial and mixed-use land uses. Mixed-use commercial encourages compact development that should incorporate bicycle and pedestrian facilities close to transit. A corridor plan has not yet been developed for this section of roadway.

Complete Streets Monitoring

Monitoring efforts have included the collection of bicycle and pedestrian volumes, vehicle volumes, and crash data for the four corridors. Bicycle and pedestrian counters were used to establish baseline information on active transportation in the four corridors, allowing for future analysis on how Complete Streets improvements impact levels of active transportation. Table 4.5 and figures 4.13 and 4.14 display baseline pedestrian data for 2017 and 2018, which includes annual average volumes and seasonal average volumes by corridor. Table 4.6 and figures 4.15 and 4.16 display baseline bicycle information, which include annual average volumes and seasonal average volumes for 2017 volumes (for two of the four corridors) and 2018 for all four corridors. The actual data is available within the 2017 and 2018 Bicycle and Pedestrian Baseline Report⁶. Table 4.7 and figures 4.17 and 4.18 display crash data by corridor for 2017 and 2018.

⁶ <https://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

Table 4.5: Baseline Pedestrian Volume Data

	Downtown	North Carson	South Carson	William Street
2017 Annual Summary				
2017 Daily Summer ¹ Average	19	---	7	---
2017 Daily Spring ^{1,2} / Fall ^{1,2} Average	15	---	11	---
2017 Daily Winter ¹ Average	8	---	6	---
2017 Annual Daily Average	13	---	7	---
2018 Annual Summary				
2018 Daily Summer ¹ Average	17	28	13	19
2018 Daily Spring ^{1,2} / Fall ^{1,2} Average	17	10	7	17
2018 Daily Winter ¹ Average	8	12	6	9
2018 Annual Daily Average	12	17	8	17
% Percent Annual Change	-7.7%	N/A	14.3%	N/A

1. Seasonal months are defined as follows: Summer (May, June, July, August); Spring / Fall (March, April, September, October); Winter (November, December, January, February)

2. Counts representing spring and fall are collected in either season

Figure 4.13: 2017 & 2018 Average Daily Pedestrian Volume by Corridor

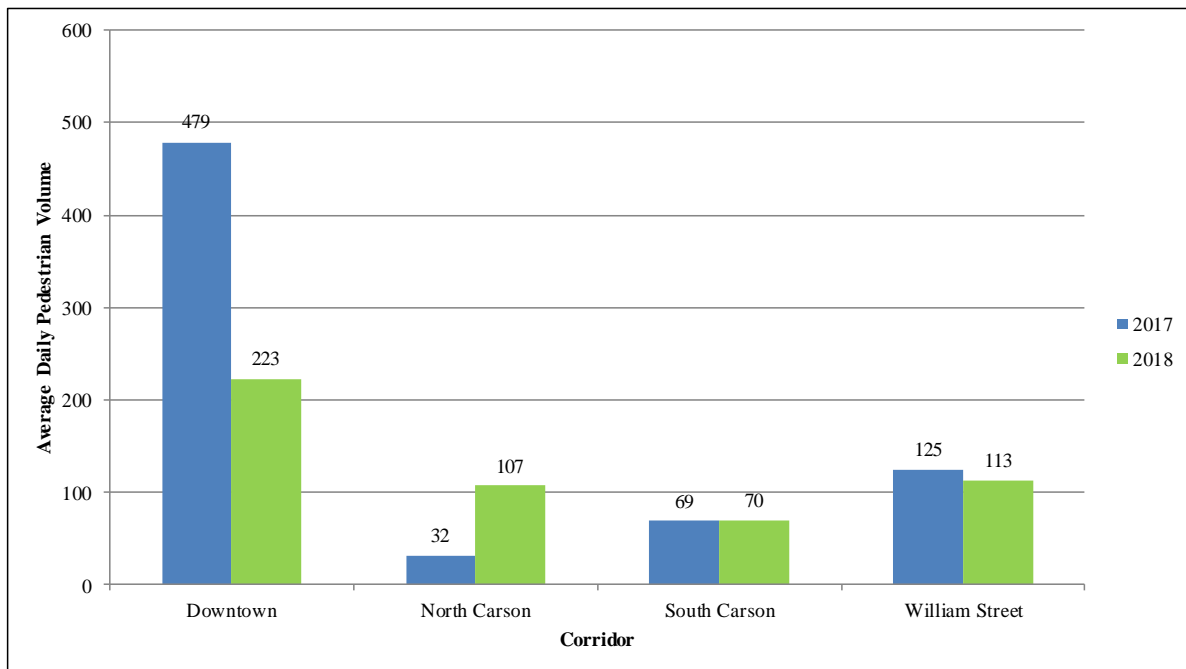
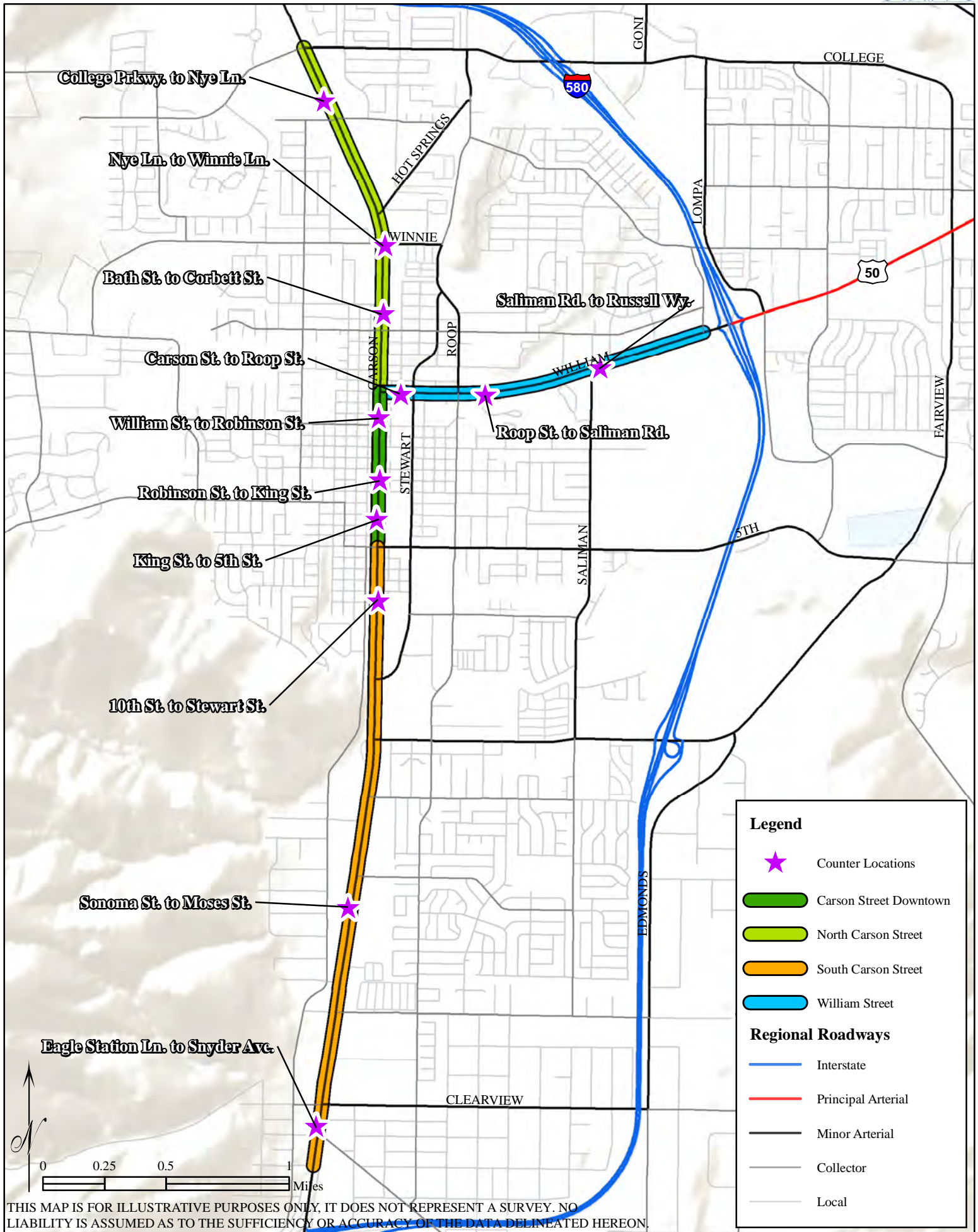


Figure 4.14 - 2017 - 2018 Pedestrian Counter Locations



THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. IT DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED AS TO THE SUFFICIENCY OR ACCURACY OF THE DATA DELINEATED HEREON.

Table 4.6: Baseline Bicycle Volumes

	Downtown	North Carson	South Carson	William Street
2017 Annual Summary				
2017 Daily Summer ¹ Average	19	---	7	---
2017 Daily Spring ^{1,2} / Fall ^{1,2} Average	15	---	11	---
2017 Daily Winter ¹ Average	8	---	6	---
2017 Annual Daily Average	13	---	7	---
2018 Annual Summary				
2018 Daily Summer ¹ Average	17	28	13	19
2018 Daily Spring ^{1,2} / Fall ^{1,2} Average	17	10	7	17
2018 Daily Winter ¹ Average	8	12	6	9
2018 Annual Daily Average	12	17	8	17
% Percent Annual Change	-7.7%	N/A	14.3%	N/A

1. Seasonal months are defined as follows: Summer (May, June, July, August); Spring / Fall (March, April, September, October); Winter (November, December, January, February)
 2. Counts representing spring and fall are collected in either season

Figure 4.15: 2017 & 2018 Average Daily Bicycle Volume

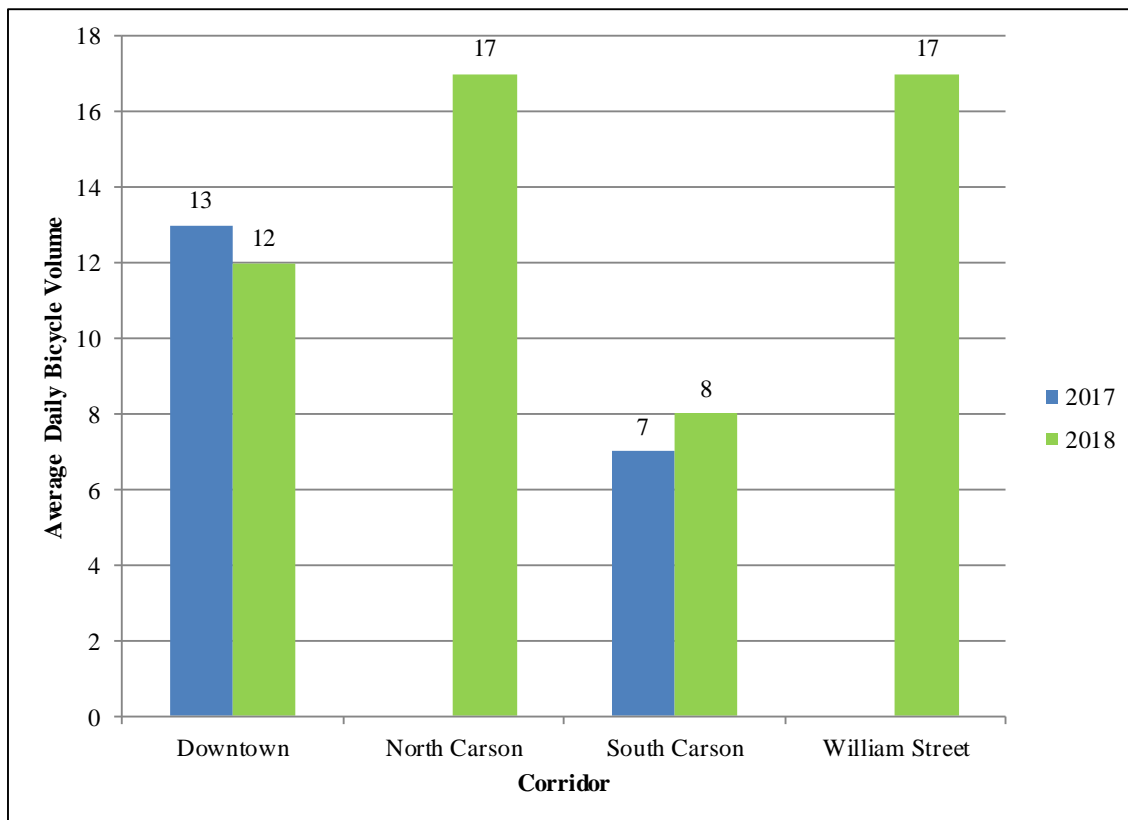
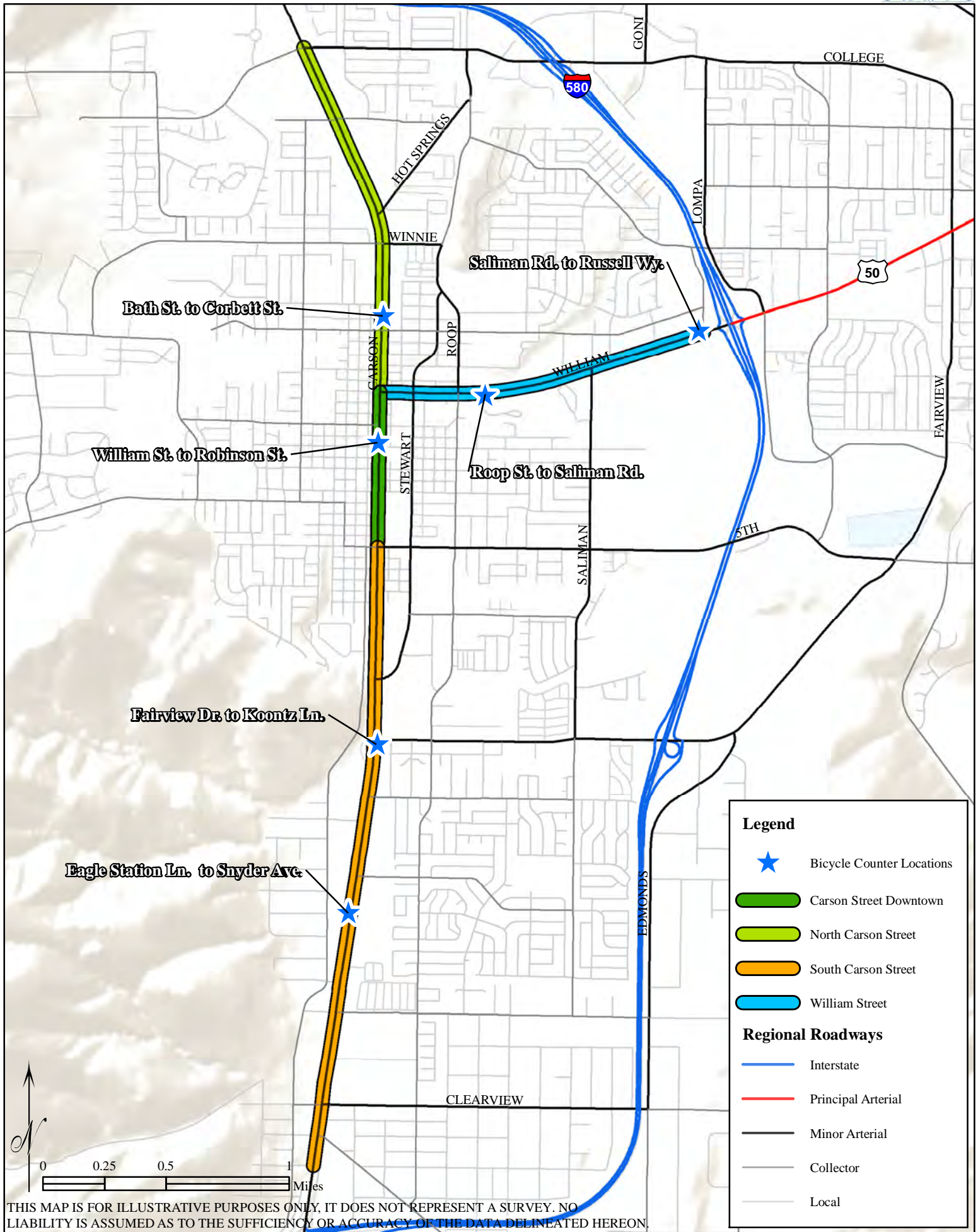


Figure 4.16 - 2017 - 2018 Bicycle Counter Locations

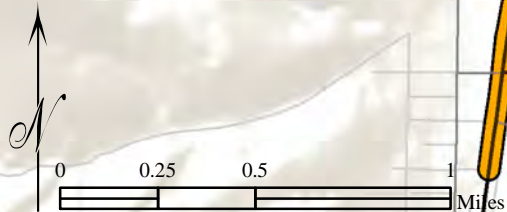


Legend

- ★ Bicycle Counter Locations
- Carson Street Downtown
- North Carson Street
- South Carson Street
- William Street

Regional Roadways

- Interstate
- Principal Arterial
- Minor Arterial
- Collector
- Local



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Table 4.7: 2017 – 2018 Complete Street Corridor Crash Data

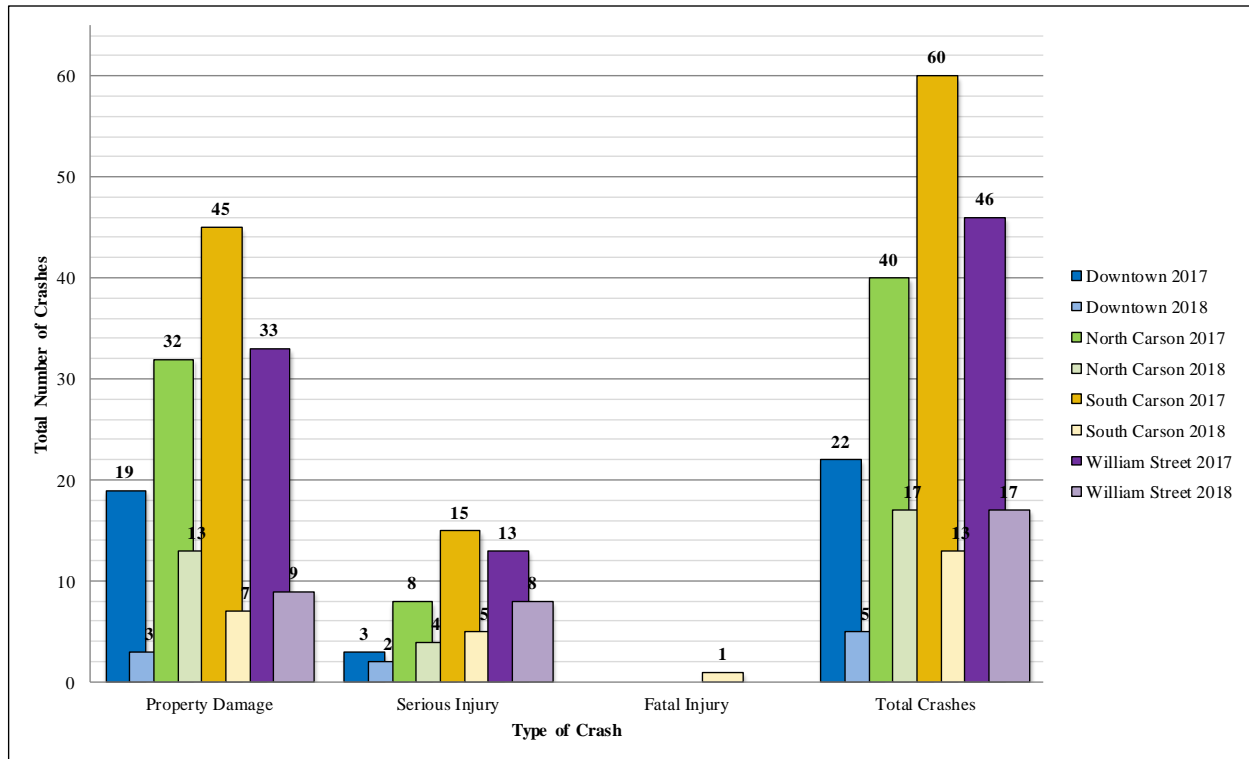
	Fatal Injury	Injury	Property Damage	Total Crashes	Pedestrian or Bicyclist Involved in Crash
Downtown¹					
2017	0	3	19	22	0
2018 ²	0	2	3	5	0
% Annual Change	N/A	-33.3%	-84.2%	-77.3%	--
North Carson¹					
2017	0	8	32	40	0
2018 ²	0	4	13	17	0
% Annual Change	N/A	-50.0%	-59.4%	-57.5%	--
South Carson¹					
2017	0	15	45	60	0
2018 ²	1	5	7	13	0
% Annual Change	N/A	-66.6%	-84.4%	-78.3%	--
William Street¹					
2017	0	13	33	46	1 ³
2018 ²	0	8	9	17	1 ³
% Annual Change	N/A	-38.5%	-72.7%	-63.0%	0%

1. Crashes within 100ft buffer of corridor

2. Nevada Department of Transportation (NDOT) March 2019, 2018 data is not complete

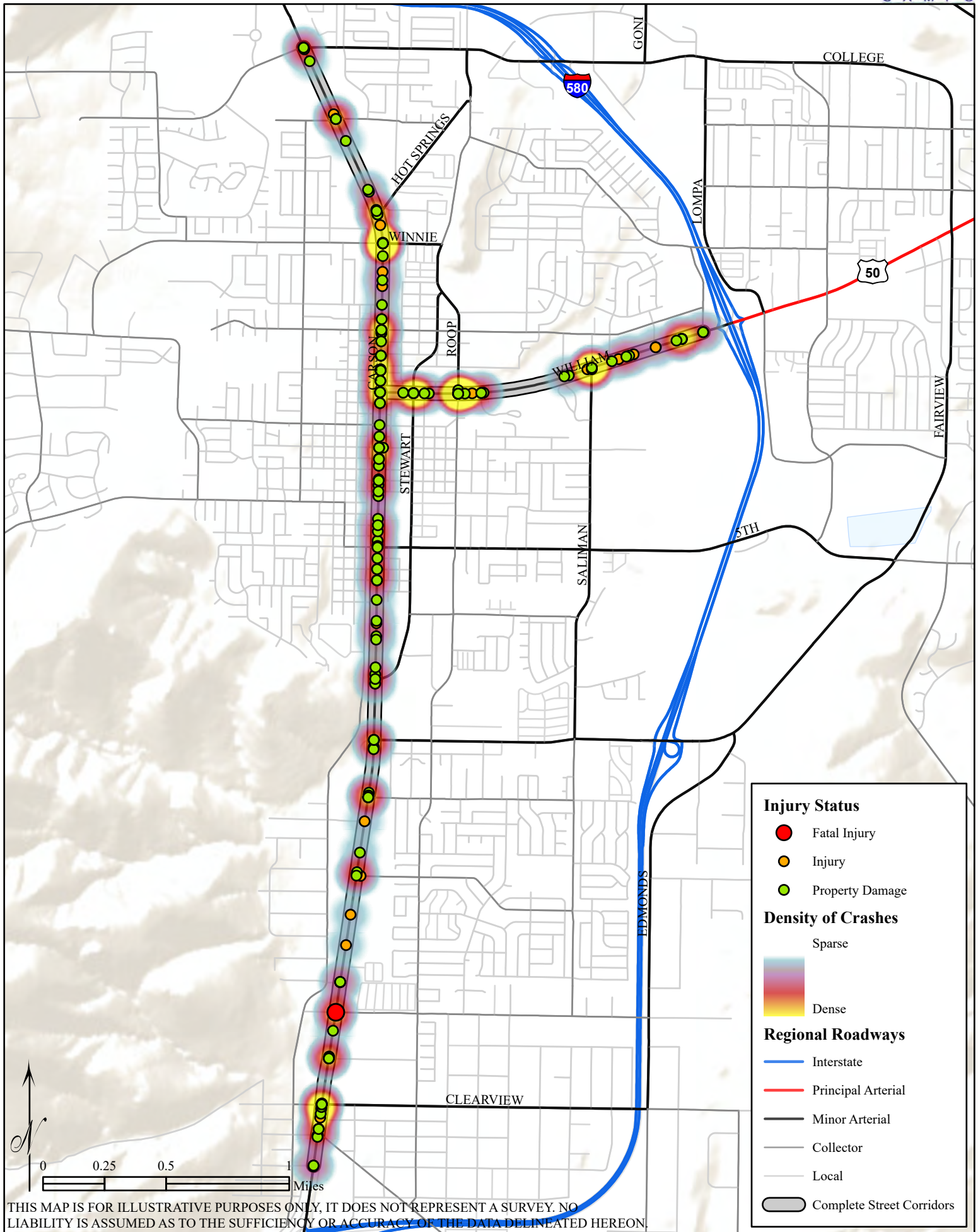
3. Injury, pedestrian

Figure 4.17: 2017 & 2018 Complete Street Corridor¹ Crash Data²



1. Crashes within 100ft buffer of corridor
 2. Nevada Department of Transportation (NDOT) March 2019, 2018 data is not complete

Figure 4.18 - 2017 - 2018 Complete Street Corridors Vehicle Crashes



THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY, IT DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED AS TO THE SUFFICIENCY OR ACCURACY OF THE DATA DELINEATED HEREON.

TRANSIT

Although the demand for transit travel in the United States has historically been low, it is generally believed that socioeconomic and demographic factors including gas prices, household income, and traveler age tend to influence use of transit. Local and regional policies such as paid parking and availability of transit infrastructure can also influence demand for the transit system.

Between 2017 and 2018, total ridership for JAC has increased by 8.5%, or approximately 17,450 riders. The growth in transit is relatively proportional between JAC’s fixed-route service and paratransit service. Figure 4.19 shows ridership data between 2013 and 2018.

The Jump Around Carson (JAC) transit map is depicted in Figure 4.20. The JAC transit system is comprised of 62 bus stops along four routes. In addition to the fixed-route service and as required by federal regulations, Carson City provides ADA complementary paratransit service. This is "door to door" transportation service for persons with disabilities who cannot use the regular bus service. Figure 4.20 identifies the JAC Assist service area which is three quarters of a mile from the four fixed routes, as well as the extended services area which is between three quarters of a mile and one mile beyond the fixed routes.

Figure 4.19 JAC Ridership (FY 2013-FY 2018)

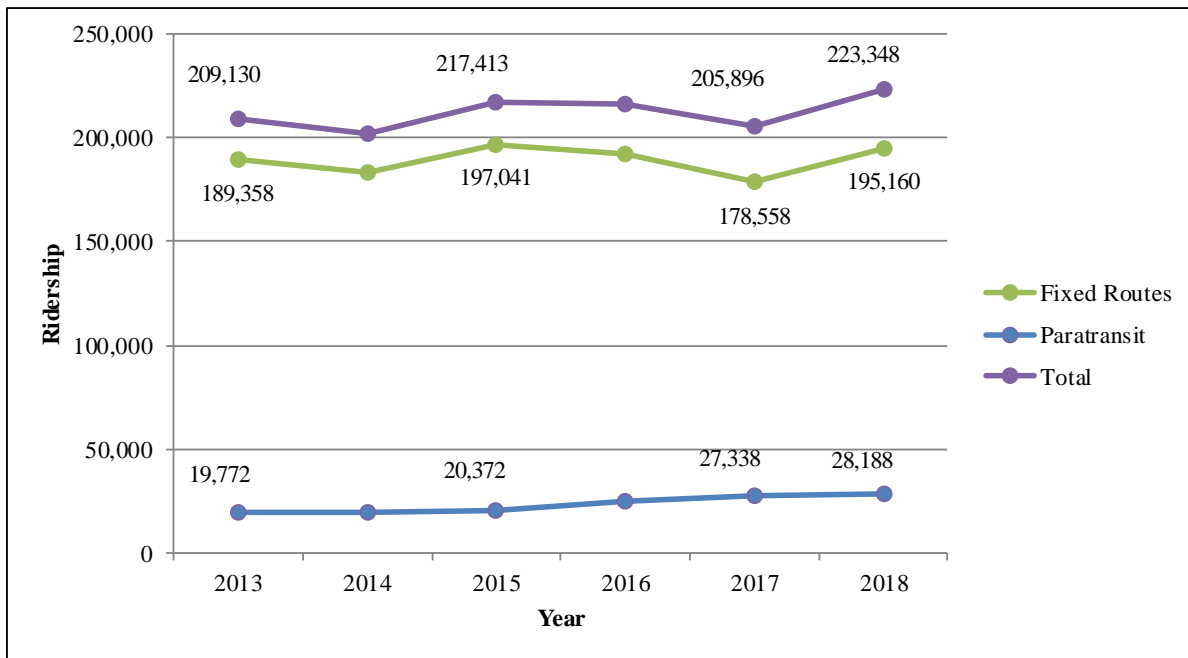
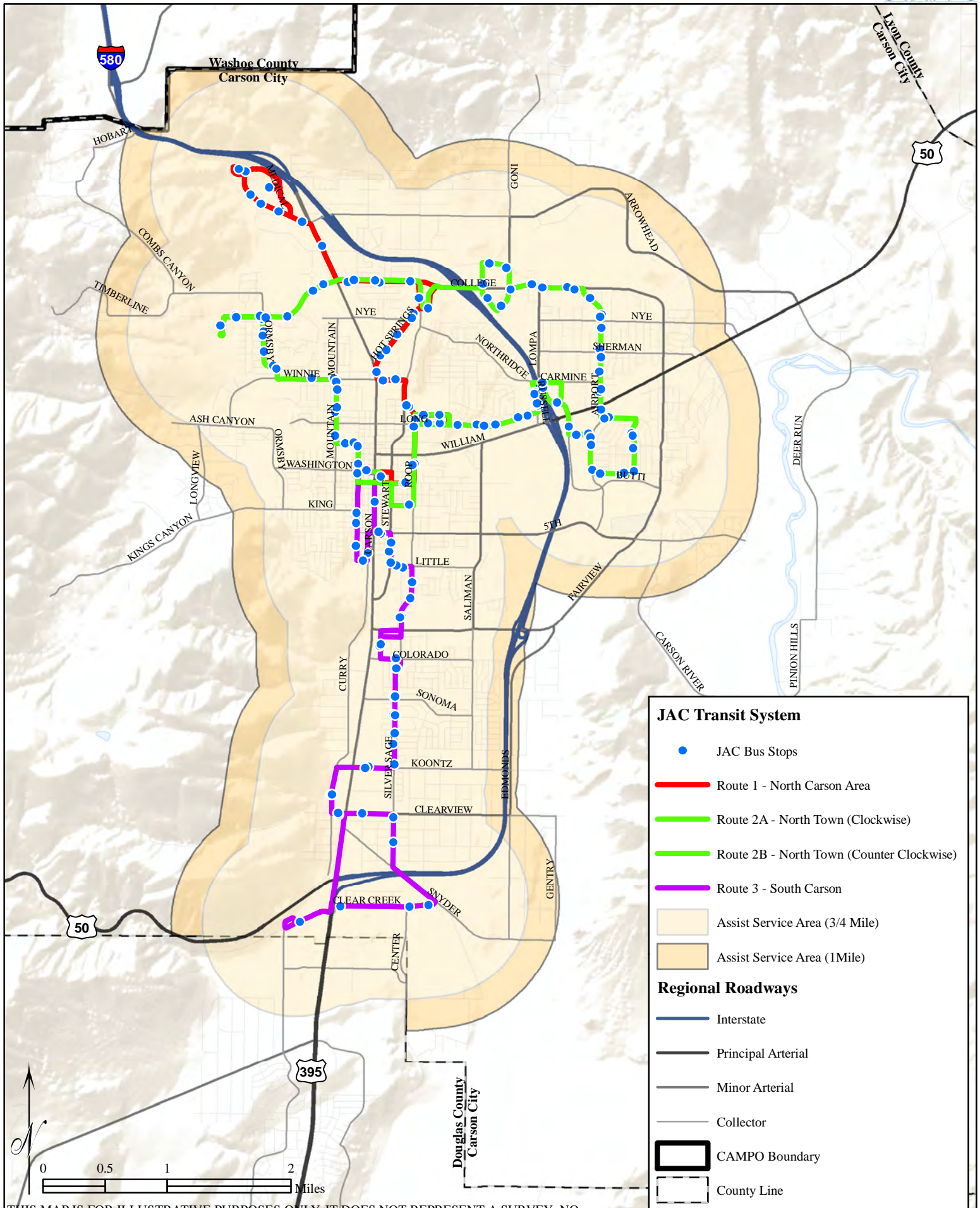


Figure 4.20 - Jump Around Carson (JAC) Transit System



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Figure 4.21 and Figure 4.22 provide systemwide service operating costs and performance. Provided in Figure 4.21, Farebox Recovery is calculated by dividing total fare revenues by total annual operating expenses; the higher the farebox recovery rate, the lower the tax-dollar subsidy per trip. As operational expenses have increased for JAC, the farebox recovery rate has decreased.

Figure 4.21 JAC Farebox Recovery Rate (FY 2013-FY 2018)

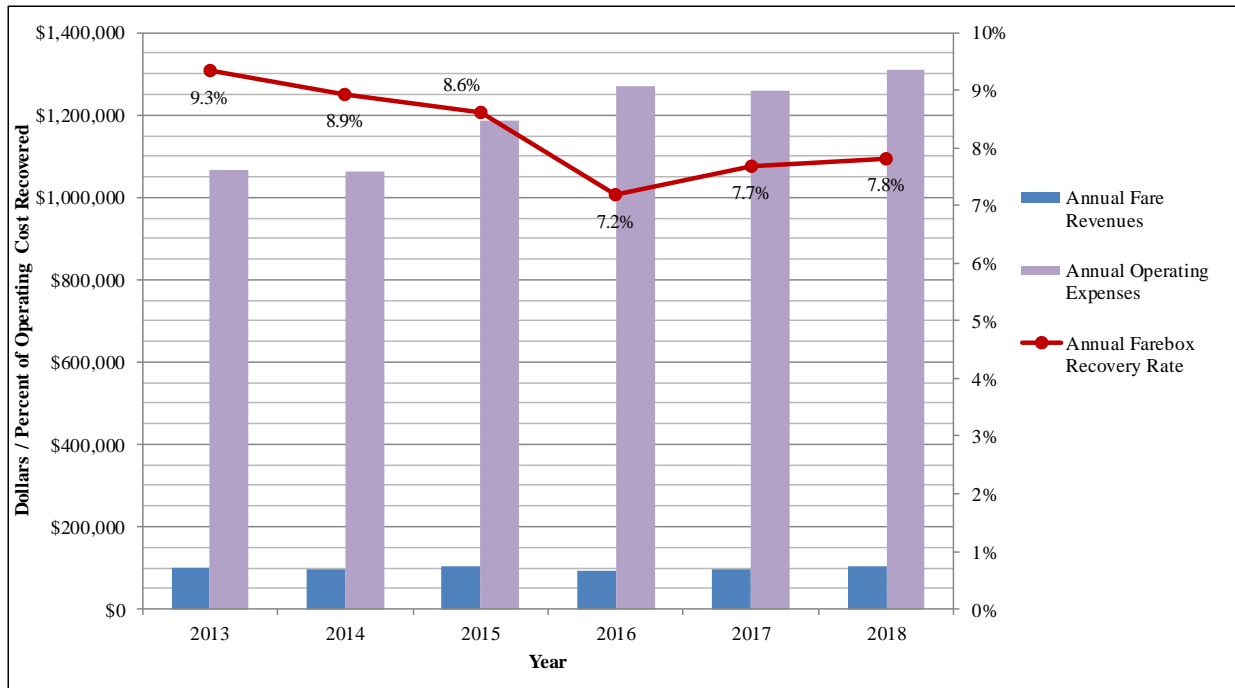
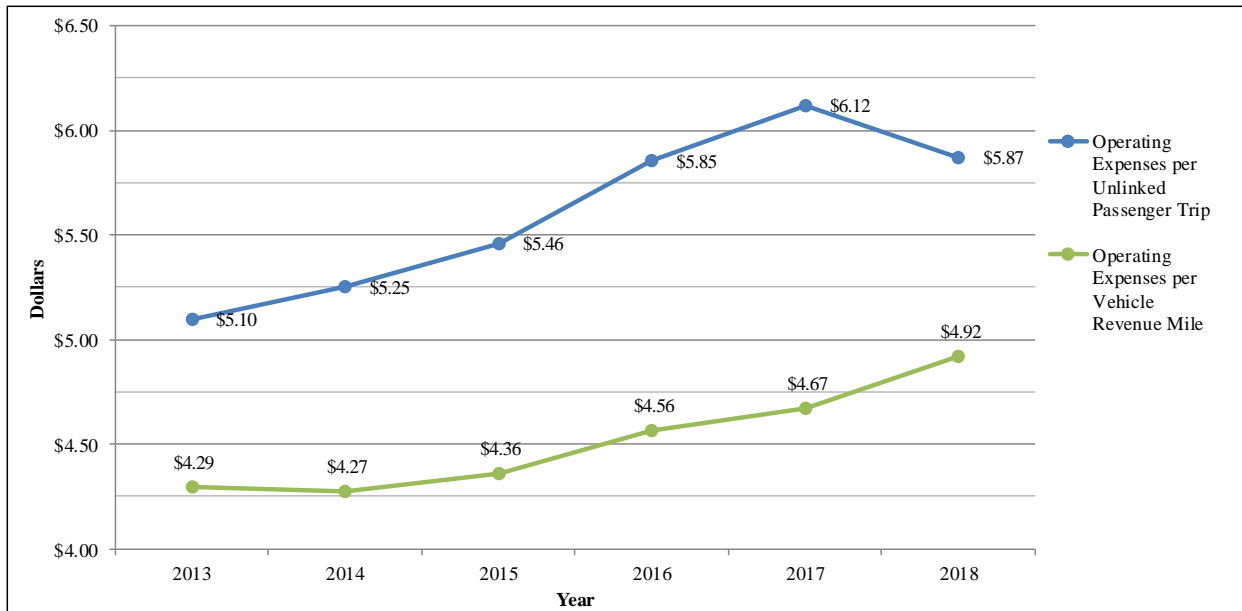


Figure 4.22 contains operational efficiency metrics important for understanding efficiency of the JAC transit service. The graph below tracks operating expenses per Unlinked Passenger Trips (number of boardings) and operating expenses per vehicle revenue mile (when a vehicle is available to the public). Increases in costs to operate have outpaced increases in ridership (see Figure 4.19), resulting in an upward trend in the two statistics shown below.

Figure 4.22 JAC Operational Efficiency Metrics (FY 2013-FY 2018)



As required by federal regulations, Carson City Regional Transportation Commission has adopted a Transit Asset Management Plan that utilizes performance-based planning for transit assets such as vehicles, equipment, and facilities. Table 4.8 below summarizes the Transit Asset Management performance measures and targets for Federal Fiscal Year (FFY) 2019.

Table 4.8 Transit Asset Management (TAM) FFY 2019 Performance Targets

Asset Category	Asset Class	JAC FFY 2019 Performance Targets			
		ULB/TERM Default Rating	# of Assets in Asset Class	# Assets Exceeding ULB/TERM	Performance Target
Rolling Stock	BU - Bus	14	7	0	0%
	CU - Cutaway	10	7	2	29%
	MV - Minivan	8	1	1	100%
Equipment	SV - Sport Utility Vehicle	8	1	1	100%
Facilities	Administration	3.0	1	0	0%
Facilities	Maintenance	3.0	1	0	0%

Detailed performance data for Fiscal Years 2013 through 2018 for JAC transit is provided in Table 4.9.

Table 4.9 JAC Performance Data (FY 2013-FY 2018)

	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Fixed Route	Paratransit	Fixed Route	Paratransit	Fixed Route	Paratransit	Fixed Route	Paratransit	Fixed Route	Paratransit	Fixed Route	Paratransit
Annual Unlinked Trips	189,358	19,772	182,935	19,324	197,041	20,372	191,825	24,798	178,558	27,338	195,160	28,188
Annual Vehicle Revenue Miles	179,931	68,457	180,372	68,272	197,657	74,587	197,064	80,904	190,192	79,658	178,612	88,043
Annual Vehicle Revenue Hours	13,856	7,981	13,856	8,222	15,345	8,553	15,265	8,364	14,994	7,971	14,990	8,220
Average Fleet Age (in years)	3.7	3.6	4.4	4.6	5.4	5.6	5.8	4.6	5.4	5.6	5.2	6.6
Fare Revenues	\$64,541	\$35,032	\$63,718	\$31,244	\$70,976	\$31,288	\$63,587	\$27,655	\$70,865	\$26,029	\$77,304	\$25,304
Annual Operating Expenses	\$717,144	\$349,500	\$712,977	\$349,864	\$812,740	\$374,610	\$863,344	\$404,922	\$829,860	\$430,313	\$857,614	\$453,695
Vehicles Operated at Maximum Service	4	4	4	4	4	4	4	4	4	4	4	5
Operating Expenses per Unlinked Passenger Trip	\$3.79	\$17.68	\$3.90	\$18.11	\$4.12	\$18.39	\$4.50	\$16.33	\$4.65	\$15.74	\$4.39	\$16.10
Operating Expenses per Vehicle Revenue Mile	\$3.99	\$5.11	\$3.95	\$5.12	\$4.11	\$5.02	\$4.38	\$5.00	\$4.36	\$5.40	\$4.80	\$5.15
Operating Expenses per Vehicle Revenue Hour	\$51.76	\$43.79	\$51.46	\$42.55	\$52.96	\$43.80	\$56.56	\$48.41	\$55.35	\$53.98	\$57.21	\$55.19
Number of Passengers per Revenue Hour	13.7	2.5	13.2	2.4	12.8	2.4	12.6	3.0	11.9	3.4	13.0	3.4
Number of passenger per Revenue Mile	1.1	0.3	1.0	0.3	1.0	0.3	1.0	0.3	0.9	0.3	1.1	0.3
Number of passengers per revenue day	618.8	64.6	597.8	63.1	631.5	61.5	626.9	81.0	583.5	89.3	637.8	92.1
Monthly ridership	15,779.8	1,647.6	15,244.6	1,610.3	16,420.0	1,599.0	15,985.4	2,066.5	14,879.8	2,278.2	16,263.3	2,349.0
Farebox recovery rate	9.0%	10.0%	8.9%	8.9%	8.7%	8.4%	7.4%	6.8%	8.5%	6.0%	9.0%	5.6%

CHAPTER 5 – 2020 MONITORING PLAN

Annual Transportation Network Monitoring Reports will be generated moving forward. Under current federal transportation legislation, MPOs are required to track certain performance measures, establish performance targets, and utilize performance measures to inform decision-making for investment into the multi-modal transportation system.

Future monitoring reports will continue to support performance-based planning by providing the most currently available data and information influencing the Carson Area transportation system. Future reports will continue to present information on who uses the transportation system (socio-demographic data), where they travel (trip origins, destinations), and how they travel (transit, walk, bike, drive). Reports will present information about the overall performance of the transportation system. This information will be used to track progress toward achieving the goals and objectives established in CAMPO's Regional Transportation Plan (RTP)⁷.

Future monitoring reports will be developed with the following goals in mind:

Goal – Provide transparency for data collection and analysis to ensure consistency when comparing data over time and to allow for the accurate utilization of information to make well-informed decisions.

Goal – Provide timely information on the performance of the transportation system to promptly monitor and assess the conditions and needs of the transportation system.

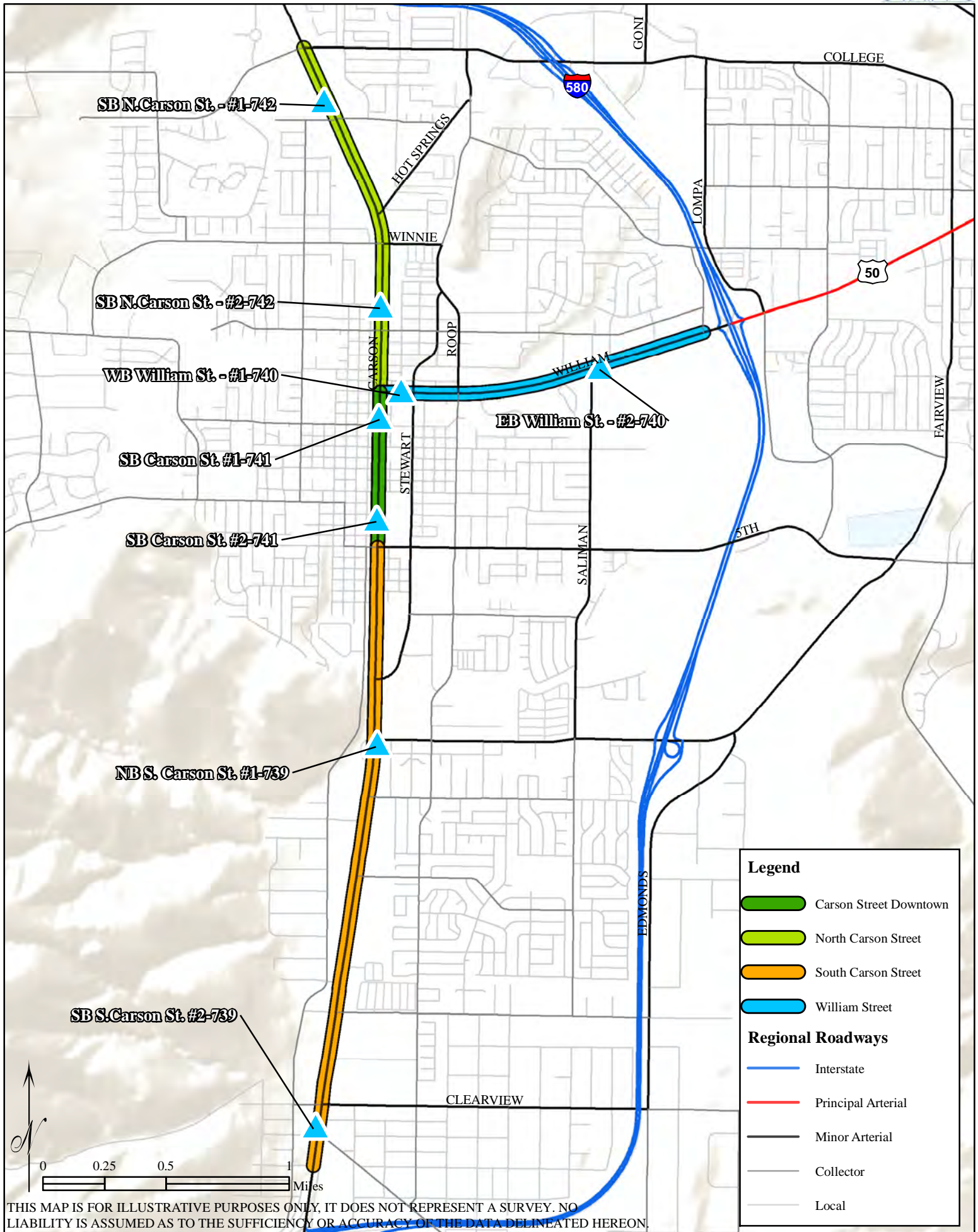
Goal – Streamline the collection and distribution of data collection.

Goal – Perform quality control assurances on routine and new data sources.

Over the coming years, demand on the transportation system will grow and evolve. Staff will continue to monitor land use development as well as regional transportation improvements within and surrounding the CAMPO area. Efforts will be made to improve staff's methodology for data collection, for example, in 2019 staff has moved away from the placement of short-term (one month) pedestrian counters to more long-term placement of pedestrian counters (six months). This will improve the monitoring of pedestrian traffic within the corridors and produce more accurate data. 2019 pedestrian counter locations are displayed in Figure 5.1.

⁷ www.carsonareampo.com

Figure 5.1 - 2019 Pedestrian Counter Locations



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CAMPO staff in partnership with local member agencies (Carson City, Douglas County, and Lyon County), the Nevada Department of Transportation, neighboring metropolitan planning organizations, and the Federal Highway Administration will continue to monitor CAMPO's changing transportation network. Transportation planning documents and tools will be amended regularly to disseminate accurate and timely information.

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The attached Cost/Funding Summary Table is an excerpt from:

The Carson Area Metropolitan Planning Organization's

Unified Planning Work Program

Last amended May 8, 2019

Full document available here:

<https://carson.org/government/departments-g-z/public-works/campo-carson-area-metropolitan-planning-organization/documents>

**Table 5.1 CAMPO FY 2019 and FY 2020 UPWP Cost/Funding Summary
Amended 5/8/2019**

Major Work Element	Work Task		Funding Breakdown		
	Task #	Description	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$148,487	\$7,815	\$156,302
	1.2	UPWP Development and Administration	\$14,250	\$750	\$15,000
	1.3	MPO Representation	\$57,000	\$3,000	\$60,000
	1.4	Professional Development	\$52,250	\$2,750	\$55,000
2.0 Regional Coordination and Engagement	2.1	Public Participation	\$19,000	\$1,000	\$20,000
	2.2	Regional Transit Coordination and Engagement	\$12,350	\$650	\$13,000
3.0 Regional Multimodal Planning	3.1	2040 Regional Transportation Plan (RTP)*	\$27,922	\$1,470	\$29,392
	3.2	Transit Planning*	\$90,250	\$4,750	\$95,000
	3.3	ITS Planning	\$13,348	\$703	\$14,050
	3.4	Updates to Supporting Regional Planning Documents and Policies*	\$33,250	\$1,750	\$35,000
	3.5	Regional Consistency Review	\$23,750	\$1,250	\$25,000
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	\$30,400	\$1,600	\$32,000
	4.2	Update and Maintain the Transportation Improvement Program	\$22,800	\$1,200	\$24,000
	4.3	Maintain Travel Demand Model*	\$39,900	\$2,100	\$42,000
	4.4	Data Management, Collection, and Performance Measurement	\$42,750	\$2,250	\$45,000
5.0 Asset Planning and Management	5.1	Maintain Pavement Management System*	\$42,703	\$2,248	\$44,950
	5.2	Roadway Asset Management	\$28,500	\$1,500	\$30,000
	5.3	Non-Motorized Asset Management*	\$25,650	\$1,350	\$27,000
	5.4	Transit Asset Management	\$11,400	\$600	\$12,000
Total Funding			\$735,959	\$38,735	\$774,694

*Consultant involvement is expected