

REQUIRED TA FORMS FOR SDNT APPLICATION

Note: The TA forms provided below are only for agencies that have no access to the Public Transportation Management System (PTMS). The agencies with access to PTMS must complete the forms in PTMS. For detailed instructions on how to apply for funding through the FY 2010 annual application, please refer to the FY 2010 Application Instructions for Public Transit Programs Administered by Bureau of Passenger Transportation. The instructions can be found at www.michigan.gov/mdotptd by clicking on Applications & Forms under Resources. The instructions for TA forms and related requirements are available under Part IV of the instructions.

Required TA forms:

- Contract Clauses Certification
- FTA Certifications and Assurances
- SDNT Application Form
- Title VI and EEO Compliance Application (required for new applicant and/or applicant that has changed their legal name)
- Title VI Information

FY 2010 CONTRACT CLAUSES CERTIFICATION

INSTRUCTION: Return this form to Michigan Department of Transportation

I acknowledge that I have received a copy of the Contract Clauses dated October 31, 2008. I understand that the nature of the project will determine which requirements of the contract clauses apply and I agree that such clauses apply to all FTA-funded contracts for FY 2010.

NAME OF PERSON AUTHORIZED TO SIGN THE MASTER AGREEMENT

Grand Valley Metropolitan Council (GVMC)

ORGANIZATION *

TRANSIT AGENCY

Grand Valley Metropolitan Council

ITP/The Rapid

TITLE OF AUTHORIZED SIGNER

SIGNATURE OF AUTHORIZED SIGNER **

DATE

Executive Director

08/20/09

* Entity name in the master agreement. Entities with multiple master agreements will have multiple contract clause certifications.

** If the agency has a master agreement with MDOT, the organization name must match the master agreement and the signature must be the same as the authorized signature of the master agreement.

FY 2010 FTA CERTIFICATIONS AND ASSURANCES

This form is required by all agencies applying for Section 5310, 5311, 5316, 5317 and/or SDNT funds

INSTRUCTION: Return this form to Michigan Department of Transportation

NAME OF APPLICANT

Grand Valley Metropolitan Council (GVMC)

The applicant agrees to comply with the applicable requirements of the following categories it has selected:

- | | |
|--|-------------------------------------|
| 1. Assurance of Authority of the Applicant and Its Representative | <input checked="" type="checkbox"/> |
| 2. Standard Assurances | <input checked="" type="checkbox"/> |
| 3. Nondiscrimination Assurance | <input checked="" type="checkbox"/> |
| 4. Assurance of Nondiscrimination on the Basis of Disability | <input checked="" type="checkbox"/> |
| 5. Procurement Compliance | <input checked="" type="checkbox"/> |
| 6. Lobbying Certification (Check if the total of all federal applications exceed \$100,000.) | <input checked="" type="checkbox"/> |
| 7. Acquisition of Rolling Stock for Use in Revenue Service | <input checked="" type="checkbox"/> |
| 8. Bus Testing (Check if purchasing vehicles directly.) | <input checked="" type="checkbox"/> |
| 9. Charter Bus Agreement | <input checked="" type="checkbox"/> |
| 10. School Transportation Agreement | <input checked="" type="checkbox"/> |
| 11. Demand Response Service | <input checked="" type="checkbox"/> |
| 12. Alcohol Misuse and Prohibited Drug Use | <input checked="" type="checkbox"/> |
| 13. Acquisition of Capital Assets by Lease | <input checked="" type="checkbox"/> |

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during fiscal year 2010.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, as implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Donald Stypula, GVMC Executive Director		08/20/09

FY 2010 SDNT APPLICATION FORM

INSTRUCTION: All requests must be submitted on this form.

PROJECT TITLE	AGENCY PROJECT MANAGER
Sustainable Development for Transit	Abed Itani

PROBLEM STATEMENT

The Grand Valley Metropolitan Council would like to explore the relationship between transit demand, land use, urban form, housing and energy use as an extension of the current Kent County Transit Needs Assessment (2009-0473/Z1) and the current Long Range Transportation Plan. While the Kent County Transit Needs Assessment study will likely reveal a latent demand for transit services and identify the alternative services that may be provided (ex. demand-response vs. fixed route), there is less information available about what land use conditions trigger demand. It is likely that new federal planning requirements will integrate housing, city, energy and transportation planning (see attachment). By using new analytical tools, this study will show how planning aspects like housing and energy consumption can be related to transit use.

Cities and townships need to know what land use patterns and transportation systems will allow them to attain efficient transportation systems; meet housing needs, energy goals and a sustainable future. This study will explore what would be the demand for transit under three regional development scenarios. In addition to transit demand, the energy, vehicle miles traveled, and green house gas emitted under all three scenarios would be calculated for use in transportation planning decisions.

Showing what population/employment densities, and urban forms (ex. transit oriented districts) would result in a viable level of transit demand would be useful in determining 1) the most effective and efficient transit service for an area and 2) what future land use decisions communities can make to ensure the long term increase in transit use. As transportation dollars are stretched further and further, it is prudent for communities to have a better understanding of what sort of urban settings are essential for effective transit investment.

PROJECT OBJECTIVE

Funds requested will be used primarily for staff time, public participation, materials, meeting support, and research effort. As part of this effort, a consultant will be hired for a portion of the work. Specific objectives include:

- 1] Researching strategies that produce an efficient and safe transportation system/urban form for the Grand Valley Metropolitan Council MPO area;
- 2] Lay the groundwork to meet likely new housing, transportation and energy federal planning requirements;
- 3] Demonstrate measurably the value of walkable, transit supportive, well designed urban form;
- 4] Show likely future regional transit needs with currently established urban-area pattern;
- 5] Show likely future regional transit use with three transit-supportive land use regional scenarios;
- 6] Show what urban densities and forms support which transit types;
- 7] Assemble the best methods for ensuring that local development practices achieve regional land use and transit planning goals (ex. instituting new zoning methods).

PROJECT DESCRIPTION

The project revolves around transit as it pertains to sustainable land use patterns and density. Staff would use the requested funds to research land use patterns in current transit service areas to develop an understanding of the population density and development patterns that correspond to different types and levels of transit.

The Grand Valley Metro Council (GVMC) has had the Criterion INDEX software as part of the regional GIS for some years, with much of the required base data already in place. The Criterion INDEX program has been used in other locations for evaluating land use plans for transit supportiveness and energy efficiency.

GVMC will retain temporary GIS workers to complete input of required base data. Simultaneously, GVMC staff will calibrate the software and determine the indicators which best meet the anticipated federal planning requirements for transit feasibility. A technical committee of GVMC members and local planning commissioners will choose three regional growth scenarios, which will then be tested with the software and compared with existing conditions.

Ultimately, the project goal is the development of land use standards or thresholds and descriptions which support viable public transit in the long term. These thresholds would have usefulness beyond the boundaries of Kent County and could be used to help guide municipal land use planning and decision-making across the state. Analytical tools demonstrated as a result of this research could help municipalities predict future transit usage based on adopted land use plans. This information could be especially helpful for communities searching for more sustainable transportation solutions, especially transit.

PRODUCTS AND DELIVERABLES

The primary product of the requested funds would be a document containing a description of a range of transit oriented districts, their essential characteristics and the type of transit they support.

Another document product will clearly show the difference between regional scenarios in transit use, vehicle miles driven, greenhouse gas emitted, street and transit connectivity and energy use.

Staff will also produce a planning methodology, described in a published document, which can begin to meet likely new federal requirements for MDOT, MPO's and local government and describe its correspondence with the new LEED-Neighborhood Development Standards.

TIME FRAME

GVMC is requesting a twenty-four month time frame in order to complete the project.

PROJECT SUPPORT

ITP/The Rapid, the primary public transit provider within the boundaries of the GVMC MPO, (see letters of support) is supportive of an extended analysis of the land use-transit connection, as are the Disability Advocates of Kent County.

BUDGET *(Please attach detailed budget)*

ACTIVITY/CAPITAL ITEM	FEDERAL	STATE	LOCAL	TOTAL
Consultant (over 2 years)	\$ 120,000	\$ 15,000	\$ 15,000	\$ 150,000
Staff Time (year 1)	\$ 80,000	\$ 10,000	\$ 10,000	\$ 100,000
Staff Time (year 2)	\$ 80,000	\$ 10,000	\$ 10,000	\$ 100,000
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$ 280,000	\$ 35,000	\$ 35,000	\$ 350,000

TITLE VI AND EEO COMPLIANCE APPLICATION

Title VI of the Civil Rights Act of 1964, related statutes and regulations provide that no person shall on the ground of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

If you need assistance completing this form or additional information, please contact us by phone at (866) 323-4009, Fax (248) 967-0598 or TDD/TTY through the Michigan Relay Center at (800) 649-3777.

COMPANY/ORGANIZATION NAME	TELEPHONE NUMBER	
STREET ADDRESS	FAX NUMBER	
P.O. BOX	CITY	
COUNTY	STATE	ZIP CODE

TYPE OF COMPANY/ORGANIZATION (Check all that apply)

- Prime Contractor Supplier Governmental Consultant University
 Transit Agency Other _____

PROCEDURES FOR MONITORING AND IMPLEMENTING EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES INCLUDED BUT ARE NOT LIMITED TO THE FOLLOWING:

- Employers/contractors must establish an Equal Opportunity Policy. Employers/contractors must accept as their operating policy the following: *It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, gender, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship pre-apprenticeship, and/or on-the-job training.*
- The employers/contractors must designate and make known to MDOT an Equal Opportunity Officer. The individual appointed must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.
- The employers'/contractors' equal opportunity policies must be disseminated to all staff members authorized to hire, supervise, promote, and discharge employees, or who recommend such action. To ensure that the policy is known, periodic meetings of supervisory and personnel office employees must be conducted not less than once every six months.

- All employees, prospective employees and potential sources of employees should be advised of the employer's/contractor's equal opportunity policy. Notices and posters setting forth the employer's equal opportunity policy must be placed in areas readily accessible to the aforementioned. The employer's/contractor's equal employment opportunity and the procedures to implement the policy must be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.
- When advertising for employees, the employers/contractors must include, in all advertisements for employees the notation: "*An Equal Opportunity Employer.*" All such advertisements must be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.
- Employers/contractors must establish a process to investigate all complaints of alleged discrimination and take appropriate corrective action, including a method to inform all complainants of their avenues of appeal. Complainants should be advised of their right to file a complaint with governmental agencies (i.e., the State recipient, the Federal agency providing funds to the state recipient, the Department of Civil Rights, the Department of Justice, etc.).

A copy of 23 CFR Appendix A to Subpart A of Part 230 Special Provisions is available upon request. It provides specific information regarding equal employment opportunity responsibilities.

NAME AND TITLE OF THE EQUAL EMPLOYMENT OFFICER (this individual must be capable of effectively administering and promoting an active equal opportunity program and is assigned adequate authority and responsibility to carry out these duties.)

NAME (Please Print)	COMPANY/ORGANIZATIONAL TITLE (Please Print)
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I certify that I will abide by the equal employment opportunity requirements outlined in this application. I also understand the provisions of Title VI and related statutes. This certification is also my assurance that I will not discriminate on the grounds of race, color, national origin, gender, age, or disability.

AUTHORIZED CORPORATE OR ORGANIZATIONAL OFFICER	TITLE	DATE
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NOTE: You must notify MDOT within 45 days if any of the information you provided on this application changes.

Please return this application to:

**Michigan Department of Transportation
Office of Business Development
25900 Greenfield Rd., Suite 245
Oak Park, MI 48237**

Do not write in the area below

APPROVAL	DATE
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FY 2010 TITLE VI INFORMATION

NAME OF APPLICANT

Grand Valley Metropolitan Council (GVMC)

All Section 5310, 5311, 5316, 5317, and SDNT recipients must submit the following information:

1. A list of any active lawsuits or complaints naming the applicant that allege discrimination on the basis of race, color, or national origin **with respect to service or other transit benefits**. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree. If none, so state.

RESPONSE:

none

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2. A summary of all civil rights compliance review activities conducted in the last three years **with regard to your transportation program**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and, a report on the status and/or disposition of such findings and recommendations. If none, so state.

RESPONSE:

none

3. Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made. Please describe your efforts to comply with this requirement.

RESPONSE:

Has conducted FTAs Four Factor analysis and developed a LEP Plan. Has a Title VI Plan already approved by Michigan Department Of Transportation. Agency also regularly reviews all programs to assure compliance.