

NCDOT Consolidated Call for Capital Projects Application Form

Part I: Applicant Information

Legal Name of Applicant:	Wake County
Applicant's Congressional District (If Applicant's city is included in more than one district, enter primary district only): 13	
Applicant's County (If Applicant has offices in more than one county, list county where main office is located): Wake	
Address:	220 Swinburne Street
City, State, Zip:	Raleigh, NC 27610
Federal Taxpayer ID Number:	56-000347
Doing Business As (DBA) Name:	Wake County
Applicant's DUNS Number (Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform): 808888694	
Parent Agency DUNS Number: 808888694	
Applicant's Service Area's Congressional District (If service area is included in more than one district, enter primary district only): 13	
Project's Service Area (list the county or counties that will be served by the proposed project): Wake County	

Project Manager and Contact Information			
Name of Project Manager:	Alicia Arnold		
Title:	Housing and Transportation Division Director		
Address:	336 Fayetteville Street, Suite 449, P.O. Box 550 Raleigh, NC 27603		
E-mail:	Alicia.arnold@wakegov.com		
Phone Number:	919-856-5268		
Mobile Phone Number:		FAX:	919-856-5594
Alternative Contact Information (in absence of Project Manager)			
Name:	Emily Fischbein		
E-mail:	Emily.fischbein@wakegov.com		
Phone Number:	919-508-0781		

Current Vehicle Inventory (enter number in fleet)					
Vans	1	Vans/Lifts	39	Sedans or Minivans	
LTV's		LTV's/Lifts	2	Buses	

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Table 1: Vehicles/capital to be replaced or rehabbed/refurbished with this request

<i>Asset (model year, manufacturer, model or variant)</i>	<i>VIN or Fleet ID</i>	<i>2015 revenue miles</i>	<i>2015 revenue hours</i>	<i>Current mileage</i>
BUS FORD E350 13 CHAMPION (Replace with Lift Van)	168002	50,921	2,241.98	167,216
VAN FORD ECONOLINE E350 13	175302	58,735	2,626.38	150,047
VAN FORD ECONOLINE E350 13	175402	57,286	2,529.33	146,051
VAN FORD ECONOLINE E350 13	175102	57,138	2,610.82	144,981
VAN FORD ECONOLINE E350 13	171102	54,100	2,428.40	138,364
VAN FORD ECONOLINE E350 13	175502	52,146	2,342.90	138,515
VAN FORD ECONOLINE E350 13	175202	49,998	2,192.53	135,351
VAN FORD ECONOLINE E350 13	171602	45,748	2,067.90	134,616
VAN FORD ECONOLINE E350 13	175002	44,014	1,995.83	124,644
VAN FORD ECONOLINE E350 14	169603	34,319	1,558.08	116,001

Table 2: Vehicles/capital that have been disposed up to and including FY15

<i>Asset (model year, manufacturer, model or variant)</i>	<i>VIN or Fleet ID</i>	<i>Disposition Date</i>	<i>Revenue miles at disposition</i>	<i>Revenue hours at disposition</i>

The project conforms to FTA's spare ratio guidelines. ☐ Yes ☒ No ☐ Unsure

<i>Average Fleet Age (in Years)</i>	3 years
<i>Average Fleet Age (in Miles)</i>	173,696
<i>Spare Ratio</i>	0
<i>Explanation</i> We are running all the vehicles that are operational each day. We do not have enough vans for a spare ratio.	

Federal Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than \$25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

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Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting.

☐ YES ☒ No

Executive Compensation Reporting: If "Yes" is selected above, enter the Names and Compensation amounts for the top five officers of the Applicant.

<u>Full Name</u>	<u>Total Compensation</u>
1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

Part II: Project Information

IMPORTANT: Applicants should submit one application for all capital projects for their small urban and/or rural service area. Duplicate projects within service areas will not be funded. Applicants can apply for one year of funding only. If a project is selected, funding for subsequent years is not guaranteed. It will be necessary to reapply and go through another competitive process for subsequent funding. Eligible projects may be funded using 5310, 5311, 5339 or a combination of the three funding sources.

<i>Project Name</i>	Vehicle Replacement
<i>Type(s) of Capital Project (vehicle replacement, purchase of service, mobility management, equipment, etc). Describe the project(s) to be funded.</i>	Vehicle Replacement. Wake County is asking for funds to replace 10 vehicles with Lift Vans.
	<i>FY 2018</i>
<i>Federal Amount Requested =</i>	\$ _____
<i>State Amount Requested =</i>	\$552,600
<i>Local match amount =</i>	\$61,400
<i>Total project cost =</i>	\$614,000

Part III: Project Criteria

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Address each of the evaluation criteria separately, demonstrating how the project responds to each criterion. Each proposer is encouraged to demonstrate the responsiveness of a project to all of the appropriate selection criteria with the most relevant information that the proposer can provide, regardless of whether such information has been specifically requested, or identified. Please be thorough, yet concise in the response.

III-1. Threshold Criteria

a. Does the applicant have the technical capacity to administer the project?

☒ Yes ☐ No *Explain your answer in the box below.*

Wake Coordinated Transportation Services has four internal Transportation staff positions dedicated full time to the running the system, as well as three other Housing and Transportation staff positions who assist with the system. In addition, we have excellent maintenance staff, vendors and software to administer the system smoothly. WCTS has been operating for many years.

b. Describe the qualifications of the key personnel assigned to the project and the percentage of time each person will be involved in the project. Will the applicant need to hire additional personnel to support the project?

Key Transportation personnel have qualifications in transportation program management, transportation analysis, Medicaid transportation operations, customer service, financial management, and accounting. These personnel will be involved in the project 100% of their time. Other Housing and Transportation personnel bring additional planning, financial management, and accounting skills, and will spend approximately 50% of their time on the project. Hiring additional personnel to support the project will be not be necessary.

c. Does applicant have adequate financial and management systems in place to ensure adequate reporting and project oversight? ☒ Yes ☐ No Explain your answer in the box below.

Wake County has been reporting on the use of our funds for years. We have internal financial and management systems that correspond to the reporting requirements of the state and federal governments.

d. Has the source of local match been identified in a current budget or has it been approved by the agency's governing body in a future budget? What is the source of the match (e.g., agency reserves, capital replacement fund, municipal general fund, private partnership, etc.)? If the match is not from the applicant agency but another party, has that party committed the match in writing? Provide documentation of the commitment of local match from an outside party. Explain your answer in the box below.

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The local match is built into the future budget and is derived from earned revenue.

- e. Further describe the matching funds, including amount and source of the match (agency reserves, capital replacement budget, municipal general fund, private partnership, etc). List each source individually. If the matching funds are not committed, identify their source and anticipated award date. [Add/Remove Lines as necessary – place the cursor in the bottom row then right click → “Insert” → “Insert Rows Below” to add more lines to the following table]

Source	Amount	Date awarded or available
Earned Revenue	\$61,400	FY18

- f. Were FTA funds awarded to this project in previous years? ☐ Yes ☒ No
- g. Describe the intended service area that will benefit from your proposed project. Include pertinent demographic information about the service area in your answer. It should be clear from your description where your project’s target population lives in a small urban or rural area of North Carolina.

The service area is all of Wake County. 11.2 % of the population is below the Federal Poverty Level , 12% of the population below age 65 does not have access to health insurance, and 5.3% of the population under age 65 have some kind of disability. Wake County has some rural areas and some urban areas. WCTS serves the rural population that has limited access to other forms of transportation. In addition, trips to medical appointments for low income individuals receiving Medicaid, trips for employment purposes, and trips for people who are elderly or disabled are performed throughout the County.

- h. Estimate the annual number of unduplicated passengers who will be served or the number of one-way trips that will be provided from the proposed project.

Unduplicated Passengers		One-way trips	253,814
Fully Allocated Cost per Trip	\$45.36		

List items included in the fully allocated cost per trip?

Vendor costs, Vendor Lift maintenance charges, Seon camera costs, Other vehicle costs, Radio airtime, Vehicle repairs, Fuel, Mobility Manager, 15% Admin match, Taxes, tags, licenses, 10% Capital Match, City of Raleigh license and maintenance at facility, Contingency

III-2. Project Readiness

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- a. *Describe the project plan in detail and provide a timeline and milestones for the completion of the project. This description should completely describe what you want to accomplish and how you are going to accomplish it if you receive the requested funding. The applicant may wish to attach the following documents with the application but these documents are not required: maps, pictures, marketing plans, draft brochures, charts or graphs and/or route schedules that support the request for funding, demonstrate the need or illustrate the applicant's preparation. If the applicant is working in partnership with or coordinating with other agencies or organizations, letters of support from these agencies or organizations may be attached with the application. Your detailed answer should be one half to one whole page long.*

The project plan is to utilize the 10 requested replacement vehicles to replace older vehicles in our fleet of 42 vans. We want to accomplish safe, reliable transportation to residents within our service area. We serve rural general public, people making trips for employment or doctors appointments paid for by Medicaid, and elderly or disabled people making trips for various types of purposes. The timeline is: the vehicles will be put into service when they are received, and we anticipate that this date will be in the beginning of FY18. There is no set completion date for the project, as the vehicles will be used for their useful life.

- b. *Describe the applicant's preparedness to manage the project.*

Wake Coordinated Transportation Services has four internal Transportation staff positions dedicated full time to the running the system, as well as three other Housing and Transportation staff positions who assist with the system. In addition, we have excellent maintenance staff, vendors and software to administer the system smoothly. WCTS has been operating for many years, and we are prepared to transition to the replacement vehicles when they arrive in FY18.

III-3. Project Monitoring

- a. *Describe the method that will be used to monitor and evaluate the success of this project. List the measurable indicators of success.*

Success of the project will be evaluated by having more vans in good condition and in operation on a daily basis. Measurable indicators of success will be: Number of vans in operation, On time performance, commendations or complaints.

- b. *Describe how the project relates to any federal or other programs that the applicant operates and, if applicable, how the applicant plans to use these resources to leverage this project.*

WCTS receives ROAP grant funding and Medicaid funding to cover part of the operational cost of running the service. This CTP Capital grant request will provide 10 of the vehicles necessary to transport passengers carried with the operational funds. These operating funds leverage the project by providing the means to utilize the project vehicles.

- c. *How will the applicant maintain any vehicles/capital after the grant period?*

Vehicles will be maintained at our General Services Administration Fleet Center.

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- d. What is the applicant's organizational mission? Explain how the project fits in with the other service the applicant already provides.

Our organization mission: Wake County Human Services, in partnership with the community, will facilitate full access to high quality and effective health and human services for Wake County residents.

The project fits in with other services provided by Wake County by giving people transportation to their health and human service needs.

- e. Describe how the applicant will manage risk and provide for the safe delivery of services.

WCTS follows the Safety and Security Procedures of the NCDOT.

III-4. Special Considerations

- a. Is the proposed project consistent with your agency's fleet management or capital replacement plan? Provide an explanation in the box below and attach a copy of the management plan.

- b. Given this request is only for capital assistance, is your agency committed to operating the services associated with the proposed project over time? How? Provide an explanation in the box below.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	We operate the services through our ROAP grants, our Medicaid reimbursements, and our earned revenue.
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Part IV: Budget Information

Provide a general line-item budget for the total project, with enough detail to describe the various key components of the project. Since it is possible that projects may be partially funded, the budget should provide for the minimum amount necessary to fund specific project components of independent utility. [Add/Remove Lines as necessary using prior instructions]. **A detailed budget needs to be submitted via Partner Connect.**

Project Stages with Independent Utility and Description	Federal Amount Requested	State Amount Requested	Local Share	Total Cost
1. 10 Replacement Vehicles		\$552,600	\$61,400	\$614,000

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2.				
3.				
4.				
Project Totals		\$552,600	\$61,400	\$614,000

Part V: Mobility Management Project Information Only

a. The proposed project is consistent with the most recent locally developed, Coordinated Public Transit – Human Services Transportation Plan (LCP).

☐ Yes ☐ No ☐ Unsure ☐ N/A

If yes to question above, provide information about the locally developed, Coordinated Public Transit – Human Services Transportation Plan (LCP) used to prepare this project application.

1	Name of Plan/Title	
2	Applicable Need, Strategy or Activity Included on Page Number(s)	
3	Plan Date	

b. Does this project create more mobility options for seniors and/or individuals with disabilities in this service area? ☐ Yes ☐ No

If yes, describe the mobility options the seniors and/or individuals with disabilities in this service area have now and discuss how your project creates more mobility options.

Capital Budgets

All rural transportation systems will be eligible for capital assistance funds. A Capital Replacement Schedule is included in Appendix A of this document. **ASSETS THAT HAVE MET USEFUL LIFE WILL NOT AUTOMATICALLY BE REPLACED.** The Capital Replacement Schedule represents the minimum threshold for replacement consideration unless the applicant can document that a capital item has a history of mechanical failure, is un-repairable or that it is financially prohibitive to repair the item.

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Expansion Vehicles and Replacements – For FY2018, expansion vehicles are not an eligible Capital expense.

Other Capital, Advanced Technology and Baseline Technology – Applicants should consult the Capital Replacement Schedule before requesting any replacements of Other Capital or Advanced/Baseline Technology. Appendix B lists the minimum specifications for technology items. New Advanced Technology users must have completed the Advanced Technology Pre-Application process with ITRE. Current Advanced Technology users may request to replace existing Advanced Technology items as necessary. Any system requesting expansion vehicles should also request vehicle security and surveillance equipment and any other advanced technology items currently used. The applicant must provide one (1) retail estimate per item if they request funding to replace or purchase Other Capital or Advanced/Baseline Technology. The estimate will determine the amount of funding recommended by the reviewer. Some Object Codes in the Other Capital and Baseline Technology budgets include the maximum cost in which PTD will participate. Requests for funding cannot exceed these amounts per item. The applicant is required to enter written justification in No. 14 of the System Description form for Advanced/Baseline Technology; Radio Equipment; and Telephone Equipment.

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Appendix A CAPITAL REPLACEMENT SCHEDULE

Note: Assets that have met their useful life will not automatically be replaced. This schedule represents the minimum threshold for replacement consideration. Listed capital items are illustrative and not exhaustive.

Effective 7/1/2012

CATEGORY CAPITAL ITEMS	MINIMUM REQUIREMENTS	MINIMUM DOCUMENTATION REPI CONSIDERATION
MAJOR FACILITY RENOVATIONS AND NEW CONSTRUCTION	40 years	
<ul style="list-style-type: none"> Building Purchase Facility Construction 		Note: Major Renovation involves the purc existing building and complete refurbishin building. Needs Assessment required. P would be required.
OFFICE FURNITURE	12 Years	
<ul style="list-style-type: none"> Desk Bookcase File Cabinet Chairs Conference Table Safe (Fireproof) (25 yrs.) 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement
OFFICE EQUIPMENT	5 Years	
<ul style="list-style-type: none"> Fax Machine Copier Calculator Etc. 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement
AUDIO VISUAL EQUIPMENT	10 Years	
<ul style="list-style-type: none"> VCR/DVD TV Camcorder Etc. 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement
BASELINE TECHNOLOGY	5 Years	
<ul style="list-style-type: none"> Computer Printer Laptop (Includes Projector)* Server Scanner (6 yrs.) 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement in i project description * Will be considered if needed for present
SECURITY & SURVEILLIANCE	7 Years	
<ul style="list-style-type: none"> Video (facility and vehicles) Cameras DVR Wireless unit Antenna 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement
COMMUNICATIONS EQUIPMENT	6 Years	
<ul style="list-style-type: none"> Radio units Base Station Cell phones Antenna Repeater 		<ul style="list-style-type: none"> 1 retail estimate Description of need for replacement in i project description
MAINTENANCE EQUIPMENT & FIXTURES	12 Years	
<ul style="list-style-type: none"> Roller cabinets Portable tool stands Compressors- (5 yrs.) Hoists- (10 yrs.) Bus washers- (10-15 yrs.) Diagnostic equip Lift truck Engine stands Brake lathes Etc. 		<ul style="list-style-type: none"> Only Systems with in-house Maintenanc eligible 1 retail estimate
SUPPORT VEHICLES		
<ul style="list-style-type: none"> Trucks - Light Duty (under 12,500 lbs. g.v.w.) 	7 Years	<ul style="list-style-type: none"> Only Systems with in-house maintenanc eligible 1 retail estimate & Justification for repla
REVENUE VEHICLES		
Vans		
<ul style="list-style-type: none"> Center Aisle Van (2010 or older) Mini-Van Conversion Van or Lift Van 	115,000 miles	<ul style="list-style-type: none"> Updated PTMS Current VUD Once required fleet size has been determ the capital assessment process, vehicles designated for disposition and not be el replacement.
Buses		
Light Transit Vehicle (LTV) 20-28 ft. - body on cut-a-way chassis	145,000 miles	
Medium (Medium duty chassis) Over 28 ft. - body on truck chassis	7 Years or 200,000 miles	
Medium (Heavy Duty Chassis) 30-35 ft.	10 Years or 350,000 miles	
Large (Heavy Duty Chassis) 35-40 ft.	12 years or 500,000 miles	

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Appendix B

FY2018 Technology Specifications:

(to be used as guideline for minimum standards only)

Standards for Hardware, Software and Networking

These are MINIMUM standards only. NCDOT guidelines require that each computer last at least 5 years. If you plan on installing automated scheduling software or other technologies during the lifetime of the computer, please consult with the appropriate resource to determine minimum requirements.

Desktop

Operating System:	Windows 7
Processor:	Intel I5-750
Memory:	4.0GB or higher
Hard Drive (s):	80G, partitioned so C: drive is for programs and D: drive is for data
Software:	Microsoft Office Professional 2010
Video Card:	GeForce GTS250 1GB/Radeon HD4850 512MB
Network Card:	100/1000 Mbps
UPS Backup/Surge Protection:	Multi-outlet AC Surge Protector with power supply backup (if necessary)
Multimedia Devices:	Pair of desktop speakers (if not included with monitor), Microphone, optional Camera
Monitor:	Any standard monitor capable of display in 1024x768 or greater. Purchase larger monitors if required by specific applications.
Other Drives:	CD/DVD ROM Drive
Anti-Virus Software:	Any industry standard anti-virus software
Service Program:	3-year warranty with on-site service

Network

Configuration:	100/1000 MB using switches (no hubs), TCP/IP Protocol
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Server

All server specifications are minimums only. Servers should be expandable to enable increases in memory, processors, hard drive, etc.

Operating System:	Microsoft Windows Server 2008
Database Software:	Microsoft SQL Server 2005 SP2 or 2008 Standard (if necessary)
Network Card:	(2) 100/1000 MB
Processor Type:	Intel Xenon 2.5Ghz or higher
Memory:	12 GB
Hard Drive(s):	300 GB
Monitor:	15" or larger
Graphics Card:	64MB or greater
Other Drives:	CD/DVD ROM
Anti-Virus Software:	Any industry standard anti-virus software
Service Program:	3-year warranty with on-site service