



Capital Transit Buses at the Downtown Transit Center, Juneau, Alaska, photo courtesy of City & Borough of Juneau

State Management Plan

ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
ALASKA COMMUNITY TRANSIT

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FOREWORD

The purpose of this state management plan is to present Alaska Department of Transportation & Public Facilities' (DOT&PF) policies regarding administration of Federal Transit Administration (FTA) and Alaska Mental Health Trust (AMHT) award programs that support public and human services transportation. The purpose is not to restate FTA policy; thus, DOT&PF does not restate FTA policy in instances where DOT&PF has not adopted an additional policy. Procedures relating to administration of these programs are presented in separate documents. DOT&PF solicited public comment before adopting this plan.

I. INTRODUCTION

The Federal Transit Administration (FTA) requires each state that receives and administers Federal funding under Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities; Section 5311, Formula Program for Grants to Rural Areas; and Section 5339, Bus and Bus Facilities Formula Program, to have an approved State Management Plan (SMP) on file with the appropriate regional FTA office. Each state must update the SMP regularly to incorporate policy changes. This SMP is intended to facilitate the Alaska Department of Transportation & Public Facilities (DOT&PF) management, and FTA's oversight, of Alaska's transit programs by documenting the State's policies relating to the administration of these programs. Procedures are addressed in other documents.

The Governor of the State of Alaska designated DOT&PF to receive and disburse FTA funds. The Alaska Community Transit office administers the FTA grant programs, as well as the Alaska Mental Health Trust Authority (AMHT) transportation funds, and State General Funds for public transportation.

DOT&PF's mission is to provide access and mobility within the communities of Alaska, both urban and rural, through transit services that are safe, appealing, efficient, and easily available to both the general public and transit dependent populations. To this end, DOT&PF:

- Assists in the maintenance, development, and improvement of public transportation systems, including providing a strategy for systematic replacement of existing fleets
- Facilitates the most efficient use of all funds and most effective delivery of services through the coordination of programs and services
- Encourages greater local support of transit systems, fostering a federal-state-local partnership in maintaining a stable funding base for transit
- Ensures that transit investment decisions consider policy directions, customer input, available resources, system performance and funding levels
- Develops and maintains positive relationships with DOT&PF stakeholders, customers, and the public through effective and responsive communications
- Maximizes revenue streams and explores innovative funding options to sustain and develop transit services
- Supplements, rather than supplants, local resources in achieving the maximum benefit from available subsidies
- Effects a fair and equitable distribution of funds across the State, assuring that urban areas, federally-recognized tribes, and rural areas are all given an opportunity to participate
- Recognizes that the transportation dependency of individuals isolated from essential services should be a determinant in the distribution of funds
- Educates Alaskans on the benefits of public transportation and requirements for coordination
- Promotes mobility management and demand-driven transit system planning

II. PROGRAM INFORMATION

A. SECTION 5303/5304 METROPOLITAN PLANNING AND STATE PLANNING AND RESEARCH PROGRAM

1. GOALS & OBJECTIVES

The Alaska Section 5303/5304 program provides contracts and awards for the following: projects related to preparing transportation plans and programs; planning, engineering, designing, and evaluating a public transportation project; and conducting technical studies related to public transportation.

Section 5303 funding is used for transit planning in the metropolitan areas of the State.

Section 5304 funding provides for rural planning and technical studies on a statewide level, as well as planning and technical assistance to agencies in rural and small urban areas. Program objectives are to:

- Prepare a strategic plan that includes the mission, objectives, initiatives, and performance goals for coordinated and community transportation in the State and performing other tasks related to improving agency coordination and combining of services to achieve cost savings in the funding and delivery of community and public transportation services
- Encourage the development of innovative approaches to planning, design and evaluation of transit services and facilities
- Fund planning and technical projects which serve statewide and local needs, including local operation of public transportation

2. ROLES & RESPONSIBILITIES

DOT&PF participates in the consolidated planning award program. DOT&PF transfers Section 5303 funds to the Federal Highway Administration (FHWA) to administer.

DOT&PF administers the Section 5304 program:

- Evaluates transit planning needs for the state
- Contracts directly for transit planning studies
- Solicits and funds projects from communities and transit providers
- Ensures projects comply with Federal requirements
- Monitors project activity
- Oversees project audit and closeout

3. ELIGIBLE SUBRECIPIENTS

Public transit providers, public entities, federally recognized tribes, and private nonprofit organizations are eligible Section 5304 subrecipients.

4. LOCAL SHARE & LOCAL FUNDING REQUIREMENTS

The federal share is 80 percent and the local match is 20 percent. All of the local share must be cash or services.

5. PROJECT SELECTION CRITERIA & METHOD OF FUND DISTRIBUTION

DOT&PF awards Section 5304 funds on a discretionary basis.

B. HUMAN SERVICES TRANSPORTATION PROGRAM (FTA 5310)

1. GOALS & OBJECTIVES

The purpose of the Human Services Transportation Program is to fund transportation services that meet the special needs of seniors, individuals with disabilities, and AMHT beneficiaries for whom public transportation services are unavailable, insufficient, or inappropriate. Sources of funding are Section 5310 and AMHT.

2. ROLES & RESPONSIBILITIES

DOT&PF is the designated recipient for Section 5310 rural and small urban apportionments. Annually, AMHT appropriates AMHT transportation funds for DOT&PF to administer. DOT&PF administers the Human Services Transportation Program through a single application process.

DOT&PF monitors subrecipient project activity and oversees project completion and award closeout for all Human Service Transportation Program projects.

3. ELIGIBLE SUBRECIPIENTS

There are three categories of eligible subrecipients for Section 5310 funds:

- Private nonprofit organizations exempt under IRS Section 501(c)3
- Public bodies or Alaskan native tribes that certify to DOT&PF that there are no nonprofit agencies available in the area to provide the service
- Public bodies or Alaskan native tribes approved by the State to coordinate services for seniors and persons with disabilities

Section 5307 recipients and Section 5311 subrecipients are approved to coordinate services for seniors and persons with disabilities and, therefore, are eligible subrecipients for Section 5310 funds.

Eligible recipients for AMHT funds are:

- Private nonprofit organizations exempt under IRS Section 501(c)3
- Public bodies
- Alaskan native tribes

For both Section 5310 and AMHT funds, all 5311 subrecipients are treated as public entities. For coordinated public transit services, including mobility management, the Section 5311 or 5307 provider must apply for the funds.

All applicants must have, and participate in, an up-to-date coordinated public transit-human services transportation plan.

DOT&PF prioritizes subrecipients that demonstrate technical capacity for Section 5310 assistance.

4. ELIGIBLE PROJECTS

DOT&PF uses Section 5310 funds for:

- The purchase of accessible vehicles and related capital equipment, including support of accessible taxi service
- Transit-related technology, such as scheduling and dispatching software

- Acquisition of transportation services under contract (purchase of service), including voucher programs
- Mobility management, for example coordinating rides, operating a one-call center

DOT&PF uses AMHT funds for:

- Purchase of vehicles and related capital equipment, including accessible taxi service
- Transit-related technology, such as scheduling and dispatching software
- Mobility management, for example coordinating rides, operating a one-call center
- Acquisition of transportation services under contract (purchase of service), including voucher programs
- Operating assistance
- Travel training
- Volunteer driver programs

DOT&PF uses Section 5311 assistance to fund ADA complementary paratransit service.

5. LOCAL SHARE & LOCAL FUNDING REQUIREMENTS

The program share for projects is 80 percent and the local match is 20 percent. All of the local match must be cash or services.

6. PROJECT SELECTION CRITERIA & METHOD OF FUND DISTRIBUTION

Applicants may apply for funding for more than one project.

DOT&PF selects projects using a competitive application process. DOT&PF assembles a Proposal Evaluation Committee (PEC) which advises DOT&PF in the review and ranking of applications. The members may represent State agencies who coordinate social, rehabilitation, aging, and tribal services as well as providers and consumers. The PEC scores applications. The PEC assesses such factors as organizational risk, technical capacity, need, ridership, inclusion in a coordinated plan, coordination potential, increased mobility or access to services for target populations, level of local funding contributions, vehicle utilization, replacement vehicle condition, ADA compliance, and maintenance and storage capability. Projects in areas with no public transit receive priority. DOT&PF reserves the final decision on award amount and funding source.

DOT&PF announces awards on its website as well as on gov.delivery, the State's electronic notification system. In addition, DOT&PF informs selected State agencies that coordinate social, rehabilitation, aging and tribal services, as well as providers and consumers. Award decisions may be appealed following the DOT&PF appeal process.

7. TRANSFER OF FUNDS

DOT&PF may flex Surface Transportation Program (STP) funds into Section 5310.

DOT&PF may transfer Section 5310 funds between small urban and rural areas after the Governor certifies that all of the objectives of the Section 5310 program are being met in those specified areas.

If requested by a federally recognized tribe, DOT&PF will transfer funds awarded to a tribal government to be administered by FTA.

Section 5307 recipients apply for Section 5310 awarded or allocated by DOT&PF directly.

C. SECTION 5307 URBANIZED AREA FORMULA PROGRAM

1. GOALS & OBJECTIVES

The purpose of the Section 5307 program is to support general public transportation in urbanized areas. The goals of the program are to:

- Encourage the maintenance, development, improvement, and use of public transportation
- To encourage and facilitate the most efficient use of all federal funds used to provide passenger transportation through the coordination and consolidation of programs and services

2. ROLES AND RESPONSIBILITIES

For providers in small urbanized areas, DOT&PF designates recipient status, determines annual allocation of apportioned funds, reviews Transportation Improvement Program (TIP)/State Transportation Improvement Program (STIP) funding assignment, and provides technical assistance as needed.

3. ALLOCATION AND TRANSFER OF FUNDS

DOT&PF may flex STP funds into the Section 5307 program.

DOT&PF usually adopts the FTA apportionments but reserves the right to transfer funds between small urbanized areas and to the Section 5311 program for use in rural areas.

D. SECTION 5311 FORMULA PROGRAM FOR RURAL AREAS

1. GOALS & OBJECTIVES

The purpose of the Section 5311 program is to support general public transportation in rural areas. The goals of the program are to:

- Encourage the maintenance, development, improvement, and use of public transportation systems
- To encourage and facilitate the most efficient use of all federal funds used to provide passenger transportation through the coordination and consolidation of programs and services
- Assist in the development and support of intercity bus transportation

2. ROLES & RESPONSIBILITIES

DOT&PF administers the program on behalf of the State through an annual application process to distribute funds to subrecipients who provide the service. Once projects are selected, DOT&PF ensures compliance with federal requirements by all subrecipients; monitors the subrecipients' project activity; and oversees project completion and award closeout.

3. ELIGIBLE SUBRECIPIENTS

Eligible subrecipients of Section 5311 funds are local public bodies and agencies, private nonprofit organizations, and Alaskan native tribes. Direct FTA recipients in urbanized areas are ineligible for Section 5311 assistance, even if they provide service in rural areas. DOT&PF will only fund one subrecipient in a service area.

4. LOCAL SHARE & LOCAL FUNDING REQUIREMENTS

DOT&PF provides Section 5311 assistance in the following categories. Match ratios vary by category.

- Operating:

- Federal share – Shall not exceed 56.86 percent of the net operating deficit.
- Local match – At least 43.14 percent of the net operating deficit must be matched from local sources, including in-kind. Contract revenue can be used as local match.
- Capital:
 - Federal share – Shall not exceed 90.97 percent of the project cost.
 - Local match – At least 9.03 percent is required of the project cost. All of the local match must be cash or in-kind.
- Project Administration:
 - Federal share – Shall not exceed 90.97 percent of the project cost.
 - Local match – At least 9.03 percent of the project cost must be matched from local sources, including in-kind. All of the local match must be cash or in-kind.
- ADA Paratransit:
 - Federal share – Shall not exceed 90.97 percent of the net operating deficit. Net project costs are eligible expenses less farebox revenue.
 - Local match – At least 9.03 percent is required of the net operating deficit. All of the local match must be cash or in-kind.
- Preventive Maintenance:
 - Federal share – Shall not exceed 90.97 percent of the project cost.
 - Local match – At least 9.03 percent is required of the project cost. All of the local match must be cash or in-kind.
- Planning:
 - Federal Share – Shall not exceed 90.97 percent of the project cost.
 - Local Match – At least 9.03 percent is required of the project cost. All of the local match must be cash or in-kind.

5. PREVENTIVE MAINTENANCE

Expenses associated with in-house and contracted vehicle and facility maintenance are eligible. Activities performed by drivers, such as fueling and cleaning, are ineligible. Please refer to FTA Circular 9030.1E, Appendix E, for a detailed discussion of eligible activities and expenses.

6. PROJECT SELECTION CRITERIA & METHOD OF FUND DISTRIBUTION

DOT&PF caps the amount of Section 5311 assistance provided to each rural area of the State for operating assistance, project administration, preventive maintenance, and ADA paratransit. DOT&PF does not include the amount of capital awarded when determining whether an area meets the cap.

The funding priorities in order of priority are:

1. Maintenance of current transit efforts
2. Maintaining and increasing state of good repair
3. New projects for existing subrecipients
4. Capital projects for subrecipients with other potential sources of FTA funds
5. New subrecipients

Before allocating Section 5311 funds, DOT&PF may reserve a portion of the funds for discretionary capital projects.

7. TRANSFER OF FUNDS

DOT&PF may flex STP funds into the Section 5311 program.

If requested by a federally recognized tribe, DOT&PF will transfer funds awarded to a tribal government to be administered by FTA.

E. RURAL TRANSPORTATION ASSISTANCE PROGRAM

The Rural Transit Assistance Program (RTAP) provides funding for training, technical assistance, research, and other support services for rural transit agencies. DOT&PF receives an annual apportionment to develop and implement training and technical assistance programs in conjunction with the State's administration of the Section 5311 Program.

DOT&PF does not require match for RTAP funding.

Annually, DOT&PF sets aside RTAP funds for the transit managers meeting and scheduled trainings. Remaining funds are made available for Section 5311 subrecipients for training. To be eligible for the funds, subrecipients must submit an annual training plan.

F. RURAL INTERCITY BUS SERVICE

Alaska is not part of the national intercity bus network; however, DOT&PF will use up to 15 percent of its annual apportionment to provide capital, project administration, and operating assistance to public transportation projects providing long distance, limited stop service between rural and urban areas. DOT&PF solicits intercity bus projects annually as part of the Section 5311 application process. DOT&PF obtains the Governor's certification that the intercity bus needs of the State are adequately met in relation to other rural needs in years that the 15 percent minimum are not met. Only projects that operate year-round are eligible for intercity bus funds.

G. SECTION 5339 BUS AND BUS FACILITIES

1. GOALS & OBJECTIVES

DOT&PF uses Section 5339 funds to finance capital bus and bus-related projects that support the continuation and expansion of public transportation services.

2. ROLES & RESPONSIBILITIES

DOT&PF is the designated recipient for the national distribution and small urban apportionments. DOT&PF administers the program on behalf of the State through a single application process for rural areas to determine eligible applicants and projects. DOT&PF ensures compliance with FTA requirements by subrecipients; monitors the subrecipients' project activity; and oversees project completion and award closeout.

3. ELIGIBLE RECIPIENTS AND SUBRECIPIENTS

Eligible recipients and subrecipients of Section 5339 funds are Section 5307 recipients in small urban areas, Section 5311 subrecipients, and federally recognized tribes. Providers in rural areas receive priority for national distribution funds. Providers in small urban areas receive priority for the small urban area funds.

4. LOCAL SHARE & LOCAL FUNDING REQUIREMENTS

The federal share for capital bus and bus-related projects is 80 percent of the cost of the project and the local match is 20 percent. All of the local match must be cash or in-kind.

5. PROJECT SELECTION CRITERIA & METHOD OF FUND DISTRIBUTION

DOT&PF relies on the annual application process for Section 5311 funds for Section 5339(a) used in rural areas. DOT&PF gives priority to maintenance of current transit efforts and awards projects in accordance with the performance targets of the transit asset management (TAM) plan. DOT&PF usually adopts the FTA apportionments for small urbanized areas but reserves the right to transfer funds between small urbanized areas and to the Section 5311 program for use in rural areas.

6. TRANSFER OF FUNDS

If requested by a federally recognized tribe, DOT&PF will transfer funds awarded to a tribal government to be administered by FTA.

Section 5307 recipients apply for Section 5339 funds awarded or allocated by DOT&PF directly.

III. GENERAL INFORMATION

A. ANNUAL PROGRAM OF PROJECTS DEVELOPMENT AND APPROVAL PROCESS

The fiscal year apportionments for Sections 5304, 5310, 5311, and 5339 are made available by FTA on an annual basis. Based on these amounts and prior years' unused funding, DOT&PF determines the total amount of funding available to applicants for each award program. DOT&PF solicits applications for projects, reviews and scores applications, and determines the amount of funding each application is eligible to receive. DOT&PF then prepares a program of projects (POP) and application to submit to FTA.

Once DOT&PF has executed the FTA award, the DOT&PF fiscal office sets up the funding structure in the department's accounting system. The funding is then available for subrecipient agreements to be created and distributed.

B. PRE-AWARD AUTHORITY

Subrecipients have pre-award authority under specific and limited circumstances to incur costs for eligible project activities before the federal award date, without prejudice, and remain eligible for possible federal participation in the cost of those project activities. Subrecipients must comply with all applicable federal requirements. Failure to comply with applicable federal requirements will those project costs or, in certain cases, the project in its entirety, to be ineligible for FTA assistance.

For formula funds, the subrecipient has pre-award authority starting with the first day of the State fiscal year.

For discretionary funds, the subrecipient has pre-award authority starting with the date the project is added to the STIP or the publication of the award in the Federal Register, whichever is later, if all federal requirements are met.

C. COORDINATION

The State defines coordination as an ongoing strategy of committed funders, providers, and stakeholders working together to improve both local and statewide transportation options through planning, shared resources, and consolidation of programs. Coordination is required of all subrecipients. Through coordination, DOT&PF seeks to provide general public transportation services in communities where appropriate.

DOT&PF, through the Human Services Transportation Program, coordinates the use of Section 5310 and AMHT funds.

Section 5310 projects must be derived from a public transit-human service transportation coordination plan or “coordinated plan.” Participants in the development of the plans must include seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public. DOT&PF requires that plans be updated every five years, with funding priorities updated annually and approved by resolution from the local governing body.

D. PRIVATE SECTOR PARTICIPATION

It is the policy of DOT&PF to encourage the use of the capabilities and resources of the private sector to meet the demand for public transportation service and to provide the opportunity for the private sector to participate in the planning process. The private sector participates in the planning and implementation of public transit programs as follows:

- Private operators are given an opportunity to participate through membership on local Community Coordination committees.
- Private operators are given an opportunity to participate in the development of transportation plans. Private operators are informed of the planning and preparation of transit development plans and notified of scheduled public meetings.
- During the planning process, potential recipients are encouraged to coordinate with public, private for-profit, and private nonprofit local entities in the provision of coordinated transportation services to enhance opportunities for private sector participation.
- Public notification for public transit-human services transportation coordination plans must include the invitation to all public, private non-profit and private for-profit transportation providers.
- Sections 5310 and 5311 operators are encouraged to consider contracting service where it is determined that private transportation operators can provide efficient and safe transit service. Comparison of transit service proposals include an evaluation of all fully allocated costs of public and private transit services and proposals, including any operating subsidies, capital awards, and the use of public facilities.
- The purchase of accessible taxis for use by private transit operators is eligible for Human Service Transportation Program funds.
- Public and private nonprofit agencies are encouraged to maintain documentation of the participatory planning process and rationale used in making public/private service decisions. Agencies are encouraged to identify and document impediments to private sector participation. If the impediments are local, the agency is encouraged to resolve the problems at the local level. In the event the impediment is at the State or federal level, the agency reports the impediment to DOT&PF.

E. STATE ADMINISTRATION AND TECHNICAL ASSISTANCE

Ten percent of the State’s Section 5310 and 5311 annual apportionments and AMHT funds is used by the State as the Federal share of the transit program’s administrative costs. No State administrative costs are incurred for RTAP and Section 5339. The State applies for ten percent of flexible funds transferred into a Section 5310 or 5311 award for state administration.

DOT&PF provides technical assistance and training to rural private and public transit operators. This assistance is geared toward developing competent transit management and improving the effectiveness of transit operations.

F. CIVIL RIGHTS

The DOT&PF Civil Rights Office has primary responsibility for administering the FTA disadvantaged business enterprise (DBE) and Title VI programs. DOT&PF supports the Civil Rights Office through technical assistance to, and compliance reviews of, subrecipients.

Subrecipients must report revenue service vehicle purchases to the DOT&PF Civil Rights Office within 15 days of contract award to the vendor.

If the subrecipient is a direct recipient of FTA funds and has an approved DBE program on file with FTA, the recipient's DBE goal will include any FTA funds passed through DOT&PF and the recipient will report all activity, including activity associated with FTA funds administered by DOT&PF, to FTA.

G. SECTION 504 AND AMERICANS WITH DISABILITIES DOT&PF (ADA)

DOT&PF has primary responsibility for ADA compliance; the DOT&PF Civil Rights Office serves as a resource. DOT&PF ensures compliance with Section 504 and ADA through technical assistance to, and compliance reviews of, subrecipients.

H. PROGRAM MEASURES

DOT&PF has not established program measures.

I. PROGRAM MANAGEMENT

1. MONITORING AND OVERSIGHT

DOT&PF conducts a risk-based oversight program that comprises three types of reviews:

- **Comprehensive Reviews/Technical Assistance Visits** – conducted every two-to-five years, based on the level of risk and need, of every Section 5310 and 5311 subrecipient. The purpose of the comprehensive review is to ensure compliance with State and Federal rules and regulations; to identify the strengths and weaknesses of a transit system; and to build technical capacity. Additional objectives of the review are to identify and promote good practices, to identify training and technical assistance needs, and to spend time one-on-one with subrecipients. Three primary functional areas of a transit system are investigated during a review: administration and management, operations and service provisions, and service planning and marketing. The review is designed to be used as one part of a technical assistance effort. After completion of a review, technical assistance will be provided to the transit system to improve the deficient area(s) and to document exemplary performance to share with other transit systems.
- **Drug and Alcohol Reviews** - conducted every two-to-five years based on the level of risk and need of every Section 5311 subrecipients. The purpose of the reviews is to ensure compliance with FTA drug and alcohol testing requirements. At the State's discretion, the comprehensive and drug and alcohol reviews will be conducted concurrently.
- **Agreed-upon Scope/Program-specific Reviews** – conducted on a case-by-case basis when a comprehensive review identifies issues, or when issues are identified outside of the review program. Examples include conflict of interest reviews and financial management oversight reviews.

2. REPORTING

Subrecipient who have Section 5310 and 5311 projects are required to submit progress reports relative to operations, ridership, performance, and financial costs. These reports are required to be submitted at least annually, or quarterly, if requested. Reports are also required from subrecipients who receive AMHT funds. Reimbursements may be withheld if the progress reports are not submitted timely.

Subrecipients enter annual NTD data directly. DOT&PF reviews and submits the reports.

Subrecipients enter the annual Drug and Alcohol Management Information System (DAMIS) data directly. DOT&PF reviews and submits the reports.

3. PROCUREMENT

Procurement is either the responsibility of the DOT&PF or the recipient agency. The responsibility is determined at the beginning of the project.

DOT&PF develops procurement specifications for projects and then DOT&PF handles the procurement process. All DOT&PF procurements go through the DOT&PF Procurement Office, and all procurements are conducted by certified (State Procurement Officer Certification or State Construction Contracting Certification) procurement/contracting officers. State procurement/contracting officers are required to follow Alaska Statute 36.30 (State Procurement Code), 2 AAC 12 (Alaska Administrative Code for Procurement), DOT&PF Policy and Procedures Chapter 10 Procurement, and Department procedures for FTA funded procurements. Finance will not certify payment for an invoice that is not associated with a written purchase order or contract.

DOT&PF requires subrecipients to submit for review at the pre-solicitation, pre-award, post-award/post-delivery, and change order stages procurements greater than \$10,000 and construction procurements greater than \$2,000. DOT&PF uses its grant award and management system, BlackCat, to review procurements.

At the pre-solicitation stage, DOT&PF reviews for:

- Method of procurement, including justification for sole-source procurements

- Independent cost estimate (>\$250,000)

- Required federal clauses

- Required certifications (Lobbying, Buy America, DBE TVM)

- Full and open competition (overly restrictive specifications/qualifications, named brands, geographic preferences)

- Evaluation criteria (RFP)

- Specifications (IFB)

- List of vendors to be solicited

At the pre-award stage, DOT&PF reviews for:

- Responsibility determination

- Bid tabulation (IFBs)/scoring sheet (RFPs)

- Signed certifications

- Justification for award for single bid or award-to-other-than-low bidder

Cost or price analysis (>\$250,000)

Pre-award documentation and certifications, including Buy America requirements (revenue rolling stock)

Bus test report (revenue rolling stock)

At the post-award/post-delivery stage, DOT&PF reviews for:

Insurance certificates (if required)

Bid, performance, and payment bonds (construction)

Post-delivery documentation and certifications, including Buy America requirements (revenue rolling stock)

DBE oversight

DOT&PF reviews change orders for:

Justification

Independent cost estimate (>\$250,000)

Cost or price analysis (>\$250,000)

4. CONSTRUCTION MANAGEMENT AND ENVIRONMENTAL PROTECTION

Construction management is either the responsibility of the DOT&PF or the recipient agency. The responsibility is determined at the beginning of the project.

For DOT&PF-managed projects, DOT Statewide Public Facilities manages the project.

For subrecipient-managed projects, DOT&PF participates in the project by assisting with, reviewing, and submitting the recipient's application for FTA funds; reviewing requests for proposal and invitations for bid; and reviewing contract language between recipient and the architectural and engineering firm. DOT&PF also receives periodic progress reports from recipients and participates in the final inspection of facilities.

The recipient agency is responsible for environmental analysis activities. The contract between DOT&PF, FTA, and the recipient agency addresses environmental analysis requirements. All projects must address environmental requirements in the application to FTA. DOT&PF reviews public involvement processes for each project. FTA reviews all applications.

DOT Statewide Public Facilities provides technical assistance and oversight upon request.

DOT&PF requires subrecipient to have written facility maintenance plans. At a minimum, this plan must include the manufacturer's suggested maintenance activities and schedules. The plan must be filed with DOT&PF.

5. VEHICLE/EQUIPMENT CONTROL, USE, INSURANCE, MAINTENANCE, USEFUL LIFE, AND DISPOSITION

DOT&PF maintains control over vehicles and/or equipment through electronic inventory, annual reports, annual vehicle use certifications, liens, and disposition and insurance requirements. DOT&PF releases the lien after disposition (scrapped or sold).

Subrecipients must use DOT&PF-funded vehicles for project purposes. Incidental use of the vehicles must not interfere with the provision of public transit service.

The State requires subrecipients have a minimum of \$500,000 in liability coverage for program-funded vehicles. DOT&PF recommends a minimum coverage of a combined single limit of \$1,000,000 for subrecipients with program-funded vehicles. Subrecipient must insure FTA-funded facilities and equipment for replacement value.

DOT&PF requires written vehicle maintenance plans and that subrecipients maintain vehicles and/or equipment at a high level of cleanliness, safety, and mechanical soundness following, at a minimum, the original manufacturer’s recommended maintenance procedures and schedules. Subrecipients must document all maintenance completed, including maintenance expenditures. ACT accepts the manufacturer’s program as a written plan. ACT will approve variances from the plan if it is more cost-effective to exceed the manufacturer’s minimum requirements. Generally, ACT expects preventive maintenance to be performed on time at least 80 percent of the time. Inspections may be performed early. ACT may make exceptions given the unique circumstances, such as remote location. ACT requires subrecipients to follow up on warranty claims and recalls.

DOT&PF has developed the following useful life policy for the purpose of evaluating vehicle disposition requests and capital replacement applications. The DOT&PF vehicle useful life policy is based on either of the following measurements:

Vehicle Classification	Useful Life Miles	Years
Vans and sedans	100,000	4
SUVs	150,000	5
Cutaways:		
• Light duty, small and medium size	100,000	7
• Medium duty, medium size	200,000	10
Transit Buses:		
• Medium duty (30’-34’)	300,000	10
• Heavy duty (35’-40’)	400,000	12
Ferryboat	-	42
Trucks	-	14

DOT&PF may approve disposition of vehicles that do not meet either of the above conditions when subrecipients demonstrate that the vehicle is unsafe for passenger service, vehicle defects cannot be repaired, or maintenance of the vehicle is not cost-effective.

Agencies must submit transfer and disposition actions to DOT&PF for approval. In the event of loss due to casualty, fire, or theft, the insurance settlement will go toward the replacement of the lost vehicle/equipment. If a disposition or loss of vehicles or equipment result in proceeds greater than \$10,000, subrecipients may retain \$5,000 plus the percentage of the local share in the original award of the remaining proceeds. DOT&PF will return the Federal percentage of the original award to the FTA using pay.gov.

When applying for replacement vehicles, subrecipients should take into account expected delivery dates. Vehicles must meet useful life conditions by the time replacement vehicles are delivered.

6. TRANSIT ASSET MANAGEMENT (TAM)

DOT&PF is the group TAM plan sponsor for subrecipients. Subrecipients must participate in the State's group plan. Tribes that are awarded Section 5311 funds by DOT&PF and are direct recipients of these funds have the option to opt out of the State's group plan. Small urban providers do not participate in the State's group plan.

7. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS (PTASP)

Alaska has three small public transportation providers receiving 5307 funds from FTA in Anchorage, Fairbanks, and the Matanuska-Susitna Valley. Each of these providers opted out of the state preparing the ASP.

8. CAPITAL IMPROVEMENT PLAN (CIP)

DOT&PF is working with subrecipients to prepare and submit current five-year CIPs with their application for capital funds.

9. CERTIFICATIONS AND ASSURANCES

All subrecipients must sign the FTA certifications and assurances annually.

10. FINANCIAL MANAGEMENT

DOT&PF, in conjunction with the Financial Management Division of DOT&PF, maintains a system of accounting and internal controls to assure accurate and timely cash flow to local projects.

Uniform reporting is required of all projects with a separate project code established for each award. The project codes are established, per State of Alaska standard accounting and recordkeeping procedures, immediately upon notification of award approval. Reconciliation is performed regularly by DOT&PF with a comparison of expenditures made between the State's electronic Integrated Resource Information System (IRIS) and DOT&PF records to assure that all invoices and reimbursement requests have been processed correctly. DOT&PF's Financial Management Division uses the Integrated Resource Information System (IRIS) detail ledger to compile the Electronic Clearing House Operation System (ECHO) billing submitted to FTA monthly.

Each subrecipient is responsible for accurate and complete disclosure of its expenditures and revenues. Reimbursement of eligible expenses is made within 30 days of receipt of satisfactory documentation. ACT will determine the required level of documentation using a risk-based approach. Risk factors include audit findings, entity type (public entity, private nonprofit, tribe), financial and technical capacity, manager staff turnover and vacancies, and financial and progress reporting deficiencies.

Projects receive reimbursement for no more than the amount of the total specified in the contract. A credit balance in a project at the end of the award period represents unearned funds; these funds are then recalculated for redistribution in the next award year. The award program manager may amend the ending date of an award.

Subrecipients that expend federal funds in excess of the federal single audit threshold in a year, currently \$1,000,000, must have an independent single audit conducted. Subrecipients that expend federal funds in excess of \$250,000 but less than \$1,000,000 in a year must have an annual independent financial audit conducted. Subrecipients that expended less than \$250,000 in federal funds must have an independent financial audit conducted every two years that covers the period from the last audit.

11. COMPLAINTS

The State requires all local transportation providers to have written complaint procedures to resolve local disputes. A complaint that cannot be resolved at the local level may be appealed to DOT&PF, which will review the case and contact all involved parties. After due consideration, DOT&PF will make a final recommendation to the Director of Program Development. Once the information regarding the complaint has been reviewed, the Director will make the final determination.

12. CHARTER SERVICE

DOT&PF does not allow charter service by providers receiving FTA funding through the State. Exceptions may be considered on rare occasions.

13. PROJECT CLOSEOUT

Unless otherwise specified in the award agreement, projects must be completed and agreements closed in one year. At its discretion, DOT&PF may award extensions to extend award agreement end dates. Final billing must be submitted by the end of the second month following the termination date listed on this award agreement or as amended.