



NOTICE OF MEETING OF THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (RTC)

Day: Wednesday
Date: March 14, 2018
Time: Begins immediately after the adjournment of the Carson Area Metropolitan Planning Organization meeting that begins at 4:30 p.m.
Location: Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

AGENDA

AGENDA NOTES: The Regional Transportation Commission 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 Regional Transportation Commission staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or call Dirk Goering 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 Dirk Goering, Acting Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted under "Agendas & Minutes" 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 RTC 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 RTC's official business. Such disclosures may also be made at such time the specific agenda item is introduced.

4. PUBLIC COMMENT: Members of the public who wish to address the RTC may approach the podium and speak on any matter relevant to or within the authority of RTC. 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 RTC 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) February 14, 2018 Draft Minutes

6. PUBLIC MEETING ITEM(S):

6.A (For Possible Action) To authorize the Transportation Manager to sign an Interlocal Agreement between Carson City and Storey County, for the provision of technical support and maintenance of traffic signals and lighting in Storey County by Carson City staff.

Staff Summary: Storey County's first traffic signal is being constructed by NDOT at the intersection of USA Parkway and Electric Avenue. Storey County has requested certain services and technical support of the traffic signal. Carson City has specialized equipment and employs staff that are skilled in the repair and maintenance of highway traffic control equipment. Under separate Interlocal agreements, Carson City currently provides similar services to Douglas County, Lyon County, and the Nevada Commission for the Reconstruction of the V&T Railway.

6.B (For Possible Action) To approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$50,000 for the period July 1, 2018 to June 30, 2019, and to authorize the RTC Chairperson to sign the application and associated Certifications and Assurances.

Staff Summary: Staff has prepared an Independent Living Grant application renewal for Fiscal Year 2019. Applications are due March 21, 2018. The grant funding will partially underwrite the cost of the Senior Bus Pass Program, which provides unlimited free rides to senior citizens (60+) on the JAC fixed route system. This is the second year of a two-year grant cycle, and awards will be based on performance and available funding. The required match for this grant is \$7,500.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items):

- 7.A Transportation Manager's Report
- 7.B Street Operations Activity Report
- 7.C Project Status Report
- 7.D Future Agenda Items

8. **BOARD COMMENTS (Information only):** Status reports and comments from the members of the RTC Board.

9. **PUBLIC COMMENT:** Members of the public who wish to address the RTC Board may approach the podium and speak on any matter relevant to or within the authority of RTC. 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 RTC 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. The Next Meeting is Tentatively Scheduled: 4:30 p.m., Wednesday, April 11, 2018, at the Sierra Room - Community Center, 851 East William Street.

11. ADJOURNMENT: For Possible Action

This agenda has been posted at the following locations on Thursday, March 8, 2018, before 5:00 p.m.:

City Hall, 201 North Carson Street

Community Center, Sierra Room, 851 East William 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>

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the February 14, 2018 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Regional Transportation Commission was scheduled to begin following adjournment of the Carson Area Metropolitan Planning Organization meeting, on Wednesday, February 14, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Brad Bonkowski
Vice Chairperson Lori Bagwell
Commissioner Mark Kimbrough
Commissioner Chas Macquarie

STAFF: Darren Schulz, Public Works Department Director
Lucia Maloney, Transportation Manager
Dan Stucky, City Engineer
Iris Yowell, Deputy District Attorney
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the commission'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 (4:56:47)** - Chairperson Bonkowski called the meeting to order at 4:56 p.m. Ms. King called the roll; a quorum was present.
- 2. AGENDA MANAGEMENT NOTICE (4:57:10)** - Chairperson Bonkowski entertained modifications to the agenda. Ms. Maloney advised that an ethics training had been scheduled for after the commission meeting but, due to the current commission vacancy, the training session has been postponed. Ms. Maloney requested to hear items 6(A) and (B) as one presentation, and to take action on each item separately. Chairperson Bonkowski entertained additional modifications to the agenda; however, none were forthcoming.
- 3. DISCLOSURES (4:58:10)** - Commissioner Macquarie advised that he would abstain from participating in discussion and action on items 6(A) and (B).
- 4. PUBLIC COMMENT (4:58:31)** - Chairperson Bonkowski entertained public comment; however, none was forthcoming.
- 5. POSSIBLE ACTION ON APPROVAL OF MINUTES - January 10, 2018 (4:58:45)** - Chairperson Bonkowski introduced this item, and entertained a motion. **Vice Chairperson Bagwell moved to approve the minutes, with a correction to item 5 to indicate an abstention. Commissioner Kimbrough seconded the motion. Motion carried 4-0.**

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the February 14, 2018 Meeting

Page 2

DRAFT

6. PUBLIC MEETING ITEMS:

6(A) POSSIBLE ACTION TO APPROVE THE ALLOCATION OF \$300,000 FROM THE RTC FUND TO RECONSTRUCT THE ROADWAY FOR FIVE CROSS-STREETS, BETWEEN CARSON STREET AND CURRY STREET, INCLUDING ROBINSON STREET, SPEAR STREET, TELEGRAPH STREET, PROCTOR STREET, AND MUSSER STREET, AS PART OF THE DOWNTOWN CURRY STREETScape IMPROVEMENT PROJECT; and 6(B) POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS ACCEPTANCE OF THE 90% DESIGN OF THE DOWNTOWN CURRY STREETScape IMPROVEMENT PROJECT (4:59:23)

- Chairperson Bonkowski introduced these items and entertained disclosures. Commissioner Macquarie read a prepared disclosure statement into the record, and advised that he would abstain from participating in discussion and action on items 6(A) and 6(B). Chairperson Bonkowski read a prepared disclosure statement into the record, and advised that he would abstain from participating in discussion and action on item 6(B). He advised that he would pass the gavel to Vice Chairperson Bagwell for item 6(B).

City Engineer Dan Stucky introduced Lumos & Associates Director of Engineering Mike Bennett, and reviewed the agenda materials in conjunction with displayed slides. Mr. Stucky, Mr. Bennett, and Ms. Maloney responded to questions of clarification, and discussion followed.

Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion for item 6(A). **Vice Chairperson Bagwell moved to approve the allocation of \$300,000 from the RTC Fund to reconstruct the roadway for five cross-streets, between Carson Street and Curry Street, including Robinson Street, Spear Street, Telegraph Street, Proctor Street, and Musser Street, as part of the Downtown Curry Streetscape Improvement Project. Commissioner Kimbrough seconded the motion.** Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 3 - 0 - 1, Commissioner Macquarie abstaining.**

Chairperson Bonkowski passed the gavel to Vice Chairperson Bagwell, who entertained discussion of the commissioners and public comment relative to item 6(B). When no discussion or public comment was forthcoming, she entertained a motion. **Commissioner Kimbrough moved to recommend to the Board of Supervisors acceptance of the 90% design of the Downtown Curry Streetscape Improvement Project. Vice Chairperson Bagwell seconded the motion. Motion carried 2 - 0 - 2, Chairperson Bonkowski and Commissioner Macquarie abstaining.** Vice Chairperson Bagwell returned the gavel to Chairperson Bonkowski.

6(C) POSSIBLE ACTION TO APPROVE COOPERATIVE AGREEMENT PR634-17-063, BETWEEN THE CARSON CITY RTC AND THE NEVADA DEPARTMENT OF TRANSPORTATION, FOR COMPLETE STREETS IMPROVEMENTS ALONG SOUTH CARSON STREET, AND TO AUTHORIZE THE PUBLIC WORKS DIRECTOR TO SIGN FUTURE AMENDMENTS TO THIS AGREEMENT REGARDING TIME EXTENSIONS OR A CHANGE IN THE VALUE OF FUNDING UP TO 10% OF THE INITIAL FUNDING AMOUNT (5:25:15) - Chairperson Bonkowski introduced this item, and Mr. Goering reviewed the agenda materials. Chairperson Bonkowski entertained commissioner questions or comments and public comments. When no questions or comments were forthcoming, Chairperson Bonkowski entertained a motion. **Commissioner Kimbrough moved to approve cooperative agreement PR634-17-063, between the Carson City RTC and the Nevada Department of Transportation, for Complete Streets Improvements along South Carson Street, and to authorize the Public Works Department Director**

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the February 14, 2018 Meeting

Page 3

DRAFT

to sign future amendments to this agreement regarding time extensions or a change in the value of the funding up to 10% of the initial funding amount. Vice Chairperson Bagwell seconded the motion. Chairperson Bonkowski entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-0.**

6(D) POSSIBLE ACTION TO DIRECT STAFF TO UTILIZE APPROXIMATELY \$630,000 IN LOCAL FY 2017 / 18 PAVEMENT PRESERVATION CAPITAL FUNDING FOR PATCHING AND SLURRY SEALING ON FAIRVIEW DRIVE, FROM ROOP STREET TO U.S. 50 EAST (5:27:36) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the agenda materials. Ms. Maloney and Mr. Goering responded to questions of clarification, and discussion followed. Chairperson Bonkowski entertained public comment and, when none was forthcoming, a motion. **Commissioner Macquarie moved to direct staff to utilize approximately \$630,000 in local FY 2017 / 18 pavement preservation capital funding for patching and slurry sealing on Fairview Drive, from Roop Street to US 50 East. Vice Chairperson Bagwell seconded the motion.** In response to a question, Ms. Maloney explained the approximate dollar figure. **Commissioner Macquarie amended his motion to remove the word “approximately.” Vice Chairperson Bagwell continued her second.** Chairperson Bonkowski entertained additional discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 4-0.**

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

7(A) TRANSPORTATION MANAGER’S REPORT (5:36:47) - Chairperson Bonkowski introduced this item, and Ms. Maloney presented her report. Ms. Maloney responded to questions regarding crossing improvements at the intersection of State Street and Long Street. She responded to additional questions of clarification, and a brief discussion took place.

7(B) STREET OPERATIONS ACTIVITY REPORT (5:41:22) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the report which was included in the agenda materials. Chairperson Bonkowski entertained questions or comments; however, none were forthcoming.

7(C) PROJECT STATUS REPORT (5:42:42) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the report which was included in the agenda materials. Ms. Maloney, Mr. Goering and Mr. Schulz responded to questions of clarification.

7(D) FUTURE AGENDA ITEMS (5:46:32) - Chairperson Bonkowski introduced this item, and Ms. Maloney reviewed the tentative agenda for the March commission meeting. Chairperson Bonkowski entertained future agenda items from the commissioners; however, none were forthcoming.

8. COMMISSIONER COMMENTS (5:48:12) - Chairperson Bonkowski entertained commissioner comments; however, none were forthcoming.

9. PUBLIC COMMENT (5:48:25) - Chairperson Bonkowski entertained public comment; however, none was forthcoming.

10. THE NEXT MEETING IS TENTATIVELY SCHEDULED FOR 4:30 P.M. ON WEDNESDAY, MARCH 14, 2018 IN THE COMMUNITY CENTER SIERRA ROOM, 851 EAST WILLIAM STREET (5:48:32) - Chairperson Bonkowski read this information into the record.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the February 14, 2018 Meeting

Page 4

DRAFT

11. ACTION ON ADJOURNMENT (5:48:42) - Commissioner Kimbrough moved to adjourn the meeting at 5:48 p.m.

The Minutes of the February 14, 2018 Carson City Regional Transportation Commission meeting are so approved this _____ day of March, 2018.

BRAD BONKOWSKI, Chair



STAFF REPORT

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

Meeting Date: March 14, 2018

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: (For Possible Action) To authorize the Transportation Manager to sign an Interlocal Agreement between Carson City and Storey County, for the provision of technical support and maintenance of traffic signals and lighting in Storey County by Carson City staff.

Staff Summary: Storey County's first traffic signal is being constructed by NDOT at the intersection of USA Parkway and Electric Avenue. Storey County has requested certain services and technical support of the traffic signal. Carson City has specialized equipment and employs staff that are skilled in the repair and maintenance of highway traffic control equipment. Under separate Interlocal agreements, Carson City currently provides similar services to Douglas County, Lyon County, and the Nevada Commission for the Reconstruction of the V&T Railway.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to authorize the Transportation Manager to sign an Interlocal Agreement between Carson City and Storey County, for the provision of technical support and maintenance of traffic signals and lighting in Storey County by Carson City staff.

Previous Action

RTC approved similar agreements with Lyon County (2006,2014), Douglas County (2011,2014), and the Nevada Commission for the Reconstruction of the V&T Railway (2014).

Background/Issues & Analysis

Storey County is experiencing significant growth related to the Tahoe Reno Industrial Center. Storey County does not have any experience with traffic signals operation and maintenance.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.180

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Carson City will be reimbursed for the services provided to Storey County. Reimbursement will be deposited into the Street Maintenance 256-0000-337 revenue account. Materials will be expended from 256-3038-431.04-37/Signal Repair and Maintenance. Labor will be provided by employees under Street Maintenance Salaries 256-3038-431.01-01

Alternatives

-Not provide signal maintenance services to Storey County

Supporting Material

-Storey County Interlocal Agreement

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

INTERLOCAL AGREEMENT FOR SIGNAL MAINTENANCE

This AGREEMENT is dated this _____ day of _____, 2018, by and between STOREY COUNTY, a political subdivision of the State of Nevada (hereinafter "COUNTY"), and CARSON CITY, a consolidated municipality and political subdivision of the State of Nevada (hereinafter "CITY"). COUNTY and CITY may be individually referred to as "Party" and collectively referred to as "Parties."

WITNESSETH:

WHEREAS, the Parties are public agencies under NRS 277.100; and

WHEREAS, NRS 277.180 provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, it is the understanding of the Parties that the Nevada Department of Transportation ("NDOT") will install in the summer of 2018 a highway traffic signal ("Signal") at the public roadway intersection of Electric Avenue and USA Parkway (State Route 439), located in Storey County, Nevada; and

WHEREAS, it is also the understanding of the Parties that upon completion of the installation of the Signal, NDOT will transfer operation and maintenance of the traffic control signal to COUNTY; and

WHEREAS, certain employees of CITY possess a level of expertise such that those employees may be able to perform certain repair, maintenance and other technical services relating to the Signal for COUNTY; and

WHEREAS, to assist COUNTY in protecting its residents by enhancing the safety of pedestrian and vehicular traffic within Storey County, CITY is agreeable to providing such repair, maintenance and other technical services; and

WHEREAS, this AGREEMENT will benefit the COUNTY and the people of the State of Nevada;

NOW, THEREFORE, in consideration of the promises and conditions contained in this Agreement and other good and valuable consideration, the Parties do agree as follows:

Section 1. Term of Agreement: This Agreement is effective on the date that the last authorized signature is affixed hereto and will terminate on July 1, 2020 ("Initial Term") unless terminated earlier in accordance with Section 2 of this Agreement. Upon expiration of the Initial Term, this Agreement will automatically renew for successive terms of one (1) year ("Renewal Term") under all of the same terms and conditions set forth herein unless, not less than 30 days before the expiration of the Initial Term or any

subsequent Renewal Term, either Party provides notice to the other that this Agreement will not be renewed.

Section 2. Early Termination: Either Party may terminate this Agreement with or without cause by providing not less than 30 days' notice to the other Party.

Section 3. Responsibilities of CITY: CITY agrees to provide the following services relating to the operation of the Signal:

A. **Preventative maintenance** in accordance, to the extent possible, with a plan of maintenance ("Maintenance Plan") to be developed by COUNTY and which:

(1) Includes:

(a) Periodic inspection of the Signal to ensure the proper operation of the Signal system, including vehicle, emergency vehicle and pedestrian detection.

(b) Periodic inspection of the luminaires used for area lighting and internally-illuminated roadway signs affixed to the Signal.

(c) Periodic inspection of the battery backup system for the Signal.

(d) Annual certification of the Signal's malfunction monitor unit by the use of calibrated testing equipment.

(e) Signal cabinet service, including the cleaning and replacement of filters.

(2) Does not include:

(a) Structural inspection of poles, supports, anchors, welds, mechanical fasteners or foundations.

(b) Location of utility lines.

(c) Construction of any item.

(d) Modification of any Signal component.

(e) Repairs to any Signal component that CITY, at its sole discretion, determines is a significant repair that is not preventative in nature, including, without limitation: the installation or modification of any structure; any service which qualifies for intermediate-term or long-term stationary work under the *Manual on Uniform Traffic Control Devices for Streets and Highways* published by the Federal Highway Administration of the U.S. Department of Transportation, as may be amended; any service which requires trenching, paving or sealing; any service that requires resource allocation of more than one technician or more

than one bucket truck; any service which requires the installation or removal of cables or wires; any service which requires welding, cutting, painting or galvanizing; or any service which requires work to be performed on an anchor or other support structure.

(f) Any other preventative maintenance that CITY, at its sole discretion, determines is not feasible or reasonable to perform.

B. Response (unplanned or unexpected) maintenance which:

(1) Includes maintenance:

- (a) In response to a report of the Signal in red-flash operation.
- (b) In response to a report of any Signal malfunction.
- (c) In response to a report of the Signal not adequately serving demand.
- (d) To provide support in the event of a traffic or similar incident.
- (e) To provide construction support.

(2) Does not include:

- (a) Preventative maintenance.
- (b) Location of utility lines.
- (c) Construction of any item.
- (d) Support in the event of loss of power.
- (e) Any other response maintenance that CITY, at its sole discretion, determines is not feasible or reasonable to perform.

C. Technical support which:

(1) Includes:

- (a) Configuration of Signal equipment.
- (b) Testing of Signal equipment.
- (c) Configuration and utilization of equipment and software for remote monitoring and configuration of Signal equipment.

(d) Assistance in the development of timing and configurations for Signal equipment.

(e) Consultation to assist COUNTY in the development of policies and procedures relating to Signal equipment.

(f) Informal, on-the-job guidance or sharing of information to facilitate the safe operation of Signal equipment.

(2) Does not include:

(a) Services or support of any information technology system not directly related to Signal equipment.

(b) Engineering services or support including, without limitation, warrants, designs or modifications.

(c) Any other technical support that CITY, at its sole discretion, determines is not feasible or reasonable to perform.

Section 4. Discretionary Acts of CITY: Notwithstanding any other provision of this Agreement or any provision included in COUNTY's Maintenance Plan, CITY may, at its sole discretion:

A. Determine whether the performance of any service is necessary, feasible or reasonable.

B. Provide to COUNTY at COUNTY's request such additional services or support not otherwise described in this Agreement for the maintenance and operation of the Signal or any other highway traffic signal that is installed in Storey County after the effective date of this Agreement, subject to the same terms and conditions set forth herein.

C. Refuse to provide or delay response maintenance whenever CITY determines that such maintenance cannot be provided or that response time will be delayed as the result of limited CITY resources at the time of COUNTY's request for response maintenance, including, without limitation, inadequate staffing levels, unavailability of equipment or the need to allocate CITY resources to CITY projects. COUNTY understands and agrees that CITY has a legal obligation to provide necessary services to Carson City first. CITY will endeavor to provide timely response maintenance to COUNTY in good faith and to the best of its ability.

Section 5. Responsibilities of COUNTY: COUNTY agrees to perform the following:

A. With the assistance of CITY, develop its Maintenance Plan for the efficient operation and maintenance of the Signal.

B. Develop, review and approve a policy for the timing, configuration and operation of the Signal and Signal equipment.

C. Observe and review any service performed by CITY to ensure that such service satisfies standards and requirements established by COUNTY.

D. Coordinate with CITY for the response maintenance of the Signal and, at any such time CITY is unable to provide response maintenance pursuant to Section 4 of this Agreement, arrange for alternate means to provide such maintenance.

E. Pay for all equipment or any other parts associated with the maintenance, support or repair of the Signal.

F. Manage all purchasing and bid requirements, if applicable, and coordinate vendor or contractor services relating to the Signal which are not otherwise intended to be provided by CITY in accordance with this Agreement.

G. Comply with all requirements established in any existing agreement between Storey County and the State of Nevada or any other organization relating to the Signal.

H. Comply with all applicable federal or state law or regulation relating to or arising from the maintenance, operation or repair of the Signal, including, without limitation, provisions for notification requirements pertaining to certain subsurface installations under NRS 455.130.

I. Provide any necessary traffic control for CITY personnel when service performed by CITY under this Agreement must take place in a roadway.

J. Provide radio dispatch services for CITY personnel when service is performed by CITY under this Agreement.

Section 6. Supervision of Services: COUNTY and CITY agree that COUNTY at all times retains responsibility for the day-to-day operation and maintenance of the Signal. All services provided by CITY must be performed in accordance with this Agreement and at the direction or permission of COUNTY.

Section 7. Service Rate: COUNTY and CITY agree that the hourly staff rates that will be charged to COUNTY for the performance of any service under this Agreement will be in accordance with the rates established by CITY at such time the service is performed. Nothing in this Agreement prohibits or otherwise limits the authority of CITY to increase its rates. COUNTY may request that CITY provide its rates at any time.

Section 8. Billing and Payment: CITY will bill for services performed in accordance with its established rates. Payments by COUNTY are due within 45 days of

the date of billing and are not conditioned on the resolution or receipt by COUNTY of any amounts payable to COUNTY under a pending insurance claim or dispute between COUNTY and a third party.

Section 9. Notices: All notices or other communications required or permitted to be given under this Agreement must be in writing and shall be deemed to have been duly given if delivered personally by hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other Party at the address set forth below:

FOR CITY:

Lucia Maloney
Transportation Manager
3505 Butti Way
Carson City, Nevada 89701
Tel: (775) 887-2355
Fax: (775) 887-2112

FOR COUNTY:

Pat Whitten
County Manager
P.O. Box 176
Virginia City, Nevada 89440
Tel: (775) 847-0968
Fax: (775) 847-0949

Either Party may from time to time, by notice in writing served upon the other as described above, designate a different mailing address to which or a different person to whose attention all such notices or demands are thereafter to be addressed.

Section 10. Entire Agreement: This Agreement constitutes the entire agreement of the Parties and as such is intended as the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement must be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement is binding upon the Parties unless the same is in writing and signed by the respective parties hereto.

Section 11. Limited Liability; Indemnification: COUNTY shall indemnify and hold harmless CITY, to the extent provided by law, from and against any and all liability arising out of the performance of services under this Agreement proximately caused by any act or omission of COUNTY's officers, agents, and employees. COUNTY and

CITY do not waive and intend to assert any and all available NRS chapter 41 immunity in all cases. Contract liability of the Parties does not include punitive damages.

Section 12. Severability: If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if the provision did not exist and the non-enforceability of that provision will not be held to render any other provision or provisions of this Agreement unenforceable.

Section 13. Nevada Law: The laws of the State of Nevada apply in interpreting and construing this Agreement.

Section 14. Ownership of Property: All or any property presently owned by either Party will remain in such possession upon termination of this Agreement, and there will be no transfer of property or ownership interest between the Parties during the course of this Agreement.

Section 15. No Third-Party Beneficiary: It is specifically agreed between the Parties that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof a third-party beneficiary hereunder, or to authorize anyone not a Party to this Agreement any right to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

Section 16. Records: Each Party agrees to keep and maintain under general accepted accounting principles full, true and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained.

Section 17. Separate Entities: The Parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each Party is and continues to be a public agency separate and distinct from the other Party and, except as otherwise specifically provided herein, has the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement.

Section 18. Assignment: Neither Party may assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other Party.

Section 19. Authority to Sign: The Parties hereto represent and warrant that the person executing this Agreement on behalf of its respective Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services set forth herein.

Section 20. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Agreement.

Section 21. Breach: Failure of either Party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties are not exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages and reasonable attorneys' fees and costs.

Section 22. Force Majeure: Neither Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the _____ day of _____, 2018.

CARSON CITY, NEVADA

STOREY COUNTY, NEVADA

Board of County Commissioners
of Storey County

By: _____
Transportation Manager

By: _____
Marshall McBride, Chairman

Attest:

City Clerk

County Clerk

Approved as to Legality and Form:

Approved as to Legality and Form:

District Attorney

District Attorney



STAFF REPORT

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

Meeting Date: March 14, 2018

Staff Contact: Graham Dollarhide, Transit Coordinator

Agenda Title: (For Possible Action) To approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$50,000 for the period July 1, 2018 to June 30, 2019, and to authorize the RTC Chairperson to sign the application and associated Certifications and Assurances.

Staff Summary: Staff has prepared an Independent Living Grant application renewal for Fiscal Year 2019. Applications are due March 21, 2018. The grant funding will partially underwrite the cost of the Senior Bus Pass Program, which provides unlimited free rides to senior citizens (60+) on the JAC fixed route system. This is the second year of a two-year grant cycle, and awards will be based on performance and available funding. The required match for this grant is \$7,500.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

Move to approve a grant application with the Nevada Aging and Disability Services Division (ADSD) in the amount of \$50,000 for the period July 1, 2018 to June 30, 2019, and to authorize the RTC Chairperson to sign the application and associated Certifications and Assurances.

Background/Issues & Analysis

Through January of fiscal year 2018, senior citizens participating in the Senior Bus Pass Program have comprised almost 40 percent of the total ridership on the JAC fixed route system. It is estimated that over 77,000 trips will be provided for seniors alone in Fiscal Year 2018, which testifies to the benefits of the program and the partnership with ADSD.

Applicable Statute, Code, Policy, Rule or Regulation

Grant Administration Policy

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: State Gov't Grants/CC Senior Transit Grant / 225-0000-334-80-00

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If approved, the Transit fund account for the 2019 Fiscal Year will be increased by \$50,000, but will require a \$7,500 match from the Transit fund account.

Alternatives

N/A

Supporting Material

Nevada Aging and Disability Services Division (ADSD) Non-Competitive Grant Application – Social Services

Board Action Taken:

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

(Vote Recorded By)

TO BE COMPLETED BY ADSD ONLY

Application Number: Date & Time Received: By Mail Received In-Person By: Revision #:
 Received by Email

**Nevada Aging and Disability Services Division (ADSD)
 Non-Competitive Grant Application - Social Services (Aging Services)**

Second-Year Grant ~ Fiscal Year 2019
 Reporting Period: July 1, 2018 - June 30, 2019

**Due Date:
 March 21, 2018**

APPLICANT INFORMATION

1. TYPE OF APPLICATION: <input checked="" type="checkbox"/> Currently Funded ADSD Grant: FY18 Grant Number: <input type="text" value="01-006-43-LX-18"/>	2. AMOUNT REQUESTED: <div style="border: 1px solid black; padding: 5px; text-align: center;">\$50,000</div>	3. TYPE OF ORGANIZATION: <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Governmental
---	---	---

4. APPLICANT INFORMATION

SPONSOR	PROGRAM
Name: Carson City Regional Transportation Commission	Name: JAC (Jump Around Carson)
Address: 3505 Butti Way	Address: 3303 Butti Way, Bldg. 1
City, State: Carson City, NV	City, State: Carson City, NV
ZIP Code: 89701	ZIP Code: 89701
County: Carson City	County: Carson City
Sponsor Contact Information	
First & Last Name: Lucia Maloney	First & Last Name: Graham Dollarhide
Title: Transportation Manager	Title: Transit Coordinator
E-Mail: lmaloney@carson.org	E-Mail: gdollarhide@carson.org
Phone Number: 775-283-7396	Phone Number: 775-283-7583
Fax Number: 775-887-2112	Fax Number: 775-887-2112

5. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text" value="88-6000189"/>	7. SOURCE FOR FUNDING: Choose one source from this drop-down menu: Aging Services - Independent Living Grant (ILG)
--	---

6. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) #: <input type="text" value="073787152"/>

8. TYPE OF SERVICE TO BE FUNDED: Choose one service from this drop-down menu: Voucher Services - Transportation	9. SUMMARIZE SERVICES to be provided, specific to this proposal, if funds are awarded: (Use Bullets) (Only include services that would be ADSD-funded. Examples for various services: ride to medical appointment, ride to social activities, wash dishes, change linens, meal preparation, training, one-on-one counseling, two phone calls per week, grocery shopping, respite care, etc.)
--	--

10. AREAS TO BE SERVED BY PROJECT: (List city, town, county or statewide service areas) <input type="text" value="Carson City"/>	<ul style="list-style-type: none"> <input type="checkbox"/> ride to medical appointments <input type="checkbox"/> ride to shopping centers <input type="checkbox"/> ride to employment opportunities <input type="checkbox"/> ride to education-related activities <input type="checkbox"/> ride to social activities <input type="checkbox"/> ride to recreational facilities <input type="checkbox"/> ride to government service centers <input type="checkbox"/> ride to Senior Citizens Center <input type="checkbox"/> ride to housing <input type="checkbox"/>
---	--

11. PRIORITY POPULATIONS: (e.g., age 60 and older, rural, minority, frail, homeless, etc.) <ul style="list-style-type: none"> <input type="checkbox"/> age 60 and older <input type="checkbox"/> seniors with disabilities or low income <input type="checkbox"/> seniors in minority groups or with limited English

12. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

Authorized Representative (Print or Type)

First Name: **Last Name:**
Title:

 Signature of Authorized Representative

 Date

APPLICATION CHECKLIST

Assemble the application in the order shown below, check off each item completed and submit with your application package as directed.

Staple the application in the top left-hand corner. Do not use binder or paper clips.

NOTE: If any of the following items are incomplete or missing, the application will be rejected:

Excel File:

- Applicant Information
- Application Checklist
- Budget Detail Worksheet
- Budget Form A
- Budget Form A-1
- Other Funding
- Projected Output Measures

Word File:

- Applicant Questionnaire and Narrative
- Organizational Standards
- Assurances/Certifications

Attachments: *(If included, will not count towards page limit. Unsolicited attachments are prohibited.)*

- Your Sliding Fee Schedule and/or Cost Sharing Procedure (*if applicable*)
- Contracts or Memorandums of Understanding (*if applicable to the program/service*)
- Full Program Budget (*optional*)
- For funding under Titles III-B, III-D and III-E: Official verification of an approved Federal Indirect Cost Rate (FICR) (*required if the use of an FICR is requested*)

APPLICATION SUBMITTAL INFORMATION

Deadline: **Wednesday, March 21, 2018** (hand-delivered by 4:00 p.m. or postmarked)

Number: **One original and three copies** for each application being submitted

Locations: **Mail to the Las Vegas Office ONLY or hand-deliver by 4:00 p.m. to any of the following ADSD offices:**

Carson City Office	Elko Office	Las Vegas Office	Reno Office
3416 Goni Road	1010 Ruby Vista Drive	1860 E. Sahara Avenue	9670 Gateway Drive
Bldg. D, Suite 132	Suite 104	Las Vegas, NV 89104	Suite 200
Carson City, NV 89706	Elko, NV 89801		Reno, NV 89521

THE BUDGET
BUDGET DETAIL WORKSHEET

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service:

Type of Grant:

Briefly describe the expenses for the proposed project in each of the ADSD-funded budget categories using the following as a guide for each category of expense. Be sure to explain how each expense is related to the project and identify any one-time costs. Only include resources in "Grantee Match" column if match is required for the funding source you selected. Do not include excess match in this form. Instead, describe the additional resources that will be used to support the project in the appropriate space on Budget Form A-1. **Totals from this form will populate Budget Form A.**

Note: This form will only accept whole numbers.

All category worksheets are to be submitted even though no funds have been budgeted for the category.

Funding Source Selected:	Aging Services - Independent Living Grant (ILG)
Match Requirement for the Funding Source Selected:	Match is required. Total amount requested from ADSD multiplied by 0.15

PERSONNEL: List administrative staff that would provide direct service under the proposed program, name(s), and costs to be charged to the grant (percentages will be calculated automatically). Costs associated with administrative staff providing indirect services may only be included in this section in fixed-fee proposals. Also list program staff names, positions and costs (percentages will be calculated automatically). Asterisk (*) all new positions. Calculate and document the cost per position as shown in the example. (Number of hours per week multiplied by the number of weeks worked multiplied by the hourly wage.)

Position Title and Salary Calculations	Annual Salary	% Time	ADSD Request	Grantee Match	Program Salary
<i>Example: Program Director, Jane Doe 18 hrs wk x 52 wks x \$16.83 hr = \$15,753</i>	\$35,000	45.01%	\$9,452	\$6,301	\$15,753

Position Title and Salary Calculations	Annual Salary	(Auto Calculation) % Time	ADSD Request	Grantee Match	Program Salary
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
		#DIV/0!			\$0
TOTALS			\$0	\$0	\$0

FRINGE BENEFITS: List each position and provide a breakdown of the type of fringe benefits provided, such as health insurance, Medicare, FICA, retirement, etc., per the example. List the ADSD-requested amount and any match you are allocating toward this expense, if applicable (percentages will be calculated automatically).

Description of Fringe by Position	Program Salary	% Fringe	ADSD Request	Grantee Match	Total Amount
<i>Example: Program Director - FICA & Medicare</i>	\$15,753	7.65%	\$1,000	\$205	\$1,205
Description of Fringe by Position	Program Salary	(Auto Calculation) % Wage	ADSD Request	Grantee Match	Total Amount
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
	\$0	#DIV/0!			\$0
TOTALS			\$0	\$0	\$0

CONTRACTUAL/CONSULTANT SERVICES: Explain the need and/or purpose for the contractual or consultant service. Only include costs for which there is a written agreement or contract. Identify and justify these costs. Follow the example.

Purpose/Description	Calculation	ADSD Request	Grantee Match	Total Amount
<i>Example: Clinical Evaluations</i>	<i>\$85 hr x 40 hrs = \$3,400</i>	<i>\$2,000</i>	<i>\$1,400</i>	<i>\$3,400</i>
Purpose/Description	Calculation	ADSD Request	Grantee Match	Total Amount
Vouchers for JAC fixed route service	\$150 (12.50 per mo. x 12 mo.) per voucher x 333 vouchers	\$50,000	\$7,500	\$57,500
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTALS		\$50,000	\$7,500	\$57,500

STAFF TRAVEL/PER DIEM: Identify staff that will travel, the purpose, mileage, cost per mile and frequency. Grant funding will not pay more than the GSA.gov per diem and mileage rates. Follow the example.

Description and Purpose of Travel by Position	Calculation	ADSD Request	Grantee Match	Total Amount
<i>Example: Program Director - Travel to Satellite Office</i>	<i>50 mi/mo x \$0.545 x 12 mo</i>	\$327		\$327
Description and Purpose of Travel by Position	Calculation	ADSD Request	Grantee Match	Total Amount
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTALS		\$0	\$0	\$0

SUPPLIES: List tangible and expendable personal property such as office supplies, program supplies, etc. List any computer equipment which cost less than \$1,000. Justify these expenditures. Follow the example, be as specific as possible.

Item(s)/Purpose	Calculation	ADSD Request	Grantee Match	Total Amount
<i>Example: Paper, pens, notepads</i>	<i>12 mo. X \$35 mo. = \$420</i>	\$200	\$220	\$420
Item(s)/Purpose	Calculation	ADSD Request	Grantee Match	Total Amount
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTALS		\$0	\$0	\$0

OTHER DIRECT PROJECT EXPENSES: Identify and justify all other expenditures that cannot be identified in another category. These costs may include any relevant expenditure associated with the proposed project, such as training, car insurance, volunteer mileage, etc. These costs are to be included only if they are associated exclusively with this program. If they are associated with multiple sources of funding, the costs are to be included in Administrative Expenses. Follow example.

Expense Description/Purpose	Calculation	ADSD Request	Grantee Match	Total Amount
<i>Example: Car Insurance</i>	$\$189 \text{ mo} \times 12 \text{ mo} = \$2,268$	\$1,433	\$835	\$2,268
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTALS		\$0	\$0	\$0

REQUEST SUBTOTAL (Direct Project Costs)	ADSD Request	Grantee Match	Total Amount
	\$50,000	\$7,500	\$57,500

EQUIPMENT: List equipment to purchase, which cost \$1,000 or more, and justify these expenditures. Equipment costing less than \$1,000 should be listed under Supplies. Equipment is not included in the direct project costs, totaled above.

Item/Purpose/Justification	Unit Cost	Qty	ADSD Request	Grantee Match	Total Amount
<i>Example: Photocopier</i>	\$3,300	1	\$3,000	\$300	\$3,300
					\$0
					\$0
					\$0
TOTALS			\$0	\$0	\$0

ADMINISTRATIVE EXPENSES OR FEDERAL INDIRECT COST RATE (FICR): Administrative expenses and FICR are to be used to help cover costs in *categorical grants* that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. The expenses must be adequately described and are **limited to the maximum rate listed below**, depending on the funding source and existence of an FICR percentage of the direct project costs requested from ADSD. Applicants may need to adjust their rate after final funding sources have been identified by ADSD for the project. Please read the application instructions for variables that may apply. Administrative expenses do not apply to equipment.

Those applying to provide a *fixed-fee service* are not required to complete this section and may incorporate indirect costs in the line items above as needed since funding is earned at a pre-determined, fixed rate per unit of service and may be spent as the agency determines necessary for completion of unit of service.

CATEGORICAL GRANTS ONLY
Reference: Requirements and Procedures for Grant Programs, GR - 20: Indirect/Administrative Costs

The funding source you have chosen is:	State (ILG)	Choose the type of federal rate you are requesting below.
Choose Type Federal Rate, State or N/A:	▼	
Rate/Percent:	8%	

List detailed expense descriptions in the first column and provide a dollar amount for the expenses. Follow the example.

<i>Example</i>	Description	ADSD Request	Grantee Match	Total Amount
	Accounting Services	\$500	 	\$500
	Description	ADSD Request	Grantee Match	Total Amount
			 	\$0
			 	\$0
			 	\$0
			 	\$0
			 	\$0
			 	\$0

TOTALS	\$0	 	\$0
Actual Rate:	Error: Choose rate from drop down menu above.		
Difference from Allowed:	#VALUE!	#VALUE!	

TOTAL REQUEST	ADSD Request	Grantee Match	Total Amount
	\$50,000	\$7,500	\$57,500

THE BUDGET

Budget Form A (Total Budget)

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service: Voucher Services - Transportation

Type of Grant: Categorical

**Amounts will populate from the Budget Detail Worksheet page.
All cells on this page are locked.**

The "Division Funding" column will indicate the amount of funds being requested from the Aging and Disability Services Division (ADSD) for the proposed project. The "Match" column will show the match as entered on the Budget Detail Worksheet. Some funding sources do not have a match requirement.

Expense Category	Division Funding	Match	Total Cost
1. Personnel	\$0	\$0	\$0
2. Fringe Benefits	\$0	\$0	\$0
3. Contractual/Consultant	\$50,000	\$7,500	\$57,500
4. Staff Travel/Per Diem	\$0	\$0	\$0
5. Supplies	\$0	\$0	\$0
6. Occupancy	\$0	\$0	\$0
7. Public Information	\$0	\$0	\$0
8. Other Direct Project Expenses	\$0	\$0	\$0
9. Direct Project Costs (Categories #1-#8 Only)	\$50,000	\$7,500	\$57,500
10. Equipment	\$0	\$0	\$0
11. Administrative Expenses or Federal Indirect Cost Rate * <small>Administrative expenses are only allowable when approved by the Division.</small>	\$0	N/A	\$0
12. Grand Total	\$50,000	\$7,500	\$57,500

* Maximum percentage/rate, as determined on the Budget Detail Worksheet:

0%

Type of rate chosen:

Not chosen

THE BUDGET
Budget Form A-1 (Match)

Agency/Organization Name: **JAC (Jump Around Carson)**

Type of Service: ▼

Type of Grant: ▼

Identify the sources of the match (e.g. city or county funding, fundraising, private donations, volunteers, etc.). In the "Status of Match" column, choose whether the source is pending, funded, or with special conditions.

Funding Source Selected: **Aging Services - Independent Living Grant (ILG)**

Match Requirement for the Funding Source Selected: **Match is required.
 Total amount requested from ADSD multiplied by 0.15**

Source of Match / Description (Be Specific)		Status of Match	Amount of Match
1.	Carson City Transit Fund	Funded	\$ 7,500.00
2.			
3.			
4.			
5.			
6.			
7.	Total	N/A	\$ 7,500.00

8. Explain special conditions (if applicable):

9. List anticipated program income (if applicable):

10. Describe the use of program income (if applicable):

OTHER FUNDING FOR THIS PROGRAM

DETAIL WORKSHEET

Agency/Organization Name:

.IAC (Jump Around Carson)
 Voucher Services - Transportation

Type of Service:

Using the charts below, list other sources of funding that will be used to provide this service. If the funding is not specific to the service, please indicate that in the Funding Source column.

Do not include other ADSD Aging Services funding, or Match that is already listed on Budget Form A-1. Utilize additional pages, if necessary. **If there is no other funding, write N/A or None.**

PERSONNEL AND FRINGE

Funding Source	Pending or Funded?	Position Title and Employee Name	Amount
N/A			

OTHER EXPENSES (e.g., supplies, rent, maintenance, etc.)

Funding Source	Pending or Funded?	Expense Description	Amount
N/A			

Projected Output Measures

Agency/Organization Name: IAC (Lump Around Carson)
 Voucher Services - Transportation

Type of Service: Categorical

Type of Grant:

Unit of Service definition as shown in the ADSD Service Specification* that will be used for your project:

Unit of Service definition (a): One Voucher

Rate for Unit of Service (Fixed Fee ONLY): N/A

Unit of Service definition (b, if applicable): N/A

Rate for Unit of Service (Fixed Fee ONLY): N/A

Note: Shaded areas are calculated fields that will automatically complete when all application data is entered.

ADSD Funding	
1. Funds Requested from ADSD	\$50,000
<i>Total Funds (ADSD and Match, as applicable)</i>	<i>\$57,500</i>
2. Number of Unduplicated Clients	333
3. Cost per Client (ADSD)	\$150.15
<i>Cost per Client (ADSD and Match)</i>	<i>\$172.67</i>
4. Number of Clients Below Poverty	77
5. Number of Clients in a Minority Group	40
6. Number of Clients Living in a Rural Setting	16
7. Number of Clients w/Limited English	22
8. Number of Clients in a Specific Age Range	
<i>Under age 60 (Title III-E funding only)</i>	not applicable to the funding source you have chosen
60-69	133
70-79	111
80-89	70
90 and Older	19
Total Number of Clients in Age Range	333
9. Number of Units of Service (a)	333
Number of Units of Service (b, if applicable)	N/A
10 Categorical Cost per Unit of Service	\$150.15
Fixed-Fee Cost Per Unit (a)	N/A
Fixed-Fee Cost Per Unit (b, if applicable)	N/A
Total Cost per Unit (ADSD and Match)	\$172.67

AGING AND DISABILITY RESOURCE CENTERS - Complete # 11 and 12 below	
11 Number of Caregivers	N/A, Aging and Disability Resource Center is not chosen as the service.
12 Number of Resource & Service Navigation Clients	N/A, Aging and Disability Resource Center is not chosen as the service.

VOLUNTEER OR RESPITE-FUNDED SERVICES - Complete # 13 and 14 below	
13 Number of Volunteers or Caregivers	N/A, Volunteer or Respite is not chosen as the funded service.
14 Number of Clients by County:	
Lander _____	
Carson City _____	Lincoln _____
Churchill _____	Lyon _____
Clark _____	Mineral _____
Douglas _____	Nye _____
Elko _____	Pershing _____
Esmeralda _____	Storey _____
Eureka _____	Washoe _____
Humboldt _____	White Pine _____
	Total Number of Clients
	0

**Nevada Aging and Disability Services Division (ADSD)
Non-Competitive Grant Application**

2nd-Year Funding, Fiscal Year 2019 ~ Part 2, Narrative

Name of Organization: JAC (Jump Around Carson)

Proposed Service: Senior Bus Pass Program

APPLICANT QUESTIONNAIRE AND NARRATIVE

Provide a detailed answer to each of the following questions, or choose N/A, as applicable:

- 1. Provide an update on the program's targeting activities and progress towards meeting Targeting Plan objectives outlined in its FY18 grant application and its plan to meet the objectives in FY19.**

JAC has implemented outreach to organizations that represent and have interaction with Limited English Proficient (LEP) populations. Updates have been made to materials (i.e. rider guides and driver training) to better serve these individuals. JAC looks to build on the success of reaching these populations during FY19 through ongoing outreach efforts.

- 2. What agencies did the program contact and what methods did it use to advertise this service to ADSD's service priority populations, as listed on page 5 of the application instructions?**

JAC staff contacted several organizations representing LEP (and other) populations including the United Latino Community, Carson City School District, Health and Human Services, Western Nevada College Adult Literacy Department, and others. JAC has advertised on AM radio, in special senior publications released by the Nevada Appeal, and by updating the free JAC mobile app to include Spanish capabilities.

- 3. Funded agencies must agree to work collaboratively with all other agencies that provide comparable services or have a similar goal or focus (e.g., dementia, nutrition, home repair, transportation, etc.). No agency is to be intentionally excluded from meetings. Does your agency agree to these terms?**

Yes **No** – **Explanation Required:**

- 4. What percentage of the total cost of providing this service would the ADSD requested amount represent? 100% **Comments:** 100 percent of the Senior Bus Pass Program. Without ADSD funding, it is likely that Carson City could not justify continued operation of the Senior Bus Pass Program - which is already operated at a deficit - and seniors would be required to pay \$0.50 for each one-way trip.**

- 5. What fundraising activities have been completed by the agency, or non-profit sub-organization, as applicable, to support this service in FY18? Include specific event information and amount raised. What activities are planned for FY19?**

Nevada Aging and Disability Services Division (ADSD)
Grant Application

FY18: N/A

FY19: N/A

-
6. **Explain how the program is or is not on track to meet its FY18 Projected Output Measures of unduplicated clients and units of service. If the projections were over or under estimated, explain the deviations.**

The program has already exceeded its FY18 Projected Output Measures of 333. As of the end of quarter 2, the count was at 591 units of service. This overage is due to the fact that JAC provides an unlimited number of vouchers, and does not base the number of vouchers provided on the amount of funding received.

-
7. **Is there a waiting list for this service?** Yes No

If yes: (1) How many people are on the waiting list?

(2) How many have been assessed as eligible?

(3) What is the average time spent on the waitlist?

-
8. **Does the program anticipate expending its entire ADSD grant award for Fiscal Year 2018?**

Yes No – **Explanation Required:**

-
9. **Have there been, or does the sponsor anticipate, any significant changes in the program (e.g., loss of personnel, sponsorship changes, service population changes, influx or decrease of resources, etc.)? If yes, explain how these changes will affect FY19 program funding and/or services.**

N/A

-
10. **Does the agency agree to give service priority to eligible individuals referred by ADSD who are at risk of institutional placement or have been a victim of elder abuse?**

Yes No – **Explanation Required:** JAC operates a general public transportation service, and all persons, including seniors who present appropriate fare media (e.g. cash, bus pass, transfer) are provided with service without regard to individual circumstance. The Senior Bus Pass Program has always provided a bus pass to every individual who has applied without limitation.

-
11. **Does the program use a sliding-fee scale or a cost-sharing procedure?**

Yes (If yes, a copy of the scale or procedure is required with the application.)

No

-
12. **What are the agency's days and hours of operation?** Monday - Friday 6:30am - 7:30pm; Saturday 8:30am - 4:30pm.

Nevada Aging and Disability Services Division (ADSD)
Grant Application

Service hours, if different: **N/A – Same as agency**

13. Is the agency closed on days other than state and/ or federally-recognized holidays, when ADSD-funded services are not available to clients? If yes, list the tentative dates in FY19 and explain the reason for the closure. N/A – No other closures

14. Grant funding will be disbursed as reimbursements. If your agency cannot administer the service with reimbursed funding, a request for advance payments is necessary and the justification must be approved by ADSD. Please choose one of the following:

Agency will request funding as monthly or quarterly reimbursements.

Agency requires advance, monthly payments. *Checking this box indicates that the agency is unable to function on a reimbursement basis. Provide thorough justification for your request here for ADSD consideration:*

15. Provide a thorough justification for the level of funding requested from ADSD in this application. If an increase or decrease was requested, address the reason for the request.

N/A

Nevada Aging and Disability Services Division (ADSD)
Grant Application

ORGANIZATIONAL STANDARDS

1. Organizational Structure (put an "x" in the appropriate box)

Public agency

Identify governing body: **Carson City Regional Transportation Commission
(RTC)**

Private, for-profit agency

Identify headquarters/legal ownership: _____

Private, non-profit agency

The agency has a Board of Directors that is active, responsible and holds regular meetings. Members must have no material conflicts of interest and must serve without compensation.

If the above box for non-profit Board of Directors is not checked, explain the reason and plan of action to remedy the situation:

2. Financial Accountability

Agency has a system for generating profit/loss statement (if for-profit) or statement of activities (if non-profit/governmental) and a detailed transaction report. Agency has a separate accounting for each grant, if more than one.

If the above box for financial accountability is not checked, explain the reason and plan of action to remedy the situation:

ASSURANCES

A signature at the end of this section indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Earmark sufficient funds to provide liability insurance for the project, including adequate fire and extended coverage insurance to cover all capital assets, such as project equipment.
2. Purchase bonding insurance to cover all employees who handle or have access to cash, project checking accounts or other project monies.
3. Provide required information and documentation in a timely manner upon request by the Division.
4. Institute a "smoke, alcohol and other drug-free" environment, where the use of tobacco products, alcohol and illegal drugs will not be allowed.
5. Make all necessary accommodations to meet the needs of persons with disabilities in accordance with the Americans with Disabilities Act (ADA).
6. The applicant understands that funded programs must evidence outreach and ensure service priority to low income older individuals; low-income older minority individuals and members of Native American tribes; older individuals with limited English proficiency; individuals at risk for institutional placement and older individuals with the greatest economic or social need and/or seniors with disabilities.
7. All employees and volunteers associated with the project will adhere to appropriate standards of confidentiality and professional practice, in accordance with the Division's Confidentiality Addendum signed for each grant received.
8. The applicant understands that the Division will retain interest in the title of any capital equipment costing \$5,000 or more that is purchased with these grant funds.
9. The applicant understands that on-site evaluations and verification of client satisfaction, through in-home client visits, telephone surveys, service ride-along trips, or other means, will be conducted by ADSD staff at least once during the two-year grant cycle for the purpose of determining project progress, client satisfaction and compliance with grant conditions.
10. The applicant agrees to comply with the Division's fiscal management policies. If funded, grantees are required to comply with the most current version of the publication *Requirements and Procedures for Grant Programs* (RPGP or General Fiscal Requirements (GR)), previously known as *Program Instructions – Nevada (PINs)*. Applicants and grantees may access an electronic copy of this document on the Division's website at <http://adsd.nv.gov/Programs/Grant/Resources>.
11. The applicant agrees to comply with the Division's programmatic policies. If funded, all grantees are required to comply with the General Service Specifications, as well as the Service Specifications that specifically pertain to each program type (e.g., adult day care, nutrition, transportation, etc.). Applicants and grantees may access an electronic copy of these documents on the Division's website at <http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents>.
12. The applicant also understands that a change in funding availability, or significant and unjustified lack of progress in achieving its goals and/or major noncompliance with grant conditions, may result in action ranging from the withholding of funds to a termination of the grant award prior to the end of the grant period. In addition, a finding of misappropriation or misuse of the funds could result in an action for re-claiming of funds already paid.
13. Financial records, supporting documents, statistical records, and all records pertinent to the grant agreement must be retained for a period of three years from the final submission of the expenditure report, or as otherwise described in RPGP GR-3.
14. The applicant understands that this grant cannot be transferred to another entity without the written approval of the Aging and Disability Services Division.
15. The applicant understands that it must demonstrate outreach to seek additional funding from other resources to ensure that the services funded by this grant can be sustained after the grant cycle concludes.
16. If funded, the grantee must keep current program information on file with Nevada 2-1-1, www.Nevada211.org.
17. If funded, the grantee must maintain and utilize Internet access (i.e., web browsing, e-mail) for communication purposes with the Aging and Disability Services Division. In addition, the grantee is responsible for ensuring that its e-mail account is configured to receive messages from the Division. The Division has no control over restrictions a particular Internet provider places on the delivery of its messages. The grantee should check with its Internet provider or system administrator to ensure their e-mail account is configured to receive Division communications.
18. Will comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Reduction Plan issued in compliance with the Energy Policy and Conservation Act and amendments under the Alternative Fuel Act of 1988.

Carson City RTC

Applicant Organization

Signature of Authorized Certifying Official

Brad Bonkowski

Printed Name and Title of Authorized Representative

Date

CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING

Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant, and review the instructions included in the regulations. Signing this form complies with certification requirements under "Government-wide Debarment and Suspension (Non-procurement)" in 2 CFR 376 and 45 CFR Part 76, "Government-wide Requirements for Drug-Free Workplace (Grants)" in 45 CFR Part 76, and "New Restrictions on Lobbying" in 45 CFR Part 93. The certification(s) shall be treated as a material representation of fact upon which reliance will be placed when the Corporation determines to award the covered transaction, grant, or cooperative agreement.

A. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITIES

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76:

1. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not, within a 3-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the offenses enumerated in paragraph 1 (b) of this certification;
 - (d) Have not, within a 3-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

B. DRUG-FREE WORKPLAN (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-free Workplace Act of 1988, and implemented at 45 CFR Part 76:

1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will –
 - (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establish an on-going drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Require that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a);
 - (d) Notify the employee in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than 5 calendar days after such conviction;
 - (e) Notify the grantor within 10 calendar days after receiving notice of such conviction under subparagraph (d) (2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee's position and the identification number(s) of the affected grant;
 - (f) Take one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted –
 - (1) Take appropriate personnel actions against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - (g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1(a) through 1(f)

C. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for organizations entering into a grant or cooperative agreement over \$100,000, the applicant certifies that:

1. 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.
2. 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.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-receipts shall certify and disclose accordingly. 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.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body's authorization for me to sign this certification as official representative is on file in the applicant's office.)

Carson City RTC

Applicant Organization

Brad Bonkowski

Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

ASSURANCES – NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. 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.
2. 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.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. 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)
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) 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; (b) 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; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-225), as amended, relating to nondiscrimination on the basis of drug abuse; (f) 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; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) as amended, relating to non-discrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. 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 (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.
8. 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.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 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 sub agreements.
10. 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.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) 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.); (f) 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.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. 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 river system.
13. 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.).
14. 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.
15. 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.
16. 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.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendment of 1996 and OMB Circular #133 (audits of states, local government and non-profit organizations.)
18. 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 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 sub awards under the award.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Carson City RTC

Brad Bonkowski

Applicant Organization

Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

FY 2019 Nevada Aging and Disability Services Division (ADSD) Non-Competitive Grant Application
Information Concerning Indirect Cost Rate Section

The following email string shows an inquiry made by staff to ADSD clarifying how the indirect cost rate section of the grant application should be addressed. The application includes a section where an indirect cost rate option must be selected. One of the options in the drop-down menu is blank, but selecting this option automatically produces an error message in the grant application. ADSD staff stated that the blank option should be selected and that the email string should be included in the grant application to show resolution of the issue.

Graham Dollarhide

From: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Sent: Wednesday, February 28, 2018 8:01 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Ok so I got a response. So this is an application error on our end and we will not be able to get it fixed before your meeting today. So what you should do is leave your indirect cost rate blank (if it will let you). If not, choose the N/A fixed fee line, and submit a copy of this email with your application. We will be aware of the issue (again on our end) and that you have contacted us to fix it and we will work through it then. See if that works...

Thanks,
Elyse

From: Graham Dollarhide [mailto:GDollarhide@carson.org]
Sent: Wednesday, February 28, 2018 7:23 AM
To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

Perfect, thank you so much!

graham dollarhide
Transit Coordinator
Carson City Public Works Department/
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
p - 775.283.7583
f - 775.887.2112

From: Elyse Jolly [mailto:ElyseJolly@adsd.nv.gov]
Sent: Wednesday, February 28, 2018 7:16 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Perfect! Ok I am trying to get in touch with them now... will keep you posted... I will have an answer for you today.

Elyse

From: Graham Dollarhide [mailto:GDollarhide@carson.org]
Sent: Wednesday, February 28, 2018 7:15 AM

To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

That is correct—direct charges only, and that is the error message I see.

graham dollarhide

Transit Coordinator
Carson City Public Works Department/
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
p - 775.283.7583
f - 775.887.2112

From: Elyse Jolly [<mailto:ElyseJolly@adsd.nv.gov>]
Sent: Wednesday, February 28, 2018 7:13 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Understood. Ok just to make sure I am asking the correct questions for down south, this is from page 6 of the instructions that were sent with the application:

Grantees that have a federal indirect cost rate can opt out of taking either their indirect cost rate or the 10% modified rate. If this option is desired, the grant would only be for direct charges. Contact ADSD if you would like the budget form altered to allow for this option.

This is basically what you are asking for I think (correct me if I am wrong). Also, please verify that the following “error” is what you are receiving:

ADMINISTRATIVE EXPENSES OR FEDERAL INDIRECT COST RATE (FICR): Administrative expenses and FICR are to be used to help cover costs in *categorical grants* that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. The expenses must be adequately described and are **limited to the maximum rate listed below**, depending on the funding source and existence of an FICR percentage of the direct project costs requested from ADSD. Applicants may need to adjust their rate after final funding sources have been identified by ADSD for the project. Please read the application instructions for variables that may apply. Administrative expenses do not apply to equipment.

Those applying to provide a *fixed-fee service* are not required to complete this section and may incorporate indirect costs in the line items above as needed since funding is earned at a pre-determined, fixed rate per unit of service and may be spent as the agency determines necessary for completion of unit of service.

CATEGORICAL GRANTS ONLY
 Reference: Requirements and Procedures for Grant Programs, GR - 20: Indirect/Administrative Costs

The funding source you have chosen is: Not Chosen Choose funding source on Applicant Information tab.

Choose Type Federal Rate, State or N/A:

Rate/Percent: Error: Grant types do not match. Check drop down menus.

List detailed expense descriptions in the first column and provide a dollar amount for the expenses. Follow the example.

Example	Description	ADSD Request	Grantee Match	Total Amount
	Accounting Services	\$500	X	\$500
	Description	ADSD Request	Grantee Match	Total Amount
			X	\$0
			X	\$0
			X	\$0
			X	\$0
			X	\$0
			X	\$0
			X	\$0
	TOTALS	\$0	X	\$0

Applicant Information | Application Checklist | **Budget Detail Worksheet** | Budget Form A | Budget Form B

Thanks,
Elyse

From: Graham Dollarhide [<mailto:GDollarhide@carson.org>]
Sent: Wednesday, February 28, 2018 7:02 AM
To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

Well our meeting isn't until March 14th, but agenda materials are due today. And that is correct, we would not be seeking any indirect cost at all.

graham dollarhide
Transit Coordinator

Carson City Public Works Department/
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
p - 775.283.7583
f - 775.887.2112

From: Elyse Jolly [<mailto:ElyseJolly@adsd.nv.gov>]
Sent: Wednesday, February 28, 2018 7:01 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

And just to clarify that you are not wanting to use any indirect cost at all?

Thanks,
Elyse

From: Graham Dollarhide [<mailto:GDollarhide@carson.org>]
Sent: Wednesday, February 28, 2018 6:59 AM
To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

That would be much appreciated! I'm sure there is someone else at ADSD I could contact about it if you two need to get going...

graham dollarhide
Transit Coordinator
Carson City Public Works Department/
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
p - 775.283.7583
f - 775.887.2112

From: Elyse Jolly [<mailto:ElyseJolly@adsd.nv.gov>]
Sent: Wednesday, February 28, 2018 6:58 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Ok. She is actually going to be on the program assessment with me today so I will chat with her about it and then get back to you before I leave today 😊

Thanks,
Elyse

From: Graham Dollarhide [<mailto:GDollarhide@carson.org>]
Sent: Wednesday, February 28, 2018 6:57 AM
To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

Hi Elyse,

I actually need to finalize our grant application materials today so that we can have it on our agenda to be approved/signed by our Board prior to submittal. Should I give Judy a call or will she be going out on the program assessment with you?

Thank you,

graham dollarhide
Transit Coordinator
Carson City Public Works Department/
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV 89701
p - 775.283.7583
f - 775.887.2112

From: Elyse Jolly [<mailto:ElyseJolly@adsd.nv.gov>]
Sent: Wednesday, February 28, 2018 6:55 AM
To: Graham Dollarhide
Subject: RE: ADSD FY19 Social Service Grant Application

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

I am honestly not sure... Let me ask Judy and I will get back to you. I will be out of the office most of today (2/28/2018) on a program assessment but will hopefully have an answer for you by tomorrow 😊 Please let me know if you have any questions or are in need of technical assistance.

Thanks,
Elyse

From: Graham Dollarhide [<mailto:GDollarhide@carson.org>]
Sent: Tuesday, February 27, 2018 3:49 PM
To: Elyse Jolly <ElyseJolly@adsd.nv.gov>
Subject: RE: ADSD FY19 Social Service Grant Application

Ok, one last question (I hope) about the grant application: for the indirect cost rate (Budget Detail Worksheet tab) I am looking to just select 0% or N/A. However, when I select the [blank] option or the "N/A – Fixed-Fee Grant" option it gives me an error. Which option should I select or how to I get around this part of the application? This is something new to this year (at least for us) so we have not encountered this yet.

Thank you,

graham dollarhide
Transit Coordinator



Carson City Regional Transportation Commission
Item for Commission Information

RTC Meeting Date:

To: Regional Transportation Commission
From: Curtis Horton, Operations Manager
Date Prepared: February 27, 2018
Subject Title: Street Operations Activity Report
Staff Summary: Monthly Status Report for the Commission's Information

**Carson City Public Works, Street Operations Division
Status Report to RTC: Activities of January 2018**

Street Repair and Maintenance

ACTIVITIES	QUANTITIES	FYTD
Crack Seal Operation (blocks of sealant used)	192	2,788
Street Patching Operation (tons of asphalt)	0	176
Pot Holes Repaired	28	52

Tree Care and Maintenance

ACTIVITIES	QUANTITIES	FYTD
Tree Pruning Operations	20	373
Tree Removal	7	39
Tree Replacement	0	0
Tree Care Chemical Treatment	0	0
Tree Work for Other Departments	0	9
Weed Abatement Chemical Sprayed (gallons applied)	0	1666

Concrete Repair and Maintenance

ACTIVITIES	QUANTITIES	FYTD
Concrete Poured (yards)	14	228
Curb & Gutter (linear feet)	192	1357
Sidewalk & Flat Work (sq/ft)	125	8554
Wheel Chair Ramps	0	5
Misc.	0	0

Grading and Shoulder Maintenance

ACTIVITIES	QUANTITIES	FYTD
Dirt Road Work/Misc	0	0
Shoulder Work on Asphalt Roads	0	6378
Debris Cleaned	15	106

Storm Water

ACTIVITIES	QUANTITIES	FYTD
Sediment Removed from Ditches (yards)	146	1024
Lineal foot of ditch cleared	1700	8348
Pipe Hydro Flushed (linear feet)	0	420
Drainage Inlets Cleaned	461	945
Sediment Removed from Ditches (yards)	146	1024

Sweeper Operations

ACTIVITIES	QUANTITIES	FYTD
Curb Miles Swept	397	3802
Material Picked Up (yards)	164	2428
City Parking Lots Swept	0	7

Trucking Bins

ACTIVITIES	QUANTITIES	FYTD
Bins Hauled for Waste Water Treatment Plant (yards)	13	129
Bins Hauled for Sweeping Operation (yards)	29	311
Equipment Transported for other Departments	0	0

Banner and Decorations Activities

ACTIVITIES	QUANTITIES	FYTD
Banner Operations Carson Street	4	28
Changed Lamp Post Banners	0	0
Installed Christmas Decorations	0	141
Removed Christmas Decorations	141	141

Signs and Markings

ACTIVITIES	QUANTITIES	FYTD
Signs Made	43	151
Signs Replaced	119	251
Sign Post Replaced	1	17
Signs Replaced due to Graffiti Damage	6	28
Delineators Replaced	21	58
Cross Walks Painted	0	410
Stop Bars Painted	0	417
Yield Bars Painted	0	192
Right Arrows Painted	0	81
Left Arrows Painted	0	461
Straight Arrows Painted	0	23
Stop (word) Painted	0	46
Only (word) Painted	0	154
Bike Symbol & Arrow	0	0
Install Street, bicycle, and pedestrian counters	2	33
Curb Painted (linear feet)	0	0

Weather Events

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Snow and Ice Control	Applied 3,513 gallons of brine; 68 yards of sand/salt mix	2
Rain Event/Flood Control	Two Rain Events; 461 drains cleared; 15.5 yards of debris	4
Wind	0	0



Carson City Regional Transportation Commission Request for Commission Information

RTC Meeting Date: March 14, 2018
Time Requested: 10 Minutes
To: Regional Transportation Commission
From: Darren Schulz, Public Works Director
Date Prepared: February 27, 2018
Subject Title: Project Status Report
Staff Summary: Monthly Status Report for the Commission's Information

List of Projects

- Carson City Freeway Multi-Use Path (Airport Road)
- Sierra Vista Lane Reconstruction
- Silver Sage Drive Reconstruction
- Pavement Preservation Projects on portions of Arterial & Collector Streets
 - Micro Seals
 - Edmonds Drive/Snyder Avenue
 - West College Parkway
 - Slurry Seals
 - Stewart Street
 - William Street
- Battery Backup Improvements
- South Carson Street Improvements
- Carson City Freeway Multi-Use Path (Colorado Street)
- Fairview Drive Reconstruction

Carson City Freeway Multi-Use Path (Airport Road)

Project Name: Carson City Freeway Multi-Use Path (Airport Road)

Project Number: 011706 and 011501

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2016-2017 (FY 2017-2018)

Department: Public Works

Total Estimated Cost: \$1,009,211 (95% federally funded)

Project to Date Cost: \$999,549.17

Project Description

The project consists of the construction of approximately 7,860 linear feet of multi-use pathway, including drainage systems, fencing, erosion control, re-vegetation and related improvements. Improvements to Airport Road will include pavement rehabilitation, drainage facilities, and sidewalk improvements

Justification

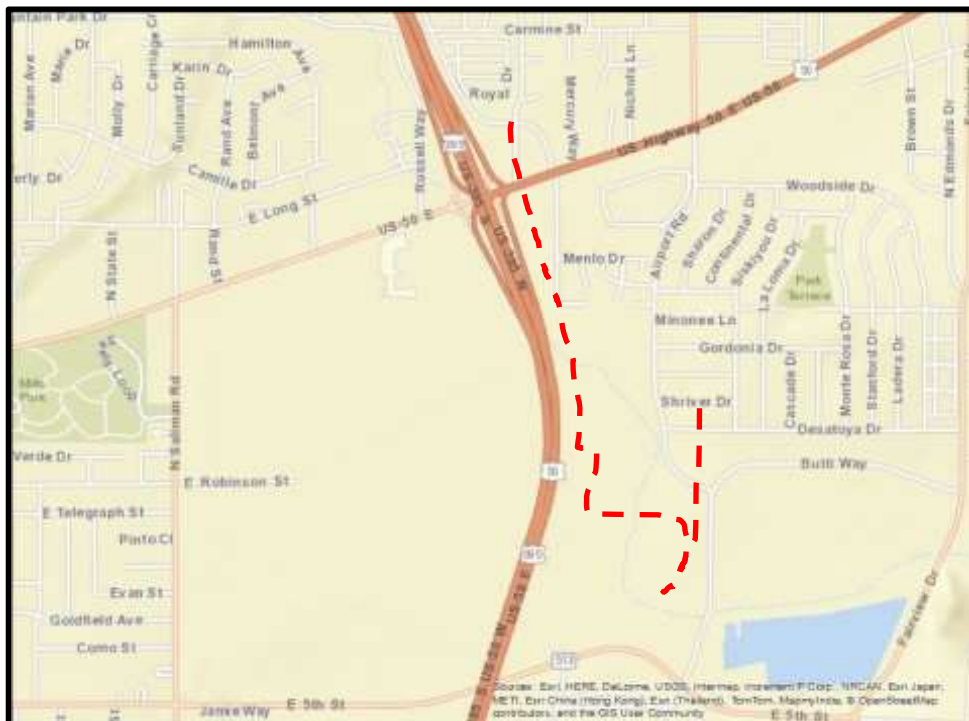
This project will extend the existing path further south along the freeway corridor establishing a connection between the existing path at Northridge Drive and the Linear Park Path to the south

Project Location

East and west of I-580 (Carson City Freeway) from Northridge Drive south to U.S. Highway 50, then east of I-580 to East Fifth Street. Improvements to Airport Road will be between Butti Way and Fifth Street

Status

Project is complete, 2% of funds retained to slurry seal path when weather improves



Sierra Vista Lane Reconstruction Project

Project Name: Sierra Vista Lane Reconstruction

Project Number: TBD

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2016-2017 & FY 2017-2018

Department: Public Works

Total Estimated Cost: \$4,553,578 (95% federally funded)

Project to Date Cost: \$44,000

Project Description

The project consists of reconstructing 2.5 miles of Sierra Vista Lane. Additionally, the project improves access to federal land by improving two trailhead-parking areas and will improve drainage facilities

Justification

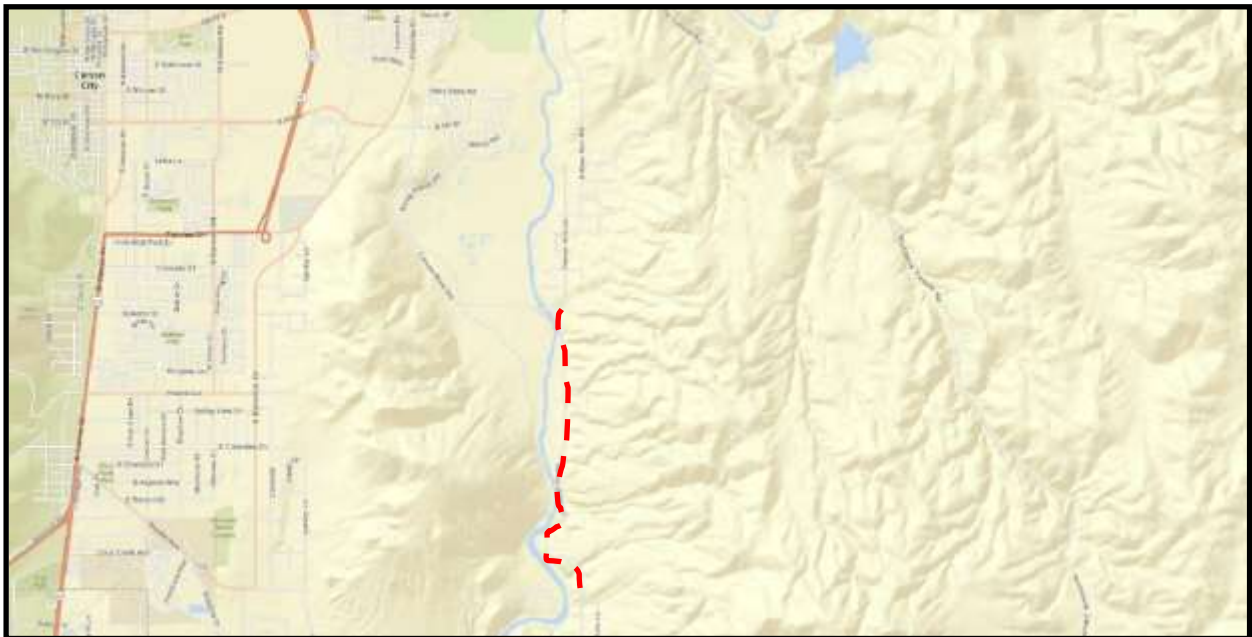
Sierra Vista Lane is in need of reconstruction because it is originally constructed out of recycled asphalt grindings and is rapidly deteriorating, creating unsafe conditions

Project Location

Sierra Vista Lane, between Pinion Hills Road and Rio Vista Lane

Status

Project is under construction, completion anticipated for mid-May



Silver Sage Drive Reconstruction Project

Project Name: Silver Sage Drive
Project Number: 031706
Fund Number: 250
Fund Name: RTC
Source of Funding: FY 2017-2018
Department: Public Works
Total Estimated Cost: \$748,000 (95% federally funded)
Project to Date Cost: \$35,000

Project Description

The improvements to Silver Sage Drive are between Clearview Drive and Roland Street, and include a full reconstruction of the roadway

Justification

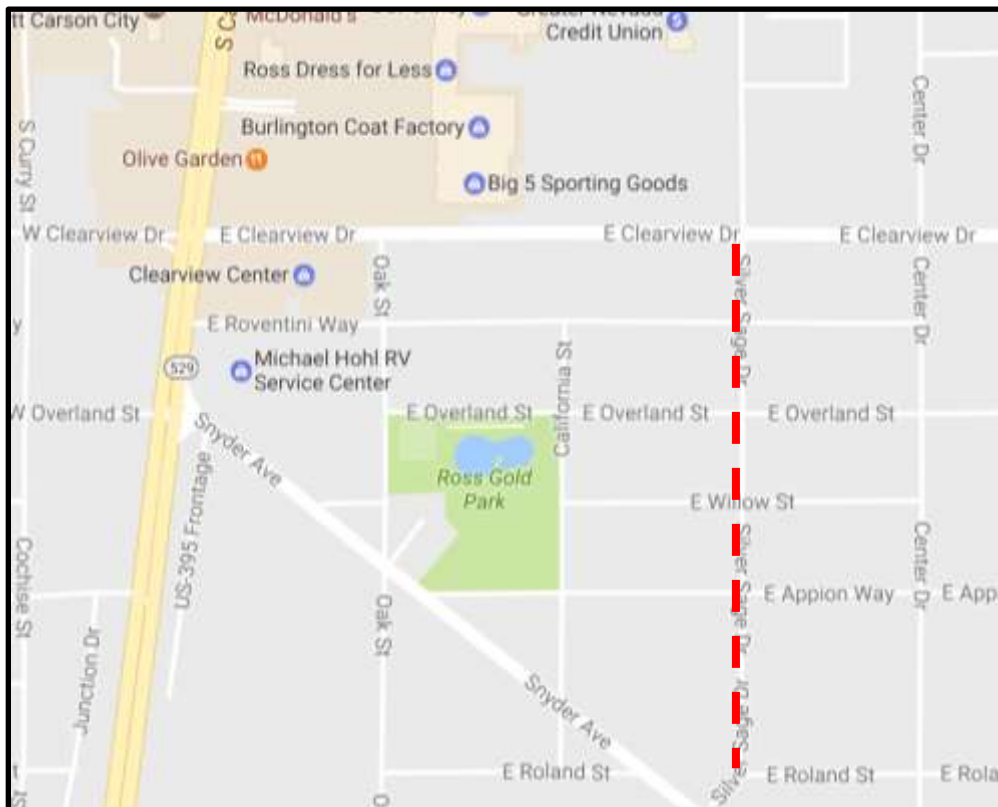
The pavement condition index rating for this section of roadway is poor and the roadway is classified as a collector roadway

Project Location

Silver Sage Drive between Clearview Drive and Roland Street

Status

Comments received from NDOT on 90% plans



Micro Seal Project: Edmonds Drive/Snyder Avenue

Project Name: Edmonds Drive/Snyder Avenue
Project Number: 031709
Fund Number: 250
Fund Name: RTC
Source of Funding: FY 2017-2018
Department: Public Works
Total Estimated Cost: \$740,000 (includes six projects)
Project to Date Cost: \$340,000 (includes six projects)

Project Description

Micro seal to preserve roadway condition

Justification

Based on current road conditions, the pavement preservation treatment will be effective in preserving the road

Project Location

Edmonds Drive between Fairview Drive and Snyder Avenue and a portion of Snyder Avenue between Edmonds Drive and Bigelow Drive

Status

Project is delayed until the Spring



Micro Seal Project: West College Parkway

Project Name: West College Parkway

Project Number: 031709

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$740,000 (includes six projects)

Project to Date Cost: \$340,000 (includes six projects)

Project Description

Micro seal to preserve roadway condition

Justification

Based on current road conditions, the pavement preservation treatment will be effective in preserving the road

Project Location

West College Parkway between Carson Street and North Ormsby Boulevard

Status

Project is delayed until the Spring



Slurry Seal Project: Stewart Street

Project Name: Stewart Street
Project Number: 031708
Fund Number: 250
Fund Name: RTC
Source of Funding: FY 2017-2018
Department: Public Works
Total Estimated Cost: \$153,007 (includes three projects)
Project to Date Cost: \$62,000

Project Description

Slurry seal to preserve roadway condition

Justification

Based on current road conditions, the pavement preservation treatment will be effective in preserving the road

Project Location

Stewart Street between William Street and Carson Street

Status

Project is delayed until the Spring



Slurry Seal Project: William Street

Project Name: William Street

Project Number: 031708

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$153,007 (includes three projects)

Project to Date Cost: \$62,000

Project Description

Slurry seal to preserve roadway condition

Justification

Based on current road conditions, the pavement preservation treatment will be effective in preserving the road

Project Location

William Street between Carson Street and Minnesota Street

Status

Project is delayed until the Spring



CDBG North Carson Street Improvements

Project Name: CDBG North Carson Street Improvements

Project Number: 031710

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$227,182 (100% federally funded)

Project to Date Cost: \$7,500

Project Description

ADA improvements on North Carson Street

Justification

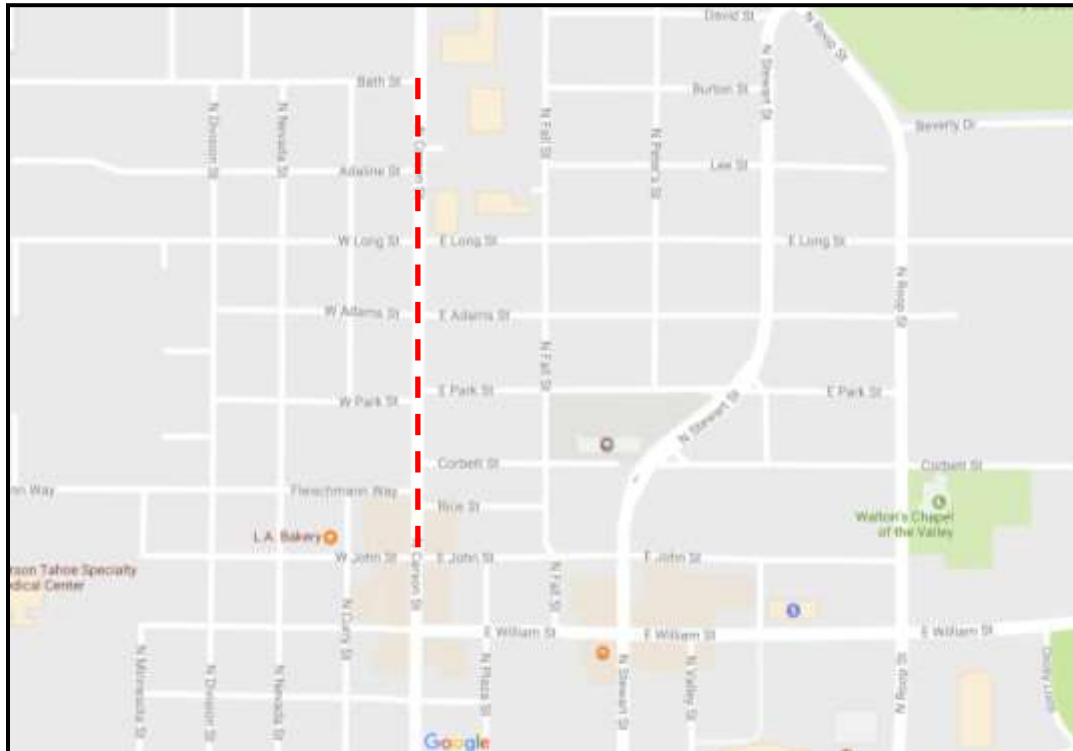
Received CDBG grant award for ADA improvements

Project Location

Portions of North Carson Street between Bath and John Streets, east side only

Status

Advertised bid March 2nd, big opening April 4th



Battery Backup Improvements

Project Name: Fiscal Year 2018 Intersection Improvements

Project Number: N/A

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$153,703

Project to Date Cost: \$87,132

Project Description

Installation of battery backup systems (BBS) at 24 intersections and retro-reflective back-plate borders at 12 signalized intersections in Carson City

Justification

Battery backup systems and retro-reflective back-plate borders will provide increased safety and enhance motorist progression throughout Carson City

Project Location

Carson Street and Hot Springs Road	Hwy 50 East and Fairview Drive
Carson Street and Musser Street	Hwy 50 East and I-580
Carson Street and Robinson Street	Hwy 50 East and Lompa Lane
Carson Street and Stewart Street	Roop Street and 5th Street
Carson Street and Washington Street	Roop Street and Hot Springs Road
Carson Street and William Street	Roop Street and Little Lane
College Parkway and I-580	Roop Street and Long Street
College Parkway and Lompa Lane	US 395 and Clear Creek Road
College Parkway and Retail Drive	US 395 and Clearview Drive
Fairview Drive and I-580	US 395 and Eagle Station Lane
Hwy 50 East and Airport Road	US 395 and Fairview Drive
Hwy 50 East and Deer Run Road	US 395 and Koontz Lane

Status

Battery backups were received and installation has started. The retro-reflective back plates are on order and no ship date is available

South Carson Street Bicycle and Pedestrian Improvements

Project Name: South Carson Street Bicycle and Pedestrian Improvements

Project Number: 031711

Fund Number: 250 and 257-0615-0465.70-40 (design)

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$1,178,490 (95% federally funded)

Project to Date Cost: \$28,000

Project Description

Bicycle and pedestrian improvements along South Carson Street corridor between Fifth and Appion Way

Justification

Carson City received a TAP grant for \$750,000 for bicycle and pedestrian improvements, as well as STBG in the amount of \$372,372

Project Location

South Carson Street between Fifth Street and Roland Street (includes portion of the Frontage Road)

Status

Survey work is complete, design has begun. 30% plans are estimated to be complete in June



Carson City Freeway Multi-Use Path (Colorado Street)

Project Name: Carson City Freeway Multi-Use Path (Colorado Street)

Project Number: TBD

Fund Number: 250

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$651,950 (95% federally funded)

Project to Date Cost: \$1,000

Project Description

Construct 4,200 feet of multi-use path and associate improvements

Justification

A TAP grant was approved by NDOT

Project Location

West side of I-580 from linear ditch path to Colorado Street

Status

Project design started



South Carson Street Resurfacing and Complete Streets Project

Project Name: South Carson Street Resurfacing and Complete Streets Project

Project Number: 031801

Fund Number: 257

Fund Name: RTC

Source of Funding: FY 2017-2018

Department: Public Works

Total Estimated Cost: \$4,100,000

Project to Date Cost: \$85,000

Project Description

Resurfacing and Complete Streets improvements on South Carson Street corridor between Fifth and Appion Way

Justification

Funding will be used to reconstruct South Carson Street

Project Location

South Carson Street between Fifth Street and Roland Street

Status

Preliminary design is underway and geotech fieldwork has been completed



Fairview Drive Reconstruction Project

Project Name: Fairview Drive Project
Project Number: TBD
Fund Number: 250
Fund Name: RTC
Source of Funding: FY 2018-2019
Department: Public Works
Total Estimated Cost: \$593,000 (95% federally funded)
Project to Date Cost: \$0

Project Description

Reconstruct Fairview Drive between Carson Street and Roop Street. Project includes reconstruction of roadway and a partial mill and overlay with patching.

Justification

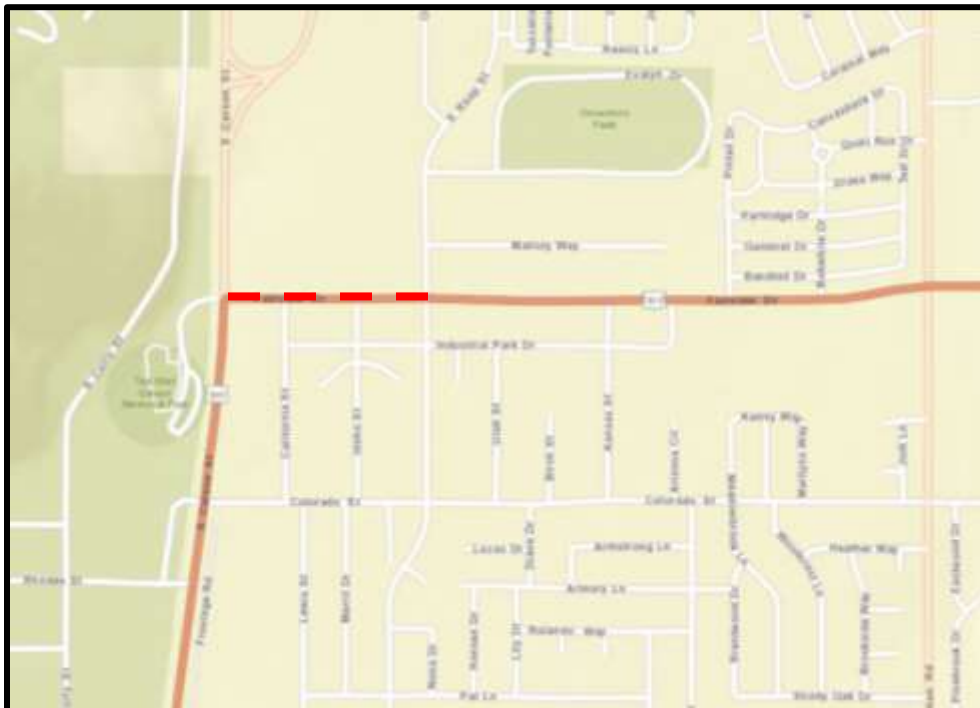
Fairview Drive is in need of reconstruction due to the high amounts of traffic over the years. With the completion of the I-580 bypass, Fairview Drive has seen a significant reduction in traffic

Project Location

Fairview Drive from Carson Street to Roop Street

Status

Amending Transportation Improvement Program with project



Fairview Drive Preservation Project

Project Name: Fairview Drive Preservation Project
Project Number: TBD
Fund Number: 250
Fund Name: RTC
Source of Funding: FY 2018-2019
Department: Public Works
Total Estimated Cost: \$630,000 (95% federally funded)
Project to Date Cost: \$0

Project Description

Slurry seal on Fairview Drive between Highway 50 and Roop Street and a small section of Fairview Drive near the intersection of Butti Way

Justification

Project Location

Fairview Drive from Highway 50 to Roop Street and the intersection of Butti Way

Status

Advertised bid March 1st, big opening March 22nd

