

County of Santa Clara Clerk of the Board Transmittal Item Authorization Notice



The Agenda Transmittal Item number **51**
that was heard by the Board of Supervisors on
9/19/2000
has received the following Board Action:

Authorized Chairperson to accept Federal Aviation Administration (FAA)
grant offers to update Master Plan and Business Plan for three County
airports.

Distribution

9/28/00-Approved Transmittal and 3 Grant Agreements (2 duplicate
originals and conformed copy of each) to Roads and Airports picked up by
Jerry Bennett. /mbt

Lynna Swoboda

Approved Accepted Adopted Denied Presented

County of Santa Clara

Roads and Airports Department

Airports Division
2500 Cunningham Avenue
San Jose, CA 95148
(408) 929-1060 FAX 929-8617

BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
Phyllis A. Perez, Clerk of the Board

By Myrna Lombra
Deputy Clerk

Date: SEP 19 2000



Reid-Hillview Airport
(408) 929-2256

Palo Alto Airport
(650) 856-7833

South County Airport
(408) 683-4741

RA-6

TRANSMITTAL MEMORANDUM

Prepared by: Jerome T. Bennett S.D. 1, 2, and 5
Reviewed by: Anthony Arata City: San Martin, San Jose, Palo Alto
Submitted by: Jerome T. Bennett Date: September 7, 2000

COUNTY BOARD OF SUPERVISORS: Agenda Date: September 19, 2000 Item No. _____

FROM: *MJM* Michael J. Murdter, Director
Roads and Airports Department

SUBJECT: FEDERAL AVIATION ADMINISTRATION (FAA) GRANT
OFFERS TO UPDATE THE MASTER PLAN AND BUSINESS
PLAN FOR THE THREE COUNTY AIRPORTS

RECOMMENDED ACTION:

Authorize the Chairperson to accept FAA grant offers to update the Master Plan and Business Plan for the three County Airports.

FISCAL IMPLICATIONS:

There is no impact to the General Fund.

The required local match for the Master Plan and Business Plan update are budgeted in the FY2001 Airports Enterprise Fund Account 0061-1922-2990, "Non Operating Expense". A Budget Modification Form (F-85) increasing FY 2000-2001 appropriations and revenues in the amount of \$650,000 (Palo Alto Airport - \$135,000, Reid-Hillview Airport - \$280,000 and South County Airport - \$235,000) will be submitted for Board of Supervisors' approval upon formal issuance of the grants by the FAA.

CONTRACT HISTORY:

The Department entered into an agreement with Harris, Miller, Miller, and Hanson, Inc. (HMMH) to prepare the grant scope-of-work and application package.



COUNTY BOARD OF SUPERVISORS: AGENDA DATE: September 19, 2000 Item No. _____

Subject: FEDERAL AVIATION ADMINISTRATION (FAA) GRANT OFFERS TO UPDATE THE MASTER PLAN AND BUSINESS PLAN FOR THE THREE COUNTY AIRPORTS

REASONS FOR RECOMMENDATION/BACKGROUND:

On September 14, 1999 the Board of Supervisors authorized the Department to submit to the FAA an application for a planning grant to update the Master Plan and Business Plan for the three County airports¹.

Since the federal legislation (AIR-21) containing funding authorization for grants under the Airport Improvement Program was not signed until May 2000, the FAA has been unable to process FY 2000 grant applications until recently. Although the Department does not yet have in hand a formal grant offer from the FAA, the FAA Airports District Office (ADO) expects to receive authorization to release funds, tender a grant offer and issue the grant allocation letter to the County in the very near future. It is highly likely that the FAA will require formal acceptance of the grant offer on or before September 30, 2000. Since September 19, 2000 is the final September meeting of the Board of Supervisors the Department wishes to secure advance authorization for the Chairperson to execute the grant offer upon receipt from the FAA.

Attached is a copy of the assurances applicable to FAA planning grants. The grant assurances constitute the terms and conditions under which the grant funding is offered by the FAA and accepted by the County. Unlike grants for capital improvement projects, these grant assurances do not include provisions which, in effect, require the airport sponsor to pay back the grant on a pro-rata basis if the airport is not kept in operation for a minimum of 20 years.

CONSEQUENCE OF NEGATIVE ACTION:

The Department will be unable to proceed with the update to the Airports Master Plan and Business Plan and may be required to resubmit grant applications to the FAA for FY 2001 funding.

STEPS FOLLOWING APPROVAL:

The Clerk of the Board of Supervisors shall send one executed copy of transmittal with notification of Board Action affixed to Lupe Rosales, Roads and Airports Department, Administration, @ 101 Skyport Drive, San Jose, CA. 95110.

Attachment: 1) Federal Grant Assurances for Planning Agency Sponsors.

¹ Initially, one grant application was submitted for all three airports. The FAA, for internal tracking purposes, requested that the County submit a separate application for each airport. Following this request from the FAA, staff submitted individual grant applications for each of the three County airports.

ASSURANCES
Planning Agency Sponsors

A. General

1. These assurances shall be complied with in the performance of grant agreements for integrated airport system planning grants to planning agencies.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. A sponsor is a planning agency designated by the Secretary of Transportation which is authorized by the State or States or political subdivisions concerned to engage in area wide planning.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

B. Duration. The terms, conditions and assurances of the grant agreement shall remain in full force and effect during the life of the project.

C. Sponsor Certification. The sponsor assures and certifies, in respect to this grant, that:

1. **General Federal Requirements.** It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation.

- a. Title 49 U.S.C., subtitle VII, as amended.
- b. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- c. Hatch Act - 5 U.S.C. 1501, et seq.
- d. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- e. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- f. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- g. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.
- h. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

Executive Orders

Executive Order 12372- Intergovernmental Review of Federal Programs

Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.
- d. 49 CFR Part 20 - New restrictions on lobbying.
- e. 49 CFR Part 21 - Nondiscrimination in federally assisted program of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- f. 49 CFR Part 26 - Participation By Disadvantage Business Enterprise in Department of Transportation Programs.

- g. 49 CFR Part 29 - Government-wide debarment and suspension (non-procurement) and government-wide requirements for drug-free workplace (grants).
- h. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S.

Office of Management and Budget Circulars.

- a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 - Audits of States, Local Governments, and Non-Profit Organizations

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated in reference in the grant agreement.

2. **Responsibility and Authority of the Sponsor.** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States.
4. **Preserving Rights and Powers.** It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary.
5. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies in the planning area.
6. **Accounting System, Audit, and Recordkeeping Requirement.**
 - a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount and nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with The Single Audit Act of 1984.
 - b. It shall make available to the Secretary and Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by the recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.
7. **Planning Projects.** In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with modifications similarly approved.
 - b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
 - c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
 - d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
 - e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
 - f. It will grant the Secretary the right to disapprove the Sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
 - g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
 - h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not mean constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.
8. **Reports and Inspections.** It will submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request.
9. **Civil Rights.** It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from funds received from this grant. This assurance obligates the sponsor for the period during which Federal financial assistance is extended to the program.
10. **Engineering and Design Services.** It will award each contract, or sub-contract for planning studies, feasibility studies, or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor.
11. **Foreign Market Restrictions.** It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
12. **Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary.
13. **Disadvantaged Business Enterprises.** The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is

incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided under Part 26, and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801)