

Meeting Date
08/09/2016



AGENDA	
Section	CONSENT
Item No.	#, B.2.

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow Up Grant Agreement, Re: FY 2017 Space Coast Area Transit Capital and Operating Assistance Grant from Federal Transit Administration (Fiscal Impact \$5,545,274)
DEPT/OFFICE:	Transit Services Department/Space Coast Area Transit

Requested Action:

It is requested that the Board of County Commissioners approve the following actions for the FY2017, Section 5307 Urbanized Area Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration (FTA) in the amount of \$5,545,274:

- √ • the Chairman to sign the Authorizing Resolution,
- the Chairman to sign the Grant Application,
- √ • the use of the Florida Department of Transportation (FDOT) Toll Revenue Credits,
- √ • the Chairman to sign the Designation of Signature authority allowing staff to submit the Grant electronically,
- the Transit Director to execute and submit the Grant Agreement electronically, contingent upon County Attorney and Risk Management approval,
- the Transit Director to execute any additional follow-up documentation/resolutions and amendments necessary to secure these funds.

Summary Explanation & Background:

Each year Brevard County is allocated Federal Public Transportation Capital and Operating Assistance under the Urbanized Area Formula Program as identified in 49 U.S.C. 5307. Space Coast Area Transit is applying for a total of \$5,545,274 for its FY 2016-2017 Budget, \$2,413,017 will come from the Palm Bay/Melbourne Urbanized Area FY2016 Allocation, \$2,162,712 from the Palm Bay/Melbourne Urbanized Area FY 2015 Allocations and \$969,545 from the Titusville Urbanized Area FY2016 Allocations. There is a provision for \$1,290,274 of this grant to be used for operating assistance and it requires a match which is accomplished with local and state funds. The remainder of Federal Funds can be used for capital purposes. The total FY 2017 grant is to include the following Capital line items:

Purchase Replacement (4) 30 foot buses	\$880,000
ADP Hardware	\$50,000
ADP Software	\$50,000
Security Equipment	\$150,000
Rehab/Renovate Administration Facility	\$50,000
Preventative Maintenance	\$2,575,000
Administration/Indirect Cost	\$150,000
Bus Shelters	\$150,000
Bus Signage/Maps	\$100,000
50% Federal Share Operating (Titusville)	\$330,000
50% Federal Share Operating (Non-Titusville)	\$960,274
Short Range Planning	\$100,000
Total Application Amount	\$5,545,274

The local share is included in SCAT's yearly General Fund Allocation. In addition to County funds, the Florida Department of Transportation will also provide matching funds. The local match for the capital projects will be provided through the Florida DOT Toll Revenue Credits Policy. Under this program, no exchange of funds occurs, however, the use of the Transportation Development Credits will allow for 100% Federal participation in SCAT's FY 2017 capital projects. Through a minimum of local investment, SCAT is able to leverage \$5.5 million in Federal Funds for the County.

The Grant Application has been submitted to the Federal Transit Administration for their review and the Program of Projects are included in Transit Services FY 2016-2017 Budget.

Name: Jim Liesenfelt, Transit Services Director
 Phone: 635-7815 ext. 601

Fiscal Impact:

	Business Area	Cost Center	Amount	Description
FY2016-17	4136	R363421	\$5,545,274	Federal Transit Administration
FY2016-17	4130	R30373	\$1,290,274	Local & State Funds (required to match Federal Operating Assistance)

Clerk to the Board instruction:

Exhibits Attached: (2) Authorizing Resolutions; (1) Designation of Signature Authority; (1) Grant Application

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager	Deputy County Manager	Department Director / Extension James P. Liesenfelt, Transit Services Director Jim.Liesenfelt@brevardcounty.us 635-7815 ext. 601
Stockton Whitten	Assistant County Manager Venetta Valdengo	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

August 10, 2016

MEMORANDUM

TO: Jim Leisenfelt, Transit Services Director

RE: Item II.B.2., Resolution, Designation of Signature Authority, Grant Application, and Use of Toll Revenue Credits for FY 2017 Space Coast Area Transit (SCAT) Capital and Operating Assistance Grant from Federal Transit Administration

The Board of County Commissioners, in regular session on August 9, 2016, adopted Resolution No. 16-117; authorized the Chairman to execute the Designation of Signature Authority allowing staff to submit the grant electronically; authorized the use of Toll Revenue Credits for FY 2017 SCAT Capital and Operating Assistance Grant from Federal Transit Administration; authorized the Chairman to execute the Grant application; authorized you to execute and submit the Grant Agreement electronically, contingent upon County Attorney and Risk Management approval; and authorized you to execute any additional follow-up documentation and amendments necessary to secure these funds. Enclosed are fully-executed Resolution, a fully-executed Designation of Signature Authority, and the original Grant Application.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/kp

Encls. (3)

cc: County Manager
Central Services
County Attorney
Risk Management
Finance
Budget

RESOLUTION NO. 16- 117

RESOLUTION authorizing the filing of application(s) with the Department of Transportation, United States of America, for grant(s) under the Urban Mass Transportation Act of 1964, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects and budgets; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these project(s), and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA,

1. That the Chairman, Brevard County Board of County Commissioners, is authorized to execute and file application(s) on behalf of the Board of County Commissioners, Brevard County, Florida, with the U. S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended.
2. That the Chairman, Brevard County Board of County Commissioners, is authorized to execute and file with such applications an assurance or any other document required by the U. S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the Transit Director, Brevard County Space Coast Area Transit is authorized to furnish such additional information as the U. S. Department of Transportation may require in connection with the application for the program of projects.

4. That the Transit Director, Brevard County Board of County Commissioners, is authorized to execute grant agreement on behalf of Brevard County Board of County Commissioners, Brevard County, Florida, with the U. S. Department of Transportation for aid in the financing of the planning, capital, and/or the operating assistance program of projects.

CERTIFICATE

The undersigned duly qualified and acting Chairman, Brevard County Board of County Commissioners, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of County Commissioners, Brevard County, Florida, held on August 9, 2016.

BY



Jim Barfield, Chairman
Brevard County Board of County Commissioners
As approved by the Board on 8/9/16.

(SEAL)



Scott Ellis, Clerk

Administration Office
401 S. Varr Avenue
Cocoa, FL 32922
Office: 321.635.7815
Fax: 321.633.1905



DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS
(TEAM)

The Brevard County Board of County Commissioners hereby authorizes James P. Liesenfelt, Transit Services Director, to be assigned and use a Personal Identification Numbers (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and execution of all FTA grant awards, on behalf of the officials below, for the FTA's Transportation Electronic Award and Management System (TEAM).



Jim Barfield, Chairman
Brevard County Board of County Commissioners
As approved by Board on August 9, 2016

ATTEST:



Scott Ellis, Clerk



Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

08/09/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Brevard County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000523

* c. Organizational DUNS:

8301721930000

d. Address:

* Street1:

401 S. Varr Ave

Street2:

* City:

Cocoa

County/Parish:

Brevard

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32922-8632

e. Organizational Unit:

Department Name:

Transit Services

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

James

Middle Name:

P

* Last Name:

Liesenfelt

Suffix:

Title:

Transit Services Director

Organizational Affiliation:

* Telephone Number:

321-635-7815

Fax Number:

321-633-1905

* Email:

jim.liesenfelt@brevardfl.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20507

CFDA Title:

FTA 5307 Urban Area Formula

*** 12. Funding Opportunity Number:**

5307

* Title:

Urban Area Formula

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Capital and Operating Assistance for Brevard County, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="5,545,274.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="1,290,274.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="6,835,548.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

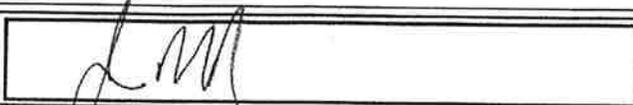
Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

JIM BARFIELD, CHAIRMAN

		363421
ACT. #	ITEM DESCRIPTION	Fiscal Year 2017
11.12.01	Purchase Replacement bus 40ft	
11.12.02	Purchase Replacement bus 35ft	
11.12.15	Buy replacement (4) 30 foot buses	880,000.00
11.13.01	Buy 40 ft bus	
11.13.15	Purchase Expansion Vans	
11.14.04	Rehab/rebuild buses	
11.31.02	Eng./Desig bus station	
11.41.03	Engineering & Design/Adm.Bldg.	
11.42.07	ADP Hardware	50,000.00
11.42.08	ADP Software	50,000.00
11.42.09	Security Equipment	150,000.00
11.42.10	Mobile fare collection equipment	
11.42.20	Support Equipment	
11.44.03	Rehab/Renovate Adm. Facility	50,000.00
11.44.10	Rehab/Renovate mobile fare equip.	
11.46.20	Lease Support Equipment	
11.62.03	Radio/Comm. Equip purchase	
11.64.03	Rehab/Renovate radios	
11.76.94	Real Estate Appraisal	
11.73.00	Conting/Progr Reserve	
11.7A.00	Preventive Maintenance	2,575,000.00
11.7D.02	Employee Education/Trng.	
11.79.00	Administration/Indirect Cost	150,000.00
11.92.02	Bus shelters	150,000.00
11.92.03	Purchase landscaping/scenic	-
11.92.08	Bus Signage/Maps	100,000.00
30.09.01	Operating Assistance	
30.09.01	50% Federal share operating (Titus)	330,000.00
30.09.01	50% Federal share operating (NON-Titus)	960,274.00
44.21.00	Program Administration	
44.24.00	Short Range Planning	100,000.00
	TOTAL CAPITAL	5,545,274.00

PROJECT JUSTIFICATION

SCOPE: BUS ROLLING STOCK

Replacement Buses

SCAT will replace (4) vehicles in the current fleet. The Federal useful life of these vehicles is either 10 years of service or an accumulation of at least 350,000 miles.

SCOPE: BUS SUPPORT FACILITIES AND EQUIPMENT

ADP Hardware

Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.

ADP Software

SCAT will update Google Transit Software; will also updates, Interactive Maps, Schedules, System Maps, the website trip planner and hosting for Ridescat.com. Useful life 5 years.

Security Equipment

SCAT will continue to replace and update security cameras in accordance with FTA regulations. SCAT is required to meet the 1% security requirements. SCAT has completed an Asset Management plan that will complete the camera upgrades over the next 3 years. In addition to the cameras, SCAT will add a security system to the Melbourne Terminal and upgrade the security system at the Cocoa Terminal.

Facilities Maintenance

Cocoa and Melbourne terminals need to have parking lots resurfaced and painted. Pads at both terminals need to be replaced and the hurricane shutters at the Cocoa Terminal need to be replaced as well. This will also allow for general maintenance of the terminals on an as needed basis.

SCOPE: OTHER CAPITAL PROGRAM ITEMS

Program Administration and Indirect Cost

SCAT will use these funds to cover a portion of the following salaries and benefits: Director, Finance Officer, Administrative Assistant, Planning Technician, Accounting Technician, Operations Manager, Secretary and Leads. All these positions are responsible for the management of capital projects listed in the grant. SCAT will also use these funds for indirect cost charges.

Preventive Maintenance – Rolling Stock

SCAT contracts bus and van preventative maintenance and fleet management with First Vehicle Services to perform maintenance at scheduled periods.

SCOPE: TRANSIT ENHANCEMENTS

Bus Shelters

SCAT will purchase and/or reimburse local agencies for the building of bus shelters throughout the County.

Acquisition of Signage and Maps

SCAT will purchase bus stop signage, bus stop map PVC boards, along with route maps and schedules for all routes.

SCOPE: OPERATING ASSISTANCE

50% Operating Assistance

These funds will help pay for operating purposes within the Titusville Urban Area and Palm Bay Urban Area. Period of use 10/01/2016-09/30/2017.

SCOPE: METROPOLITAN PLANNING

Short Range Planning

These funds will be used to develop short range transit plans, such as updates to the Transit Development Plan and the Disadvantaged Business Enterprises goals.