



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.9.

4/21/2020

Subject:

Request permission to modify Board Direction regarding Transit Service Development Grant Applications for new Transit Bus Routes.

Fiscal Impact:

Dept/Office:

Transit Services

Requested Action:

It is requested that the Board of County Commissioners modify prior Board Direction regarding Transit Service Development Grant Application for new Transit Bus Routes. In light of the current budget situation for Transit Services, utilize Federal Transit Administration CARES Act to fund three new transit routes instead of FDOT Service Development Funds and County General Funds.

Summary Explanation and Background:

At the February 20, 2020, Budget Workshop, the Board gave direction to staff to prepare a grant application to accommodate a proposal for three route expansions; Central Titusville, Port St. John and a South Beach Connector.

Space Coast Area Transit will be applying to create three new routes within the County. Route 10, **Central Titusville Circulator**, will be a circulator route which will run through the center of the City, reaching some of our more lower income housing developments and south ern portions of the of the city that remain unserved. Route 11, **Port St. John**, will be a circulator route that will take the residents from west of I-95 into areas where shopping and medical facilities are located. Route 30, **South Beach Connector**, will cover a section of US1 in Melbourne that is currently not served. Route 30 will also take a portion of the Route 26, South Beaches; this will allow Route 26 to go from 2 hour headways to 1 hour headways. Route 30 will also serve our South Terminal at 460 S. Harbor City Blvd, Melbourne, which is currently not served within our system.

The Federal Transit Administration CARES Act will provide operational funding for transit for two years with no local match. Transit Services will fund these new routes with CARES Act funds for approximately two years. It is anticipated that the new service will start on _____, 2021.

Clerk to the Board Instructions:



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

April 22, 2020

M E M O R A N D U M

TO: Scott Nelson, Transit Services Director

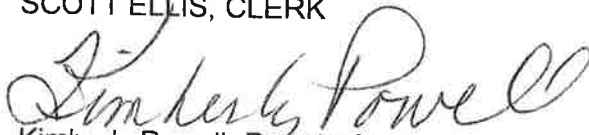
RE: Item F.9, Request Permission to Modify Board Direction for Public Transit Service Development Program Grant Application for New Transit Bus Routes

The Board of County Commissioners, in regular session on April 21, 2020, adopted Resolution No. 20-035, modifying the prior Board direction regarding Space Coast Area Transit supporting additional fixed route bus service; and authorized utilization of the Federal Transit Administration CARES Act to fund the new Transit Bus Routes instead of Florida Department of Transportation (FDOT) for Titusville, Port St. John, and a connector route to the South Beaches. Enclosed is the fully-executed Grant Application.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK


Kimberly Powell, Deputy Clerk

/ds

Encl. (1)

cc: Finance
Budget

RESOLUTION NO. 20- 035

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, ON BEHALF OF SPACE COAST AREA TRANSIT, IN SUPPORT OF ADDITIONAL FIXED ROUTE BUS SERVICE IN CENTRAL TITUSVILLE, PORT ST. JOHN AND A CONNECTOR ROUTE TO SOUTH BEACHES.

WHEREAS, many residents of Brevard County use Space Coast Area Transit services; and

WHEREAS, daily commutes in Brevard County by residents using personal motor vehicles contribute to the congestion of an already overburdened roadway system; and

WHEREAS, Space Coast Area Transit is considering the possibility of developing additional fixed route services in Central Titusville, Port St. John, and a connector route to the south beaches; and


WHEREAS, the Brevard County Board of County Commissioners, contingent upon revenue availability, supports provision of local funds to match the Florida Department of Transportation Public Transit Service Development Program Grant funds awarded to provide service on Space Coast Area Transit Bus routes for Fiscal Year 2021, 2022 and 2023.

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

1. The Brevard County Board of County Commissioners supports the Space Coast Area Transit bus service in Brevard County and urges Space Coast Area Transit to pursue said service.
2. This resolution shall take effect immediately upon its final adoption by the Brevard County Board of County Commissioners.

DULY PASSED AND ADOPTED THIS 21st DAY OF APRIL, 2021.

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS



Scott Ellis, Clerk

BY 

BRYAN LOBER, CHAIR

AS APPROVED BY THE BOARD ON APRIL 21, 2021



**Florida Department of Transportation
District Five**

**Public Transit Service Development Program
Grant Application**

State Fiscal Year 2022

March 2020

Applicant Information

All identifying applicant information requested below must be provided.

Applicant Legal Name:	Brevard County Board of County Commissioners d/b/a Space Coast Area Transit
Physical Address:	401 S. Varr Ave, Cocoa, FL 32922
<u>DUNS Number:</u>	830172193
<u>MFMP Vendor Number:</u>	F596-000-523-038
Existing Transit Service Area:	Brevard County, Florida
Proposed Project Service Area:	Brevard County, Florida
Project Title:	New Fixed Route Service Titusville, Port St. John, Melbourne
Grant Contact Name:	Scott Nelson
Title:	Transit Services Director
Phone:	321-635-7815 ext 52931
Email:	Scott.Nelson@brevardfl.gov
Authorized Representative Name:	Bryan Lober
Title:	Chair
Phone:	321-454-6601
Email:	Bryan.Lober@brevardfl.gov

FDOT Certifications and Assurances

Review the below Certifications and Assurances and ensure that the date, and Authorized Representative name, title, and signature are completed.

Brevard County Board of Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under FDOT's Service Development Program dated 21st day of April, 2020.

- 1 It shall comply with Florida Statutes, as applicable:
 - Section 341.051 - Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061(2) - Transit Safety Standards; Inspections and System Safety Reviews
 - Section 215.97 - Florida Single Audit Act
 - Chapter 287 - Procurement of Personal Property and Services
- 2 It shall comply with Florida Administrative Codes, as applicable:
 - Rule Chapter 14-90—Equipment and Operational Safety Standards for Bus Transit Systems
 - Rule Chapter 14-90.0041—Medical Examination for Bus System Driver
 - Rule Chapter 60A—Division of Purchasing
- 3 It shall comply with FDOT's Procedures, as applicable:
 - Bus Transit System Safety Program Procedure No. 725-030-009
 - Transit Vehicle Inventory Management Procedure No. 725-030-025
 - Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - Public Transit Service Development Program Procedure No. 725-030-005
 - Procurement Guidance for Transit Agencies Manual
- 4 It has the fiscal and managerial capability and legal authority to file the application.
- 5 Local matching funds will be available to purchase vehicles/equipment or finance the service indicated on the submitted application.
- 6 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 7 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.

- 8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 9 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 10 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 12 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 14 It shall accept the commitment to continue the project, if deemed successful by self-imposed measures, without additional Public Transit Service Development Program funds.
- 15 It will participate in annual site visits by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.
- 16 It will submit Semi-Annual Progress Reports on performance measures, including but not limited to monthly ridership data. Reports are due no later than January 30th for the period ending December 31st and July 30th for the period ending June 30th.
- 17 It will submit a Final Report at any time when it becomes necessary to terminate the project, or at the end of the project period. The report must accompany the Final Invoice for reimbursement and include: (a) an evaluation of the attainment of the goals and objectives, (b) the reasons any of the goals were not met, (c) the benefit accrued by the agency, and (d) a statement of the agency's intent to continue with the service demonstrated.

Authorized Representative certification:

Date: As approved by the Board on 4/21/2020
Signature: Bryan Andrew Lober
Name: Bryan Lober
Title: Chair
Name: [Signature]
Title: Clerk

Risk Assessment Information

Describe your organization's structure, management systems, staff expertise, and prior experience carrying out similar projects, if applicable. Discuss your organization's capacity to maintain compliance throughout the life of the project, including any anticipated organizational changes that may impact the project.

Supporting documentation may be included as attachments.

Insert Attachments

Maximum Word Count: 500

Space Coast Area Transit is a department of the Brevard County Board of County Commissioners. We have been providing fixed route public transportation to the citizens of the Brevard since 1985. Currently, we have 20 fixed routes, that cover approximately 52 service miles of the length of Brevard County. A copy of our current system map is attached, Map 1.

As a department of the Brevard County Government, Space Coast Area Transit is supported by other County departments such as Purchasing, Finance, Facilities, County Attorney, Information Technology and the Space Coast Transportation Planning Organization. Within the department we are have Bus Operations, Bus Maintenance, Finance, Planning, Customer Service and Administration. We are including a copy of Brevard County's Organizational Chart, Chart 1 and Transit Services Organizational Chart, Chart 2.

Space Coast Area Transit has been the recipient of service development grants for new fixed route service in Viera, Palm Bay/West Melbourne and Minuteman Causeway. The Viera Route was a success and is still in service to this day. The Palm Bay/West Melbourne Route is in the second year of the service development grant. We are anticipating continuing on with providing this service.

Space Coast Area Transit has audit reviews conducted by the Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged and Brevard County Internal Audits. Our last Federal Transit Administration Triennial Review was held in December 2019. We had a total of 8 deficiencies; seven have been resolved and we are working with Federal Transit Administration to resolve the final one.

We do not have any anticipated organizational changes within our Department that would impact the implementation or continuance of this project.

Brevard County SYSTEM MAP

Effective 10/5/19

- Route 1 – Titusville/Viera
- Route 2 – Titusville
- Route 3 – Merritt Island
- Route 4 – 520 Connector
- Route 5 – Titusville/Mims
- Route 6 – Cocoa/Rockledge
- Route 7 – Rockledge/Viera
- Route 8 – West Cocoa
- Route 9 – Cape Canaveral/Cocoa Beach
- Route 20 – Palm Bay/West Melbourne
- Route 21 – Downtown Melbourne
- Route 22 – South Palm Bay
- Route 23 – West Palm Bay
- Route 24 – Melbourne/Eau Gallie
- Route 25 – Palm Bay Connector
- Route 26 – South Beach
- Route 27 – East Palm Bay
- Route 28 – North Melbourne
- Route 29 – Melbourne/Viera
- Route 33 – Eau Gallie Arts District

**Space
Coast
AREA TRANSIT**

4015 Varr Avenue • Cocoa, FL 32922

Call the RideLine
321.633.1878

Get Connected
321Transit.com



Map 1
Space Coast Area Transit
Current System Map

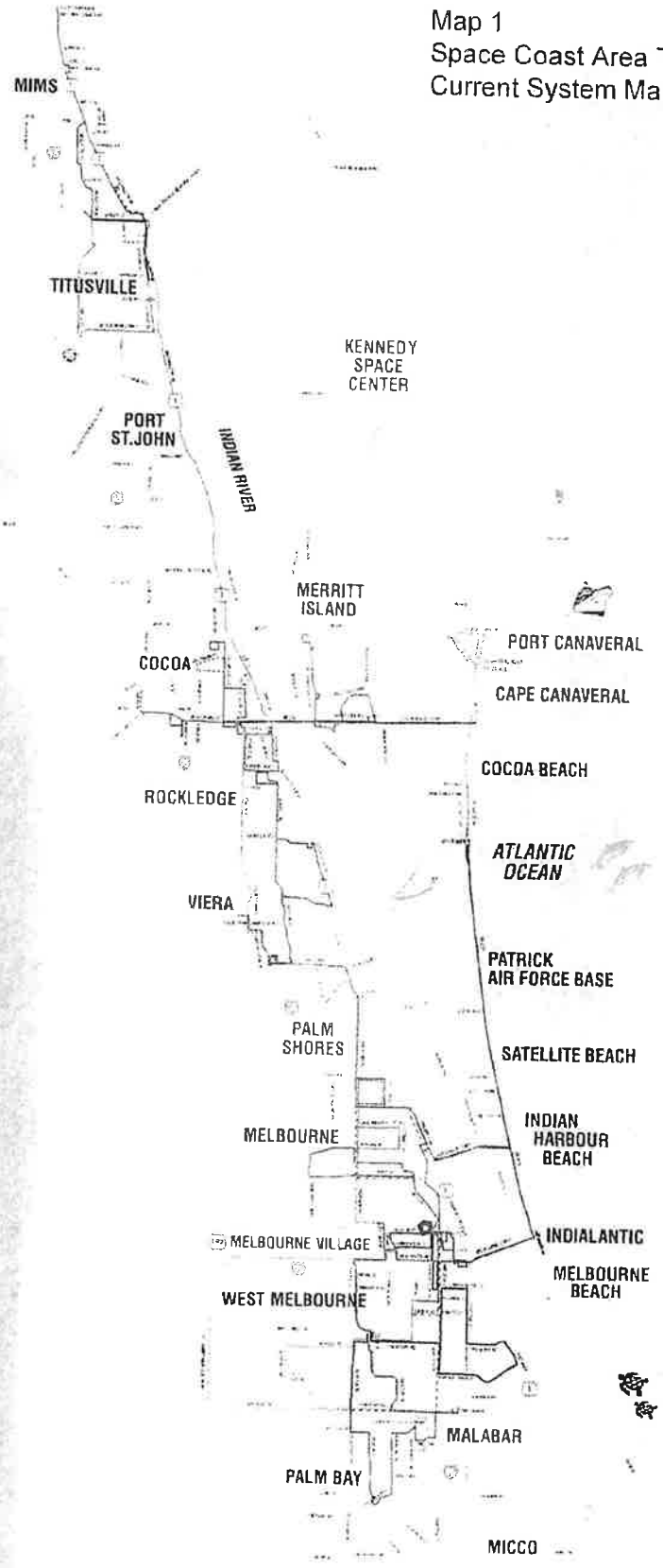


Chart 1
Brevard County Board of County Commissioners
Organizational Chart

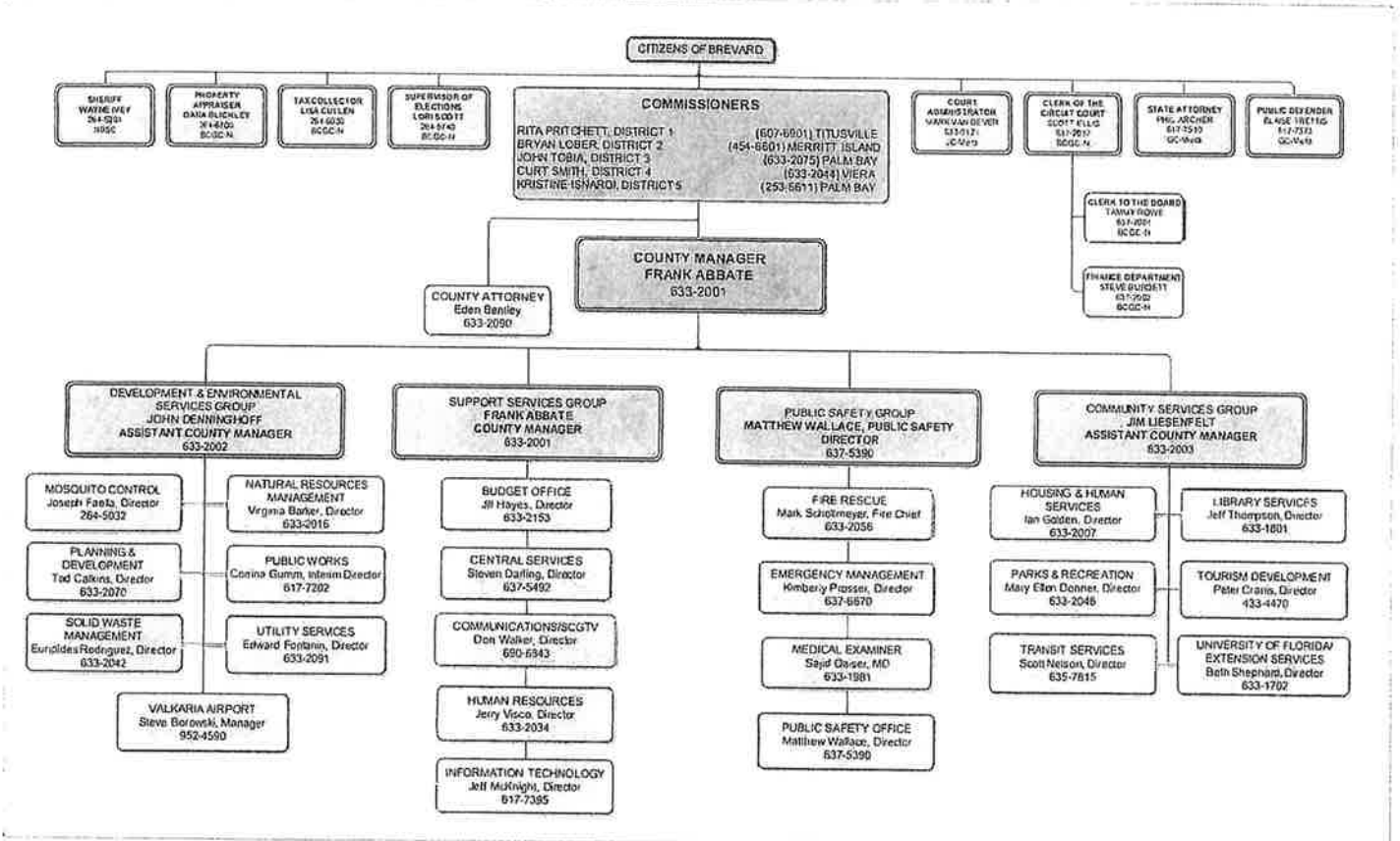
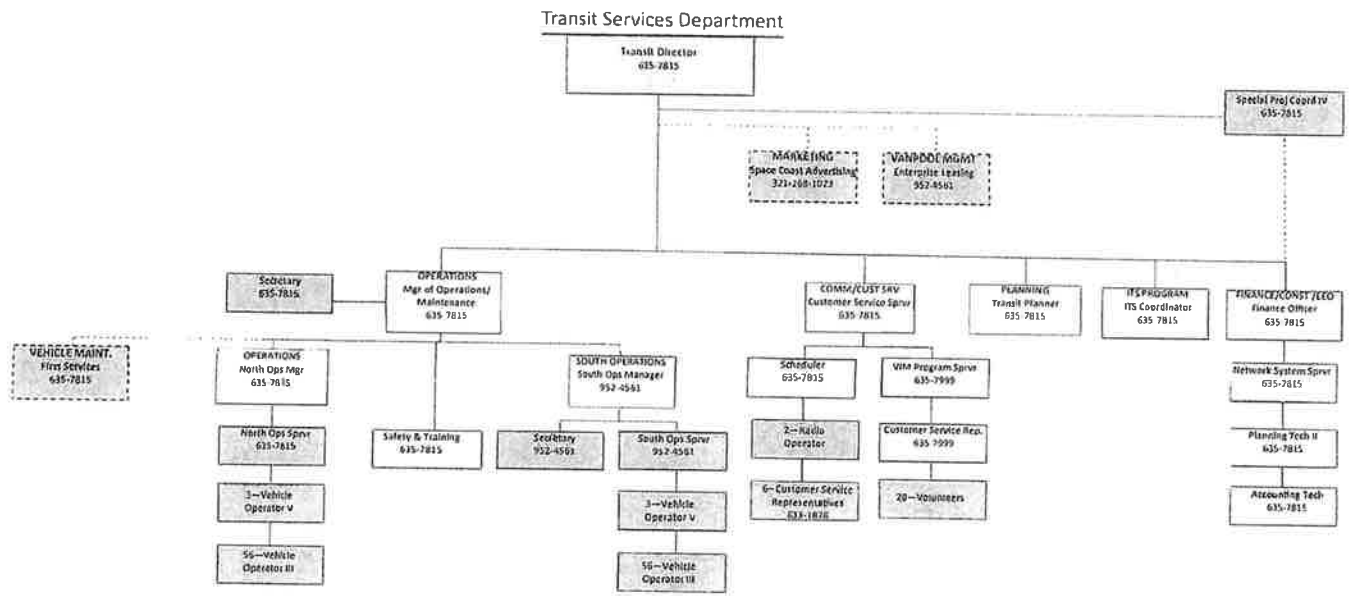


Chart 2
Space Coast Area Transit
Organizational Chart



Project Description

Provide a clear and concise description of the proposed project, focusing on the purpose/need and scope of activity.





Maximum Word Count: 500

Within Space Coast Area Transit's most recent Transit Development Plan (March 2019) Goals and Objectives; under our Analysis of Discrepancies, service alternatives were identified. Space Coast Area Transit would like to create three new routes within Brevard County to both reach communities within the County that are currently receiving none to below fixed route service and allowing one of our routes to go from two hour headways to one hour headways. Each route will be distributed through the Northern, Central and Southern zones of Brevard County, Map 2.

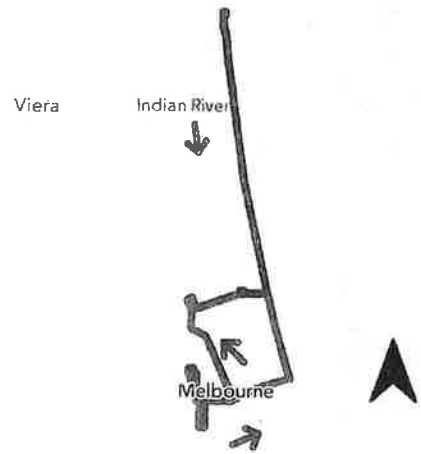
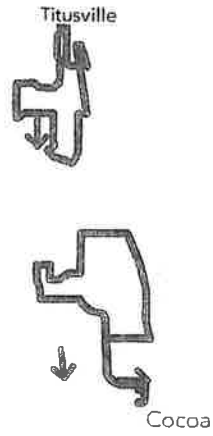
First proposed new route, Route 10, will service the Central Titusville area. Titusville is our largest city in the Northern part of our 71-mile long County. Titusville is currently serviced by Routes 1, 2, and 5. These routes only service the outer limits of the city and do not provide the residents an opportunity to board the bus within their housing communities. Route 10 will be a circulator route which will come right through the center of the city, reaching some of our more lower income housing developments and southern portions of the city that remain unserved. Route 10 will also connect to Route 1, 2, and 5, which will permit the residents to reach both more northern and southern adjoining cities.

Second proposed new route, Route 11, will service Port St. John area. This is the largest community in Brevard County that is unincorporated. Port St. John is only served by Route 1 on it's most eastern side along US Highway 1. This circulator route will take the residents far west of I-95 into the areas where shopping, parks, medical facilities and library are located. This Route will connect with existing Route 1 to the east and Route 6 to the South.

Third proposed new route, Route 30, will be a South Beach Connector route. This route will cover a section of U.S. Highway 1 in Melbourne that is currently not being served, along with taking over a portion of current Route 26. With Route 30 taking a portion of Route 26, this will allow us to restructure Route 26 and turn it from 2 hour headways to 1 hour headways. Route 30 will also have a stop at our South Terminal, 460 S. Harbor City Blvd, Melbourne, which currently does not get served by any of our routes. This will give the riders an opportunity to purchase bus passes, retrieve lost items and get reduced fare id cards, without walking a great distance or coming by other modes of transportation.

	30 - South Beach Connector
	11 - Port St John
	10 - Central Titusville Circulator
	26 - South Beach

Map 2
Proposed/Revised Routes



Project Type & Duration

Select the project type(s) that most accurately describe(s) the activity proposed in your application.

Project Type	Examples
<input type="checkbox"/> Technology	Alternative fuel vehicles; new or upgraded administration/management software; in/on-vehicle software systems; onboard safety systems; software application development/procurement or upgrade; mobile fare payment system development/procurement or upgrade
<input type="checkbox"/> New mode of service implementation	New service type implementation
<input checked="" type="checkbox"/> New route or service area implementation	Entirely new route implementation; implementation of existing service type in new area
<input type="checkbox"/> Improvement to/Expansion of existing service	Frequency increase, hours of service extension, route alignment extension, service area expansion
<input type="checkbox"/> Marketing	Campaign to promote transit service or initiative; public outreach and education campaigns; website functionality overhaul

Project Location

Describe the project location in a clear and concise manner. List potential trip generators and activity centers to be served. Include a color map as an attachment, if applicable. The map should be dated and contain all standard map elements and service information relevant to the proposed project, including:

- Relevant feature labels (e.g., roadways and municipal boundaries)
- Existing routes/services
- Proposed routes/services
- North arrow
- Scale bar
- Legend

Insert Attachments

Maximum Word Count: 150

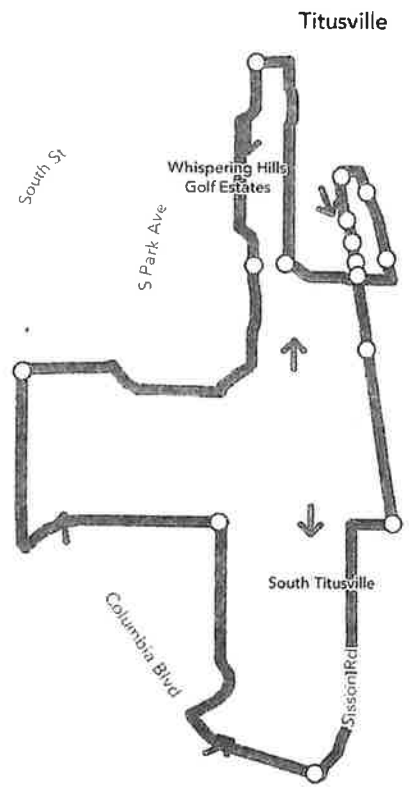
New Route 10 - Central Titusville Circulator (Map 3 / Table 1)
 Start: Titus Landing at Harrison St
 Eastern Point - US1
 Southern Point - Columbia Blvd (SR405)
 Western Point - South Street
 Northern Point - South Street
 Trip Generators: Titus Landing, Publix, County Service Complex, DeLeon Redevelopment Corridor, New Senior Apartment Complex

New Route 11 - Port St. John (Map 4/ Table 2)
 Start: Cocoa Commons / Publix
 Eastern - US1
 Southern - SR524
 Western - Golf View Ave
 Northern - Kings Highway
 Generators: Publix's, County Jail, Work Release Center, Boardwalk Apartments

Trip New Route 30 - South Beach Connector / Revised Route 26 (Maps 5-7 / Tables 3-4)
 Start: Melbourne/Orlando International Airport
 Eastern - A1A Beachside
 Southern - University Blvd
 Western - Martin Luther King Jr. Blvd
 Northern - Eau Gallie Blvd
 Generators: Health Department, Airport, Florida Technology, Trinity Towers, Eau Gallie Art District and Melbourne Transit Terminal

10 - Central
Titusville
Circulator

Map 3
Proposed Route 10 Map
Central Titusville Circulator



Washington Ave

NASA Causeway



NASA

Table 1
Proposed Route 10 Time Table

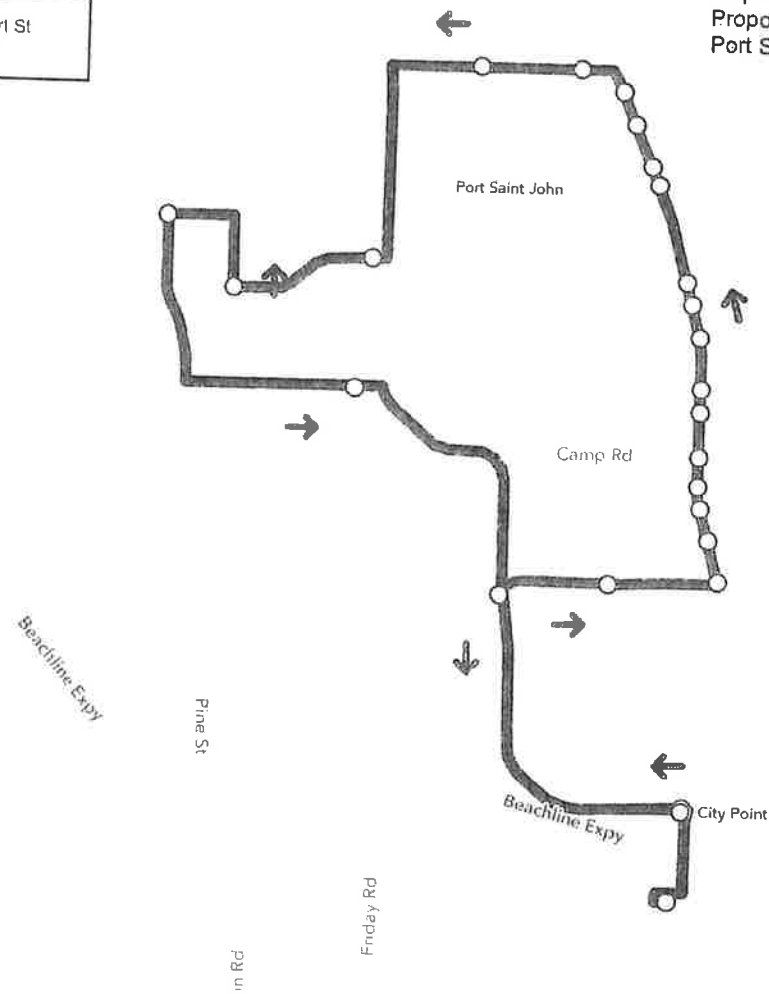
10 - Central Titusville Circulator

Weekdays							
	Titus Landing	Hopkins & Cheney Hwy	SR 405 & Sisson Rd	Outbound Cheney Hwy & Barna Ave	Barna Ave & Harrison St.	South St & Park Ave	Titus Landing
A	7:00	7:11	7:18	7:26	7:41	7:48	7:55
A	8:00	8:11	8:18	8:26	8:41	8:48	8:55
A	9:00	9:11	9:18	9:26	9:41	9:48	9:55
A	10:00	10:11	10:18	10:26	10:41	10:48	10:55
A	11:00	11:11	11:18	11:26	11:41	11:48	11:55
A	12:00	12:11	12:18	12:26	12:41	12:48	12:55
A	13:00	13:11	13:18	13:26	13:41	13:48	13:55
A	14:00	14:11	14:18	14:26	14:41	14:48	14:55
A	15:00	15:11	15:18	15:26	15:41	15:48	15:55
A	16:00	16:11	16:18	16:26	16:41	16:48	16:55
A	17:00	17:11	17:18	17:26	17:41	17:48	17:55
A	18:00	18:11	18:18	18:26	18:41	18:48	18:55
A	19:00	19:11	19:18	19:26	19:41	19:48	19:55

Saturday							
	Titus Landing	Hopkins & Cheney Hwy	SR 405 & Sisson Rd	Outbound Cheney Hwy & Barna Ave	Barna Ave & Harrison St.	South St & Park Ave	Titus Landing
A	8:00	8:11	8:18	8:26	8:41	8:48	8:55
A	9:00	9:11	9:18	9:26	9:41	9:48	9:55
A	10:00	10:11	10:18	10:26	10:41	10:48	10:55
A	11:00	11:11	11:18	11:26	11:41	11:48	11:55
A	12:00	12:11	12:18	12:26	12:41	12:48	12:55
A	14:00	14:11	14:18	14:26	14:41	14:48	14:55
A	15:00	15:11	15:18	15:26	15:41	15:48	15:55
A	16:00	16:11	16:18	16:26	16:41	16:48	16:55
A	17:00	17:11	17:18	17:26	17:41	17:48	17:55

11 - Port St John

Map 4
Proposed Route 11 Map
Port St. John



Bennett Causeway



Cocoa

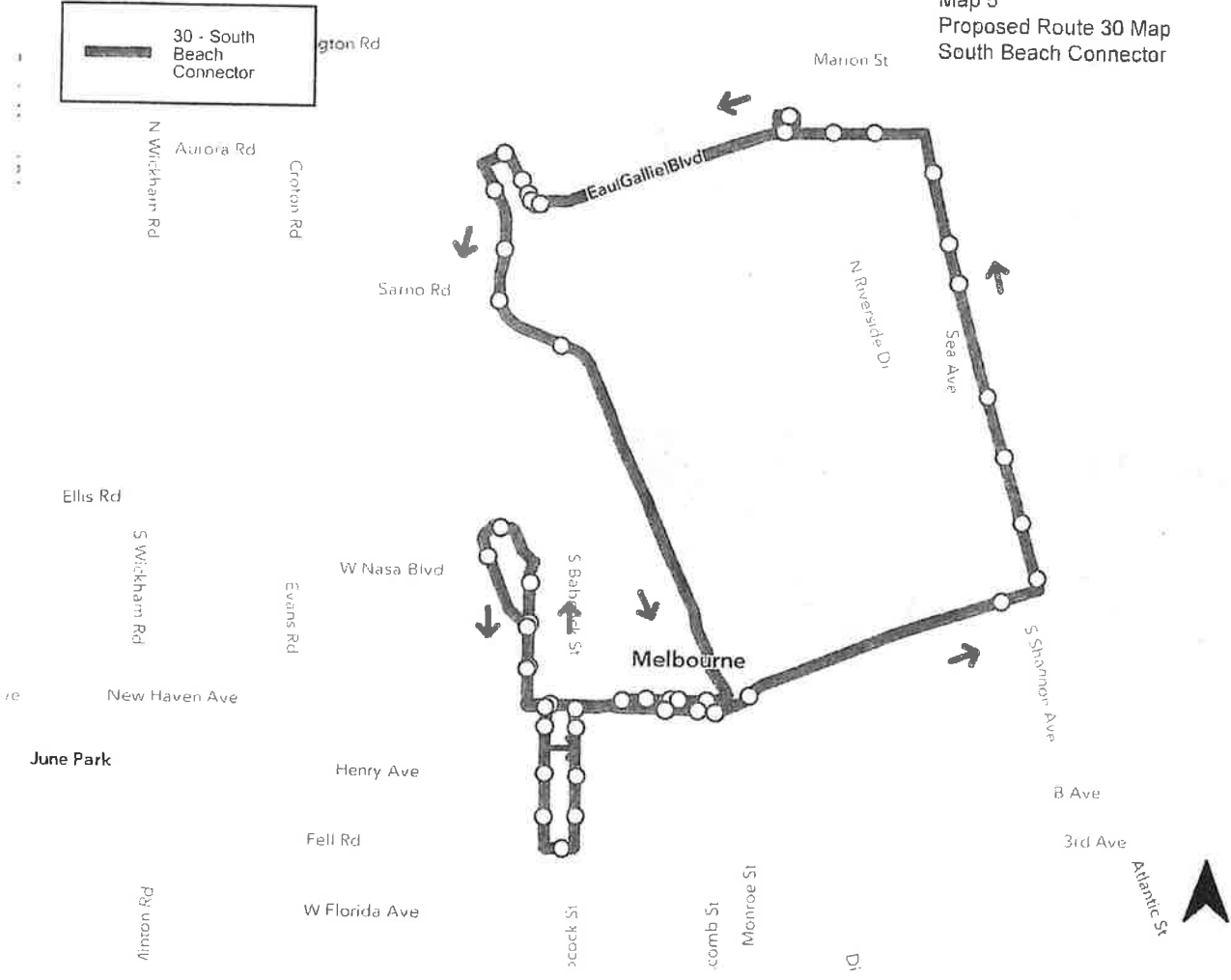
Table 2
Proposed Route 11 Time Table

11 - Port St John

Weekdays											
Inbound											
Cocoa Commons II	Canaveral Groves & Hemp Way	N Cocoa Blvd/ Camp Rd (SE)	N Cocoa Blvd/ Fav Blvd NE	Kings Hwy & Batavia Ave.	Fay Blvd & Banks Ave.	Golfview Ave. & Corsica Blvd.	Parish Medical Plaza	Grissom Blvd & Canaveral Groves II	Cocoa Commons		
A	7:00	7:11	7:15	7:20	7:25	7:30	7:35	7:42	7:47	7:56	utbour
A	8:00	8:11	8:15	8:20	8:25	8:30	8:35	8:42	8:47	8:56	
A	9:00	9:11	9:15	9:20	9:25	9:30	9:35	9:42	9:47	9:56	
A	10:00	10:11	10:15	10:20	10:25	10:30	10:35	10:42	10:47	10:56	
A	11:00	11:11	11:15	11:20	11:25	11:30	11:35	11:42	11:47	11:56	
A	12:00	12:11	12:15	12:20	12:25	12:30	12:35	12:42	12:47	12:56	
A	13:00	13:11	13:15	13:20	13:25	13:30	13:35	13:42	13:47	13:56	
A	14:00	14:11	14:15	14:20	14:25	14:30	14:35	14:42	14:47	14:56	
A	15:00	15:11	15:15	15:20	15:25	15:30	15:35	15:42	15:47	15:56	
A	16:00	16:11	16:15	16:20	16:25	16:30	16:35	16:42	16:47	16:56	
A	17:00	17:11	17:15	17:20	17:25	17:30	17:35	17:42	17:47	17:56	
A	18:00	18:11	18:15	18:20	18:25	18:30	18:35	18:42	18:47	18:56	

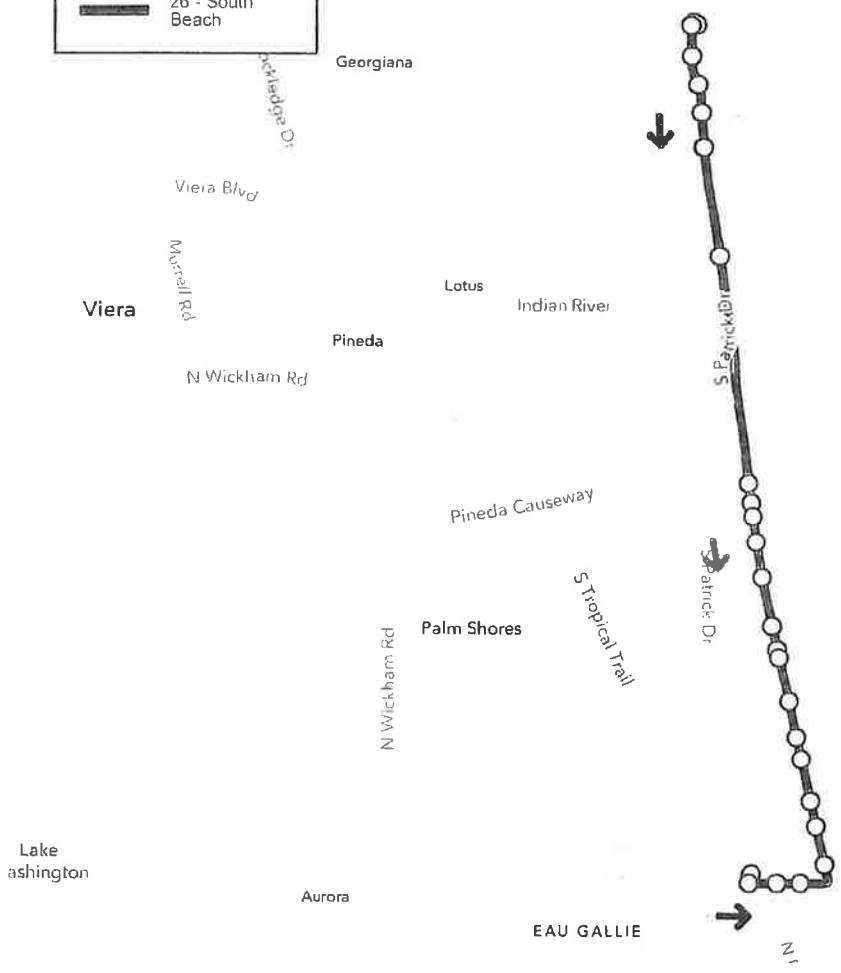
Saturday											
Inbound											
Cocoa Commons II	Canaveral Groves & Hemp Way	N Cocoa Blvd/ Camp Rd (SE)	N Cocoa Blvd/ Fav Blvd NE	Kings Hwy & Batavia Ave.	Fay Blvd & Banks Ave.	Golfview Ave. & Corsica Blvd.	Parish Medical Plaza	Grissom Blvd & Canaveral Groves II	Cocoa Commons		
A	8:00	8:11	8:15	8:20	8:25	8:30	8:35	8:42	8:47	8:56	utbour
A	9:00	9:11	9:15	9:20	9:25	9:30	9:35	9:42	9:47	9:56	
A	10:00	10:11	10:15	10:20	10:25	10:30	10:35	10:42	10:47	10:56	
A	11:00	11:11	11:15	11:20	11:25	11:30	11:35	11:42	11:47	11:56	
A	12:00	12:11	12:15	12:20	12:25	12:30	12:35	12:42	12:47	12:56	
A	14:00	14:11	14:15	14:20	14:25	14:30	14:35	14:42	14:47	14:56	
A	15:00	15:11	15:15	15:20	15:25	15:30	15:35	15:42	15:47	15:56	
A	16:00	16:11	16:15	16:20	16:25	16:30	16:35	16:42	16:47	16:56	
A	17:00	17:11	17:15	17:20	17:25	17:30	17:35	17:42	17:47	17:56	

Map 5
Proposed Route 30 Map
South Beach Connector

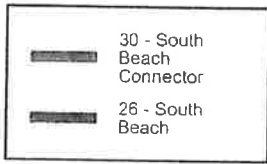


26 - South Beach

Map 6
Revised Route 26 Map
South Beaches



Lake Washington

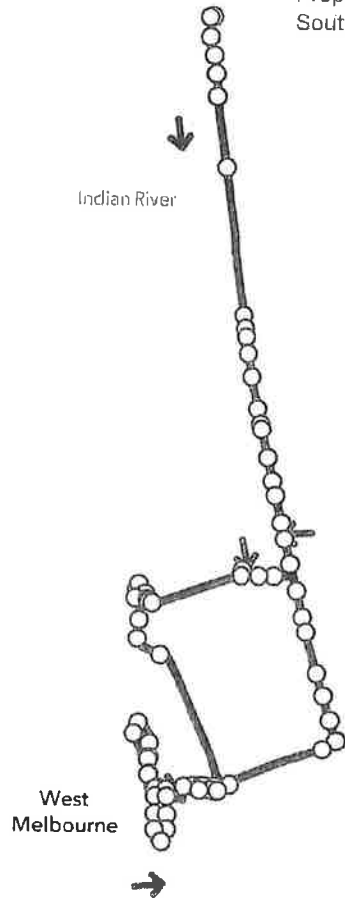


Map 7
Proposed Route 30 and Revised Route 26 Map
South Beach Connector/South Beaches

Viera

Indian River

West Melbourne



**Table 3
Proposed Route 30 Time Table**

30 South Beach Connector

Weekdays											
Counter clock loop											
Melbourne Airport Stoop	University Blvd @ Clemente	New Haven @ CVS	E. New Haven @ Trinity Tower	A1A & Nance Park	N Highway A1A @ Howard Futch	Indian Harbour Place @ Publix	Aurora Rd/ Highland Ave N	N Harbor City Blvd/ Babcock St	Dr. M.L. King Jr. Blvd @	Melbourne Airport Stoop	
A	7:00	7:12	7:15	7:20	7:25	7:29	7:37	7:40	7:53	7:55	
A	8:00	8:12	8:15	8:20	8:25	8:29	8:37	8:40	8:53	8:55	
A	9:00	9:12	9:15	9:20	9:25	9:29	9:37	9:40	9:53	9:55	
A	10:00	10:12	10:15	10:20	10:25	10:29	10:37	10:40	10:53	10:55	
A	11:00	11:12	11:15	11:20	11:25	11:29	11:37	11:40	11:53	11:55	
A	12:00	12:12	12:15	12:20	12:25	12:29	12:37	12:40	12:53	12:55	
A	13:00	13:12	13:15	13:20	13:25	13:29	13:37	13:40	13:53	13:55	
A	14:00	14:12	14:15	14:20	14:25	14:29	14:37	14:40	14:53	14:55	
A	15:00	15:12	15:15	15:20	15:25	15:29	15:37	15:40	15:53	15:55	
A	16:00	16:12	16:15	16:20	16:25	16:29	16:37	16:40	16:53	16:55	
A	17:00	17:12	17:15	17:20	17:25	17:29	17:37	17:40	17:53	17:55	
A	18:00	18:12	18:15	18:20	18:25	18:29	18:37	18:40	18:53	18:55	
A	19:00	19:12	19:15	19:20	19:25	19:29	19:37	19:40	19:53	19:55	

Saturday											
Counter clock loop											
Melbourne Airport Stoop	University Blvd @ Clemente	New Haven @ CVS	E. New Haven @ Trinity Tower	A1A & Nance Park	N Highway A1A @ Howard Futch	Indian Harbour Place @ Publix	Aurora Rd/ Highland Ave N	N Harbor City Blvd/ Babcock St	Dr. M.L. King Jr. Blvd @	Melbourne Airport Stoop	
A	8:00	8:12	8:15	8:20	8:25	8:29	8:37	8:40	8:53	8:55	
A	9:00	9:12	9:15	9:20	9:25	9:29	9:37	9:40	9:53	9:55	
A	10:00	10:12	10:15	10:20	10:25	10:29	10:37	10:40	10:53	10:55	
A	11:00	11:12	11:15	11:20	11:25	11:29	11:37	11:40	11:53	11:55	
A	13:00	13:12	13:15	13:20	13:25	13:29	13:37	13:40	13:53	13:55	
A	14:00	14:12	14:15	14:20	14:25	14:29	14:37	14:40	14:53	14:55	
A	15:00	15:12	15:15	15:20	15:25	15:29	15:37	15:40	15:53	15:55	
A	16:00	16:12	16:15	16:20	16:25	16:29	16:37	16:40	16:53	16:55	
A	17:00	17:12	17:15	17:20	17:25	17:29	17:37	17:40	17:53	17:55	

Table 4
Revised Route 26 Time Table

26 - South Beach

Northbound						Southbound					
Indian Harbour Place @ Publix	Eau Gallie Blvd @ Canova Beach	N Highway A1A/ Desoto Pkwy (NE)	S Atlantic Ave @ Pafb Maingate	S Atlantic Ave/ 13th St (NE)	A	S Atlantic Ave/ 13th St (NE)	S Atlantic Ave @ PAFB Main Gate	N Highway A1A @ Beachside Apts	N Highway A1A/ Desoto Pkwy	Indian Harbour Place @ Publix	
A	7:30	7:33	7:39	7:50	7:56	A	8:00	8:07	8:13	8:28	
A	8:30	8:33	8:39	8:50	8:56	A	9:00	9:07	9:13	9:28	
A	9:30	9:33	9:39	9:50	9:56	A	10:00	10:07	10:13	10:28	
A	10:30	10:33	10:39	10:50	10:56	A	11:00	11:07	11:13	11:28	
A	11:30	11:33	11:39	11:50	11:56	A	12:00	12:07	12:13	12:28	
A	12:30	12:33	12:39	12:50	12:56	A	13:00	13:07	13:13	13:28	
A	13:30	13:33	13:39	13:50	13:56	A	14:00	14:07	14:13	14:28	
A	14:30	14:33	14:39	14:50	14:56	A	15:00	15:07	15:13	15:28	
A	15:30	15:33	15:39	15:50	15:56	A	16:00	16:07	16:13	16:28	
A	16:30	16:33	16:39	16:50	16:56	A	17:00	17:07	17:13	17:28	
A	17:30	17:33	17:39	17:50	17:56	A	18:00	18:07	18:13	18:28	
A	18:30	18:33	18:39	18:50	18:56	A	19:00	19:07	19:13	19:28	

Northbound						Southbound					
Indian Harbour Place @ Publix	Eau Gallie Blvd @ Canova Beach	N Highway A1A/ Desoto Pkwy (NE)	S Atlantic Ave @ Pafb Maingate	S Atlantic Ave/ 13th St (NE)	A	S Atlantic Ave/ 13th St (NE)	S Atlantic Ave @ PAFB Main Gate	N Highway A1A @ Beachside Apts	N Highway A1A/ Desoto Pkwy	Indian Harbour Place @ Publix	
A	8:30	8:33	8:39	8:50	8:56	A	9:00	9:07	9:13	9:28	
A	9:30	9:33	9:39	9:50	9:56	A	10:00	10:07	10:13	10:28	
A	10:30	10:33	10:39	10:50	10:56	A	11:00	11:07	11:13	11:28	
A	11:30	11:33	11:39	11:50	11:56	A	12:00	12:07	12:13	12:28	
A	13:30	13:33	13:39	13:50	13:56	A	14:00	14:07	14:13	14:28	
A	14:30	14:33	14:39	14:50	14:56	A	15:00	15:07	15:13	15:28	
A	15:30	15:33	15:39	15:50	15:56	A	16:00	16:07	16:13	16:28	

Goals, Objectives, Performance Measures, & Targets

Clearly describe the project's goals, objectives, performance measures, and targets. These should generally align with the goals defined in the TDP that include the project but may be more specific to align with the proposed project details.

Supporting documentation may be included as attachments. Insert Attachments

Element	Goal #1	Goal #2	Goal #3	Goal #4
Goal	Respond to requests to provide transportation to areas throughout Brevard County that are either not served or under-served.	Provide better connectivity with existing routes in all directions, allowing a greater number of residents the freedom to move throughout the entire County.	Provide access to shopping and restaurants and connection with Route 6 and 1 to provide transportation opportunities to the residents.	Increase ridership with hourly service, more frequent service and provide service to Space Coast Area Transit's South Terminal in Melbourne.
Objective	To partner with municipalities, agencies and organization to provide better mobility options for the citizens of Brevard.	To establish routes within the County that are either not served or under-served and connect to our existing system.	To provide bus service to the residential areas of Port. St. John.	To reduce the headways on Route 26 and provide an additional connection from the mainland to beach side.
Performance Measure	Increase in service coverage and frequency of transit service.	Service effectiveness.	Community and Economic Impact	Total Monthly Ridership
Target	To ensure service design and delivered reflects and meets the needs of customers and services are available to all passengers. Provide access to transit service within 10th mile of major corridor roadways to previously unserved areas within Brevard.	95% on time performance, 0% of schedule trips missed and 0% of missed scheduled departures.	Improvement to quality of life with access to shopping, employment, medical appointments and local schools along with connectivity to existing transit services.	To maintain existing level of passenger trips per hour and increase in overall passenger trips.
Data Source	TDP and Community requests for service	Internal performance goals	TDP	Internal performance goals.

ROUTE 10 CENTRAL TITUSVILLE

Currently Route 2 Titusville is a loop route that operates as a beltway around the perimeter of the city. We have had numerous requests over the years to service central Titusville and more residential areas. The Deleon Ave. corridor has been a depressed area. Many businesses in Titusville were hard hit when the Space Shuttle program ended.

Now Kennedy Space Center has seen a resurgence. The City has diversified and is a destination for the cross Florida trail, and ecotourism. The City, developers, and activists have worked hard to bring new developments and building to Titusville.

Objective: We want to partner with them to provide better public transportation in central Titusville.

Goal: To respond to requests to provide better mobility to citizens in the Deleon Ave. corridor, especially minorities, to enhance their lives and give them access to more economic opportunities.

Goal: To respond to request to provide transportation to residents of a large new senior apartment complex on Deleon Ave. and Harrison St.

Goal: To provide access to the Brevard County Service Complex in the north-central part of the City.

Goal: To provide better access to grocery shopping with a bus stop at Publix.

Goal: To provide better connectivity in all directions by meeting three other buses at Titus Landing Transfer Center on Hopkins Ave.

Goal: To provide better bus service on the Hopkins Ave. corridor by running southbound (the opposite direction of Rt. 2).

ROUTE 11 PORT ST. JOHN

The only bus service we have in the unincorporated town of Port St. John, between Cocoa and Titusville, is provided by Route 1 on US 1. There is no bus service to the residential areas of Port St. John, population of 12,267 (2010 Census). One of our advocates has labelled Port St. John a "transit desert."

Objective: To provide bus service to the residential areas of Port St. John.

Objective: To provide the town with its own bus route, not just a connector passing through their community.

Goal: To provide access to shopping and restaurants, including two Publix stores, Winn Dixie, Walgreen's, Burger King, etc.

Goal: The County Jail complex and Work Release Center is located on Camp Road, one mile west of US 1. Every weekday work release inmates walk on Camp Rd., a rural road with no sidewalks, to catch the Rt. 1 bus and back again at the end of the day. Rt. 11 will provide them bus service and enhance safety for the pedestrians along the road.

Goal: The route will connect with Route 6 at Cocoa Commons Publix. Rt. 6 has three buses at peak, running every 20 minutes, and goes to Cocoa Transit Center. The Transit Center is our busiest transfer center in the county, with nine buses an hour arriving and departing in all four directions. So the residents of Port St. John will have access to transportation opportunities across the whole county.

ROUTE 30 SOUTH BEACH CONNECTOR

Route 26 is a two hour long route that connects Melbourne International Airport with Hwy. A1A on the barrier island and South Beaches. It connects with Route 9 in Cocoa Beach. Prior to 2009 there were two buses on Rt. 26, so it ran hourly. Since then there is only one bus, so frequency is every two hours. Rt. 26 has always been one of the lower ridership routes for Space Coast Area Transit. We plan to purchase a trolley to replace the standard 35' transit bus on Rt. 26, which we expect will increase ridership on the route.

Objective: To separate the Mainland connector portion of current Rt. 26 from the Beach portion. To keep Rt. 26 on the Beach, Hwy. A1A. The new Route 30 will connect the Mainland to the Beach, starting at Melbourne International Airport, and going to Hwy. A1A and E. Eau Gallie Blvd.

Goal: To provide hourly service from Melbourne Airport to the Cocoa Beach connection with Rt. 9.

Goal: To increase ridership with hourly service.

Goal: To provide college students from FIT, and other riders, a frequent connection to beach parks and recreation there.

Goal: To provide hospitality workers more frequent service from the mainland to beachside hotels.

Goal: To provide a second, frequent and viable north-south transit connection in Brevard County, besides the Rt. 1-29 hourly connection in Viera.

Goal: To provide increased service that has been requested to the Eau Gallie Arts District.

Goal: To provide bus service to Space Coast Area Transit South Terminal in Melbourne.

Stakeholder Involvement

Identify all stakeholder support for this project and communicate the nature and extent of that support. Include any supporting documentation as attachments and reference where relevant. Include internal agency stakeholders, describing internal coordination and participation (e.g., proposal kick-off meeting participation, data contribution, etc.).

Supporting documentation may be included as attachments.

	Stakeholder #1	Stakeholder #2	Stakeholder #3	Stakeholder #4
Stakeholder	Brevard County Board of County Commissioners			
Relationship to Project	Governing Board			
Evidence of Commitment	Board Resolution			
Funding Commitment	50% Local Match			
General Comments				



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

February 21, 2020

MEMORANDUM

TO: Scott Nelson, Transit Services Director

RE: Board Direction to Apply for Grants Concerning Route Expansions

The Board of County Commissioners, in special session on February 20, 2020, directed staff to prepare the grant applications to accommodate the Central Titusville, South Beach Connector, and Port St. John Routes.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/cw

cc: Assistant County Manager Liesenfelt

Supporting Plans

Include a reference to the corresponding page number or location of this project within the adopted Transit Development Plan (TDP) or Transportation Disadvantaged Service Plan (TDSP). If coordination is incomplete at the time of application submittal, include a letter from the representative at the local transit agency outlining the transit agency's commitment to include the project in the next TDP update (annual or major). Insert Attachments

If the project is supported by a local plan other than a TDP or TDSP (e.g., comprehensive plan, congestion management plan, etc.), cite the plan name, adopting body, adoption date, and relevant page number(s) on which support for the project is reflected.

Maximum Word Count: 150

As reported in our Transit Development Plan, Major Update FY 2018-2027, Service Improvements, the new proposed Route 11 in Port St. John is identified as New Service Expansions, Flex Service on Page 114 (attached).

Route 30 and revised Route 26 was also included in the Transit Development Plan, Major Update FY 2018-2027, Improvement to Existing Routes on Page 113 (attached).

The proposed Route 10 for the Central Titusville Circulator, will be included in the FY2020 Transit Development Plan Annual Progress Report.

Benefit to Other Systems

Discuss any potential benefits to other transit or transportation systems that may result from this project. You can use the below questions to guide your response.

- Can other agencies replicate or learn from some unique or innovative aspect of the project? If so, how?
- How will the successes or failures of this project be shared with other agencies? Be specific: which industry organizations and networks will be leveraged?
- Is there a regional component to the project?
 - Does it enable or improve intermodal and/or interagency connectivity?
 - If the proposal includes a request for more than 50% state participation, include a narrative on the statewide implications for the proposed project.

Maximum Word Count: 250

- **Palm Bay-Barefoot Bay-Sebastian via US 1** – This 40 mile roundtrip route would begin service at the Publix Super Market at Bayside Lakes Plaza with connection to Route 21, and would provide stops along Cogan Dr., Babcock St., Micco Rd., and Barefoot Bay Blvd with continuing service along US 1. The majority of the population residing in Barefoot Bay is 65 and over, and currently do not have access to transit. Because of route length, the headway is estimated to be 120-minutes.

Circulator Service

- **Palm Bay-Malabar** – Provide service from the Walmart Supercenter on Palm Bay Rd to the Walmart Supercenter on Malabar Rd with stops along Port Malabar Blvd., and Babcock St. Frequency for this service will be 30-minutes weekdays and 60-minutes weekends, and would connect to existing Routes 21, 22, 23, 25, and 27.
- **Malabar-Degroodt-Bayside Lakes Plaza** – Provide service from the Walmart Supercenter on Malabar Rd to the Publix Super Market at Bayside Lakes Plaza via Jupiter Blvd. This service would provide connection to Routes 22 and 23 with 30-minute frequency weekdays and 60-minutes weekends.
- **Malabar-San Filippo-Bayside Lakes Plaza** – Provide service from the Walmart Supercenter on Malabar Rd to Publix Super Market at Bayside Lakes Plaza via San Filippo Dr. Service for this route would be seven days a week with a 30-minute frequency weekdays and 60-minutes weekends, and connections to Routes 22 and 23.
- **Minton-St. John's Heritage Parkway** – Space Coast Area Transit has been approached over the past few years by the Brevard County School, City of West Melbourne and the City of Palm Bay to provide bus service west of Minton Blvd, specifically Heritage High School on Malabar Rd. Service would begin at Hammock Landing and would serve the area west of Minton Blvd south of SR 192 and provide service along the newly constructed St. John's Heritage Parkway. The St. John's Heritage Parkway is a 5 mile arterial roadway extending from Palm Bay city limits north to Ellis Rd. The service frequency for this fourth Palm Bay route would be 30-minutes weekday, and 60-minutes on Saturday. This route would connect to existing Routes 23, 25, and 27.

Flex Service

This proposed service is designed in rural areas and would provide connections to existing transit service. The noted service is proposed as a deviated fixed-route service with a maximum number of deviations per round trip. Each deviation will be limited to a maximum of ¼ mile distance away from the trunk line. Route deviation is a hybrid public transportation service with features of a fixed-route, fixed-schedule transit service and demand responsive and, therefore, meets all requirements for complementary paratransit service required by ADA; no separate complementary ADA paratransit service is required. The service frequencies for this service will be 30-minutes weekdays and 60-minutes weekends.

- **Port St. John** – Providing service along Grissom Pkwy., Kings Hwy., US 1, and Fay Blvd with connection to Route 1 via US 1.
- **Citrus Blvd-Canaveral Grooves-Cocoa** - This route would provide connection to existing Route 6 at Cocoa Commons, and provide service along Grissom Pkwy and Industry Rd.

The proposed service improvements represent enhancements and additions to existing services that may be implemented based on demand and fiscal capacity. In addition to the service improvements identified, Space Coast Area Transit will continue to seek opportunities to enhance transit services in particular travel corridors consistent with strategic transportation plan. As funding opportunities arise, the potential for converting key routes into Bus Rapid Transit services will be examined.

- *Saturday Service* – maximum headway of at least every 60-minutes or less; exceptions are Route 4 and Route 26; and
 - *Weekday Service* - maximum headway of at least every 30-minutes or less; exceptions are Route 1 and Route 26
- **Extend service on all existing routes** - From the various activities during the public involvement process, a need for adding later service for students who take later classes and for workers with non-traditional schedules was identified as a priority. To address this need, service on all regular routes (with the exception of Routes 4, 9, and 26) could be standardized and provide service from 5:30 AM to 10:30 PM on weekdays, from 6:00 AM to 10:00 PM on Saturdays, and from 8:00 AM to 8:00 PM on Sundays.
 - **Implement Sunday Service on all routes** - Currently Routes 4, 9, and 21 provide service on Sunday with service ending no later than 6 PM. Sunday service could be implemented on all routes with service from 8 AM to 8 PM, and could be provided at 60-minute headways.
 - **Route 26** – the route 26 is very long (47 miles round trip) and poses operational challenges. Our recommendation is for Space Coast Area Transit to consider splitting the Route 26 into two routes. One would serve the western portion of the Route 26, from Airport/NASA Boulevard, to the Publix at Indian Harbour Shopping Center on E. Eau Gallie Boulevard. This segment of the route would be 23 miles round trip and currently is scheduled to run a 65-minute cycle time. The second route would operate from the Indian Harbour Shopping Center north along A1A to 13th Street, a round trip distance of 24 miles and a current operating cycle time of 52 minutes. The running times on these routes may be adjusted because of the reduced risk of delays associated with the long combined routing. These changes at 60-minute existing headways would require two vehicles. Operating at a 30-minute headway, these routes would require 4 vehicles. Given the extra running time on the north leg of the proposed Route 26 change, this route may be made to overlap, supplement, or interline with the Route 9.
 - **Route 33** – the route 33 is not proposed to change at this time. This service operates as a Flagdown service due to the unique characteristics of the service area.

New Service Expansions

Based on the transit demand assessment, and the public involvement activities, recommendations are proposed for new services. Map 9-1, at the end of this section, presents the existing fixed route transit network plus the service concepts alternatives proposed. The following new services are designed to capture emerging and underserved transit markets, and provide connectivity throughout Brevard County:

New Fixed-Routes

Input from the public involvement process and the 2040 LRTP indicated a need to provide service to Barefoot Bay and Sebastian. These new services would travel along US 1 and into Indian River County with service ending at the Walmart Supercenter on US 1 in Sebastian, and operate 7 days a week with a 120 minute headway.

- **Melbourne-Sebastian via US 1** - Service for this route would begin at the Melbourne Shopping and would provide stops along US 1, and will also connect to existing routes 21, 26, and 27. Total roundtrip distance for this service is 50 miles. Because of route length, the headway is estimated to be 120-minutes.

The project is to provide regional connectivity through Brevard County. Brevard County is 71 miles in length and for some residents it is impossible for them to go from the North end of the County to the South end of the County or vice versa. This project will give the citizens of Brevard an opportunity travel from Mims to Malabar along our bus system.

At the end of the two year project time line, Space Coast Area Transit, will provide a final report on the successes and, if any, failures of the project. What we will continue, any modifications that need to be made and what will be discontinued from the project. Any causes or effects that lead us to these decisions.

Project Budget

Include an itemized justification for all project costs. Depending on the project type, complete either the capital budget or the operating budget for each year of the project is expected to receive funding.

Capital Budget Template

2022

Category	Detail	State Share	Local Share	Federal Share	Totals
Land Acquisition					
Planning					
Environmental/Design/Construction					
Capital Equipment					
Totals					

2022

Category	Detail	State Share	Local Share	Federal Share	Totals
Land Acquisition					
Planning					
Environmental/Design/Construction					
Capital Equipment					
Totals					

2022

Category	Detail	State Share	Local Share	Federal Share	Totals
Land Acquisition					
Planning					
Environmental/Design/Construction					
Capital Equipment					
Totals					

Operating Budget Template

2022		2021			
Category	Detail	State Share	Local Share	Federal Share	Totals
Salaries	6 Vehicle Operators, 1 Floater	128,011.52	128,011.52	64,005.76	\$320,028.80
Fringe Benefits	6 Vehicle Operators, 1 Floater	78,449.28	78,449.28	39,224.64	\$196,123.20
Contractual Services	Preventative Maintenance/Vehicle Repair	92,351.17	92,351.17	46,175.58	\$230,877.92
Travel					
Other Direct Costs	Fuel	39,326.98	39,326.98	19,663.49	\$98,317.44
Indirect Costs					
Project-Generated Revenue		29,351.18	29,351.18	14,675.60	\$73,377.96
Totals		\$308,769.75	\$308,769.75	\$154,384.88	\$845,204.38

2022		2022			
Category	Detail	State Share	Local Share	Federal Share	Totals
Salaries	6 Vehicle Operators, 1 Floater	128,011.52	128,011.52	64,005.76	\$320,028.80
Fringe Benefits	6 Vehicle Operators, 1 Floater	78,449.28	78,449.28	39,224.64	\$196,123.20
Contractual Services	Preventative Maintenance / Vehicle Repair	92,351.17	92,351.17	46,175.58	\$230,877.92
Travel					
Other Direct Costs	Fuel	39,326.98	39,326.98	19,663.49	\$98,317.44
Indirect Costs					
Project-Generated Revenue		29,351.18	29,351.18	14,675.60	\$73,377.96
Totals		\$308,769.75	\$308,769.75	\$154,384.88	\$845,204.38

2022					
Category	Detail	State Share	Local Share	Federal Share	Totals
Salaries					
Fringe Benefits					
Contractual Services					
Travel					
Other Direct Costs					
Indirect Costs					
Project-Generated Revenue					
Totals					

Funding Source Detail

Provide detail on the source of each funding component included in the project budget. Note any funding limitations or contingencies.

Example:

Type	Source	Status	Amount
Federal, State, or Local	Identify funding entity/sponsor and grant program, if applicable.	E.g., application submitted, award pending execution, award executed/obligated, contingent upon Service Development award approval, etc.	\$

Type	Source	Status	Amount
State	Service Development Grant	Application in progress	\$ 617,596.34
Local	General Funds	Contingent upon Service Development Award Approval	\$ 617,596.34
Federal	Operating Assistance	Application in progress	\$ 308,797.74

Certification of Local Funding Commitment

Attach the agency board resolution certifying the commitment of matching funds or a letter of commitment from the Chief Financial Officer (CFO) from the entity that is providing the 50% matching funds at the time of application submittal. In addition, ensure that funding partner(s) provide language in the letter highlighting a commitment to funding the project if the project is deemed a success.

Supporting documentation should be included as attachments.

Insert Attachments

Financial Responsibilities

If an agency other than the agency applying for this grant will be responsible for any financial responsibilities, please provide their information and what role/task they will be responsible for. Please summarize how the specific task will be administered.

Maximum Word Count: 250

Not applicable.

Financial Responsibilities

If an agency other than the agency applying for this grant will be responsible for any financial responsibilities, please provide their information and what role/task they will be responsible for. Please summarize how the specific task will be administered.

Maximum Word Count: 250

Not applicable.

Financial Analysis

Attach a Benefit-Cost, Fiscal Impact, or Economic Impact Analysis for the proposed project.

Insert Attachments

Optional: District Five has developed an Excel-based tool (TransValU) to conduct financial analyses for transportation projects. The tool and its associated guidebook can be accessed at CFGIS.org.

Describe the results of the analysis for the proposed project. You may use some or all of the below questions to guide your response.

- How many years will it take for your agency to make a return on its investment (if applicable)?
- How does the analysis for this project compare to potential alternatives?
- If benefits will not payback until after the funding period, how does your agency anticipate covering the cost of the project after the funding period ends?

Maximum Word Count: 250

Attached is the draft Benefit-Cost Analysis as required by the Florida Department of Transportation. The current ratio is 8.68%. Therefore, the project will not result in financial returns to Space Coast Area Transit.

As a new program requirement by the Florida Department of Transportation. Space Coast Area Transit will work with the FDOT staff to ensure that the Benefit-Cost Analysis is completed properly.

Implementation Plan

Discuss the proposed project implementation plan. The information provided should include the following:

- The proposed methods of performing and administering the implementation of this project.
- A description of all marketing and promotional efforts that will be performed to increase public awareness of the project.
- The major milestones and evaluation points.
- An explanation of how this project is "ready-to-go", meaning that this project can be implemented in the timeframe proposed within the grant application and corresponding to the project schedule.
- A description of how the agency will ensure that funding is available to continue the project after the initial Service Development funding period, if the project is deemed a success. Specifically identify possible funding sources.

Maximum Word Count: 500

Schedules for the new and revised service routes will be prepared and distributed prior to service implementation at local outlets such as government centers, bus stop locations, senior housing centers, doctor's offices, and local media outlets. Along with posting to all Space Coast Area Transit social media accounts, including www.321Transit.com.

A marketing plan will be developed highlighting the new and revised service routes, times and key trip generators. The marketing plan will include a media element to ensure the citizens of Brevard County are made aware of the new and revised transit services and that the information is disseminated appropriately.

Three buses will be used for the new service routes. The buses will be equipped with wheel chair lift equipment and bicycle racks. The buses to be used will be from our existing fleet that has been recently augmented with 7 new buses. New bus stop signs will be erected along the routes at least 3 days prior to the start of the new and revised services. Space Coast Area Transit's website and phone app will be updated with the new and revised route information prior to implementation.

The major milestones for the project will be:

- Finalization of service and marketing implementation plan. 3 months prior to service.
- Project Kick-off. Day 1 of service.
- Review of service alignment, data and marketing analysis. 6 month mark.
- Review of key service data. 12 month mark.
- Review of key service data. 18 month mark.
- Final analysis of key service data and project successes and failures. 24 month mark.

This project is ready-to-go on February 1, 2021, upon notification of funding award and funding availability. All of the required scheduling, staffing, and funding is in place at Space Coast Area Transit to effectively manage and operate this project.

If any element of the project is deemed successful Space Coast Area Transit will use funding from fare revenue, advertising revenue, FDOT Block Grant funding, FTA operating assistance and local general fund to keep the successful route or revised route operating.

Operational Responsibilities

Include a list of specific actions to be taken by the parties to the Public Transportation Grant Agreement (PTGA) to meet the objectives. For example, if the project involved a new fare collection system, the list might include an audit of existing fare collections, the evaluation of fare collection equipment available, obtaining public input, procuring new equipment, implementing new systems, collecting data, and evaluating results.

In addition, explain your agency's existing compliance program and any changes that will enable your agency to meet any newly applicable requirements in the process of accepting a Service Development award.

Maximum Word Count: 250

Space Coast Area Transit will be responsible for the planning, operational, administration and maintenance requirements for this project. Brevard County Board of County Commissioners will be providing the local financial assistance to meet the requirements of the Public Transportation Grant Agreement.

Project Schedule

Include a project schedule in narrative and table format. The schedule should be realistic and achievable, and should include service initiation date, marketing efforts, special events, and evaluation points (when the measurable objectives will be assessed). The anticipated length of time to develop the proposed service must be explicitly stated. Any updates to the project schedule should be communicated with FDOT as soon as they are known.

Insert Attachments

Maximum Word Count (Narrative): 250

Project schedule is included as Table 5 Project Schedule.

**Table 5
Project Schedule**

YEAR	MONTH	SERVICE INITIATION	MARKETING EFFORTS	SPECIAL EVENTS	PROGRESS REPORTS
2021	February	2/1/2021			
	March		TV Commercial		
	April				
	May				
	June				
	July		Read to Ride		Progress Report #1 7/20/2021
	August				
	September				
	October		TV Commercial		
	November				
December					
2022	January			reThink Pop-Up Events	Progress Report #2 1/20/2022
	February				
	March				
	April		TV Commercial		
	May		Read to Ride		
	June		TV Commercial	Dump the Pump Ride Event	
	July		TV Commercial		Progress Report #3 7/20/2022
	August				
	September				
	October		TV Commercial		
	November				
	December				
2023	January			reThink Pop-Up Events	Progress Report #4 1/20/2023
	February				Final Progress Report 8/20/2023

Time table is dependent upon service starting on 2/1/2021, pending on availability of grant funding.

Progress Reports

Include a discussion and/or data that clearly presents the baseline existing conditions for each performance criterion prior to project implementation. Along with providing a discussion, please attach the corresponding progress report.

Insert Attachments

Maximum Word Count: 250

The progress of the project will be monitored daily and a semi-annual report will be prepared and submitted to the Florida Department of Transportation. At any time when the project appears to fall below expected ridership, a complete review of the project will be accomplished to determine whether it should be modified or terminated. If the decision is to terminate the project, then a Final Report will be prepared summarizing the reasons the project failed. If the project is to be continued, the request for continuance shall be submitted with recommendations on how the project can be improved. Upon successful completion of the project, a Final Report will be prepared summarizing the performance achieved based on criteria established at the beginning of the project and whether the Agency will continue service.

Progress reports will be provided to Florida Department of Transportation during the following stages:

- Implementation/Grant Application - this project report is attached to this grant application, Attachment 1 Progress Report.
- Every January 20th and July 20th throughout the duration of the project a Progress Report will be submitted to the Florida Department of Transportation. These Progress Reports will contain the information as required in the Public Transportation Grant Agreement.
- A final progress report is due to the submission of the final invoice, approximately on February 20, 2023. Dependent upon implementation date and date of funding availability.

Attachment 1
 Project Progress Report

Service Development Grant Project Progress Report

Progress Report #
 Date of Progress Report
 Project Name: Implentation of New Fixed Routes Titusville, Port St John and Beaches
 Project Sponsor: Brevard County Board of County Commissioners

Per Month (30-day) Averages	Project Implementation Date	Progress Report Dates During Project				Total (Monthly Average)	Goal (Monthly Average)	Difference of Total from Cost
		7/20/2021	1/20/2022	7/20/2022	1/20/2023			
	2/1/2021							
Number of Passengers								
Vehicle Miles								
Revenue Miles								
Vehicle Hours								
Revenue Hours								
Operating Costs								
Cost per Passenger								
Average Fare								
Farebox Recovery								
Number of Reported Incidents								

* Project Implementation Date is dependent upon when grant funds are available.

Invoice Schedule

This section applies only to requests for operating assistance.

Select when project invoices will be submitted to FDOT for processing:

- Monthly**
- Quarterly**
- Other:**

Application Component Checklist

Please be sure that all the following items are included, and the corresponding boxes checked prior to submitting your grant application.

- Applicant Information** – all information is complete and accurate
- Project Description** – intent and need are clearly described, location of this project in the an adopted TDP and/or another local plan included, the project meets Service Development project criteria, goals and objectives are defined and performance measures outlined
- Stakeholder Involvement** – coordination with adjacent/companion transit providers has occurred to ensure that there is no duplication of efforts or grant project submissions
- Project Schedule** – included in both narrative and table formats
- Implementation Plan** – the project can be implemented in the timeframe proposed within the grant application and corresponding to the project schedule
- Project Budget** – all costs are supported with justification detail, financial analysis (Benefit-Cost, Economic Impact, or Fiscal Impact) has been conducted and the results are documented, signed and dated Funding Commitment is included, local match is included and itemized
- Attachments** section includes letters of support, ridership surveys, or other supporting information that shows support and/or demand for this project (if applicable). Attachments are referenced in the body of the application and named consistently.