



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.15.

12/19/2023

Subject:

Approval, Re: Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-Up Master Grant Agreement with the Federal Transit Administration, FY2024 Brevard County Transit Federal Capital

Fiscal Impact:

\$3,198,503 - Federal Transit Administration (4136/363439)

\$799,626 - Florida Department of Transportation Toll Revenue Credit (No exchange of funds)

Dept/Office:

Transit Services

Requested Action:

It is requested that the Board of County Commissioners approve the following actions for the FY2023 Section 5307/5339 Urbanized Formula Programs: Capital and Operating Assistance and the Bus and Bus Facilities: Titusville, Palm Bay/Melbourne FL Grants from the Federal Transit Administration (FTA) in the amount of \$3,198,503:

- The Chair to sign the Authorizing Resolution,
- The Chair to sign the Grant Application,
- The use of Florida Department of Transportation Toll Revenue Credits,
- The Chair to sign the Designation of Signature Authority, allowing staff to submit the grant electronically,
- The Transit Director to execute and submit the Grant Master Agreement electronically, contingent upon the County Attorney and Risk Management Approvals,
- The Transit Director to execute any additional follow-up documentation, resolutions and amendments necessary to secure these funds,
- Authorize the County Manager to execute any necessary Budget Change Requests.

Summary Explanation and Background:

Each year Brevard County is apportioned Federal Transit Administration Capital and Operating Assistance under the Urbanized Area Formula Program as identified in 49 U.S.C. 5307 and 49 U.S.C. 5339. Space Coast Area Transit is applying for a total of \$3,198,503 for its FY2024 Budget. This funding will come from the following apportionments from the Titusville Urbanized Area: \$664,591 from FY2015 (Lapsing), \$178,420 from FY2016 (Lapsing), \$76,401 from FY2017 (Lapsing), \$99,454 from FY 2020 (Lapsing), and \$91,990 from FY2021 (Lapsing). This funding will also come from the following apportions from the Palm Bay/Melbourne Urbanized

Formula: \$656,128 FY2020 (Lapsing), \$575,754 FY2021 and \$855,765 FY2021.

The total FY2024 grant is to include the following Capital items:

| | | |
|----------|------------------------------------|-------------|
| 11.12.03 | Buy Three 35-Foot Bus Replacements | \$2,543,011 |
| 11.42.20 | Support Equipment | \$5,765 |
| 11.42.08 | Rehab/Renovated Admin. Facility | \$381,882 |
| 11.42.08 | ADP Software | \$267,845 |
| | TOTAL CAPITAL | \$3,198,503 |

The local match for the capital projects will be provided through the Florida Department of Transportation's Toll Revenue Credit Program. Under this program, no exchange of funds occurs, however, the use of the Florida Department of Transportation's Toll Revenue Credit Program will allow for 100% Federal participation in Space Coast Area Transit's FY2024 Capital Grants.

The Program of Projects is included in the Transit Services FY2024 Budget.

Clerk to the Board Instructions:

Please have the Chair sign Authorizing Resolution, Grant Application and Designation of Signature Authority. Transit Services will need one executed copy of each along with the Board Memorandum.



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

Telephone: (321) 637-2001

Fax: (321) 264-6972

Kimberly.Powell@brevardclerk.us

December 20, 2023

M E M O R A N D U M

TO: Terry Jordan, Transit Services Director

RE: Item F.15., Approval of Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-Up Master Grant Agreement with the Federal Transit Administration, FY2024 Brevard County Transit Federal Capital

The Board of County Commissioners, in regular session on December 19, 2023, approved the following actions for the FY2023 Section 5307/5339 Urbanized Formula Programs: Capital and Operating Assistance and the Bus and Bus Facilities: Titusville, Palm Bay/Melbourne, FL, Grants from the Federal Transit Administration (FTA) in the amount of \$3,198,503, as follows:


- Authorized the Chair to sign Authorizing Resolution No. 23-154,
- Authorized the Chair to sign the Grant Application,
- Authorized the use of Florida Department of Transportation (FDOT) Toll Revenue Credits,
- Authorized the Chair to sign the Designation of Signature Authority, allowing staff to submit the grant electronically,
- Authorized you to execute and submit the Grant Master Agreement electronically, contingent upon the County Attorney and Risk Management approvals,
- Authorized you to execute any additional follow-up documentation, resolutions, and amendments necessary to secure these funds, and
- Authorized the County Manager to execute any necessary Budget Change Requests (BCR).

Enclosed are fully-executed Resolution, Grant Application, and Designation of Signature Authority.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

Encls. (3)

/tr

cc: County Manager
Finance
Budget

RESOLUTION NO. 2023-154

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 Chair, 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 Chair, 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.

CERTIFICATION

The undersigned duly qualified and acting Chair, 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 December 19, 2023.

BY 
Jason Steele, Chair
Brevard County Board of County Commissioners
As approved by the Board on 12/19/2023

(SEAL)


Rachel M. Sadoff, 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:**

12/19/2023

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. UEI:**

U9WREX25GD23

d. Address:

*** Street1:**

401 South Varr Ave

Street2:

*** City:**

Cocoa

County/Parish:

*** 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:**

Terry

Middle Name:

*** Last Name:**

Jordan

Suffix:

Title:

Transit Services Director

Organizational Affiliation:

*** Telephone Number:**

321-635-7815

Fax Number:

321-633-1905

*** Email:**

Terry.Jordan@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:

20.507

CFDA Title:

ETA 5307/5339 Urbanized Area Formula

* 12. Funding Opportunity Number:

5307/5339

* Title:

Urbanized 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 Planning; Bus and Bus Facilities; Space Coast Area Transit; Titusville, Palm Bay/Melbourne, FL

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.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

| | |
|---------------------|---|
| * a. Federal | <input type="text" value="3,198,503.00"/> |
| * b. Applicant | <input type="text" value="0.00"/> |
| * c. State | <input type="text" value="0.00"/> |
| * d. Local | <input type="text" value="0.00"/> |
| * e. Other | <input type="text" value=""/> |
| * f. Program Income | <input type="text" value=""/> |
| * g. TOTAL | <input type="text" value="3,198,503.00"/> |

* 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

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:

NOTICE OF INTENT TO APPLY FOR FEDERAL ASSISTANCE

This is a notice of intent of the Brevard County Board of County Commissioners to apply for Federal assistance under the 5307/5339 funds of the Federal Transit Administration. The following Programs of Projects is consistent with the approved Transportation Improvement Program of the Space Coast Transportation Planning Organization.

FY-24 Capital Projects:

| | |
|-------------------------------------|--------------------|
| Three 35-foot Buses for Replacement | \$2,543,011 |
| Support Equipment | \$5,765 |
| Rehab/Renovate Admin. Facility | \$381,882 |
| ADP Software | \$267,845 |
| TOTAL CAPITAL | \$3,198,503 |

The Brevard County Board of County Commissioners will approve the request to submit a grant application to fund the above Program of Projects to the Federal Transit Administration at their December 19, 2023, meeting. If any citizen has a comment on the above projects or wishes to request that a public hearing be held on this program or would like to receive this Program of Projects, they can write to or visit: Space Coast Area Transit Director, 401 South Varr Avenue, Cocoa, FL 32922. This is the draft Program of Projects and if no comments are received and the Board of County Commissioners makes no changes, the draft Program of Projects will stand as the final Program of Projects.

By: Terry Jordan, Director
Space Coast Area Transit
Brevard County Board of County Commissioners

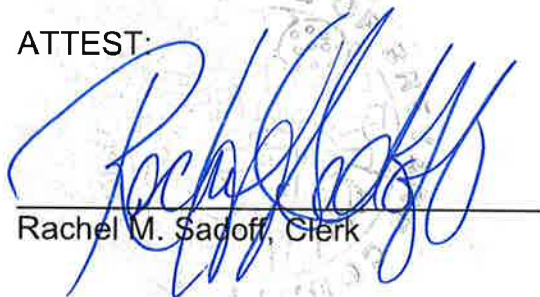
DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSIT AWARD MANAGEMENT SYSTEM
(TrAMS)

The Brevard County Board of County Commissioners hereby designates Terry A. Jordan, Transit Services Director, and Karen Petters, Finance Officer, as authorized to access the Federal Transit Administration's (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Numbers (PIN) to execute the annual Certifications and Assurances issued by the Federal Transit Administration (FTA), to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the officials named below, thus binding the Applicant/Recipient's compliance with FTA's requirements.



Jason Steele, Chair
Brevard County Board of County Commissioners
As approved by Board on December 19, 2023

ATTEST:



Rachel M. Sadoff, Clerk



PROJECT JUSTIFICATION

SCOPE: PURCHASE REPLACEMENT BUS

Replacement Bus – 11.12.03

Staff will purchase (3) 35' replacement buses. These buses will be used for the replacement of three buses that have reached their useful life.

SCOPE: BUS SUPPORT FACILITIES AND EQUIPMENT

ADP Software – 11.42.08

Staff will purchase software needed for route planning, driver scheduling, dispatching and necessary software for Administration and advertising/marketing throughout the year.

Support Equipment – 11.42.20

Staff will be replacing equipment throughout dispatch, office and administration, as needed. All items will be under \$10,000, micro-purchases threshold under Federal financial assistance awards.

Rehab/Renovate Administration Facilities – 11.44.03

Staff will continue rehabilitation and renovation in accordance with the updated Transit Asset Management Plan for both terminals. Staff will also use funds for repairs needed to keep buildings and facilities in proper working order.