



AGENDA REPORT
September 18, 2018

**Approval, Re: Resolution and Grant Application, Federal Transit
Administration Urbanized Area Formula Grant**

SUBJECT:

Approval of Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow Up Grant Agreement with Federal Transit Administration re: FY 2019 Space Coast Area Transit Federal Capital and Operating Assistance Grant

FISCAL IMPACT:

Fiscal Impact: \$7,167,803

DEPT/OFFICE:

Transit Services

REQUESTED ACTION:

It is requested that the Board of County Commissioners approve the following actions for the FY 2019 Section 5307 Urbanized Area Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration (FTA) in the amount of \$7,167,803:

- the Chair to sign the Authorizing Resolution,
- the Chair to sign the Grant Application,
- the use of the Florida Department of Transportation (FDOT) 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 Grant Agreement electronically, contingent upon County Attorney and Risk Management approval,
- the Transit Director to execute any additional follow-up documentation/resolution and amendments necessary to secure these funds.

SUMMARY EXPLANATION and 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 \$7,167,803 for its FY 2018-2019 Budget; \$1,401,690 will come from the Palm Bay/Melbourne Urbanized Area FY2017 Allocation, \$4,486,513 from the Palm Bay/Melbourne Urbanized Area FY2018 Allocations, \$986,919 from the Titusville Urbanized Area FY2017 Allocations and \$292,681 from the Titusville Urbanized Area FY2018 Allocations. There is a provision for \$1,466,203

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 2019 grant is to include the following Capital line items:

Buy 35-foot Bus for Expansion - \$530,000
Rehab/Renovate Security System - \$260,000
ADP Hardware - \$75,000
ADP Software - \$100,000
Mobile fare collection equipment - \$20,000
Support Equipment - \$20,000
Rehab/Renovate Adm. Facility - \$500,000
Lease Support Equipment - \$5,000
Rehab/Renovate radios - \$25,000
Administration/Indirect Cost - \$200,000
Preventive Maintenance - \$3,500,000
Employee Education/Training - \$6,600
Purchase landscaping/scenic - \$10,000
Bus Signage/Maps - \$50,000
Bus shelters - \$300,000
50% Federal share operating (Titusville) - \$330,000
50% Federal share operating (Non-Titusville) - \$1,055,274
50% Federal share operating Palm Bay/Minton - \$80,929
Short Range Planning - \$100,000
Total Application Amount = \$ 7,167,803

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 2018 capital projects. Through a minimum of local investment, SCAT is able to leverage \$7.1 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 2018-2019 Budget.

ATTACHMENTS:

Description

- **Resolution, Signature of Authority, Opinion of Council, Application**



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

September 19, 2018

M E M O R A N D U M

TO: Scott Nelson, Transit Services Director

RE: Item F.11., Resolution, Grant Application, and Use of Toll Revenue Credits for FY 2019 Space Coast Area Transit Federal Capital and Operating Assistance Grant

The Board of County Commissioners, in regular session on September 18, 2018, approved Resolution No. 18-129; and approved the following actions for the FY 2019 Section 5307 Urbanized Area Formula Program, Capital, and Operating Assistance Grant from the Federal Transit Administration (FTA), in the amount of \$7,167,803, as follows:

- Chair to Sign the Authorizing Resolution
- Chair to Sign the Grant Application
- Use of the Florida Department of Transportation (FDOT) Toll Credits
- Chair to Sign the Designation of Signature Authority Allow Staff to Submit the Grant Electronically
- Transit Director to Execute and Submit Grant Agreement Electronically, Contingent Upon County Attorney and Risk Management Approval
- Transit Director to Execute Any Additional Follow-Up Documentation/Resolution, and Amendments Necessary to Secure These Funds

Enclosed are two fully-executed Resolutions, one fully-executed Grant Application, and one fully-executed Designation of Signature Authority.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

Encls. (4)

cc: Finance
Budget

RESOLUTION NO. 18- 129

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 September 18, 2018.

BY



Rita Pritchett, Chair
Brevard County Board of County Commissioners
As approved by the Board on 09/18/2018

(SEAL)



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:**

08/14/2018

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:

*** 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:**

Scott

Middle Name:

*** Last Name:**

Nelson

Suffix:

Title:

Transit Services Director

Organizational Affiliation:

*** Telephone Number:**

321-635-7815

Fax Number:

321-633-1905

*** Email:**

scott.nelson@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:

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 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.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="7,167,803.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="1,466,203.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="8,634,006.00"/>

* 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: *Rita Pritchett*

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

SCOTT ELLIS, CLERK

ATTEST

Grant Budget

FTA		363425
ACT. #	ITEM DESCRIPTION	FY2019
11.13.02	Buy 35-foot for Expansion	\$530,000
11.34.07	Rehab/Renov Security System	\$260,000
11.42.07	ADP Hardware	\$75,000
11.42.08	ADP Software	\$100,000
11.42.10	Mobile fare collection equipment	\$20,000
11.42.20	Support Equipment	\$20,000
11.44.03	Rehab/Renovate Adm. Facility	\$500,000
11.46.20	Lease Support Equipment	\$5,000
11.64.03	Rehab/Renovate radios	\$25,000
11.79.00	Administration/Indirect Cost	\$200,000
11.7A.00	Preventive Maintenance	\$3,500,000
11.7D.02	Employee Education/Trng.	\$6,600
11.92.03	Purchase landscaping/scenic	\$10,000
11.92.08	Bus Signage/Maps	\$50,000
11.93.02	Bus shelters	\$300,000
30.09.01	50% Federal share operating (Titus)	\$330,000
30.09.01	50% Federal share operating (Non-Titus)	\$1,055,274
30.09.01	50% Federal share operating Palm Bay Minton-Rd	\$80,929
44.24.00	Short Range Planning	\$100,000
	TOTAL CAPITAL	\$7,167,803

PROJECT JUSTIFICATION

SCOPE: BUY EXPANSION BUS

Expansion Bus – 11.13.02

SCAT will purchase (1) 35' vehicle. This vehicle will be used for the new Route 20 – Heritage-West Melbourne Route.

SCOPE: BUS SUPPORT FACILITIES AND EQUIPMENT

Rehab/Renov Security System – 11.34.07

SCAT will update all current buses with high definition cameras to correspond with the new Intelligent Transportation System.

ADP Hardware – 11.42.07

SCAT will purchase new computers and replace existing computers to correspond with the new Intelligent Transportation System. Additionally, SCAT rotates the replacement of the existing computers to assure all systems state up to date.

ADP Software – 11.42.08

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

Fare Collection Equipment - 11.42.10

SCAT will purchase fare collection equipment needed for the bus operations. An RFP will go out in FY 2018 for a new Intelligent Transportation System Software; current fareboxes may require modifications necessary to work with new software.

Support Equipment – 11.42.20

SCAT 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.

Rehabilitation/Renovation Admin. Facilities – 11.44.03

Cocoa and Melbourne terminals need to have parking lots resurfaced and painted. Renovate employee break areas. Replace flooring and painting at the South Terminal. This will also allow for general maintenance of the terminals as needed.

Lease Support Equipment – 11.46.20

SCAT will continue to lease 3 copy machines for the support of administration, operations and finance.

SCOPE: BUS SIGNAL AND COMMUNICATION EQUIPMENT

Radios - 11.64.03

SCAT will replace radios, as necessary, for bus operations. Many have reached their end of their useful life; EOC has updated their radio system and SCAT will upgrade as necessary to ensure that the radio's compatible with the new system.

SCOPE: OTHER CAPITAL PROGRAM ITEMS

Program Administration and Indirect Cost – 11.79.00

SCAT will use these funds to cover a portion of the following salaries and benefits: Director, Finance Officer, Administrative Assistant, Planning Technician, Accounting Technician, Transit Planner, 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 – 11.7A.00

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

Employee Education/Training – 11.7D.02

SCAT will send new staff members to the necessary Finance/Grant/Procurement Training, to assure adherence to FTA guidelines and regulations.

SCOPE: TRANSIT ENHANCEMENTS

Landscape/Scenic – 11.92.03

SCAT will purchase landscaping for Cocoa Terminal which meets City ordinances for the renovated parking facility.

Acquisition of Signage and Maps – 11.92.08

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

Bus Shelters – 11.93.02

SCAT will continue to build and improve bus stops and shelters throughout the County through interlocal agreements and construction contracts.

SCOPE: OPERATING ASSISTANCE

50% Operating Assistance – 30.09.01

These funds will help pay for operating purposes within the Titusville Urban Area and Palm Bay Urban Area ; period of use 10/01/2018-09/30/2019.

SCOPE: METROPOLITAN PLANNING

Short Range Planning – 44.24.00

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.

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 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-2019 Capital Projects:

Buy 35-foot for Expansion	\$530,000
Rehab/Renov Security System	\$260,000
ADP Hardware	\$75,000
ADP Software	\$100,000
Mobile fare collection equipment	\$20,000
Support Equipment	\$20,000
Rehab/Renovate Adm. Facility	\$500,000
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Employee Education/Trng.	\$6,600
Purchase landscaping/scenic	\$10,000
Bus Signage/Maps	\$50,000
Bus shelters	\$300,000
50% Federal share operating (Titus)	\$330,000
50% Federal share operating (NON-Titus)	\$1,055,274
50% Federal share operating Palm Bay Minton-Rd	\$80,929
Short Range Planning	\$100,000
TOTAL CAPITAL	\$7,167,803

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 September 18, 2018 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: Scott Nelson, Director
Space Coast Area Transit
Brevard County Board of County Commissioners

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



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

The Brevard County Board of County Commissioners hereby designates Scott J. Nelson, Transit Services Director, is 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.

A handwritten signature in black ink, appearing to read "Rita Pritchett", written over a horizontal line.

Rita Pritchett, Chair
Brevard County Board of County Commissioners
As approved by Board on September 18, 2018

ATTEST:

A handwritten signature in black ink, appearing to read "Scott Ellis", written over a horizontal line. A faint circular seal is visible in the background behind the signature.

Scott Ellis, Clerk



RideLine 321.633.1878

321Transit.com

Vanpool 321.952.4562