



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.18

7/7/2020

### Subject:

Approval, Re: Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-up Grant Agreement with Federal Transit Administration, FY2020/2021 Brevard County Transit Federal Capital and Operating Assistance Urbanized Area Grant

### Fiscal Impact:

\$6,320,000 - Federal Transit Administration (4136/R36342X)  
\$1,580,000 - Florida 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 FY2021 Section 5307 Urbanized Area Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration (FTA) in the amount of \$6,320,000:

- the Chair to sign the Authorizing Resolution
- the Chair to sign the Grant Application
- the use of 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 the Grant Agreement electronically, contingent upon 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 necessary budget change requests.

### 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 \$6,320,000 for its FY 2020-2021 Budget; \$93,750 will come from the Palm Bay/Melbourne Urbanized Area FY2019 Allocation, \$5,380,721 will come from the Palm Bay/Melbourne Urbanized Area FY2020 Allocation and \$845,529 will come from the Titusville Urbanized Area FY2020 Allocation.

The Total FY2021 grant is to include the following capital items:

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- Rehab/Renovate Camera System	\$20,000
- Engineering and Design / Admin Building	\$50,000
- ADP Hardware	\$100,000
- APD Software	\$200,000
- Security Equipment	\$25,000
- Mobile Fare Collection Equipment	\$1,200,000
- Support Equipment	\$10,000
- Rehab/Renovate Admin Facility	\$400,000
- Lease Support Equipment	\$10,000
- Radio/Comm Equipment Purchase	\$40,000
- Intelligent Transportation Systems	\$150,000
- Rehab/Renovate Radios	\$25,000
- Cost of 3rd Party Contracting	\$200,000
- Preventative Maintenance	\$3,400,000
- Employee Education/Training	\$10,000
- Purchase Landscaping/Scenic	\$5,000
- Bus Signage/Maps	\$175,000
- Bus Shelters	\$200,000
- Short Range Planning	\$100,000
- <b>TOTAL APPLICATION AMOUNT</b>	<b>\$6,320,000</b>

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 FY2020/2021 Capital Projects.

The Program of Projects are included in the Transit Services FY2020-2021 Budget.

### Clerk to the Board Instructions:

Transit Services will need one set of the following documents signed by the Chair: Resolution, Application, and Designation of Signature Authority 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

July 8, 2020

**M E M O R A N D U M**

**TO:** Scott Nelson, Transit Services Director

**RE:** Item F.18., Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-Up Grant Agreement with Federal Transit Administration (FTA), FY2020/2021 Brevard County Transit Federal Capital and Operating Assistance Urbanized Area Grant

The Board of County Commissioners, in regular session on July 7, 2020, adopted Resolution No. 20-062, authorizing the filing of application(s) with Florida Department of Transportation (FDOT), United States of America for grant(s) under the Urban Mass Transportation Act of 1964 for the FY2021 Section 5307 Urbanized Area Formula Program, Capital and Operating Assistance Grant from the FTA in the amount of \$6,320,000; authorized the Chair to sign the Grant Application; authorized the use of 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 Agreement electronically, contingent upon County Attorney and Risk Management approvals; authorized you to execute any follow-up documentation, resolutions, and amendments necessary to secure these funds; and authorized the County Manager to execute necessary budget change requests. Enclosed are fully-executed Resolution, fully-executed Grant Application, and fully-executed Designation of Signature Authority.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*for: Donna Scott*  
Kimberly Powell, Deputy Clerk

/sm

Encls. (3)

cc: County Manager  
Finance  
Budget

RESOLUTION NO. 20-062

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 July 7, 2020.

(SEAL)

Scott Ellis, Clerk

BY



Bryan Lober, Chair

Brevard County Board of County Commissioners

As approved by the Board on 07/07/2020

Application for Federal Assistance SF-424			
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>	
<b>* 3. Date Received:</b> 07/07/2020		<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/>		<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>			
<b>6. Date Received by State:</b> <input type="text"/>		<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>			
<b>* a. Legal Name:</b> Brevard County Board of County Commissioners			
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-6000523		<b>* c. Organizational DUNS:</b> 8301721930000	
<b>d. Address:</b>			
<b>* Street1:</b> 401 S. Varr Ave			
<b>Street2:</b>			
<b>* City:</b> Cocoa			
<b>County/Parish:</b> Brevard			
<b>* State:</b> FL: Florida			
<b>Province:</b>			
<b>* Country:</b> USA: UNITED STATES			
<b>* Zip / Postal Code:</b> 32922-8632			
<b>e. Organizational Unit:</b>			
<b>Department Name:</b> Transit Services		<b>Division Name:</b>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix:</b> Mr.		<b>* First Name:</b> Scott	
<b>Middle Name:</b>			
<b>* Last Name:</b> Nelson			
<b>Suffix:</b>			
<b>Title:</b> Transit Services Director			
<b>Organizational Affiliation:</b>			
<b>* Telephone Number:</b> 321-635-7815		<b>Fax Number:</b> 321-633-1905	
<b>* Email:</b> 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:

ETA 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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="6,320,000.00"/>
* 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="1,580,000.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="7,900,000.00"/>

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

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

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ \*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:   Fax Number: \* Email:  

\* Signature of Authorized Representative:

\* Date Signed: 

Attest: SCOTT ELLIS, CLERK



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



DESIGNATION OF SIGNATURE AUTHORITY  
For The  
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 blue ink that reads "Bryan Andrew Lober".

Bryan Lober, Chair  
Brevard County Board of County Commissioners  
As approved by Board on July 7, 2020

ATTEST:

A handwritten signature in blue ink that reads "Scott Ellis".

Scott Ellis, Clerk



RideLine 321.633.1878

321Transit.com

Vanpool 321.952.4562



### Grant Budget

FTA		
ACT. #	ITEM DESCRIPTION	FY2021
11.34.07	Rehab/Renovate Camera System	\$20,000
11.41.03	Engineering and Design / Admin Building	\$50,000
11.42.07	ADP Hardware	\$100,000
11.42.08	APD Software	\$200,000
11.42.09	Security Equipment	\$25,000
11.42.10	Mobile Fare Collection Equipment	\$1,200,000
11.42.20	Support Equipment	\$10,000
11.44.03	Rehab/Renovate Admin Facility	\$400,000
11.46.20	Lease Support Equipment	\$10,000
11.62.03	Radio/Comm Equipment Purchase	\$40,000
11.62.20	Intelligent Transportation Systems	\$150,000
11.64.03	Rehab/Renovate Radios	\$25,000
11.71.12	Cost of 3rd Party Contracting	\$200,000
11.7A.00	Preventative Maintenance	\$3,400,000
11.7D.02	Employee Education/Training	\$10,000
11.93.03	Purchase Landscaping/Scenic	\$5,000
11.92.08	Bus Signage/Maps	\$175,000
11.93.02	Bus Shelters	\$200,000
44.24.00	Short Range Planning	\$100,000
	<b>TOTAL CAPITAL</b>	<b>\$6,320,000</b>

## PROJECT JUSTIFICATION

### **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.

#### Engineering and Design/Admin Building – 11.42.07

SCAT will making renovations to the North Terminal, which will require Engineering and Design services.

#### 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 stay 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.

#### Security Equipment – 11.42.09

SCAT will purchase and update security systems for the two transit terminals.

#### Mobile Fare Collection Equipment – 11.42.10

SCAT will purchase a replacement the existing outdated mobile fare collection system. Existing system has reached Federal Useful Life and you can longer acquire new replacement equipment.

#### 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 and Renovation of Admin Facilities – 11.44.03

SCAT will continue rehabilitation in accordance with the updated TAM Plan for both Terminals. SCAT will also use funds for repairs need to keep buildings and facilities in proper working order.

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 - 11.62.03

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.

Intelligent Transportation Systems – 11.62.20

SCAT will maintain the new Intelligent Transportation Systems.

Rehab/Renovate Radios – 11.64.03

SCAT will rehabilitate radios that are necessary for bus operations.

**SCOPE: OTHER CAPITAL PROGRAM ITEMS**

Cost of Third Party Contracting – 11.71.12

SCAT will contract with vanpool management company to utilize contractors vehicles for Brevard County's existing Vanpool Program.

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 both Terminals and bus stops.

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:      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-21 Capital Projects:**

Rehab/Renovate Camera System	\$20,000
Engineering and Design / Admin Building	\$50,000
ADP Hardware	\$100,000
APD Software	\$200,000
Security Equipment	\$25,000
Mobile Fare Collection Equipment	\$1,200,000
Support Equipment	\$10,000
Rehab/Renovate Admin Facility	\$400,000
Lease Support Equipment	\$10,000
Radio/Comm Equipment Purchase	\$40,000
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Preventative Maintenance	\$3,400,000
Employee Education/Training	\$10,000
Purchase Landscaping/Scenic	\$5,000
Bus Signage/Maps	\$175,000
Bus Shelters	\$200,000
Short Range Planning	\$100,000
<b>TOTAL CAPITAL</b>	<b>\$6,320,000</b>

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 July 7, 2020 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