



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.14.

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 and Operating Assistance Urbanized Area Grant

### Fiscal Impact:

\$8,488,274 - Federal Transit Administration (4136/363437)

\$1,797,069 - Florida Department of Transportation Toll Revenue Credit (No exchange of funds)

\$650,000 - Transit Services' General Fund Allocation

### 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 \$8,488,274:

- 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 \$8,488,274 for its FY2024 Budget. This funding will come from the following apportionments: \$1,091,867 from FY2022 5307 Titusville Urbanized Area, \$99,619 from FY2022 5339 Titusville Urbanized Area, \$6,744,668 from FY2022 Palm Bay/Melbourne 5307 Urbanized Area, and

\$552,120 from Palm Bay/Melbourne FY2022 5339 Urbanized Area. There is a provision for \$1,300,000 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 FY2024 grant is to include the following Capital items:

11.12.03	Buy Replacement 35-foot Bus	\$850,000
11.12.04	Buy Replacement 30-foot Bus	\$501,000
11.34.07	Bus Surveillance Security System	\$50,000
11.42.06	Shop Equipment	\$80,000
11.42.10	Fare Collection Equipment	\$1,000,000
11.42.11	Support Vehicles	\$77,766
11.42.07	ADP Hardware	\$50,000
11.42.08	ADP Software	\$32,155
11.42.09	Security Equipment	\$75,000
11.42.20	Support Equipment	\$9,235
11.44.03	Rehab/Renovate Adm. Facility	\$118,118
11.46.20	Lease Support Equipment	\$10,000
11.62.03	Radio/Comm. Equip purchase	\$75,000
11.64.03	Rehab/Renovate radios	\$60,000
11.7A.00	Preventive Maintenance	\$3,600,000
11.71.12	Capital Cost of Contracting	\$75,000
11.92.08	Bus Signage/Maps	\$175,000
11.93.02	Bus shelters	\$250,000
44.24.00	Short Range Transit Planning	\$100,000
	TOTAL CAPITAL	\$7,188,274

The local match for the Operating Assistance 50% Federal Share is included in Transit Services' annual General Fund Allocation. 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.14., 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 and Operating Assistance Urbanized Area Grant

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 \$8,488,274, as follows:

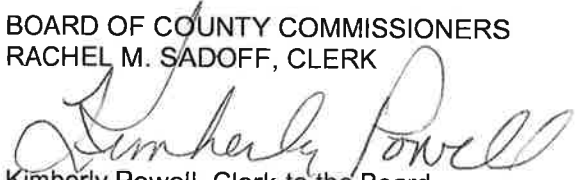
- Authorized the Chair to sign Authorizing Resolution No. 23-153,
- Authorized the Chair to sign the Grant Application,
- Authorized the use of Florida Department of Transportation Toll Revenue Credits,
- Authorized the Chair to sign the Designation of Signature Authority, allowing staff to submit the 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. 2023-153

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:**

U9WRHX25GD23

**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:

3: 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:

FTA 5307/5339 Urban 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 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="8,488,274.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="650,000.00"/>
* e. Other	<input type="text" value="1,797,069.00"/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="10,935,343.00"/>

**\* 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:

# 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:

Buy One 35-foot Bus for Replacement	\$850,000
Buy Three <30-foot Buses for Replacement	\$501,000
ADP Hardware	\$50,000
ADP Software	\$32,155
Mobile Farebox Equipment	\$1,000,000
Shop Equipment	\$80,000
Cameras	\$50,000
Security Equipment	\$75,000
Rehab/Renov Admin.	\$118,118
Support Equipment	\$9,235
Lease Support Equipment	\$10,000
Radio/Comm Equipment	\$75,000
Rehab/Renov Radios	\$60,000
Capital Cost of 3 <sup>rd</sup> Party Contracting	\$75,000
Preventative Maintenance	\$3,600,000
Support Vehicles	\$77,766
Bus Signage/Maps	\$175,000
Bus Shelters	\$250,000
Short Range Planning	\$100,000
50% Federal Share Operating	\$1,300,000
<b>TOTAL CAPITAL</b>	<b>\$8,488,274</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 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



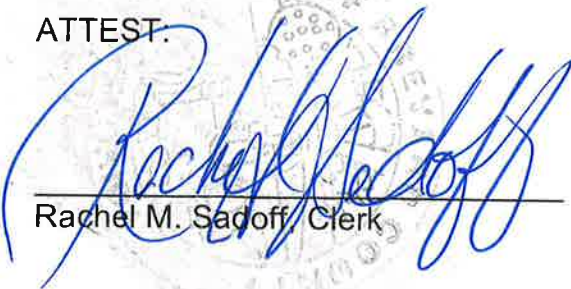
DESIGNATION OF SIGNATURE AUTHORITY  
For The  
TRANSIT AWARD MANAGEMENT SYSTEM  
(TrAMS)

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 (1) 35' vehicle. This vehicle will be used for the replacement of 1 bus that has reached its useful life.

#### Replacement Bus – 11.12.04

Staff will purchase (3) <30' vehicles. These vehicles will be used for the replacement of 3 buses that have reached their useful life.

### **SCOPE: BUS SUPPORT FACILITIES AND EQUIPMENT**

#### Rehab/Renov Security System – 11.34.07

Staff will continue to update all current buses with high-definition cameras to correspond with the new Intelligent Transportation System and repair any malfunctioning systems.

#### Shop Equipment – 11.42.06

Staff will purchase (1) portable bus lift.

#### ADP Hardware – 11.42.07

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

#### 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.

#### Mobile Fare Collection Equipment – 11.42.10

Staff will replace the farebox units that are beyond their useful life.

#### Support Vehicles – 11.42.11

Staff will purchase two (2) support vehicles that have reached their useful life.

#### 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.

#### Mobile Surveillance/Security Equipment – 11.46.20

Staff will continue to replace/repair wireless cameras as required for buses.

#### Lease Support Equipment – 11.46.20

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

### **SCOPE: BUS SIGNAL AND COMMUNICATION EQUIPMENT**

#### Radio/Communication Equipment - 11.62.03

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

#### Rehab/Renovate Radios – 11.64.03

Staff will rehabilitate radios that are necessary for bus operations.

### **SCOPE: OTHER CAPITAL PROGRAM ITEMS**

#### Preventive Maintenance – Rolling Stock – 11.7A.00

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

### **SCOPE: TRANSIT ENHANCEMENTS**

#### Acquisition of Signage and Maps – 11.92.08

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

#### Bus Shelters – 11.93.02

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

### **SCOPE: OTHER CAPITAL ITEMS (BUS)**

#### Cost of Third Party Contracting – 11.71.12

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

**SCOPE:      OPERATING ASSISTANCE**

50% Operating Assistance – 30.09-01

These funds will help pay for operating expenses within the Palm Bay/Melbourne and Titusville Urban Areas; period of use 10/01/2023-09/30/2024.

**SCOPE:      METROPOLITAN PLANNING**

Short Range Transit Planning – 44.24.00

Staff will continue to develop short range transit plans.