



AGENDA REPORT  
May 21, 2019

**Approval, re: Resolution and Grant Application for FY19/20 Federal Transit Administration Urbanized Area Formula Grant**

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**SUBJECT:**

Approval of Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow Up Grant Agreement with Federal Transit Administration re: FY2020 Space Coast Area Federal Capital and Operating Assistance Urbanized Area Grant

**FISCAL IMPACT:**

	Business Area	Cost Center	Amount	Description
FY2019-20 Administration	4136	R363426	\$8,123,429	Federal Transit
FY2019-20 to match Assistance)	4130	R30373	\$1,810,929	Local/State Funds (required Federal Operating

The Local and State match is derived from:

\$905,464 in Florida DOT Transit Block Grant Program  
\$905,465 in Transit Services's General Fund Allocation

**DEPT/OFFICE:**

Transit Services

**REQUESTED ACTION:**

It is requested that the Board of County Commissioners approve the following actions for the FY2020 Section 5307 Urbanized Area Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration (FTA) in the amount of \$8,123,429:

- 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 the Grant Agreement electronically, contingent upon County

Attorney and Risk Management approval,

- 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 \$8,123,429 for its FY 2019-2020 Budget; \$1,156,326 will come from the Palm Bay/Melbourne Urbanized Area FY2018 Allocation, \$5,307,190 from the Palm Bay/Melbourne Urbanized Area FY2019 Allocations, \$723,352 from the Titusville Urbanized Area FY2018 Allocations and \$936,561 from the Titusville Urbanized Area FY2019 Allocations. There is a provision for \$1,810,929 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 2020 grant is to include the following Capital line items:

Purchase Replacement Bus 35ft (2) --- \$1,000,000  
Purchase Replacement Vans (Vanpool) --- \$220,000  
Purchase Replacement Support Vehicle --- \$35,000  
Rehab/Renovate Camera System --- \$20,000  
ADP Hardware --- \$75,000  
APD Software --- \$100,000  
Security Equipment --- \$25,000  
Support Equipment --- \$15,000  
Lease Support Equipment --- \$7,500  
Radio/Comm Equipment Purchase --- \$20,000  
Intelligent Transportation Systems --- \$500,000  
Rehab/Renovate Radios --- \$25,000  
Administration/Indirect Costs --- \$200,000  
Preventative Maintenance --- \$3,600,000  
Employee Education/Training --- \$10,000  
Purchase Landscaping/Scenic --- \$10,000  
Bus Signage/Maps --- \$150,000  
Bus Shelters --- \$300,000  
50% Federal share operating (Titusville) --- \$330,000  
50% Federal share operating (Non-Titusville) --- \$1,400,000  
50% Federal share operating Palm Bay Minton-Rd --- \$80,929  
**TOTAL APPLICATION AMOUNT --- \$8,123,429**

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 2020 capital projects. Through a minimum of local investment, SCAT is able to leverage \$8.1 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 2019-2020 Budget.

**ATTACHMENTS:**

**Description**

- **Resolution, Signature of Authority and 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

May 22, 2019

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

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

**RE:** Item F.21., Approval, Re: Resolution and Grant Application for FY 19/20 Federal Transit Administration Urbanized Area Formula Grant

The Board of County Commissioners, in regular session on May 21, 2019, adopted Resolution No. 19-089; authorized the Chair to sign the Grant Application and the Designation of Signature authority allowing you to execute and submit the grant electronically, contingent upon County Attorney and Risk Management approval; 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. Enclosed is a fully-executed Resolution, Application, and Designation of Signature Authority.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/kp

Encls. (3)

cc: Assistant County Manager Leisenfelt  
Finance  
Budget

RESOLUTION NO. 19-089

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

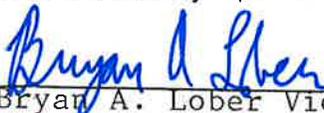
WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these project(s), and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, 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 May 21, 2019.

BY   
Bryan A. Lober Vice Chair  
Brevard County Board of County Commissioners  
As approved by the Board on 05/21/19

(SEAL)



Scott Ellis, Clerk

**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"/>
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<b>* 3. Date Received:</b> <input type="text" value="05/21/2019"/>	<b>4. Applicant Identifier:</b> <input type="text"/>
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<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>
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**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>
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**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="59-6000523"/>	<b>* c. Organizational DUNS:</b> <input type="text" value="8301721930000"/>
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**d. Address:**

<b>* Street1:</b>	<input type="text" value="401 S. Varr Ave"/>
<b>Street2:</b>	<input type="text"/>
<b>* City:</b>	<input type="text" value="Cocoa"/>
<b>County/Parish:</b>	<input type="text"/>
<b>* State:</b>	<input type="text" value="FL: Florida"/>
<b>Province:</b>	<input type="text"/>
<b>* Country:</b>	<input type="text" value="USA: UNITED STATES"/>
<b>* Zip / Postal Code:</b>	<input type="text" value="32922-8632"/>

**e. Organizational Unit:**

<b>Department Name:</b> <input type="text" value="Transit Services"/>	<b>Division Name:</b> <input type="text"/>
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**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> <input type="text" value="Mr."/>	<b>* First Name:</b> <input type="text" value="Scott"/>
<b>Middle Name:</b> <input type="text"/>	
<b>* Last Name:</b> <input type="text" value="Nelson"/>	
<b>Suffix:</b> <input type="text"/>	

**Title:**

**Organizational Affiliation:**

<b>* Telephone Number:</b> <input type="text" value="321-635-7815"/>	<b>Fax Number:</b> <input type="text" value="321-633-1905"/>
--	--

**\* Email:**

**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="8,123,429.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="1,810,929.00"/>
* e. Other	<input type="text" value="1,578,125.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="11,512,493.00"/>

\* 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:

**BRYAN A LOBER**

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, appearing to read "Bryan A. Lober".

Bryan A. Lober  
Bryan A. Lober Vice Chair  
Brevard County Board of County Commissioners  
As approved by Board on May 21, 2019

ATTEST:

A handwritten signature in blue ink, appearing to read "Scott Ellis".

Scott Ellis  
Scott Ellis, Clerk



RideLine 321.633.1878

321Transit.com

Vanpool 321.952.4562

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



May 21, 2019

Brevard County Board of County Commissioners  
d/b/a Space Coast Area Transit  
401 S. Varr Ave  
Cocoa, FL 32904

Dear Chair,

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) for federal transportation assistance authorized by 49 U.S.C. Chapter 53; Title 23, United States Code; and other federal statutes authorizing activities administered by the Federal Transit Administration.

Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) is the designated recipient as defined at 49 U.S.C. 5307(a) (2).

Citations to laws, regulations, etc. establishing the legal authority of Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) to carry out transportation projects for which federal assistance is sought is set forth below:

1. Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) is authorized by authorized by Section 125.01(l), Florida Statutes, to provide and assist transportation in Brevard County, Florida.
2. The authority of Brevard County Board of County Commissioners to provide funds for the local share of the project is set forth in Florida Department of Transportation Block Grant and Brevard County Budget, General Funds.
3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to you filing an application for the project for which Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) seeks assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of Brevard County Board of County Commissioners (d/b/a Space Coast Area Transit) to carry out the project.

Sincerely,

Abigail Jorandby  
Assistant County Attorney



RideLine 321.633.1878

321Transit.com

Vanpool 321.952.4562

### Grant Budget

FTA		
ACT. #	ITEM DESCRIPTION	FY2020
11.12.03	Purchase Replacement Bus 35ft (2)	\$1,000,000
11.12.15	Purchase Replacement Vans (Vanpool)	\$220,000
11.42.11	Purchase Replacement Support Vehicle	\$35,000
11.34.07	Rehab/Renovate Camera System	\$20,000
11.42.07	ADP Hardware	\$75,000
11.42.08	APD Software	\$100,000
11.42.09	Security Equipment	\$25,000
11.42.20	Support Equipment	\$15,000
11.46.20	Lease Support Equipment	\$7,500
11.62.03	Radio/Comm Equipment Purchase	\$20,000
11.62.20	Intelligent Transportation Systems	\$500,000
11.64.03	Rehab/Renovate Radios	\$25,000
11.79.00	Administration/Indirect Costs	\$200,000
11.7A.00	Preventative Maintenance	\$3,600,000
11.7D.02	Employee Education/Training	\$10,000
11.93.03	Purchase Landscaping/Scenic	\$10,000
11.92.08	Bus Signage/Maps	\$150,000
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)	\$1,400,000
30.09.01	50% Federal share operating Palm Bay Minton-Rd	\$80,929
	<b>TOTAL CAPITAL</b>	<b>\$8,123,429</b>

## PROJECT JUSTIFICATION

### **SCOPE: PURCHASE REPLACEMENT BUS/VANS**

#### Replacement Bus – 11.13.02

SCAT will purchase (2) 35' vehicle. This vehicles will be used to replacement two existing vehicles at have met their Federal Useful Life.

#### Replacement Van – 11.12.15

SCAT will purchase replacement vans to be used in the Brevard County Vanpool program. These vans will replace existing vehicles that have met their Federal Useful Life.

#### Replacement Support Vehicle – 11.42.11

SCAT will purchase replacement staff support vehicle. The SUV will replace an existing SVU that has met its Federal Useful Life.

### **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 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.

#### 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.

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.

Intelligent Transportation Systems – 11.62.20

SCAT will implement the second phase of 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**

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, Palm Bay Urban Area and Route 20; period of use 10/01/2019-09/30/2020.

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-20 Capital Projects:

Buy 35-foot for Expansion	\$1,000,000
Buy Replacement Vans	\$220,000
Purchase Replacement Support Vehicle	\$35,000
Rehab/Renov Security System	\$20,000
ADP Hardware	\$75,000
ADP Software	\$100,000
Security Equipment	\$25,000
Support Equipment	\$15,000
Lease Support Equipment	\$7,500
Purchase Radio/Communication Equipment	\$20,000
Intelligent Transportation System	\$500,000
Rehab/Renovate radios	\$25,000
Administration/Indirect Cost	\$200,000
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Employee Education/Trng.	\$10,000
Purchase landscaping/scenic	\$10,000
Bus Signage/Maps	\$150,000
Bus shelters	\$300,000
50% Federal share operating (Titus)	\$330,000
50% Federal share operating (NON-Titus)	\$1,400,00
50% Federal share operating Palm Bay Minton-Rd	\$80,929
<b>TOTAL CAPITAL</b>	<b>\$8,123,429</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 May 21, 2019 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