



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.8.

8/3/2021

Subject:

Approval, Re: Submission of Revised Grant Application and Execution of Follow-Up Grant Agreement for FY2021/SFY2022 Space Coast Area Transit Section 5310 Formula Grant with Florida Department of Transportation

Fiscal Impact:

FY2021

\$ 224,000 from Federal Transit Administration, Section 5310 Funds (4136/303XXX)

\$ 28,000 from Sale of Surplus Vehicles (41040/R30375)

\$ 28,000 from FDOT Toll Revenue Credit (no exchange of funds occur)

Dept/Office:

Transit Services

Requested Action:

It is request the Board of County Commissioners approve the following actions for submission of a revised Space Coast Area Transit Section 5310 Grant Application to Florida Department of Transportation for FY2021/SFY2022 in the amount \$280,000:

- Authorize the Chair to sign the revised Form 424: Application for Federal Assistance;
- The use of FDOT Toll Revenue Credits;
- The Transit Services Director to sign the revised Grant Application;
- Authorize the Chair to execute the follow-up Grant Agreement and if necessary, the Transit Services Director to execute and submit the Grant Agreement electronically, contingent upon County Attorney and Risk Management approvals;
- Authorize the Transit Services Director to execute any additional follow-up documentation, resolution and amendments necessary to secure these funds;
- Authorize the County Manager to execute any necessary budget change requests.

Summary Explanation and Background:

On May 4, 2021, the Board of County Commissioners gave approval to submit a grant application for our FY2021/SFY2022 Space Coast Area Transit Section 5310 Formula Grant to replace gasoline fuel tanks at each terminal to include an environmental soil study at the Cocoa terminal. Staff has received direction from the Florida Department of Transportation (FDOT) District 5 Office to separate the project into two phases. One rule for appropriations of Section 5310 is that at least 55% of the available funding statewide must be awarded to capital projects with the remaining 45% going to operating applications. The separation of the project into two phases, allows the FDOT to best utilize Section 5310 funding throughout District 5 for both fiscal years.

Phase I will consist of the environmental study of the soil conditions at the Cocoa terminal and engineering

and design for the new tanks along with any necessary infrastructure. Phase II will include the purchase and installation of the two gasoline fuel tanks. Phase I will be funded through the SFY2022 grant cycle with Phase II being funded through the SFY2023. The division of the project into two phases should have no effect on the time line of the project. However, this action reduces the grant application this state fiscal year from \$573,878 to \$280,000 with the County's local match reducing from \$57,388 to \$28,000. Staff will bring back the grant application for Phase II next year.

Clerk to the Board Instructions:

Please have the Chair sign the form SFY424: Application for Federal Assistance. Return one copy and the Board Memo to Transit Services Department.

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL

*For Consent
F.8
Signed*

SECTION I - GENERAL INFORMATION

1. Contractor: Federal Aviation Administration		2. Amount: \$ 1,219,937
3. Fund/Account #:		4. Department Name: Valkaria Airport
5. Contract Description: Grant Agreement - Install Taxiway A Lighting		
6. Contract Monitor: Adam Hied		8. Contract Type: GRANT
7. Dept/Office Director: Steve Borowski		
9. Type of Procurement: Other		

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

Purchasing

☐
☐

Risk Management

☒
☐

County Attorney

☒
☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

Adam Hied

Digitally signed by Adam Hied
Date: 2021.07.22 08:30:13 -04'00'

Purchasing

☐
☐

Risk Management

☒
☐

Lairsey, Matt

Digitally signed by Lairsey, Matt
Date: 2021.07.22 09:54:34 -04'00'

County Attorney

☒
☐

Caron, Justin

Digitally signed by Caron, Justin
Date: 2021.07.28 11:48:32 -04'00'

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>



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

August 4, 2021

MEMORANDUM

TO: Terry Jordan, Transit Services Director

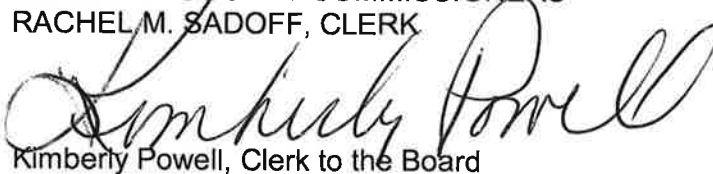
RE: Item F.8., Submission of Revised Grant Application and Execution of Follow-Up Grant Agreement for FY2021/SFY2022 Space Coast Area Transit (SCAT) Section 5310, Formula Grant with Florida Department of Transportation (FDOT)

The Board of County Commissioners, in regular session on August 3, 2021, approved the submission of the revised SCAT, Section 5310, Grant Application to FDOT for FY2021/SFY2022 in the amount of \$280,000; authorized the Chair to sign the revised Form 424: Application for Federal Assistance; authorized the use of FDOT Toll Revenue Credits; authorized you to sign the revised Grant Application; authorized the Chair to execute the follow-up Grant Agreement and if necessary, you to execute and submit the Grant Agreement electronically, contingent upon County Attorney and Risk Management approvals; authorized you to execute any additional follow-up documentation, resolution and amendments necessary to secure these funds; and authorized the County Manager to execute any necessary Budget Change Requests. Enclosed is the executed Form 424.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/ds

Encl. (1)

cc: County Manager
Finance
Budget

Form A-3: Proposed Project Summary**All Applicants**

(a) How will the grant funding be used?

Check all that apply:

<input type="checkbox"/> Vehicle(s)→	<input type="checkbox"/> Expansion	<input type="checkbox"/> Replacement
<input checked="" type="checkbox"/> Equipment→	<input checked="" type="checkbox"/> Expansion	<input checked="" type="checkbox"/> Replacement
<input type="checkbox"/> Mobility Management		
<input type="checkbox"/> Preventative Maintenance		
<input type="checkbox"/> Operating→	<input type="checkbox"/> Expansion	<input type="checkbox"/> Continuing Service

(b) In which geographic area(s) will the requested grant funds be used to provide service?

- ☒ Urban (UZA)
- ☒ Small Urban (SUZA)
- ☐ Rural

Complete the service area percentages for the geographic areas where the requested grant funds will be used to provide service

Example:

If your agency makes 500 trips per year and 100 of those trips are urban then:

100 UZA trips/ 500 total trips = .2 * 100 = 20% UZA service area

UZA	1,336,378	/	1,610,093	=	83%	% UZA service area
SUZA	273,715	/	1,610,093	=	17%	% Small Urban service area
Rural		/		=		% Rural service area
<div> <div>Number of trips, revenue service hours, or revenue service miles within specified geographic area</div> <div>Divided by</div> <div>Total number of trips, revenue service hours, or revenue service miles</div> <div>Equals</div> <div>Percentage of service within specified geographic area</div> </div>						

Calculate the funding split for the geographic areas where the requested grant funds will be used to provide service.

UZA	N/A	X	=	\$
SUZA		X	=	\$
Rural		X	=	\$
Total amount requested	Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

NOTE: When invoicing for operating projects, you must use the above funding split on your invoice summary forms.

Once you have determined the funding split between UZA, SUZA and Rural, you will need to calculate the match amount.

NOTE: Operating Assistance (50% Federal and 50% Local):

UZA	N/A	X	.5 Federal & .5 Local	=	\$	\$
SUZA		X	.5 Federal & .5 Local	=	\$	\$
Rural		X	.5 Federal & .5 Local	=	\$	\$
Funding Split	Multiplied by		.5 Federal & .5 Local	Equals	Federal	Local

NOTE: Capital Assistance (80% Federal, 10% State and 10% Local):

UZA	\$280,000	X	.8 Federal & .1 State & .1 Local	=	\$ 224,000	\$ 28,000	\$28,000
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Funding Split	Multiplied by		.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local

- (c) How will the grant funding improve your agency's transportation service? Provide a general description of the project components to be funded via this agreement.

We currently have two 1,000 gallon gasoline tanks, one at each terminal. We estimate these tanks can support 5 gasoline powered cutaway buses at each terminal. We currently have 3 existing vehicles in our inventory and are expecting an additional 12 vehicles within this current and next state fiscal year.

Our current 1,000 gallon gasoline tanks, are scheduled to be replaced in Fiscal Year 2022 as outlined in our Transit Asset Management Plan. We would like to replace our existing gasoline tanks with larger capacity tanks accommodating 5,000 gallons. This would not only allow us to stay within compliance of our TAM Plan but meet the needs of our expanding gasoline powered fleet. Estimates for the replacements of the two tanks are attached.

While addressing the need for larger gasoline tanks, at the Cocoa Terminal, an evaluation of the soil conditions to determine the necessary fill material and compaction requirements to replace existing damaged concrete which covers the existing fuel island and is adjacent to the fuel tanks. The work should be done in conjunction with replacement of the existing fuel tanks which shall be replaced in compliance with Florida Building Code and the Florida Department of Environmental Protection.

This project would be completed in two Phases, with Phase I being funded through the SFY2022 Grant. Phase I will consist of environmental study of the soil conditions and engineering and design for the new tanks and necessary infrastructure. We will seek funding for Phase II, the purchase and installation of the two tanks through our SFY2023 Section 5310 grant.

- (d) Provide a description of the project location, please include at least one of the below. Use attachments if necessary:

- Transportation service geographical limits
- Maps
- Illustration/graphic of project area

Space Coast Area Transit service throughout all of Brevard County.

(e) Describe project components in detail. Please explain the challenges or difficulties that your agency will overcome if awarded these funds.

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?
- To continue service or expand service?

Space Coast Area Transit currently has 29 cutaway buses, 3 of which are gas powered. We are in the process of purchasing additional gasoline powered buses: 7 E-450 cutaway buses through an existing Section 5310 grant and 5 Collins Transit (cutaway buses) through an existing Section 5307 grant. This will bring our total of gasoline buses to 15. We currently have two 1,000 gallon gasoline tanks, one at each terminal. With our current system we can only support 10 gasoline powered buses. This would mean that we would have to increase our fuel delivery and reduce our service during emergency declarations or situations.

With this grant we would replace our existing tanks with 5,000 gallon tanks. This will not only allow us to meet our the fuel consumption for our existing 3 and 12 new gas powered buses, but allow more growth as we move more of our paratransit fleet from diesel powered vehicles to gasoline.

The larger gallon tanks will also be advantageous during declared emergencies when fuel deliveries cannot be made, not only could we support all of our vehicles, we could assist other Section 5310 recipients in Brevard County with fuel.

While addressing the need for larger gasoline tanks, at the Cocoa Terminal we need to evaluate the soil conditions to determine the necessary fill material and compaction requirements to replace existing damaged concrete which covers the existing fuel island and is adjacent to the fuel tanks.

This project would be completed in two Phases, with Phase I being funded through our Section 5310 Grant for SFY2022. Phase I will consist of the environmental study of the soil conditions and engineering and design for the new tanks and necessary infrastructure. We will seek funding for Phase II, the purchase and installation of the two tanks, through our SFY2023 Section 5310 grant.

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:

08/03/2021

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:

8310721930000

d. Address:

* Street1:

401 S. Varr Ave

Street2:

* City:

Cocoa

County/Parish:

Brevard

* State:

FL

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32922

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:

5310

CFDA Title:

Enhanced Mobility of Seniors & Individuals with Disabilities

*** 12. Funding Opportunity Number:**

5310

* Title:

Enhanced Mobility of Seniors & Individuals with Disabilities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Brevard County

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Phase I of Capital Equipment Project to Enhance the Mobility of Seniors and Individuals with Disabilities

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

FL8

* b. Program/Project

FL8

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

7/1/21

* b. End Date:

6/30/22

18. Estimated Funding (\$):

* a. Federal

\$224,000

* b. Applicant

\$ 28,000

* c. State

\$ 28,000

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

\$280,000

*** 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

05/04/2021

☐ 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:

Rita

Middle Name:

* Last Name:

Pritchett

Suffix:

* Title:

Chair

* Telephone Number:

321-635-7815

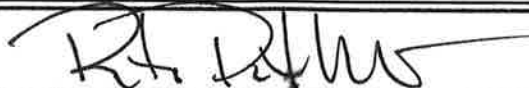
Fax Number:

321-633-1905

* Email:

Terry.Jordan@brevardfl.gov

* Signature of Authorized Representative:



* Date Signed:

8/3/2021

*As approved by the Board on
08/03/2021.