

Meeting Date
12/09/14



AGENDA	
Section	CONSENT
Item No.	II.B.1

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of Grant Application Re: FY2015, Section 5339 Federal Transit Administration Bus and Bus Facilities Formula Program (Fiscal Impact \$150,542)
DEPT/OFFICE:	Transit Services Department/Space Coast Area Transit

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the following actions for the FY2015 Section 5339 Federal Transit Administration Bus and Bus Facilities Capital Grant Application to the Florida Department of Transportation in the amount of \$150,542:

- The Chairman to sign the application for Federal Assistance, SF424
- The Chairman to sign the Certification and Assurances to Florida Department of Transportation, Exhibit G
- The Chairman to sign the Standard Lobbying Certification Form, Exhibit J
- The Chairman to sign the Federal Transit Administration Section 5333(b) Assurance, Exhibit K

Summary Explanation & Background:

Under the Federal Transit Administration (FTA) Formula Program, grant funds are distributed by Urban, Small Urban and Rural areas. In addition, Small Urban and Rural Areas funds are allocated to the various State Departments of Transportation to distribute, while Urban Areas are distributed to grantees designed by Metropolitan Planning Organizations. In Brevard County, we have two types of Urban Areas; (1) Palm Bay – Melbourne, in which the County is the direct grantee and (2) Titusville, which is a Small Urban Area and Florida Department of Transportation (FDOT) is the direct grantee. The Board approved a submittal of a grant application of \$592,533 for the Palm Bay – Melbourne area funding at the July 9, 2014 meeting. This agenda item is to approve the submittal of a grant application for the Titusville area funding.

FDOT has two years of Section 5339 funds from the Titusville Urban Area available; (1) FY2013 \$74,571 and (2) FY2014 \$75,971. There is no requirement that these funds are required to be spent in the Titusville Urban Area as Space Coast Area Transit can use Federal funds to provide service throughout the County.

Space Coast Area Transit is waiting on the results of a bus stop accessibility survey, which is due in December 2014. The goal of the survey is to provide guidance on what is needed to upgrade bus stops to meet the American with Disabilities Act (ADA) requirements. Space Coast Area Transit will use these Section 5339 funds to upgrade and improve 8 to 15 bus stops to meet accessibility requirements. In addition, Space Coast Area Transit will replace existing bus stop signs with signs that meet ADA requirements and improve reflectivity to enhance the driver's recognition of stops in the dark.

The local match for the capital projects will be provided through the FDOT Toll Revenue Credits Policy. Under this program, no exchange of funds occurs, however, the use of the Toll Revenue credits will allow for 100% Federal participation in this capital grant.

Name: Jim Liesenfelt, Transit Services Director
Phone: 635-7815 ext. 601

Fiscal Impact:	Business Area	Cost Center	Amount	Description
FY2014-15	4136	363416	\$150,542	Federal Transit Administration

Clerk to the Board instruction:				
Exhibits Attached: (1) Grant Application				
Contract /Agreement (if attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No
		<input checked="" type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager	Department Director / Extension		
Stockton Whitten	Venetta Valdengo	James P. Liesenfelt, Transit Services Director Jim.Liesenfelt@brevardcounty.us 635-7815 ext. 601		



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972

December 10, 2014

M E M O R A N D U M

TO: James Liesenfelt, Transit Services Director

RE: Item II.B. Approval of Grant Application for FY2015, Section 5339 Federal Transit Administration Bus and Bus Facilities Formula Program

The Board of County Commissioners, in regular session on December 9, 2014, authorized the following actions for the FY2015 Section 5339 Federal Transit Administration Bus and Bus Facilities Capital Grant Application to the Department of Transportation in the amount of \$150,542; and executed the Federal Assistance, SF424, Certification and Assurances to Florida Department of Transportation, Exhibit G, executed the Standard Lobbying Certification Form, Exhibit J, and the Federal Transit Administration Section 5333(b) Assurance, Exhibit K. Enclosed are fully-executed originals of each document.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/kg

Encls. (4)

cc: Contracts Administration
Finance
Budget

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:

4. Applicant Identifier:

Not Applicable

5a. Federal Entity Identifier:

Not Applicable

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

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 South Varr Avenue

Street2:

* City:

Cocoa

County/Parish:

Brevard

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32922-8632

e. Organizational Unit:

Department Name:

Transit Services Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

James

Middle Name:

P.

* Last Name:

Liesenfelt

Suffix:

Title:

Transit Services Director

Organizational Affiliation:

* Telephone Number:

321-635-7815

Fax Number:

321-633-1905

* Email:

Jim.Liesenfelt@brevardcounty.us

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:

CFDA 20.526

CFDA Title:

Section 5339

*** 12. Funding Opportunity Number:**

* Title:

Accessible Bus Stops for Space Coast Area Transit

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Upgrading bus stop and bus stop signs to meet ADA requirements.

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="150,542.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="37,636.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="188,178.00"/>

*** 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.

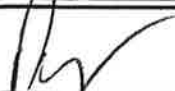
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Certification and Assurances to FDOT

EXHIBIT G

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

The Chairman of the Brevard County Board of County Commissioners certifies and assures to the Florida Department of Transportation in regard to its Application under U.S.C. Section 5339 dated December 9, 2014:

- 1) It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2) It shall comply with Florida Statutes:
 - a. Section 341.051- Administration and financing of public transit and intercity bus service programs and projects
 - b. Section 341.061 (2) - Transit Safety Standards; Inspections and System Safety Reviews
- 3) It shall comply with Florida Administrative Code
 - a. Rule Chapter 14-73 - Public Transportation
 - b. Rule Chapter 14-90 - Equipment and Operational Safety Standards for Bus Transit Systems
 - c. Rule Chapter 14-90.0041 - Medical Examination for Bus System Driver
 - d. Rule Chapter 41-2 - Definitions
- 4) It shall comply with the Department's:
 - a. Bus Transit System Safety Program Procedure No. 725-030-009
 - b. Public Transit Substance Abuse Management Program Procedure No. 725-030-035
 - c. Transit Vehicle Inventory Management Procedure No. 725-030-025
 - d. Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - e. FDOT Guidelines for Acquiring Vehicles
 - f. Procurement Guidance for Transit Agencies Manual
- 5) It has the fiscal and managerial capability and legal authority to file the application.
- 6) Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7) It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8) It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9) It will return project vehicles/equipment to the Department if, for any reason, they are no longer needed or used for the purpose intended.
- 10) It recognizes the Department's authority to remove vehicles/equipment from its premises, at no cost to the Department, if the Department determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11) It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of the Department.
- 12) It will notify the Department within 24 hours of any accident or casualty involving project vehicles/equipment, and submit related reports as required by the Department.
It will submit an annual financial audit report to the Department, if required by the Department.

Date: DEC 9 2014

Robin Fisher, Chairman
(Typed name and title of authorized representative)

DEC 9 2014
(Signature of authorized representative)

As approved by the Board on December 9, 2014

Standard Lobbying Certification Form

EXHIBIT J

The undersigned, Brevard County Board of the County Commissioners, certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

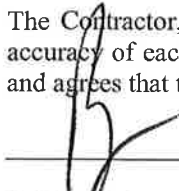
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy the form can be obtained from <http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm>) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Brevard County Board of County Commissioners, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Robin Fisher, Chairman Name and Title of Contractor's Authorized Official

As approved by the Board on December 9, 2014

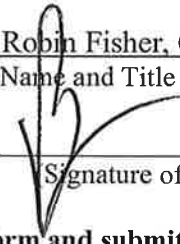
FTA Section 5333 (b) Assurance

EXHIBIT K

The Brevard County Board of County Commissioners (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

Dated DEC 9 2014

As Approved By the Board on 12/9/14.

Robin Fisher, Chairman
(Name and Title of Authorized Representative)


(Signature of Authorized Representative)

Note: All applicants must complete the following form and submit it with the above Assurance.

**LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY
(See Appendix for Example)**

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Brevard County Board of County Commissioners	Bus shelter, bus benches and bus stop signs.	Not Applicable	LIUNA Local 678

Proposed Project Description

EXHIBIT B

Applicants must submit **Exhibit B** as part of their application. The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing an application. **Exhibit B** must include, but not be limited to:

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Larger geographic area? Shorter headways? More trips? Please explain in detail.

This project is to continue, but enhance, the existing level of service on Space Coast Area Transit's fixed route network by improving the accessibility level of bus stop locations.

2. Give a detailed explanation of the need for the vehicle and provide evidence of the need.

Of Space Coast Area Transit's 1000 plus bus stops, fewer than 70 have bus shelters and less than 200 bus stops have benches for passengers in a system that 13 of 19 fixed routes have headways of 60 minutes or larger. Many bus stops still lack sidewalks or sidewalk connections. Space Coast Area Transit is currently in the process of evaluating all bus stops for accessibility and shelter or bus bench potential. Preliminary results have already identified locations in which the 5339 funds can be immediately used to improve accessibility.

Space Coast Area Transit will work with five municipalities in which we have inter-local agreements to construct shelters through transit funding and the municipalities will clean and maintain the bus stops at no charge to Space Coast Area Transit.

3. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.

The grant will be used to purchase new bus stop signs, shelters and benches for existing bus stops. It is estimated that 8 to 15 bus stops would be upgraded with the 5339 funds.

4. Describe how vehicles will be maintained without interruptions in service (who, what, where, and when).

Not applicable.

5. If vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

Not applicable.

6. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties services, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

Space Coast Area Transit is a department of the Brevard County Board of County Commissioners, providing public transportation service throughout Brevard County. The bus stop improvements would only occur within Brevard County. Space Coast Area Transit's vehicle operators are represented by the Laborers' International Union of North America, Local 678.

7. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.

Space Coast Area Transit is the CTC for Brevard County.

8. Give a detailed explanation of any construction related activities and provide evidence of the need.

Any construction related activity would be the construction of pads, culverts and connections to existing sidewalks. Each bus stop site would be reviewed for specific needs and engineered drawings would be submitted to the applicable permitting agency.