Agenda Report



2725 Judge Fran Jamieson Way Viera, FL 32940

Consent

F.9. 3/22/2022

Subject:

Approval, Re: Authorizing Resolution, Grant Application, Certifications and Assurances, Executive of Follow-Up Grant Agreement for FY2022/SFY2023 Space Coast Area Transit Section 5310 Formula Grant with the Florida Department of Transportation

Fiscal Impact:

FY 2022

\$296,000 from Federal Transit Administration, Section 5310 Funds (4136/303219) \$37,000 from Sale of Surplus Vehicles (4140/R30375) \$37,000 from FDOT Toll Revenue Credit (no exchange of funds occurs).

Dept/Office:

Transit Services

Requested Action:

It is requested that the Board of County Commissioners approve the following actions for the FY2022/SFY2023 Section 5310 Formula Grant for Enhanced Mobility of Seniors and Individuals with Disabilities with the Florida Department of Transportation (FDOT) in the amount of \$370,000:

- 1. Authorize the Chair to sign the Authorizing Resolution, FDOT Certifications and Assurances and Federal Form SF424: Application for Federal Assistance;
- 2. The use of FDOT Toll Revenue Credits:
- 3. The Transit Services Director to sign the Grant Application Applicant Information, Applicant Eligibility, Grant Application Cover Letter, Transportation Plan Certification, Proposed Budget, Standard Lobbying Certification, Leasing Certification and the Certification of Equivalent Service;
- 4. If necessary, the Transit Services Director to execute and submit the Grant Agreement electronically, contingent upon County Attorney and Risk Management approvals;
- 5. Authorize the Transit Services Director to execute any additional follow-up documentation, resolution and amendments necessary to secure these funds;
- 6. Authorize the County Manager to execute any necessary budget change requests.

Summary Explanation and Background:

Federal Transit Administration's (FTA) Section 5310, Formula Grant for Enhanced Mobility of Seniors and Individuals with Disabilities provides formula funding to states to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services, planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities. The funds are distributed to states based on formula for rural, small urban and large urban areas.

F.9. 3/22/2022

Last year the Board authorized the submission of a FY2021/SFY2022 Section 5310 Grant for Phase I of Transit Services Fuel Tank Replacement Project. The project consists of replacing two 1,000 gallon above ground gasoline fuel tanks with two 5,000 gallon above ground fuel tanks; one at teach terminal and perform an environmental soil study with regard to damaged concrete at the Cocoa Terminal Fuel Island. As Transit Services moves towards updating our fleet with less expensive gasoline powered cutaway buses for transportation disadvantaged customers, we are exceeding our gasoline fuel capacity of 1,000 gallons. The larger tanks will not only allow us meet our current service levels but compensate for the expansion of our smaller gasoline powered buses. In addition, our current gasoline fuel tanks are slated to be replaced in FY2022 as outlined in our Federal Transit Administration's Transit Asset Management Plan to keep our equipment in a state of good repair. The other advantage would be during declared emergencies when fuel deliveries are delayed or cannot be made, this would allow us to continue operations and serve our clients.

Phase I was for the design, engineering, environmental and permitting portion of the project. Staff is seeking authorization for submission of Phase II of the Transit Services Fuel Tank Replacement Project. Which consists of the purchase and installation of the fuel tanks, including any infrastructure improvements.

The total application amount is \$370,000; 80% (\$296,000) will be funded through the 5310 formula grant, 10% local match (\$37,000) will be funded by the County using proceeds received from the sale of Transit surplus vehicles and 10% state match (\$37,000) from FDOT Toll Revenue Credit Program.

Clerk to the Board Instructions:

Please have the Chair sign the Authorizing Resolution, FDOT Certifications and Assurances and Form SF424: Application for Federal Assistance. Send one set and the Board Memo to Transit Services Department.



FLORIDA'S SPACE COAST

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

March 23, 2022

Telephone: (321) 637-2001 Fax: (321) 264-6972 Kimberly.Powell@brevardclerk.us



MEMORANDUM

TO:

Terry Jordan, Transit Services Director

RE:

Item F.9., Authorizing Resolution, Grant Application, Certifications and Assurances, Executive of Follow-Up Grant Agreement for FY2022/SFY2023 Space Coast Area Transit Section 5310 Formula Grant with Florida Department of Transportation

The Board of County Commissioners, in regular session on March 22, 2022, approved the following actions for FY2022/SFY2023 Section 5310 Formula Grant for Enhanced Mobility of Seniors and Individuals with Disabilities with the Florida Department of Transportation (FDOT) in the amount of \$370,000:

- Authorize the Chair to sign the Authorizing Resolution No. 22-028, FDOT Certifications and Assurances, and Federal Form SF424: Application for Federal Assistance.
- The use of FDOT Toll Revenue Credits.
- The Transit Services Director to sign the Grant Application Applicant Information, Applicant Eligibility, Grant Application Cover Letter, Transportation Plan Certification, Proposed Budget, Standard Lobbying Certification, Leasing Certification and the Certification of Equivalent Service.
- 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.

Enclosed are fully-executed Resolution, Grant Application, and Certifications and Assurances.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

RACHEL, M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

/tr

Encls. (3)

CC:

Finance Budget Administration Office 401 S. Varr Avenue Cocoa, FL 32922 Office: 321.635.7815

Fax: 321.633.1905



RESOLUTION 22- 028

A RESOLUTION of the Brevard County Board of County Commissioners authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of the grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grants funds pursuant to a grant award.

WHEREAS, the Brevard County of County Commissioners has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA:

- This resolution applies to the Federal Program under U.S.C. Section 5310.
- The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- Terry Jordan, Transit Services Director, is authorized to sign the application, accept the grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 22nd DAY OF MARCH, 2022.

Attest:

Rachel Sadoff, Clerk of Court

Brevard County Board of County Commissioners

Kristine Zonka, Chair

As approved by the Board on March 22, 2022.

OMB Number: 4040-0004 Expiration Date: 12/31/2022

Application	for Federal Assista	ince Si	F-424			
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* 1. Type of Sub			pe of Application:	* [f Revision, select appropriate letter(s):	
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Application			ontinuation	* (Other (Specify):	
Changed/0	Corrected Application	R	evision	_		
* 3. Date Receive	ed:	4. Appl	icant Identifier:			
0112012022		L		_		
5a. Federal Entity	y Identifier:			T	5b. Federal Award Identifier:	
				1		
State Use Only:						
6. Date Received	I by State:	_	7. State Application	lde	antifler.	7
8. APPLICANT I	NEORMATION					
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59-6000523					U9WRHX25GD23	
d. Address:						
* Street1:	401 S. Varr Av	7e		_		
Street2:						
* City:	Cocoa					
County/Parish:	Brevard					
* State:	FL: Florida					1
Province:						
* Country:	USA: UNITED ST	ATES				7
* Zip / Postal Code	32 922-8623					
e. Organizationa	l Unit:					_
Department Name	:			Ī	Division Name:	
Transit Servi	ices			١٢	STAGOT RECITO.	
f. Name and cont	tact information of ner	eon to i	no contacted on me	<u> </u>	ers involving this application:	
Profiv:		1		-		
Middle Name:	r.		* First Name:		Terry	
	ordan					
Suffix:	Jidan	7		-		
Title: Transit	Services Director			_		
Organizational Affili				_		
Z. garnzanoriai AMIII	iauUII.					
Tolopharia						
Telephone Number	3,42 000 1019				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 and Individuals with Disabilities
* 12. Funding Opportunity Number:
5310
* Title:
Enhanced Mobility of Seniors and Individuals with Disabilities
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:
Phase II of Capital Equipment Project to Enhance the Mobility of Seniors and Individuals with
Attach supporting documents as specified in agency instructions.
Add Attachments Dolete Attachments View Attachments

Application f	or Federal Assista	nce SF-424	
16. Congressio	nal Districts Of:		
a Applicant	8	* b., Program	/Project 8
Attach an addition	nal list of Program/Proje	ct Congressional Districts if needed.	
		Add Attachment Delete Attach	coment New Adjactiment
17. Proposed Pr	roject:		
a. Start Date:	07/01/2022	*b. E	nd Date: 06/30/2023
18. Estimated F	unding (\$):		
a. Federal		296,000.00	
b Applicant			
c. State		37,000.00	
d Local		37,000.00	
e. Other			
f Program Inco	me		
g TOTAL		370,000.00	
19. Is Applicati	on Subject to Review	By State Under Executive Order 12372 Process?	
a This appli	cation was made avail	able to the State under the Executive Order 12372 Process	of for review on 01/26/2022
		2 but has not been selected by the State for review.	
	s not covered by E.O.		
_		ny Federal Debt? (If "Yes," provide explanation in attach	iment.)
TPS	⊠ No		,
Yes provide	No No	_	,
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FDOT Certification and Assurances

Brevard County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5310 dated 22nd day of <u>March</u>, <u>2022</u>

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
 - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061 (2)-Transit Safety Standards; Inspections and System Safety Reviews
 - Section 252.42 Government equipment, services and facilities: In the event of any
 emergency, the division may make available any equipment, services, or facilities
 owned or organized by the state or its political subdivisions for use in the affected area
 upon request of the duly constituted authority of the area or upon the request of any
 recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code (Does not apply to Section 5310 only recipients):
 - Rule Chapter 14-73–Public Transportation
 - Rule Chapter 14-90-Equipment and Operational Safety Standards for Bus Transit Systems
 - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
 - Rule Chapter 41-2-Commission for the Transportation Disadvantaged
- 4 It shall comply with FDOT's:
 - Bus Transit System Safety Program Procedure No. 725-030-009
 (Does not apply to Section 5310 only recipients)
 - Transit Vehicle Inventory Management Procedure No. 725-030-025
 - Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - Guidelines for Acquiring Vehicles
 - Procurement Guidance for Transit Agencies Manual
- It has the fiscal and managerial capability and legal authority to file the application. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 6 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.
- 7 It will maintain project vehicles/equipment in good working order for the useful life of

the vehicles/equipment.

- 8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 9 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 10 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 12 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 14 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.
- 15 Executive Order 20-44: If agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute. Agencies (sub-recipients) shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the agency's executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the agency receiving Department funding.

Date

Signature of Authorized Representative

Kristine Zonka, Chair

Typed Name and Title of Authorized Representative

As approved by the Board on 3/22/22

ATTEST

Rachel Sadoff, Clerk of Courts

Florida Department of Transportation Capital & Operating Assistance Application

Federal Fiscal Year 2022 / State Fiscal Year 2023



49 U.S.C. Section 5310, CFDA 20.513 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

Agency Name:	Brevard County Board of County Commissioners d/b/a Space Coast Area Transit
Project Type(s):	Capital
FDOT District:	Five
Operating Project Area(s):	N/A
Capital Project Area:	Large Urban - Palm Bay-Melbourne

Applicant Information

Instruction	s: Please fill out each	section appropriately.
ltem	Instructions	Agency Response
Agency (Applicant) Legal Name:		Brevard County Board of County Commissioners d/b/a Space Coast Area Transit
Applicant Status: A first-time applicant has not received any funding for the past two grant cycles s the applicant a Community Transportation Coordinator	Use drop-down to select	Returning applicant
CTC)? f yes, please attach Transportation Disadvantaged Service Plan TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.	Use drop-down to select	Yes
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Brevard County
hysical Address (No P.O. Box):		401 S. Varr Ave
ity:		Cocoa
tate: ip + 4 Code:		THE RESIDENCE OF THE PROPERTY OF THE PARTY O
Congressional District:	A12 to access information. Identify district(s) affected by the proposed project(s).	8
ederal Taxpayer ID Number:		59-6000523
pplicant's DUNS Number: Unique 9-Digit number issued by un & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform	Use link in Cell A14 to access information Use link in Cell	8 30172193
ly Florida Marketplace Vendor Number	A15 to access	F59600005230221
oplicant Fiscal period start and end dates: ate Fiscal period from: July 1, 2022 to June 30, 2023		October 1, 2022 to September 30, 2023
ecutive Director:		Terry Jordan
lephone:		321-635-7815 ext. 52960
X;		321-633-1905
ant Contact Person (if different than Executive Director):		Karen Petters
lephone: x:		321-635-7815 x52933
x. nail Address:		321-633-1905
ligibility Questionnaire		Karen.Petters@brevardfl.gov

Instructions	are compliant with grant sub-recipien receive grant fund questionnaire doe: have not yet been complete a triennia Review Process as	all FDOT and FTA Section t is noncompliant, the sub- s until compliance has bee s not apply to new sub-rec required by their respectival review. For more informations and the part of the State Managen	ipients and sub-recipients that re FDOT District Office to
		Yes / No	Additional Information
Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	Pre-populates from Applicant Status	Yes	
Has your agency completed a Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		August 18-20, 2020	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select		
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
ls your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier	12-character alphanumeric value	U9WRHZX25GD23	

12/22/2022

SAM Registration Expiration Date

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Proposed Budget for Transportation Program

Statement of Need

Please provide a narrative interpretation of how the above budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description)

Currently we have two 1,000 gallon gasoline tanks, one at each terminal. With our current system we can only support 10 gasoline powered buses. Which would mean that we have to increase our fuels delivery and reduce our service during emergency declarations or situations. With this grant we would replace our existing tanks with 5,000 gallon tanks and replace existing damaged concrete at the Cocoa terminal. This will not only allow us to meet the fuel consumption of our existing gas powered buses, but will allow more growth as we move more of our paratransit fleet from diesel powered vehicles to gasoline. The larger tanks will also be advantageous during declared emergencies when fuel deliveries can not be made. Space Coast Area Transit currently does not have the available funding to replace these tanks without the assistance from the Section 5310 SFY 23 grant.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application, omitting any Section 5310 operating revenue expected to result from the current application, if awarded, and associated local match. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2022, which corresponds to State Fiscal Year (SFY) 2023. SFY 2023 starts July 1, 2022 and ends June 30, 2023. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2022 to September 30, 2023).

Instructions

Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Enable adding rows:



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Instructions	Operating & Administrative B Object Class	Code	Amount
Use drop-down to select	Operators' Salaries and Wages	5011	\$4,340,477
Use drop-down to select	Other Salaries and Wages	5013	\$1,052,226
Use drop-down to select	Fringe Benefits	5015	\$2,739,533
Use drop-down to select	Services	5020	\$13,866,019
Use drop-down to select	Materials and Supplies	5030	\$2,991,713
Use drop-down to select	Fuel and Lubricants	5031	\$3,130,654
Use drop-down to select	Utilities	5040	\$80,000
Use drop-down to select	Casualty and Liability Costs	5050	\$248,707
Use drop-down to select	Operating Lease Expenses	5220	\$34,133
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			\$28,483,462

Instructions	Operating & Administrative Object Class	Code	Amount
Use drop-down to select	Passenger-Paid Fares	4111	\$970,000
Use drop-down to select	Advertising Revenues	4141	\$250,000
Use drop-down to select	Organization-Paid Fares	4112	\$457,000
Use drop-down to select	Local Government Funds	4300	\$2,021,871
Use drop-down to select	Directly Generated Funds	4100	\$376,088
Use drop-down to select			\$0
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		A THE STATE OF THE	\$4,074,959

Current System Description

Current System Description Tab provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant's response to the **Instructions:** question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.

	information may be provided within TransCIP.		
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., governmen authority, private non-profit, etc.) including:	provides transportation services for its 600,000 area residents plus visitors. Our system corrently operates 23 fixed routes with 32 buses Mon-Fri, 22 fixed routes with 27 buses on Sat. and 4 fixed routes on Sun. 34 demand response routes with 27 buses on Sat. and 4 fixed routes on Sun. 34 demand response routes to Mon-Fri, eight on Sat, and 3 on Sun. Demand-response includes traditional paratransit, 18 contract routes to adult day training programs and seniors at lunch. Demand response service is provided in bouse, and the drivers and buses are used in both demand-response and fixed route modes. Services are provided in the small and non-ubonized area as well as the large uranized area of Brevard County.	100	113
Program mission	Space Coast Area Transit's mission is "To provide quality transportation services that meet the needs of the public and enhances the quality of life of the community." Our program goals are safe driving, passenger safety, excellent		
Program goals	customer service, and on time performance.	100	42
Program objectives		100	9
riugiaii Qujetuves		100	0.
Service, route, and trip types provided	Our system currently operates 23 fixed routes with 32 buses Monday-Friday, 22 fixed routes with 27 buses on Saturday, and 4 fixed routes on Sunday, 34 demand response routes Monday-Friday, eight on Saturday, and three on Sunday Demand-response includes traditional paratransit, 18 contract routes to adult day training programs and seniors at lunch. Demand response service is provided in-house; the drivers and buses are used in both demand-response and fixed route modes. Our VIM program has 8 vehicles in which volunteer drivers provide demand-response trips. We contract our vanpool program with 71 vans leased to commuters and social service agencies.	100	190
al number of employees in organization	152	.55	100
al number of operators (including volunteer drivers)		-	=
al number of transportation-related employees in the organization	125	-	53.
	128	-	-:

ientify the personnel responsible for the following transportation program funct	ions (Name, Title, Email, Phone):	i.e	*
Insurance			
	Xaren Petters, Finance Officer, Karen Petters@brevardfl.gov. (321) 635-7815	64	
Training (e.g., wheelchair lift operation and passenger assistance)	Joe Chagnon, Safety & Training Coordinator, Joe Chagnon@brevardfl.gov, (321) 635-7615	- 1	á
Management	Terry Jordan, Transit Services Director, Terry Jordan@ErevardfLgov. (321) 635- 7815:		*
Administration (e.g., records maintenance)	Lance Parker, Manager of Operations and Maintenance Lance Parker@brevardfl.gov, (321) 635-7815		
e, local, federal, private foundations, fares, other program fees?)?	Space Coast Area Transit operations are funded through many transportation programs along with local funding, fares and advertising revenue. We utilize local funding as match to obtain the maximum funding from our grants. We receive grants from the Federal Transit Administration for both Palm Bay/Melbourne targe urbanized area and Titusville small urbanized area (Section 5307, 5339 and 5310), the Florida Department of Transportation (Block, Comidor, and Service Development Grants), and the Florida Commission for the Transportation Disadvantaged (Trip and Equipment and Planning Grants), Space-Coast Area Transit also has contracts with AHCA for Florida Med-Worver Transportation, Aging Matters in Brevard, the City of Melbourne and Eastern Florida State College.	200	108

How does your agency ensure that passengers are eligible recipients of 5310- functed transportation service?	Space Coast Area Transit ensures eligibility of demand-response passengers by first conducting a telephone interview with potential riders followed by them receiving and submitting a formal application for documentation and verification. This process in compliance with the approval of the Florids Commission for the Transportation Disadvantaged and Florida Department of Transportation. Space Coast Area Transit also has an ADA Paratransit Application process that has been approved by the Federal Transit Administration, Fixed Route Service provides reduced fares to seniors 60+, disabled, veterans, and students. Medicare cards are accepted as proof for reduced fare A Space Coast Area Transit Reduced Fare 10 is issued upon production of the required.		
	documentation.	200	108
To what extent does your agency serve minority populations?	Space Coast Transit is a local government agency that provides a fair and equitable service to all residents and visitors to literard County. Passengers are required to submit applications for demand response service which are determined if eligible in accordance with the requirements and guidelines of the specific funding programs. Fixed route service is open and available to any individual to access the system on our local scheduled bus routes. Space Coast Area Transit has an approved Title VI Program Plan that is located on our website and posted in the lobbies of both Terminals.	100	94
ls your agency minority-owned?			
	No	FO	
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	Vehicle maintenance is done by our Maintenance Contractor. First Vehicle Services. They have well trained techs and support staff. They adhere to the maintenance plan in our centrect, with all scheduled maintenance and inspections in our Cocoa and Melbourne shops. (We have done major shop renovations at both of our bases in the past few years, including new bus lifts). We outsource major engine, transmission, warranty repairs, and unusual diagnostic repairs to dealerships. We have the fully allowed ratio of spare buses to maintain service.	50	
		100	85

Service Characteristics

The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance

	Value	Data Collection/ Calculation Method	Completion Check
Unlinked Passenger (nps (UP1)		Method	
The number of boardings on public transportation vehicles during the fiscal year.		以 自己的一种自己的一种的	
Transit agencies must count passengers each time they board vehicles, no matter		DESTRUCTION OF	THE PROPERTY OF THE PARTY OF TH
how many vehicles they use to travel from their origin to their destination. If a			
transit vehicle changes routes while passengers are onboard (interlining), transit		STATE OF BUILDING	
agencies should not recount the passengers. Employees or contractors on transit		TANKS OF THE PARTY OF	CONTROL OF
agency business are not passengers. For demand response (DR) modes, transit		Sales a law and it has	
agencies must include personal care attendants and companions in UPT counts as		THE RESERVE OF THE PARTY OF THE	
long as they are not employees of the transit agency. This includes attendants and		SERVER BOOK OF LAND	
companions that ride fare free.	1,606,222	Trapeze, Genfare	
Unduplicated Passengers per Year			SET BUILDING
Unique (non-repeat) passengers served within the reporting year Yehicles Operated in Annual Maximum Service (VOMS)	9,752	AOR	
Vehicles Operated in Annual Maximum Service (VOMS) is the number of revenue			
vehicles an agency operates to meet the annual maximum service requirement			Comments of the
Agencies count their annual VOMS during the peak season of the year on the			
busiest day that they provide service. In most cases, this is the number of		THE ROOM OF THE PARTY OF THE PA	STATE OF THE PARTY OF
scheduled vehicles because most transit agencies have enough vehicles to		STATE OF THE PARTY	San Burger
operate the scheduled service. VOMS excludes atypical days or one-time special			
events for non-demand response modes. Agencies should not report VOMS as		STATE OF STA	
the number of vehicles available to provide service or the total number of vehicles			Children British
in the agency's inventory, unless the agency utilizes all of these vehicles			PER MENTAL PROPERTY OF THE PERSON NAMED IN
simultaneously and does not retain spares during peak service.	94	NTD	A 20 975 A
Vehicle Revenue Miles (VRM)	STATE OF THE PARTY		
Vehicle Revenue Miles (VRM) are figures that take into account the miles vehicles			
travel while in revenue service. Revenue miles include the distances traveled		600 100 a 220 all 120 a	
during running time and layover/recovery time.	2,841,031	Driver Logs	
Daily Service Span (number of hours)		Property of the second	
Total hours of operation per day. For example, if your transportation program			The second
provides continuous service from 7am to 10pm daily, enter "15".	17	Existing hours of services	A STATE OF THE STATE OF
Annual Days of Service			STORES MINNES
Number of days per year on which service is operated, excluding emergency			
service cancellations.	77 Tree 5 4 11 2 3 11 2 3 11 3 11	Existing days of service	SERVICE STA

	alculated Values
Service Characteristic	Result
Ambulatory seats per vehicle	ENTERNO DE PROPRENCIONO PARA PRIMERO DE LA PROPRENCIONA DE LA PROPRENC
Asset Inventory > (Total Ambulatory Seats / Vehicle Count)	25
Wheelchair positions per vehicle	
Asset Inventory > (Total Wheelchair Positions / Vehicle Count)	3.373333333
Average vehicle miles PER DAY	
VRM / Annual Days of Service	7,870
Annual Hours of Service	
Daily Service Span * Annual Days of Service	6,137
Unduplicated Passengers per Vehicle	Was a Direction in the property of the contract of the contrac
Unduplicated Passengers / (Asset Inventory > Vehicle Count)	130
Cost per Trip	
(Program Budget > Total Operating Expenses) / UPT	\$ 17.73
Cost per Mile	
(Program Budget > Total Operating Expenses) / VRM	\$ 10.03
Average Trip Length (Miles)	在表现是第1000年代,他只见此中国的现在是这个一个人的主义的主义
Vehicle Revenue Miles / Unlinked Passenger Trips	1.77

		Service Characteristics		
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method	Completion Check
Unlinked Passenger Trips (UPT)	1,606,222			INCOMPLETE
Unduplicated Passengers per Year	9,752			INCOMPLETE
Vehicles Operated in Annual Maximum Service (VOMS)	84			INCOMPLETE
Vehicle Revenue Miles	2,841,031			INCOMPLETE
Daily Service Span (hours)	17			INCOMPLETE
Annual Days of Service	361			INCOMPLETE
	Calculated Value	ues		The second second
Average vehicle miles PER DAY	7870			
Annual Hours of Service	6,137		- 6	
Unduplicated Passengers per Vehicle	130			
Cost per Trip	\$ 17.73			
Cost per Mile	\$ 10.03	· 有几名是"是加口"的"多"。	per l	
Average Trip Length (Miles)	1.8		200	

	Proposed Project Description: Capital	
Instructions	Applicants must submit a Proposed Project Description as part of their application. It is required that all applicants provide the Project Description in a question/answer format. Where a field or word count is instructions, included, the length of the applicant's response to the question must not exceed the space or word count provided. The project description should not repeat the current system description shown in the Current System Description.	uired that all ord count is or word count n the Current
Project Type	Examples	Selection
aclibes	—Passenger Amenity Projects —Transit Centers ~Transit Eyeling and Electric Charging Stations	ם
Expansion Vehicles	—Large heavy-duty transit buses 35 489 —Small keavy-duty transit buses 30	
Replacement Vehicles	—Minibus —Standard Cutaway —Minivan	0
cquipment	-fare towesCommunications equipmentSecurity/surveillance equipment for vehicles and/or buildingsShop equipment (alignment machines, bus washing machines, the changers, etc.)Bus shelters	
Mobility Management	 Operating transportation brokerages to coordinate service providers, funding resources, and customer needs. Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes: Supportation transportation services for older adults, individuals with disabilities, and individuals with low incomes: Supportation transportation services; Providing for the development and implementation of coordination plans; Providing travel training and trip planning activities far customers; Developing and perarting traveler call centers to coordinate travel information, manage eligibility requirements, and arrange extoner travels; and Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system. 	
Capitalized Preventative Maintenance	Maintenance costs related to vehicles, specifically, it is defined as all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.	•

9	Project Related Improvements Describe how the grant funding will improve your agency's transportation service. Applicants may also consider conducting scenario planning, of analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.	Not applicable	Not applicable	Not applicable
Area: Large Urban - Palm Bay- down to Metbourns select service area	Describe how the grant funding will improvant funding will improvant fixed impact analysis to Illu	Provide more hours of service and/or more trips?	Expand service to a larger geographic area?	Reduce headways/increase frequency?

Support a capital investment strategy in alignment with a Strategic Plan. Capital Improvement Plan, or Transit Asset Management Plan?	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 heart 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 say within compliance of our 7AM Plan but meet the needs of our expanding gasoline powered fleet. While addressing the need for larger gasoline tanks, at the Corcos 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 stand 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 Boirda Building Code and the Florida Department of Environmental Protection. This project would be
Address projected vulnerabilities?	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.
xpand access to essential services?	Not applicable
nhance passeniger experience (e.g., added amenities)?	The purpose of the new larger fuel tanks will allow us to accommodate the new gasoline powered cutaway buses, which will replace vehicles within our fleet that have meet their useful life.

Not applicable	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 fixet	Not applicable	our. This is Phase II of the project and is not scableable at this point.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	Overcome any challenges or difficulties your agency is experiencing?	If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Stabss Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	if this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?

alled timeline of the project. The sufficient detail that identifies all moderness the work proposed, and melline is achievable. Moreoves, the identify all major project milestones, ones include approval of purchase. I estimates, procurement goals; invoicing FDOT for retimbursement. I invoicing FDOT for retimbursement. I hat your driver(s) maintain CDL.	rovide any pertinent information used to on the reasonableness of cost, i.e., and the final tanks have been attached to this application, mates quotes, etc.	Project accollass Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholdens.	for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP). Transportation Disadvantaged Service Plan, a Comprehensive Plan, and Plan, and Comprehensive Plan, a Comprehensive Plan, and P	Orotation Estimates for the fuel tanks have been attached to this application.	the project. The that identifies all e work proposed, and ble. Moreover, the project milestones, roval of purchase roval of purchase. Curembursement, for reimbursement.
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Not Applicable lessee or private operator unider contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles/equipment to lessees and/or private operators been Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or collaborate among stakeholders. In addition, applicants can proposed project. For example, is the project referenced in a If the requested vehicles or equipment will be used by a consider including a lists of all project parties involved in delivering the project and describe details on efforts to elaborate on the transit supportive plan that cites the Describe any local support and coordination or public outreach that has already occurred Applicants should Transit Development Plan (TDP), Transportation a Condestion Management Plan. completed?

Proof of Local Match - Capital Projects

Local match amounts and source must be dearly identified below. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5110 lederal state of eligible capital expenses may not exceed 80%, and the Section 510 federal state of eligible operating expenses may not exceed 50% some combination of state. local, or private funding sources must be Identified and committed to provide the required some federal state may be seen that and committed to provide the required some federal state may be seen to be considered federal funds. Funds may not unclude any horrowed against the value of capital equipment funded in whole or in part by State and or Federal sources.

The Section 5310 Program permits up to one half the required match to be delived from other wiseshidzed Federal funds. Federal funds are utrestifuted when a Federal agency permits its funds to consider the Programs using transit services are unrestificied, such as Medicald, employment training, vocational rehibilitation unrices and Temporary Assistance for Needy Families, other U.S. DOT Programs are not considered unrestricted Federal funds.

Instructions: Contrast revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the confract revenue service must be contributions as as domainors of goods or services and volumental services are eligible to be contributed towards to an eligible to be contributed towards to an eligible to be contributed towards to an eligible to be contributed to the local match in the rolles of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match services and the supported to the supported for the supported of the supported by the District Office. Any funds committed as match to another Federal program may not be used to

Applicable may not borman' lands to use as match cost may they place lights on Section 5310-funded withdrips or equipment. The breakdown of funding for the Section \$310 grant program is flow. Federal, 10% State. 10% Local for capital projects, meaning the federal share of eligible capital costs may not exceed 80% of the total ward. State funds may supported by a local match. At the time an order is placed for vehicles/equipment, the applicant is required to provide a purchase order for its 10% local match be paid at the time of delivery.

Supporting documentation must be uploaded into TransCIP.

\$0	Amount	ment			The second second	
ak	Description	Sale of Surplus Equipment	THE PARTY NAMED IN			
Capital Project Total:	Revenue Type Use drapdown to select	Local Government			THE PARTY OF THE P	

	ave been	Please note, in nder	Order Form Completed	0	o	0	a		0	o.			o	0	
	ate the forms h	chair positions, eparated out u	Local Share	0\$	Ş		04	05	80	\$0	\$0	20	08	. 05	\$0
e obtained from	the box to indica	nd two (2) wheeld equest and NOT so	State Share	0\$	9		DA.	\$0	24	2	0\$	0\$	0\$	9,	0\$
order form can b	ants should check	nbulatory seats, a rt of the vehicle re	Federal Share	0\$	Şu	\$	O.	\$0	0\$	\$0	\$0	\$0	0\$	\$0	\$0
rm in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from mation)	d in TransCIP, applic	th lift, twelve (12) ar s itself should be pai ling rows" above.	Total Cost	0\$	\$0	ě		\$0	8	0\$	Ş	\$	\$0	\$0	\$0
cle cost. If using the	sCIP. Once uploade	Vehicle Request rempt of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) at smith lift, twelve (12) at smith lift, twelve (12) at smith lift is should be supported by order forms or quotes.	Unit Cost					South Street, Street,							
ation of the vehi	ploaded in Tran	ns, For example, s that are part of st forms or quot he table by first	Quandty					A CONTRACTOR OF THE PERSON NAMED IN	***************************************						0
generate a more accurate estimat	on should be u	equest elchair position iny bus options ported by orde	Wheelchalr					STATE OF THE PARTY							0
jenerate a more	ing documentati	Vehicle Request of seats and wheelchair sed to eight (8), Any bus es should be supported our request, add more ro	Passenger Seats												0
nple order form in order to <u>c</u> e to see information)	desired vendor. This support rows	vehicle, lift or ramp, number mbulatory seats will be reduc Resources tab, Cost estimat needed to accommodate yo	Useful Life (Years)												
a completed sar c.) to vendor name	uploaded from the desire Disable adding rows	ength and type occupied the ar ference table in ference space is life.	Fuel Type												
upported with a ntracts.html: way. Minibus et own arrow next	should be uple	include the li ir positions are ormation, see re rder of priority.	7												•
An Venicle requests must be supported with a completed sample order form in or http://www.tripsflonida.org/contracts.html: 1.Select Desired Vehicle (Cutaway, Minibus etc.) 2.Choose Vendor (use drop down arrow next to vendor name to see information) Instructions: 3.Select Order Packet 4.Complete Order Form	If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded. P Enable adding rows	Volicle Requests should be listed in order of priority. If more space is needed to accommodate your request, and more rows to the table by first order of priority. If more space is needed to accommodate your request, and more rows to the table by first clicking 'Enable adding rows' above.	Description				The state of the s			の一般の					Total
Instructions: 3	. 7	Listructions: e	Instructions	use drop-down to select request description	Use drop-down to select request description	Use drop-down to select request description	Use drop-down to select	Use drop-down to select	request description	Use drop-down to select request description	Use drop-down to select request description	Use drop-down to select request description	Use drop-down to select request description	Use drap-down to select request description	

Instructions	The second second second second	The state of the s			Facility Request						STATE STATE
Maintonance Facility	Instructions	Description	AU	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	10	i oral Cham
Rehaly/Renovation Maintenance Facility Rehaty/Renovation Total	Use drop-down to select	Matintenance Facility		The state of the s	THE REAL PROPERTY.	Statement of the last	THE REAL PROPERTY.			L	2000
Maintenance Facility Rehab/Renovation 1 Total	request description	Rehab/Renovation	11.44.02				THE PARTY OF	So	9		3
Rehab/Renovation 1	ise drop-down to select	Maintenance Facility	NO STATE OF	THE PERSON IN		STORY OF STREET					
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	ise drop-down to select	A LE CONTRACTOR OF THE PARTY OF	STATE OF STA	A CONTRACTOR	The second second	The second second	THE OWNER OF THE OWNER,				
	requiest description			THE REAL PROPERTY.			1	\$	\$	•	
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1 total	request description				10 mm	THE STREET		8	\$0	3	95
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Local	8	8	8	05
State Share	os	So	8	80
Federal Share	05	03	R	0\$
Preventative Maintenance Activity Total Cost				0\$
Preventative Maintenance Activity				
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ructions	down to select Control #	down to select	fown to select Control #	

	がいる かんとう ないかん かんかん かんかん かんかん かんかん かんかん かんかん かんかん	STATE OF THE PARTY	Federal	CHARLES AND ADDRESS OF THE PARTY AND ADDRESS O	SAME LONGISCHICE
ect Title	Project Description	Total Cost	Share	State Share	Local Share
STORES OF THE PERSON	THE RESERVE THE PARTY OF THE PA	9	05		\$ 05
	THE REAL PROPERTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED	THE REAL PROPERTY.	\$0		\$ 0\$
		AP.	0\$		\$ 0\$
Fotal		os S	05		\$ 0\$

Local Share	0\$	\$0	0\$	\$0
State Share			100 E N	
Federal	0\$	\$0	0\$	05
Federal Total Cost Share		The state of the s		0\$
Project Description		THE REAL PROPERTY AND ADDRESS OF THE PARTY AND		
Project Title	THE PROPERTY OF THE PARTY OF TH	· · · · · · · · · · · · · · · · · · ·		Total

Sei	Service Characteristics	istics		
Service Characteristic	Before Project	If the grant is awarded	If the grant Data Collection/Calculation is awarded Method	Completion
Unlinked Passenger Trips (UPD)			THE PERSON NAMED IN	
	1,606,222	To the last		INCOMPLETE
Unduplicated Passengers per Year				
	9,752			INCOMPLETE
Vehicles Operated in Annual Maximum Service (VOMS)				
	88			INCOMPLETE
Vehicle Revenue Miles		TO STATE OF		
	2,841,031			INCOMPLETE
Daily Service Span (hours)				
	77	Start S		INCOMPLETE
Annual Days of Service		No. of the last of		
	361			INCOMPLETE
Calculated Values				
Ambulatory seats per vehicle	52	25		
Wheelchair positions per vehicle	8	3		
Average vehicle miles PER DAY	7870			
Annual Hours of Service	6,137			
Unduplicated Passengers per Vehicle	130	0		
Cost per Trip	\$ 17.73			
Cost per Mile	\$ 10.03	C CONTRIBUTION		
Average Trip Length (Miles)	1.77			