



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.19.

5/23/2023

Subject:

Approval, Re: Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-Up Master Grant Agreement with the Federal Transit Administration, FY2023 Brevard County Transit Federal Capital and Operating Assistance Urbanized Area Grant

Fiscal Impact:

\$8,699,463 - Federal Transit Administration (4136/363438)

\$2,385,942 - Florida Department of Transportation Toll Revenue Credit (No exchange of funds)

\$800,000 - Transit Services' General Fund Allocation

Dept/Office:

Transit Services

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the following actions for the FY2023 Section 5307/5339 Urbanized Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration (FTA) in the amount of \$8,699,463:

- The Chair to sign the Authorizing Resolution,
- The Chair to sign the Grant Application, SF-424 form,
- The use of Florida Department of Transportation Toll Revenue Credits,
- The Chair to sign the Designation of Signature Authority, allowing staff to submit the grant electronically,
- The Transit Director to execute and submit the Grant Master Agreement electronically, contingent upon the County Attorney and Risk Management Approvals,
- The Transit Director to execute any additional follow-up documentation, resolutions and amendments necessary to secure these funds,
- Authorize the County Manager to execute any necessary Budget Change Requests.

Summary Explanation and Background:

Each year Brevard County is apportioned Federal Transit Administration Capital and Operating Assistance under the Urbanized Area Formula Program as identified in 49 U.S.C. 5307 and 49 U.S.C. 5339. Space Coast Area Transit is applying for a total of \$8,699,463 for its FY2023-2024 Budget. This funding will come from the following apportionments: \$1,091,867 from FY2023 5307 Titusville Urbanized Area, \$88,784 from FY2023 5339 Titusville Urbanized Area, \$6,942,764 from FY2023 Palm Bay/Melbourne 5307 Urbanized Area, and \$576,048 from Palm Bay/Melbourne FY2023 5339 Urbanized Area. There is a provision for \$1,600,000 of this grant to be used for operating assistance and it requires a match which is accomplished with local and State funds. The remainder of Federal Funds can be used for capital purposes.

The total FY2023 grant is to include the following Capital items:

11.12.03	Buy Replacement 35-foot Bus	\$850,000
11.34.07	Rehab/Renov Security System(cameras)	\$75,000
11.42.10	Farebox Equipment	\$944,463
11.42.07	ADP Hardware	\$75,000
11.42.08	ADP Software	\$300,000
11.42.09	Security Equipment	\$100,000
11.42.20	Support Equipment	\$15,000
11.44.03	Rehab/Renovate Adm. Facility	\$500,000
11.46.20	Lease Support Equipment	\$10,000
11.62.03	Radio/Comm. Equip purchase	\$85,000
11.64.03	Rehab/Renovate radios	\$35,000
11.7A.00	Preventive Maintenance	\$3,600,000
11.71.12	Capital Cost of Contracting	\$75,000
11.92.08	Bus Signage/Maps	\$175,000
11.93.02	Bus shelters	\$250,000
11.7D.02	Training	\$10,000
30.09.01	Operating Assistance Federal Share	\$1,600,000
	TOTAL CAPITAL	\$8,699,463

The local match for the Operating Assistance 50% Federal Share is included in Transit Services' annual General Fund Allocation. The local match for the capital projects will be provided through the Florida Department of Transportation's Toll Revenue Credit Program. Under this program, no exchange of funds occurs, however, the use of the Florida Department of Transportation's Toll Revenue Credit Program will allow for 100% Federal participation in Space Coast Area Transit's FY2023 Capital Grants.

The Program of Projects is included in the Transit Services FY2023-2024 Budget.

Clerk to the Board Instructions:

Please have the Chair sign Authorizing Resolution, Grant Application and Designation of Signature Authority. Transit Services will need one execute copy of each along with the Board Memorandum.



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

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

May 24, 2023

MEMORANDUM

TO: Terry Jordan, Transit Services Director

RE: Item F.19., Approval for Authorizing Resolution, Grant Application, Use of Toll Revenue Credits, Execution of Follow-Up Master Grant Agreement with the Federal Transit Administration, FY2023 Brevard County Transit Federal Capital and Operating Assistance Urbanized Area Grant

The Board of County Commissioners, in regular session on May 23, 2023, approved, adopted, and authorized the following actions for the FY2023 Section 5307/5339 Urbanized Formula Program, Capital and Operating Assistance Grant from the Federal Transit Administration in the amount of \$8,699,463:

- The Chair to sign the Authorizing Resolution;
- Adopted Authorizing Resolution No. 23-053;
- The Chair to sign the Grant Application, SF-424 form;
- The use of Florida Department of Transportation Toll Revenue Credits;
- The Chair to sign the Designation of Signature Authority, allowing staff to submit the grant electronically;
- The Transit Director to execute and submit the Grant Master Agreement electronically, contingent upon the County Attorney and Risk Management Approvals;
- The Transit Director to execute any additional follow-up documentation, resolutions, and amendments necessary to secure these funds; and
- The County Manager to execute any necessary Budget Change Requests.

Enclosed are the fully-executed Resolution, Grant Application, and Designation of Signature Authority.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/sm

Encl. (3)

cc: County Manager
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:

05/23/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Brevard County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000523

* c. UEI:

U9WRHX25GD23

d. Address:

* Street1:

401 South Varr Ave

Street2:

* City:

Cocoa

County/Parish:

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32922-8632

e. Organizational Unit:

Department Name:

Transit Services

Division Name:

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

Prefix:

Mr.

* First Name:

Terry

Middle Name:

* Last Name:

Jordan

Suffix:

Title:

Transit Services Director

Organizational Affiliation:

* Telephone Number:

321-635-7815

Fax Number:

321-633-1905

* Email:

Terry.Jordan@brevardfl.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

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:

20.507

CFDA Title:

FTA 5307/5339 Urban Area Formula

*** 12. Funding Opportunity Number:**

5307/5339

* Title:

Urbanized Area Formula

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Capital and Operating Assistance for Brevard County, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

FL 8

* b. Program/Project

FL 8

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

10/01/2023

* b. End Date:

09/30/2026

18. Estimated Funding (\$):

* a. Federal

8,699,463.00

* b. Applicant

0.00

* c. State

0.00

* d. Local

800,000.00

* e. Other

2,385,942.00

* f. Program Income

* g. TOTAL

11,885,405.00

*** 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

05/03/2023



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:

* Email:

Terry.Jordan@brevardfl.gov

* Signature of Authorized Representative:

* Date Signed:

05/23/2023

PROJECT JUSTIFICATION

SCOPE: PURCHASE REPLACEMENT BUS

Replacement Bus – 11.12.03

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

SCOPE: BUS SUPPORT FACILITIES AND EQUIPMENT

Rehab/Renov Security System – 11.34.07

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

ADP Hardware – 11.42.07

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

ADP Software – 11.42.08

Staff will purchase software needed for route planning, driver scheduling, dispatching and necessary software for Administration and advertising/marketing throughout the year.

Security Equipment – 11.42.09

Staff will purchase and update security systems and replace malfunctioning systems for the two transit terminals.

Mobile Fare Collection Equipment – 11.42.10

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

Support Equipment – 11.42.20

Staff will be replacing equipment throughout dispatch, office and administration, as needed. All items will be under \$10,000, micro-purchases threshold under Federal financial assistance awards.

Rehab/Renovate Administration Facilities – 11.44.03

Staff will continue rehabilitation and renovation in accordance with the updated Transit Asset Management Plan for both terminals. Staff will also use funds for repairs needed to keep buildings and facilities in proper working order.

Lease Support Equipment – 11.46.20

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

SCOPE: BUS SIGNAL AND COMMUNICATION EQUIPMENT

Radio/Communication Equipment - 11.62.03

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

Rehab/Renovate Radios – 11.64.03

Staff will rehabilitate radios that are necessary for bus operations.

SCOPE: OTHER CAPITAL PROGRAM ITEMS

Preventive Maintenance – Rolling Stock – 11.7A.00

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

SCOPE: TRANSIT ENHANCEMENTS

Acquisition of Signage and Maps – 11.92.08

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

Bus Shelters – 11.93.02

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

SCOPE: OTHER CAPITAL ITEMS (BUS)

Cost of Third Party Contracting – 11.71.12

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

Employee Education/Training – 11.7D.02

Transit Services will send staff members to necessary finance/grant/procurement/safety/operational training to assure adherence to FTA guidelines and regulations.

SCOPE: OPERATING ASSISTANCE

50% Operating Assistance – 30.09-01

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


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

The Brevard County Board of County Commissioners hereby designates Terry A. Jordan, Transit Services Director, and Karen Petters, Finance Officer, as authorized to access the Federal Transit Administration's (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Numbers (PIN) to execute the annual Certifications and Assurances issued by the Federal Transit Administration (FTA), to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the officials named below, thus binding the Applicant/Recipient's compliance with FTA's requirements.



Rita Pritchett, Chair
Brevard County Board of County Commissioners
As approved by Board on May 23, 2023

ATTEST:



Rachel M. Sadoff, Clerk



NOTICE OF INTENT TO APPLY FOR FEDERAL ASSISTANCE

This is a notice of intent of the Brevard County Board of County Commissioners to apply for Federal assistance under the 5307/5339 funds of the Federal Transit Administration. The following Programs of Projects is consistent with the approved Transportation Improvement Program of the Space Coast Transportation Planning Organization.

FY-23 Capital Projects:

Buy One 35-foot Bus for Replacement	\$850,000
Security - Cameras	\$75,000
ADP Hardware	\$75,000
ADP Software	\$300,000
Mobile Farebox Equipment	\$944,463
Security Equipment	\$100,000
Rehab/Renov Admin.	\$500,000
Support Equipment	\$15,000
Lease Support Equipment	\$10,000
Radio/Comm Equipment	\$85,000
Rehab/Renov Radios	\$35,000
Capital Cost of 3 rd Party Contracting	\$75,000
Preventative Maintenance	\$3,600,000
Training	\$10,000
Bus Signage/Maps	\$175,000
Bus Shelters	\$250,000
50% Federal Share Operating	\$1,600,000
TOTAL CAPITAL	\$8,699,463

The Brevard County Board of County Commissioners will approve the request to submit a grant application to fund the above Program of Projects to the Federal Transit Administration at their May 23, 2023 meeting. If any citizen has a comment on the above projects or wishes to request that a public hearing be held on this program or would like to receive this Program of Projects, they can write to or visit: Space Coast Area Transit Director, 401 South Varr Avenue, Cocoa, FL 32922. This is the draft Program of Projects and if no comments are received and the Board of County Commissioners makes no changes, the draft Program of Projects will stand as the final Program of Projects.

By: Terry Jordan, Director
Space Coast Area Transit
Brevard County Board of County Commissioners

RESOLUTION NO. 23-053

RESOLUTION authorizing the filing of application(s) with the Department of Transportation, United States of America, for grant(s) under the Urban Mass Transportation Act of 1964, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects and budgets; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation requirements thereunder; and

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

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

1. That the Chair, Brevard County Board of County Commissioners, is authorized to execute and file application(s) on behalf of the Board of County Commissioners, Brevard County, Florida, with the U. S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended.
2. That the Chair, Brevard County Board of County Commissioners, is authorized to execute and file with such applications an assurance or any other document required by the U. S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the Transit Director, Brevard County Space Coast Area Transit is authorized to furnish such additional information as the U. S. Department of Transportation may require in connection with the application for the program of projects.



4. That the Transit Director, Brevard County Board of County Commissioners, is authorized to execute grant agreement on behalf of Brevard County Board of County Commissioners, Brevard County, Florida, with the U. S. Department of Transportation for aid in the financing of the planning, capital, and/or the operating assistance program of projects.

CERTIFICATION

The undersigned duly qualified and acting Chair, Brevard County Board of County Commissioners, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of County Commissioners, Brevard County, Florida, held on May 23, 2023.

(SEAL)

Rachel M. Sadoff, Clerk

BY

Rita Pritchett, Chair

Brevard County Board of County Commissioners

As approved by the Board on 05/23/2023