

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7c**

SUBJECT: Consideration of a Resolution and FY18/19 Flagler County Public Transportation Applications to the Florida Department of Transportation (FDOT) 5310 – Elderly and Persons with Disabilities Capital Assistance Program in the Amount of \$268,314.00.

DATE OF MEETING: January 8, 2018

OVERVIEW/SUMMARY: The Florida Department of Transportation (FDOT) advised Flagler County of its eligibility to apply for FTA 5310 grant funds, which apply to operating or capital expenses of recipients who operate or contract public transportation services in non-urbanized areas. This is an annual grant that we receive to provide these services. The current year grant award is \$258,204.00. The amount of the 5310 grant application for the next fiscal year 18/19 is \$268,314 for capital expense reimbursement.

The amount of the 5310 grant fiscal year 18/19 would be \$268,314.00 to reimburse the capital purchase of four replacement buses. We are replacing buses 88, 90, 93 and 94 which have become mechanically unreliable and have high mileage. At the time of replacement all of these buses are anticipated to have over 200,000 miles.

While the total project costs \$335,392.00, the county's required grant match is ten percent (10%) with an additional ten percent (10%) coming from the State and the remaining eighty percent (80%) coming from the Federal Government.

Proposed Project – Capital Expense Reimbursement	
Start Date: 10/01/2018	Ending Date: 09/30/2019
Estimated Funding	
Federal	\$ 268,314
State	\$ 33,539
Flagler County	\$ 33,539
Total	\$ 335,392

The application was completed and will be sent to the granting agency prior to the deadline of January 25, 2018.

FUNDING INFORMATION: If this grant is approved the local match for the 5310 grant will be \$33,539. This match would be included in the FY18/19 budget.

DEPT./CONTACT/PHONE #: General Services, Heidi Petito (386) 313-4185

RECOMMENDATIONS: Request the Board approve the resolution and grant application for the FDOT 5310 grant program and authorize the County Administrator to execute the grant agreement and all documents related to the application, acceptance, implementation, and closeout of the grant.

ATTACHMENTS:

1. 5310 Grant Application
2. Resolutions



Craig M. Coffey, County Administrator



Date

Florida Department of Transportation



49 U.S.C. Section 5310

Capital & Operating Assistance – FFY 2018

Step 1 of 3: Preliminary Application

Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

CFDA 20.513

Legal Applicant Name: Flagler County Board of County Commissioners

First Time Applicant **Previous Applicant**

Project Type and Service Area of this Application (check all that apply):

Large Urban Service Area

Small Urban Service Area

Rural Service Area

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Please Note

This grant application is color coded based on which type of award you are applying for.

Forms and exhibits in **purple** must be completed for **all** applications.

All Applications

Forms and exhibits in **red** apply to capital applications, exclusively.

Capital Applications

Forms and exhibits in **blue** apply to operating applications, exclusively.

Operating Applications

Applicant Information



**49 U.S.C. Section 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities:
GRANT APPLICATION**

Agency (Applicant) Legal Name: Flagler County Board of County Commissioners			
Physical Address (No P.O. Box): 1769 East Moody Blvd., Bldg. 5			
Applicant's County: Flagler County If Applicant has offices in more than one county, list county where main office is located			
City: Bunnell	State: FL	Zip + 4 Code: 32110	Congressional District: 7
Federal Taxpayer ID Number: 59-6000605			
Applicant Fiscal period start and end dates: <u>October 2018</u> to <u>September 2019</u> <i>State Fiscal period from: July 1, 2018 to June 30, 2019</i>			
Applicant's DUNS Number: 808206494 <i>Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</i>			
Project's Service Area: Flagler County <i>List the county or counties that will be served by the proposed project.</i>			
Executive Director: Heidi Petito		Grant Contact Person (if different than Executive Director): Bob Owens	
Telephone: 386-313-4185		Telephone: 386-313-4190	
Fax: 386-313-4120		Fax: 386-313-4120	
E-mail Address: hpetito@flaglercounty.org		Email Address: bowens@flaglercounty.org	
Current Vehicle Inventory: _____ Vans <u>2</u> Vans/Lifts <u>2</u> Sedans or Minivans Enter Number in Fleet <u>31</u> Buses/Cutaways _____ Other _____ N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: Craig M. Coffey Title: County Administrator Email Address: ccoffey@flaglercounty.org *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

Preliminary Application Checklist

Each of the below items must be included with your Section 5310 Grant Application submittal in the same order as the checklist.

Cover Page (page 1)

Applicant Information

PART I - APPLICANT ELIGIBILITY

Preliminary Application Checklist (this form)

Eligibility Questionnaire

Exhibit A: Cover Letter

Exhibit B: Governing Board's Resolution

Exhibit C: Coordinated Public Transit-Human Service Transportation Plan

Exhibit D: CTC Agreement or Certification

N/A Exhibit E: Certification of Incorporation (N/A Government)

N/A Exhibit F: Proof of Non-Profit Status (N/A Government)

Exhibit G: Local Clearinghouse Agency/RPC Cover Letter (*only required for facilities*)

Date received: January 2018

Exhibit H: Public Hearing Notice

PART II - FUNDING REQUEST

Form A-1: Current System Description

Form A-2: Fact Sheet

Organization Chart

Form B-1: Proposed Project Description

Form B-2: Financial Capacity – Proposed Budget for Transportation Program

Proof of Local Match

Form B-3: Breakdown of Transportation Costs

Form C-1: Financial Capacity – Proposed Budget for Transportation Program

Proof of Local Match

Form C-2: Capital Request

Completed Sample Order Form(s)

Form C-3: Current Vehicle and Transportation Equipment Inventory

PART I – APPLICANT ELIGIBILITY

Eligibility Questionnaire

If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5310 requirements, then you will not be eligible to receive grant funds until compliance has been determined. You must be in compliance at time of grant award execution/ joint participation agreement execution.

If you are a current grant sub-recipient and have undergone a triennial review, complete the questions below:

Note: This questionnaire does not apply to new sub-recipients and sub-recipients that have not yet been required by their respective FDOT District Office to complete a triennial review. For more information see FDOT’s Triennial Review Process as part of the [State Management Plan](#).

Does your agency have active vehicles purchased with a 5310 grant?	X Yes <input type="checkbox"/> No
Has your agency completed a Triennial Oversight Review?	X Yes <input type="checkbox"/> No
If yes, is your agency currently in compliance?	X Yes <input type="checkbox"/> No
If no, does your agency have a corrective action plan in place to come into compliance? Date of corrective action closeout _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ <i>Signature [blue ink]</i>	
_____ <i>Craig M. Coffey County Administrator</i>	
_____ <i>Typed Name and Title</i>	
_____ <i>January 8, 2018</i>	
_____ <i>Date</i>	



General Services
 1769 E. Moody Blvd. Bldg 5
 Bunnell, FL 32110
 Phone: 386-313-4020



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

Flagler County Board of County Commissioners submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Flagler County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 8th day of January 2018 with two (2) original resolutions or certified copies of the original resolution authorizing Craig Coffey, County Administrator to sign this Application.

Flagler County Board of County Commissioners

By: Gregory Hansen Date: January 8, 2018

Signature: _____

Title: Chair, Board of County Commissioners

Charles Ericksen, Jr.
 District 1

Greg Hansen
 District 2

David Sullivan
 District 3

Nate McLaughlin
 District 4

Donald O'Brien Jr.
 District 5

RESOLUTION 2018 - ____

A RESOLUTION OF THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE SIGNING AND SUBMISSION OF GRANT APPLICATIONS AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE ACCEPTANCE OF GRANT AWARDS FROM THE DEPARTMENT.

WHEREAS, Flagler County has the authority to apply for and accept 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 FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA:

- 1. This resolution applies to Federal Programs under U.S.C. Section 5310.
- 2. The submission of grant applications, supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. Craig M. Coffey, County Administrator is authorized to sign the application and any other documents including but not limited to the acceptance of the grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED in open session of the Flagler County Board of County Commissioners, Florida, on this 8th day of January 2018.

FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS

Gregory Hansen
Chair



Al Hadeed
County Attorney

Attest:

Tom Bexley
Clerk of the Circuit Court and Comptroller

Exhibit C: Coordinated Public Transit-Human Service Transportation Plan

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public."

Reference: FTA C 9070.1G, Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions - Chapter V, Coordinated Planning

Certification

(Agency Name) certifies and assures to the Florida Department of Transportation regarding its application for assistance under 49 U.S.C. 5310 that this grant request is included in a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1G.

(a) The name of this coordinated plan:

Flagler County Transportation Disadvantaged Service Plan

(b) The agency that adopted this coordinated plan:

Flagler County Local Coordinating Board

(c) The date the coordinated plan was adopted:

The plan will be revised and adopted by the Flagler County Local Coordinating Board at its March 13, 2018 with the attached pages being added to the document.

(d) Section and page in the coordinated plan that identifies the project or need your agency is fulfilling:

page 22

Signature [blue ink]

Craig M. Coffey, County Administrator

Typed Name and Title of Authorized Representative

January 8, 2018

Date

- **Low Income Population** - CUTR used county-level data from the 1990 Census to develop estimates of the percentage of the 1990 population who were low-income (i.e.: who lived in families with an income below the federal poverty level) in the 0 to 59 and the 60 and older age groups. To estimate the number of low-income persons in each year of the study period, CUTR assumed that the percentage of low-income persons in each county would remain unchanged.
- **High-Risk and At-Risk Children Populations** - According to the Florida Department of Children and Family Services (DCFS), 28 percent of Florida's children under the age of 5 are "high-risk" or "at-risk". The Center for Urban and Transportation Research has stated that because most of these children are disabled and/or are members of low income families, they are already included in the population forecasts of disabled and low-income persons.

Needs Assessment

Needs Assessment

This section provides an overview of the programs that are qualified for funding under the Public Transportation, Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute Program (JARC), and New Freedom programs in support of the Federal Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). In an effort to maintain the existing system that has provided transportation alternatives for Flagler County residents, Flagler County Public Transportation has applied for the following Federal Grants.

Section 5310 - Transit for the Elderly and Persons with Disabilities – This program provides formula funding to states for the purpose of assisting private non-profit groups in meeting the transportation needs of the elderly and persons with disabilities with the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. In FY 18/19 Flagler County Public Transportation applied for capital reimbursement funds of \$335,392 (federal: \$268,314 state: \$33,539 local: \$33,359) to purchase four replacement buses. The County Commission match associated with this grant is 10%.

5311 – Rural and Small Urban Areas – This program provides formula funding to states for the purpose of supporting public transportation in areas for less than 50,000 people. Funds may be used for capital, operating, and administrative assistance to state agencies, local public bodies, and nonprofits organizations and operators of public transportation services. Flagler County Public Transportation requested \$189,124: federal \$94,562; Local \$94,562 for operating assistance for FY15/16. The Board of County Commissioners has agreed each year to fund the 50% match associated with this grant.



August 25, 2014

Rick Scott
Governor

David Darm
Chairperson

Mike Willingham
Vice Chairman

Steven Holmes
Executive Director

Mr. Bob Owens
Flagler County Public Transportation
1769 East Moody Blvd., Bldg #5
Bunnell, Florida 32110

RE: Flagler County Community Transportation Coordinator Designation --
Memorandum of Agreement # TD-1473

Dear Mr. Owens:

At the May 14, 2014 Business Meeting of the Florida Commission for the Transportation Disadvantaged, the Commission approved Flagler County Public Transportation to continue to serve as the Community Transportation Coordinator for Flagler County. This designation is effective July 1, 2014 through June 30, 2019.

Please find enclosed a copy of the Memorandum of Agreement for coordination with your local area boards. The Transportation Disadvantaged Service Plan is due within the 120 days of the effective date of this MOA.

The Commission for the Transportation Disadvantaged appreciates your continued support and participation in the coordinated transportation system of Flagler County. If you have any questions please contact me at (850) 410-5704.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Zeruto".

Daniel Zeruto
Area 3 Project Manager

Enclosure: Executed Memorandum of Agreement

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Flagler County Board of County Commissioners, 1769 East Moody Boulevard, Building 5, Bunnell, Florida 32110, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Flagler county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

- A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
- B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
- C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
- D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amount(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.60), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

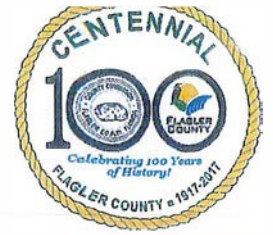
2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such delinquencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.



General Services
1769 E. Moody Blvd. Bldg 5
Bunnell, FL 32110
Phone: 386-313-4020



January 8, 2018

Mr. Margo Moehring
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216

Dear Ms. Moehring:

Please find enclosed one copy of Flagler County's application to the Florida Department of Transportation Public Transit Office for federal assistance under U.S.C. Section 5310 Operating Assistance Program.

We are requesting the appropriate parties review our application and provide a letter of approval to the program manager at the FDOT District V Office listed below:

FDOT District V
Orlando Urban Office
Attention: Diane Poitras
133 Semoran Boulevard
Orlando, FL 32807

If you require additional information, please don't hesitate to contact me at (386) 313-4185.

Respectfully Submitted,

Heidi Petito, County Transit Director
Flagler County Public Transportation

Charles Ericksen, Jr.
District 1

Greg Hansen
District 2

David Sullivan
District 3

Nate McLaughlin
District 4

Donald O'Brien Jr.
District 5



Sent to News-Tribune via email

December 06, 2017

PUBLIC NOTICE

All interested parties within Flagler County are hereby advised that Flagler County Board of County Commissioners is applying to the Florida Department of Transportation for a capital grant under Section 5310, for the purpose of purchasing four buses at a cost of approximately \$335,392 to be used for the provision of public transit services within Flagler County, Florida.

A Public Hearing has been scheduled Wednesday, December 27, 2017 at 10:00 a.m., at 1769 East Moody Blvd., Building 5, Bunnell, Florida 32110 for the purpose of advising all interested parties of service being contemplated if a grant is awarded, and to ensure that contemplated services would not represent a duplication of current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted, if and only if a written request for the hearing is received by Wednesday December 20, 2017.

Requests for a hearing must be addressed to Bob Owens, Flagler County Public Transportation, 1769 East Moody Blvd., Building 5, Bunnell, FL 32110, and a copy sent to Diane Poitras, Florida Department of Transportation, 133 South Semoran Boulevard, Orlando, FL 32807.

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)

Heidi Petito-General Services Director

PUBLIC NOTICE

All interested parties within Flagler County are hereby advised that Flagler County Board of County Commissioners is applying to the Florida Department of Transportation for a capital grant under Section 5310, for the purpose of purchasing four buses at a cost of approximately \$335,392 to be used for the provision of public transit services within Flagler County, Florida.

A Public Hearing has been scheduled Wednesday, December 27, 2017 at 10:00 a.m., at 1769 East Moody Blvd., Building 5, Bunnell, Florida 32110 for the purpose of advising all interested parties of service being contemplated if a grant is awarded, and to ensure that contemplated services would not represent a duplication of current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted, if and only if a written request for the hearing is received by Wednesday December 20, 2017.

Requests for a hearing must be addressed to Bob Owens, Flagler County Public Transportation, 1769 East Moody Blvd., Building 5, Bunnell, FL 32110, and a copy sent to Diane Poitras, Florida Department of Transportation, 133 South Semoran Boulevard, Orlando, FL 32807.

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)

Heidi Pettit-General Services Director
NT2271560 Dec. 13, 2017 1t

Order Confirmation

<u>Ad Order Number</u> 0002271560	<u>Customer</u> FLAG CO PUBLIC TRANSPOR	<u>Payor Customer</u> FLAG CO PUBLIC TRANSI	<u>PO Number</u> BOB OWENS
<u>Sales Rep.</u> 0100	<u>Customer Account</u> 1008366	<u>Payor Account</u> 1008366	<u>Ordered By</u> I ZUCKER - EMAIL
<u>Order Taker</u> 0098	<u>Customer Address</u> ATTN BOB OWENS,1769 EAS BUNNELL FL 32110 USA	<u>Payor Address</u> ATTN BOB OWENS,1769 EAST MO BUNNELL FL 32110 USA	<u>Customer Fax</u> 386-313-4120
<u>Order Source</u> Phone	<u>Customer Phone</u> 386-313-4190	<u>Payor Phone</u> 386-313-4190	<u>Customer EMail</u> BOWENS@FLAGLERCOUNTY.ORG
<u>Current Queue</u> Ready			<u>Special Pricing</u> None

<u>Tear Sheets</u>	<u>Proofs</u>	<u>Affidavits</u>	<u>Blind Box</u>	<u>Promo Type</u>	<u>Materials</u>
0	0	0			

<u>Invoice Text</u> PUBLIC HEARING CAPITAL GRANT	<u>Ad Order Notes</u> CLS LEGAL LINER
---	--

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$21.60	\$0.00	\$21.60		\$0.00	\$21.60

<u>Ad Number</u>	<u>Ad Type</u>	<u>Ad Size</u>	<u>Color</u>	<u>Production Method</u>	<u>Production Notes</u>
0002271560-0	CLS NwLegal	: 1.0 X 48 cl	<NONE>	Internal	

<u>External Ad Number</u>	<u>Ad Attributes</u>	<u>Ad Released</u>	<u>Pick Up</u>
		No	

<u>Product Information</u>	<u>Placement/Classification</u>	<u>Run Dates</u>	<u># Inserts</u>	<u>Cost</u>
<u>Run Schedule Invoice Text</u>	<u>Sort Text</u>			
Palm Coast-Palm Coast::	CLS NLegal	12/13/2017	1	\$21.60

PUBLIC NOTICE All interested parties with PUBLICNOTICEALLINTERESTEDPARTI

PART II - FUNDING REQUEST

Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

The primary focus for Flagler County Public Transportation is to provide transportation in and between areas of the County where concentrations of people are located thereby providing an efficient system of transport where we can consolidate trips based on destination and purpose. With an average client age of 62, FCPT client-focus is necessarily on the elderly. As our community and state continue to grow, the elderly and disabled population is also expected to continue to increase. And so, the leaders of this County believe that the ongoing relationship we have enjoyed with the Florida Department of Transportation’s (FDOT) 5310/5311 Program is integral to the certainty that this community will be able to continue to provide transportation services to our growing population. Through the generosity of FDOT and the Flagler County Board of County Commissioners (FCBCC) we believe that we will be prepared for this expected and unprecedented growth, provided State property tax reform and Medicaid non-emergency transportation problems with AHCA do not trickle down to our local level in debilitating form. The FCBCC in partnership with its FCPT division is committed to this transportation service and takes great pride in providing first-rate public transportation for our community. The FCBCC has served as Community Transportation Coordinator (CTC) since 2004.

- (c) Please provide information below:

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 34
- Total number of transportation-related employees in the organization 30

- (d) Who is responsible for insurance, training, management, and administration of the agency’s transportation programs? (Maximum 100 words)

The Director of General Services and Transportation Manager manage the division. Training of personnel is under the direction of the Transportation Coordinator. Insurance for both equipment and personnel is provided by the County through the Human Services Department.

- (e) How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees?)? (Maximum 200 words)

The transportation division is funded through a combination of federal and state grants, bus fares, bus advertising and local general fund revenue.

- (f) How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? (Maximum 200 words)

All clients fill out an application form which determines the eligibility of the client for trips funded by federal and state grants.

- (g) To what extent does your agency serve minority populations? Is your agency minority-owned? (Maximum 200 words)

Minority populations are served in the same manner of all other clients. Individuals speaking Spanish only are directed to a Spanish speaking staff member.

- (h) Who drives the vehicles used for 5310-funded transportation services?

- How many drivers do you have? 25
 - Do your drivers have CDL certifications if required for the types of vehicles used? Yes, all drivers must have a CDL (Class B or above) with passenger endorsement before being hired.
-

(i) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing–include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance–who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance–who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service (refer to TOP if applicable);
- System safety plan (refer to TOP if applicable);
- Drug-free workplace (refer to TOP if applicable); and
- Data collection methods, including how data was collected to complete Form A-2.

*Note: If the applicant is a CTC, **relevant pages** of a TDSP and AOR containing the above information may be provided. **Please do not attach entire documents.***

We are the sole provider of public transportation in Flagler County. The attached AOR shows the types of service we provide. Records of our trips are kept in the Trapeze Scheduling Software which is maintained by the County IT staff. Bus are maintained by the County Fleet Division. We have enough vehicles that maintenance can be perform without impact to our scheduling of trips.

County: Flagler
 CTC: Flagler County Public Transportation
 Contact: Bob Owens
 1769 East Moody Blvd., Bldg. 5
 Bunnell, FL 32110
 386-313-4190
 Email: bowens@flaglercounty.org

Demographics	Number
Total County Population	108,310
Potential TD Population	33,259
UDPHC	8,437



Trips By Type of Service	2015	2016	2017
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Ambulatory	87,991	90,489	97,199
Non-Ambulatory	13,905	11,763	13,254
Stretcher	0	0	0
School Board	0	0	0
TOTAL TRIPS	101,896	102,252	110,453

Passenger Trips By Trip Purpose

Medical	18,147	21,331	21,531
Employment	14,011	14,990	17,426
Ed/Train/DayCare	43,935	40,949	47,267
Nutritional	11,810	11,574	12,669
Life-Sustaining/Other	13,993	13,408	11,560
TOTAL TRIPS	101,896	102,252	110,453

Passenger Trips By Funding Source

CTD	30,407	42,787	44,430
AHCA	419	0	0
APD	0	0	0
DOEA	11,307	12,678	13,129
DOE	0	0	0
Other	59,763	46,787	52,894
TOTAL TRIPS	101,896	102,252	110,453

Vehicle Data	2015	2016	2017
Vehicle Miles	752,114	708,186	709,122
Revenue Miles	653,435	614,012	636,795
Roadcalls	5	3	4
Accidents	2	1	2
Vehicles	37	37	40
Driver Hours	49,400	49,504	51,740

Financial and General Data

Expenses	\$1,579,861	\$1,386,287	\$1,517,895
Revenues	\$1,579,861	\$1,386,287	\$1,517,895
Commendations	2	0	0
Complaints	8	5	8
Passenger No-Shows	1,563	1,467	1,244
Unmet Trip Requests	184	166	182

Performance Measures

Accidents per 100,000 Miles	0.27	0.14	0.28
Miles between Roadcalls	150,423	236,062	177,281
Avg. Trips per Driver Hour	2.06	2.07	2.13
Avg. Trips per Para Pass.	12.81	12.73	13.09
Cost per Trip	15.50	13.56	13.74
Cost per Paratransit Trip	15.50	13.56	13.74
Cost per Driver Hour	31.98	28.00	29.34
Cost per Total Mile	2.10	1.96	2.14

Form A-2: Fact Sheet

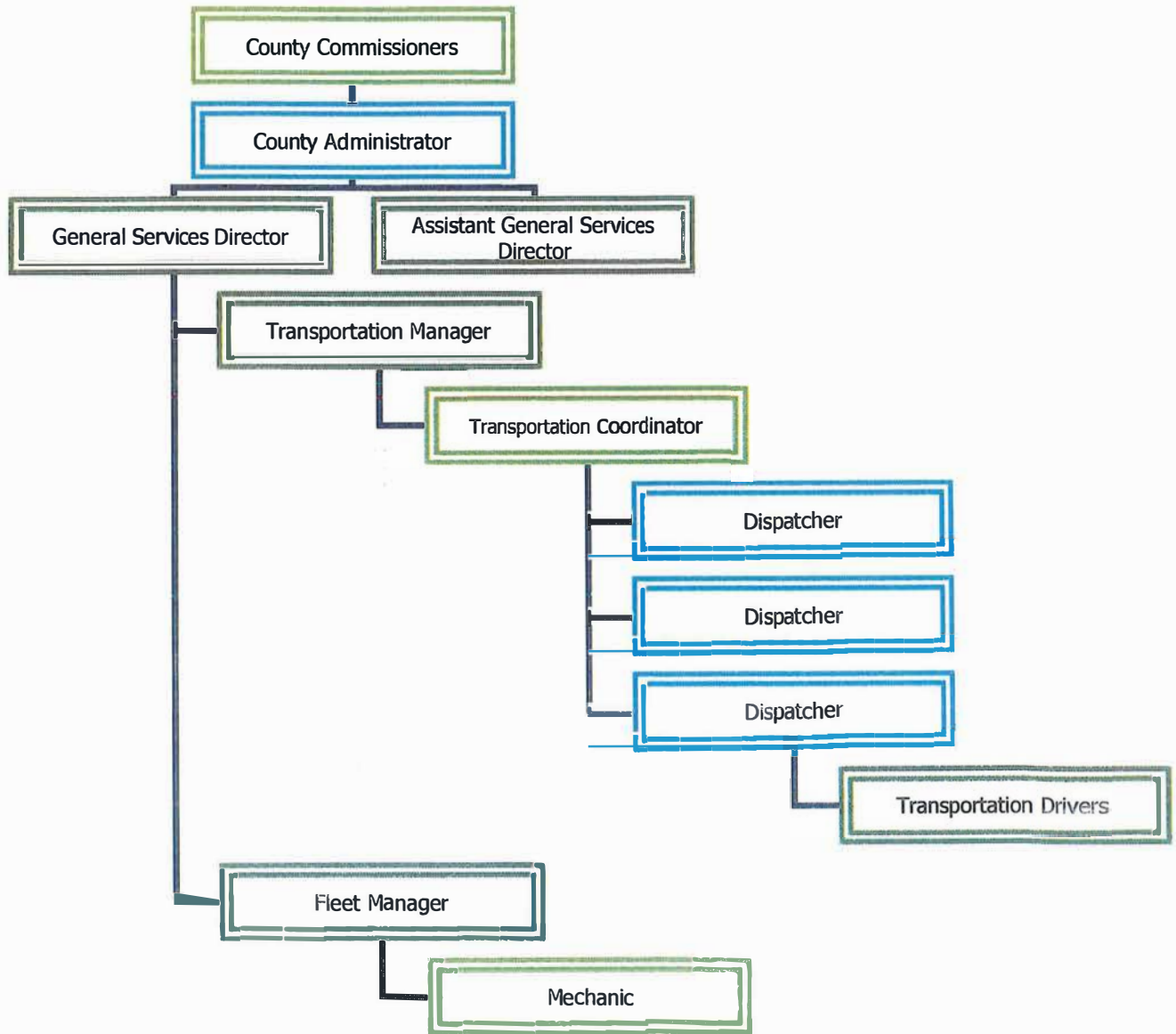
		Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR (for entire system). * Please include calculations.	AOR	110,453		110,453
2	Number of one-way trips provided to seniors and individuals with disabilities PER YEAR . *		88,362		88,362
3	Number of individual senior and disabled clients (unduplicated) PER YEAR .		6,750		6,750
4	Total number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL .		35		35

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL.	4		4
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR.	567,298		567,298
7	Total number of square miles of service coverage.	57 ¹		57 ¹
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	6 days/week 312 days/year		6 days/week 312 days/year

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
9	Number of hours of service AVERAGE PER DAY.	(i) 12		12
10	Number of hours of service PER YEAR.	(j) 3,692		3,692
11	Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK (This does not include non-scheduled emergency availability).	(k) <i>M–F: 6am-6pm</i> <i>Saturday: 7am-6pm</i> <i>Sunday: N/A</i> <i>Total (WEEK): 71</i>		<i>M–F: 6am-6pm</i> <i>Saturday: 7am-6pm</i> <i>Sunday: N/A</i> <i>Total (WEEK): 71</i>

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.

Flagler County Public Transportation Organizational Chart



Note: The chart above only shows Flagler County departments/staff involved with transportation.

Form B-1: Proposed Project Description

All Applicants

(a) How will the grant funding be used?

Check all that apply:

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

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

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

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

Example:

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

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

UZA	99408	/	110453	=90%	%UZA service area	
SUZA		/		=	%Small Urban service area	
Rural	11045	/	110453	=10%	%Rural service area	
Number of trips, revenue service hours, or revenue service miles within specified geographic area		Divided by	Total number of trips, revenue service hours, or revenue service miles		Equals	Percentage of service within specified geographic area

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

UZA	335,392	X	90%	=	\$301,853
SUZA		X		=	\$
Rural	335,392	X	10%	=	\$33,539
Total amount requested		Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

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

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

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

UZA	382,930	X .90	.5 Federal & .5 Local	=	\$172,319	\$172,318
SUZA		X	.5 Federal & .5 Local	=	\$	\$
Rural	382,930	X .10	.5 Federal & .5 Local	=	\$19,146	\$19,147
Funding Split		Multiplied by	.5 Federal & .5 Local	Equals	Federal	Local

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

UZA	301,853	X	.8 Federal & .1 State & .1 Local	=	\$241,483	\$30,185	\$30,185
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural	33,539	X	.8 Federal & .1 State & .1 Local	=	\$26,831	\$3,354	\$3,354
Funding Split		Multiplied by	.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local

(c) How will the grant funding improve your agency’s transportation service? Provide detail.

Will it be used to:

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

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

Replacing older vehicles will allow us to maintain our current level of service. Without these replacements we would in all likelihood have to reduce service.

(d) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

We would continue to provide service but we would have to reduce service.

(e) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

We are the CTC.

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of grant (vehicle life or operating JPA expiration).

Operating Requests Only

- (a) Please specify year of activity for operating assistance (typically current or immediate prior year). Current Year
-

Capital Requests Only

- (a) If this capital request includes equipment, please describe the purpose of the request.
- (b) If you are requesting a vehicle that requires a driver with a CDL:
- Who will drive the vehicle?
 - How will you ensure that your driver(s) maintain CDL certification?
- (c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.
- Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

All drivers are required to have a CDL (B or above) with passenger endorsement. Licenses are check throughout the year by the Transportation Manager.

The added equipment on our buses allows us to track our vehicles location and provide a safer method to backup the bus.

Preventive Maintenance Requests Only

Note: Applicants applying for preventative maintenance costs must have a District-approved Preventative Maintenance (PM) Plan and a cost allocation plan if maintenance activities are performed in-house.

- (a) Please specify Period of Performance (should not exceed one (1) year – must be for preceding or current year)
- (b) Please include a list of general PM activities to take place with the funding
- (c) Please list useful life for purchase of any items over \$5,000

The buses are maintained by the County Vehicle Maintenance Division. Preventative Maintenance includes, oil changes, a/c checks, tire replacement and body inspections.

Form C-1: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>See Instruction Manual for definitions</i>	Revenue Amount <i>Entire Transportation program</i>	Revenue Used as FTA Match <i>5310 Program Only</i>
Passenger Fares for Transit Service (401)	177,039	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)	42,540	28,114
Total Revenue	219,579	
Other Revenue Categories		
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)	691,026	5,425
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	375,259	
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	229,772	
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$605,031	\$33,539
Grand Total All Revenue	\$1,515,636	\$33,539

Estimated Expenses <i>See Instruction Manual for definitions</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5310 Program Only</i>
Labor (501)	762,285	762,285
Fringe & Benefits (502)	371,713	371,713
Services (503)	33,624	33,624
Materials & Supplies (504)	216,678	216,678
Vehicle Maintenance (504.01)	90,096	90,096
Utilities (505)	10,671	10,671
Insurance (506)	20,759	20,759
Licenses & Taxes (507)	286	286
Purchased Transit Service (508)		
Miscellaneous (509)*		
Leases & Rentals (512)	9,524	9,524
Depreciation (513)		
Grand Total All Expenses	\$1,515,636	\$1,515,636

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
Farebox	\$183,879	\$177,039	\$189,000
Bus Advertising	\$27,585	\$42,540	\$35,000
5310	\$338,379	\$188,379	\$191,465
5311	\$44,846	\$41,393	\$50,000
TD Trips Grant	\$301,945	\$375,259	\$438,367

Proof of Local Match	
Source	Amount
Bus Advertising	\$28,114
General Fund	\$5,425
	\$
	\$
	\$
	\$
Total Local Match – 10 % of Total Project Cost	\$33,539

**Note: Add more rows if needed.*

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- *Transportation Disadvantaged (TD) allocation,*
- *Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.*

Signature [blue ink]

Craig M. Coffey, County Administrator _____

Typed Name and Title of Authorized Representative

January 8, 2018 _____

Date

Form C-2: Capital Request Form To identify vehicle type and estimate cost visit <http://tripsflorida.org/> All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Auto and Light Truck contract can be found at [The Florida Department of Management Services \(DMS\) website](#). Vehicle Request

Replacement (R) or Expansion (E)	Fuel Type	Useful Life (See Application Instructions)	Description/ Vehicle Type	Quantity	Estimated Cost (from Order Form)
R	Gasoline	5 to 7 years	24' Ford E-450 6.8L, 16 seat and 4 W/C positions.	4	\$81,018 per bus
					Subtotal
					\$324,072

*Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.** Replacement Vehicles (R)

If the capital request includes replacement vehicles. Please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request. Please list by order of priority.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #
2010	Cutaway	Chevy 6.0	195,327	1GB9G5AG1A1128937	91550
2011	Cutaway	GMC	144,115	1GB6G5CGXB1146676	91581
2012	Cutaway	Ford E-450	156,882	1DFDE4FS6CDA92879	TD Grant
2012	Cutaway	Ford E-450	143,058	1DFDE4FS2CDA92880	92,505

Equipment Request

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow the [Procurement Guidelines](#).

Description*	Useful Life <i>(See Application Instructions)</i>	Quantity	Estimated Cost
SEON 2 camera system	5 to 7 years	4	1,580 per vehicle
SEON replacement cameras(2)	5 to 7 years	4	800 per vehicle
Rear View Safety – reverse camera and monitor backing system	5 to 7 years	4	450 per vehicle
Subtotal			\$11,320

* List the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.)

\$324,072	+	\$11,320	=	\$335,392
Vehicle Subtotal	Plus	Equipment Subtotal	Equals	Total Cost

\$335,392	*	0.8	=	\$268,314
Total Cost	Multiplied by	80%	Equals	Federal Request Form 424, Block 18 (a)

ALLIANCE BUS GROUP

**REPRESENTING
TURTLE TOP**



ORDER PACKET

**Contract #TRIPS-17-CA-ABG
Cutaway Type Vehicles**

CONTRACT #TRIPS-17-CA-ABG

ORDER PACKET FOR

TURTLE TOP CUTAWAY TRANSIT VEHICLES

Alliance Bus Group

General Information

The Transit Research Inspection Procurement Services Program (TRIPS) issued Proposal #TRIPS-17-CA-RFP to establish a series of state contracts for the purchase of Body on Chassis Cutaway Type Vehicles. Through this process eight contracts were awarded to six different vendors, each representing a vehicle manufacturer.

This Order Packet is for Contract #TRIPS-17-CA-ABG, which was awarded to Alliance Bus Group on April 5, 2017 to provide Turtle Top Cutaway Type Vehicles in various lengths and on various chassis' and chassis sizes.

This Order Packet contains the necessary instructions and forms for agencies to place an order with Alliance Bus Group to purchase these vehicles. This Order Packet also provides guidance and clarity on the relationships between the seller, the buyer, and Florida DOT's TRIPS program.

The complete Contract #TRIPS-17-CA-ABG is accessible from the TRIPS website <http://tripsflorida.org> and contains the following sections:

- **Part 1** - General Requirements and Conditions, and Contractual Provisions
(Including all U.S. DOT Federal Transit Administration certifications)
- **Part 2** - Technical Specifications
- **Part 3** - Options
- **Part 4** - Quality Assurance Provisions
- **Part 5** - Warranty Provisions
- **Part 6** - Paint Schemes

For further information on the TRIPS program and Contract #TRIPS-17-CA-ABG, please contact either William (Bill) Mayer (813-974-2646) or Lazara Stinnette (813-974-0695) at the University of South Florida, Center for Urban Transportation Research (CUTR).

Vendor Information

To place an order for a vehicle under Contract #TRIPS-17-CA-ABG, contact Ron Obert at Alliance Bus Group:

- **Address:** Alliance Bus Group
11226 Boggy Creek Road, Orlando, Florida 32824
- **Telephone #:** (407) 581-7182
- **Fax #:** (407) 472-4801
- **Email:** ronobert@alliancebusgroup.com
- **Contact Person:** Ron Obert, Government Fleet Sales

Procedures for Ordering

The following sections provide guidance to be used by the vendor and the agencies in the ordering, delivery, acceptance and payment for vehicles procured under this contract. All parties are advised to fully review the full contract document available on the TRIPS website. Contract #TRIPS-17-CA-ABG will be the governing document.

Agencies should understand that each order placed with and acknowledged by Alliance Bus Group constitutes a contract between the purchaser and Alliance Bus Group only. The contract implies no duties or responsibilities by the University of South Florida, Center for Urban Transportation Research, or the Florida Department of Transportation. The terms and conditions of this contract are to be administered and enforced by and between the ordering agency and the vendor.

ORDERING INSTRUCTIONS

Agencies must utilize the order forms in this Order Packet to place their orders. Agencies are encouraged to contact and work closely with Alliance Bus Group in finalizing their orders, to fully understand the options available, to select the floor plans and seating selections, the paint schemes, and any special options or conditions that may impact the final order and purchase price. Please submit a separate order form for each type vehicle ordered.

Contract #TRIPS-17-CA-ABG is to provide Turtle Top Cutaway Type Vehicles in various lengths, chassis', and chassis sizes. Among the standard components of this vehicle(s) are:

- Ford, Chevy and Freightliner chassis'
- Various engine sizes and configurations, to include CNG
- Heavy duty transmission
- Fire Suppression system
- Standard electrical system
- Electric door operation

EXHIBIT A
ORDER FORM



TRIPS

Transit - Research - Inspection - Procurement Services

August 15, 2017

Florida Transit Agencies,

The new Cutaway contracts (CA-17) introduced a change in certain manufacturers' standard A/C systems. Buses manufactured by Turtle Top and Collins Bus will have a roof top mounted A/C condenser as standard equipment in order to meet the A/C performance requirements. Moving the condenser from the side skirt to the roof improves performance of the A/C system. These systems add additional height and the possibility of damage from contacting tree branches or other low hanging objects.

The roof top condenser adds an additional 7 inches to the overall height of the bus. A brush guard is available as an option for added protection for agencies concerned with low hanging objects making contact with the roof top condenser. This guard would add 11 ½ inches to the overall height of the bus. A placard will be in plain view of the driver stating the overall height of the bus. Drivers operating buses should always be aware of low hanging objects such as awnings at service stations, assisted living facilities, hospitals, etc. Florida Statue 316.515, states the vehicle height cannot exceed 13 ft. 6 inches in overall height. With the addition of the roof top A/C and optional brush guard, the overall height of these buses would be a maximum of 11 feet 6 inches.

Sponsored by the Florida Department of Transportation located at the
Center for Urban Transportation Research (CUTR), University of South Florida
4202 E. Fowler Avenue, CUT100, Tampa, Florida 33620-5375
Phone: (813) 974-7834 Fax: (813) 974-5168
Email: tripsflorida@cutr.usf.edu

Florida Department of Transportation
Office of Freight, Logistics and Passenger Operations

Order Packet

ORDER FORM – PAGE ONE
CONTRACT #TRIPS-17-CA-ABG

TURTLE TOP CUTAWAY TRANSIT VEHICLES-ALLIANCE BUS GROUP

AGENCY NAME: FLAGLER

DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON: _____
(Name, Telephone Number and Email Address)

July 2017

Item				Unit Cost	Quantity	Total Cost
Base Vehicle Type						
Ford E350	6.8L Gas	Van Terra XL	11,500	22'	\$68,116	
Ford E350	6.8L Gas	Odyssey	11,500	22'	\$68,116	
Chevy G3500	6.0L Gas	Van Terra XL	12,300	22'	\$68,986	
		23' Option		add	\$700	
Chevy G3500	6.0L Gas	Odyssey	12,300	22'	\$68,986	
Ford E350	6.8L Gas	Van Terra XLT	12,500	23'	\$69,361	
Chevy G41500	6.0L Gas	Odyssey	14,200	23'	\$71,500	
		24' Option		add	\$2,450	
Ford E460	6.8L Gas	Odyssey	14,500	23'	\$70,472	1 70472
		24' Option		add	\$2,450	1 2450
Freightliner S2C	6.7L D	Odyssey XL	19,500	28'	\$123,064	
		30' Option		add	\$2,000	
Freightliner S2C	6.7L D	Odyssey XL	26,000	37'	\$129,998	
Vinyl Stripe Choices						
Scheme #1	16,500 and up = (\$800); All others = (\$300)				See Item	
Scheme #2	16,500 and up = (\$565); All others = (\$500)				See Item	
Scheme #3	16,500 and up = (\$500); All others = (\$400)				See Item	
Base Seating						
Standard Seat (per person)				\$295	2	590
Foldaway (per person)				\$345	14	4830
Children's Seat (per person)				\$385		
Securement Systems						
Q-Strait QRTMAX securement (per position)				\$575	4	2300
Sure-Lok Titan securement (per position)				\$591		
WC-18 Compliant Occupant Restraint-Q-Strait QRT360				\$750		
Seat belt extensions				\$26		
Freedman TDSS tie-down system				\$110		
PAGE ONE SUB-TOTAL						80642

Florida Department of Transportation
Office of Freight, Logistics and Passenger Operations

Order Packet

ORDER FORM – PAGE TWO
CONTRACT #TRIPS-17-CA-ABG

July 2017

Item	Unit Cost	Quantity	Total Cost
Side Wheelchair Lift Choices (ILO Standard Lift Add-)			
Braun Model NCL9191B-2 (or latest)	Standard		
Braun Millennium Lift	N/A		
Braun Model NCL9541B3454-2 1000 lb Lift	Add \$376	1	376
Ricon Model S5510 (or latest)	Add \$200		
Ricon Model S Titanium 1000 lb Lift	Add \$610		
Rear Wheelchair Lift Choices (ILO Standard Lift Add-)			
Ricon Klear-View lift (prior approval from FDOT required)	Add \$243		
Braun model NVL9171B lift (prior approval from FDOT required)	Add \$138		
Optional Engines			
Diesel engine meeting current EPA requirements			
Diesel Option	N/A		
Gas 6.2L	N/C		
Alternative Fuel Systems			
Compressed Natural Gas (CNG) or Liquid Petroleum Gas (LPG) Engine meeting current EPA requirements; pricing for Alternate Fuel Vehicles include upcharge for delivery and Methane detection system (CNG only).			
Compressed Natural Gas (CNG) Size: 26 GGE Make: Landi Renzo Installer: A1 Alternatives	\$22,450		
Compressed Natural Gas (CNG) Size: 29 GGE Make: Landi Renzo Installer: A1 Alternatives	\$23,919		
Compressed Natural Gas (CNG) Size: 38 GGE Make: Landi Renzo Installer: A1 Alternatives	\$27,359		
Compressed Natural Gas (CNG) Size: 47 GGE Make: Landi Renzo Installer: A1 Alternatives	\$27,789		
Liquid Petroleum Gas (LPG) – Size: 41 GGE Make: Roush Installer: A1 Alternatives	\$16,253		
Engine Prep: Gaseous fuel deliver	\$312		
Aluminum wheels: Freightliner = (\$2,450); 19,500 = (\$2,200); All Others = (\$1,200)	See Item		
Stainless steel wheel liners / inserts, front and rear wheels: Freightliner = (\$400); All Others = (\$300)	See Item		
Seating			
Dimensions vinyl line of coated transit bus seating fabric with antimicrobial Nanocide (per seat)	Standard		
Upgrade interior side wall panels with Nanocide	\$1,174		
USSC Evolution G2E with pedestal	\$1,595		
Freedman Sport Driver's seat with Relaxor, Sport Shield	\$1,450		
Recaro Ergo LXS Driver's seat	\$1,118		
Fire Suppression			
Fog Maker Fire Detection and Suppression System	Standard		
Kidde Automatic Fire Detection and Suppression System	Add \$400		
PAGE TWO SUB-TOTAL			376

**Florida Department of Transportation
Office of Freight, Logistics and Passenger Operations**

Order Packet

**ORDER FORM - PAGE THREE
CONTRACT #TRIPS-17-CA-ABG**

July 2017

Item	Unit Cost	Quantity	Total Cost
Route/Head Signs			
Transign manually operated roller curtain type sign	\$3,500		
TwinVision "Elyse" (software needed) electronic destination system (FR/SD/RE)	\$6,250		
TwinVision "Mobi-Lite" electronic destination sign (FR/SD)	\$3,800		
Transign "Vista Star" electronic destination sign (FR/SD)	\$3,800		
Twin Vision Mobilite Front sign only	\$3,400		
Transign LLC 2-digit Block / Run Number box unit	\$395		
Transign LLC 3-digit Block / Run Number box unit	\$425		
Transign LLC passenger "STOP REQUESTED" sign	\$350		
Stop Request system	\$1,300		
Camera Systems			
SEON 2 camera system = (\$1,580); 4 camera system = (\$2,090); 6 camera system = (\$4,062); 8 camera system = (\$4,652)	See Item	1	1500
REI 2 camera system = (\$1,821); 4 camera system = (\$2,020); 6 camera system = (\$3,138); 8 camera system = (\$3,445)	See Item		
Gatekeeper 2 camera system = (\$1,761); 4 camera system = (\$2,122); 6 camera system = (\$2,805); 8 camera system = (\$3,175)	See Item		
AngelTrax 2 camera system = (\$1,924); 4 camera system = (\$2,354); 6 camera system = (\$3,340); 8 camera system = (\$3,899)	See Item		
Apollo 2 camera system = (\$3,655); 4 camera system = (\$4,695); 6 camera system = (\$6,250); 8 camera system = (\$6,980)	See Item		
Price for single replacement camera	\$400	2	800
Other Options Available			
Altro Transflor slip resistant vinyl flooring: 16,500 and up = (\$450); All others = (\$269)	See Item		
Gerflor Tarabus slip resistant vinyl flooring: 16,500 and up = (\$525); All others = (\$420)	See Item		
Driver Safety Partition	\$215		
Kelderman 2-stage rear air suspension	\$2,600		
Bentac Powder-Coated handrails and stanchions (provide standard colors)	\$300		
Exterior remote controlled mirrors	\$400		
Romeo Rim HELP bumper (rear only)	\$645		
HawKEye Reverse Assistance System (with rear HELP bumper); 11,500 = (\$680); All Others = (\$1,102)	See Item		
Reverse camera and monitor backing system: <i>Manufacturer: Rear View Safety</i>	\$450	1	450
Air purification system	\$3,200		
"Mentor Ranger" in-vehicle computer	\$4,985		
REI Public Address System - stand alone system	\$500		
Upgrade the standard vehicle AM/FM Radio: REI Radio with PA system	\$380		
Child "Checkmate" system	\$395		
Pull cord "Stop Request System" with chime and sign	\$1,300		
PAGE THREE SUB-TOTAL			2830

**Florida Department of Transportation
Office of Freight, Logistics and Passenger Operations**

Order Packet

**ORDER FORM – PAGE FOUR
CONTRACT #TRIPS-17-CA-ABG**

July 2017

Item	Unit Cost	Quantity	Total Cost
Kubota key switch, exterior, for passenger entrance door	\$125		
Angled right hand entry assist bar	\$85		
Driver's running board	\$125		
Upgrade standard black flooring to gray, blue, or tan: Van Terra, Terra Transit = (\$300); Odyssey XL = (\$500)	See Item		
Intermotive "Pre-Trip Inspection" module	\$350		
110 V outlet Pkg: 1500 W inverter / single 110 V outlet at each seat: 14,500 and less = (\$3,455); 19,500 and 26,000 = (110 V outlet every 30" ~ \$3,850)	See Item		
Audio/Visual Pkg: AM/FM/CD/DVD/ with 24" TV: 14,500 and less = (\$1,750); 19,500 and 26,000 = (32" TV ~ \$2,695)	See Item		
Overhead Wave luggage racks w/Omega lighting, w/extra dome light: 14,500 and less = (\$2,430); 19,500 and 26,000 = (Swan select racks, with Aisle lighting \$4,975)	See Item		
Reading lights for racks, LED double per passenger location: 19,500 and Freightliner = (\$90); All others = (\$85)	See Item		
Additional 10.2" Wedge Monitor 19,500 and 26,000	\$875		
8 speaker package with amplifier 19,500 and 26,000	\$485		
Armrests-Aisle or Wall side-each 19,500 and 26,000	\$30		
Avatar MDT – Includes Para Transit Kit #FC-2012 – Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigational Assistance Unit	\$14,732		
2-Position Sportworks bike rack (black)	\$2,000		
2-Position Sportworks bike rack (stainless)	\$2,100		
Power Pedestal for Dr. Seat	\$500		
Diamond model D farebox	\$1,371		
Advertising racks (interior)	\$400		
Air Conditioning			
ILO Base System-Add the following amounts ()			
ACC Roof Mount Condenser: ILO base for Van Terra 11,500, 12,300, 12,500 = (\$200); Fliner 19,500 = (\$905); Fliner 26,000 = (\$800)	See Item		
ACC Roof Mount Complete: ILO base for Odyssey 11,500, 12,300, 14,200, 14,500 = (\$2,955); Fliner 19,500 = (\$5,455); Fliner 26,000 = (\$3,930)	See Item		
ACC Roof Mount Complete: ILO base for Van Terra 11,500, 12,300, 12,500 = (\$2,610)	See Item		
TK Skirt Mount: ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$3,435); Condenser TA-600 w/ TM-21	See Item		
TK Roof Mount Condenser : ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$3,875); Condenser TA-600.w/ TM-21			
TK Roof Mount Complete : ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$4,100); Condenser SLR-65 w/ TM-21	See Item		
TK Skirt Mount: ILO base for Ford E450 14,500 = (\$7,480); Chevy G4500 14,200 = (\$6,982); Condenser TA-800 w/ TM-31	See Item		
TK Roof Mount Condenser : ILO base for Ford E450 14,500 = (\$8,030); Chevy G4500 14,200 = (\$7,544); Condenser TA-800 w/ TM-31	See Item		
TK Roof Mount Complete : ILO base for Ford E450 14,500 = (\$7,230); Chevy G4500 14,200 = (\$6,729); SLR-75 w/ TM-31	See Item		
PAGE FOUR SUB-TOTAL			0

Florida Department of Transportation
Office of Freight, Logistics and Passenger Operations

Order Packet

ORDER FORM – PAGE FIVE
CONTRACT #TRIPS-17-CA-ABG

TK Skirt Mount: ILO base for Freightliner S2C 19,500, 26,000 = (\$7,780); Condenser Dual SA-800 w/ TM-21	See Item		
TK Roof Mount Condenser: ILO base for Freightliner S2C 19,500, 26,000 = (\$8,790); Condenser Dual SA-800 w/ TM-21	See Item		
TK Roof Mount Complete: ILO base for Freightliner S2C 19,500, 26,000 = (\$6,880); Condenser Dual SLR-75 w/ TM-21	See Item		
Other Options Available			
LYTX Drive Cam	\$1,155		
Rosco Dual Vision	\$1,120		

ORDER SUMMARY

PAGE FOUR SUB-TOTAL (sub-total of third page)	—	—	0
PAGE THREE SUB-TOTAL (sub-total of second page)	—	—	2830
PAGE TWO SUB-TOTAL (sub-total of first page)	—	—	376
ONE SUB-TOTAL (sub-total of first page)	—	—	80642
GRAND TOTAL (sum of pages 1, 2, 3, and 4 sub-totals)	—	—	83848

ANTICIPATED USAGE

Service Type: (check all that apply)

 Fixed Route: Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations

 Paratransit: Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations

 Shuttle/Deviated Fixed Route: Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation

Estimated days in service per week

Operating Environment (check all that apply)

City Streets

Highway

Parking Lot/Airport Shuttle

Retirement Campus

Combination City/Highway

College Campus

Other

Operational Equipment (check all that apply)	Using Now	Will put on these buses	Will add in the future
Destination Signs <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fare Box <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routing equipment <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camera System <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passenger counter <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vehicle Number	Model Year	Make/Size/Type	FDOT Control	Vin Number	Ramp/Lift	Seats & (W/C) Positions	Average Miles/Year	Current Mileage	Expected Retirement	Other Equipment	Active Backup Retired	Funding Source	Vehicle Condition	Tag Number	Purchase Price	Purchase Date
21	2007	Chevy Malibu	90562	1G1ZS5N87F298456	No	4	10,500	80,993	2020	2Way Radio	Active	5310	Good	TA0091	\$14,300.00	6/25/2007
52	2006	Ford Taurus	-	1FAPP53U07A129805	No	3	10,500	65,865	2019	2Way Radio	Active	5309	Good	2180	\$12,184.00	7/21/2006
82	2008	Chevy Uplander Mini Van	-	1GBDV13W18D209488	Lift	6 + (2)	5,000	73,951	2019	2Way Radio	Active	5309	Excellent	TB9161	\$37,220.00	1/15/2009
86	2010	Chevy 4500 Bus	-	1GBE4V1G09F413344	Lift	20 + (2)	28,000	152,620	2016	2Way Radio	Active	5309	Excellent	TC3378	\$75,949.00	4/22/2010
87	2010	Chevy 4500 Bus	-	1GBE4V1G49F413217	Lift	20 + (2)	28,000	153,951	2016	2Way Radio	Active	5309	Excellent	TC3377	\$75,949.00	4/22/2010
88*	2010	Chevy 6.0 Bus	91550	1GB9G5AG1A1128937	Lift	14 + (2)	28,000	195,327	2016	2Way Radio	Active	5310	Excellent	TC3382	\$65,880.00	5/12/2010
89	2009	Dodge Caravan Eldorado W/C Van	-	2D4RN4DE7AR248875	Lift	6 + (2)	5,000	38,609	2020	2Way Radio	Active	5309	Excellent	TC3386	\$40,867.00	8/12/2010
90*	2011	GMC Turtletop Odyssey Bus	91581	1GB6G5CGXB1146676	Lift	14 + (2)	28,000	144,115	2017	2Way Radio	Active	5310	Excellent	TC5143	\$74,615.00	9/15/2011
92	2011	GMC Turtletop Odyssey Bus	-	1GB6G5CG5B1144933	Lift	14 + (2)	28,000	179,817	2017	2Way Radio	Active	5309	Excellent	TC5142	\$74,615.00	9/15/2011
93*	2012	Ford E-450 Bus	-	1FDDE4FS6CDA92879	Lift	16 + (2)	28,000	156,882	2019	2Way Radio	Active	TD Grant	Excellent	TC7799	\$67,386.00	6/29/2012
94*	2012	Ford E-450 Bus	92505	1FDDE4FS2CDA92880	Lift	16 + (2)	28,000	143,058	2019	2Way Radio	Active	5317	Excellent	TC7798	\$67,386.00	7/20/2012
95	2012	Ford E-450 Bus	-	1FDGF4GY1CEB81936	Lift	20 + (2)	28,000	110,268	2019	2Way Radio	Active	5309	Excellent	TC5288	\$84,949.00	9/20/2012
96	2012	Ford E-450 Bus	-	1FDGF4GY3CEB81938	Lift	20 + (2)	28,000	117,719	2019	2Way Radio	Active	5309	Excellent	TC7666	\$84,949.00	9/20/2012
97	2012	Ford E-450 Bus	-	1FDGF4GY3CEB81937	Lift	20 + (2)	28,000	105,429	2019	2Way Radio	Active	5309	Excellent	TC7665	\$84,949.00	9/20/2012
98	2012	Ford E-450 Bus	-	1FDGF4GY5CEC02352	Lift	20 + (2)	28,000	122,919	2020	2Way Radio	Active	5309	Excellent	TC7664	\$84,949.00	9/20/2012
99	2012	Ford E-450 Bus	-	1FDDE4FS5CDA94414	Lift	12 + (3)	28,000	121,843	2020	2Way Radio	Active	TD Grant	Excellent	TB7831	\$65,854.00	6/20/2013
100	2012	Ford E-450 Bus	94550	1FDDE4FS9CDA94397	Lift	12 + (3)	28,000	120,964	2020	2Way Radio	Active	SGR Grant	Excellent	TD5289	\$65,854.00	9/30/2013
101	2012	Ford E-450 Bus	94551	1FDDE4FS5CDA94400	Lift	12 + (3)	28,000	111,997	2020	2Way Radio	Active	SGR Grant	Excellent	TD5290	\$65,854.00	9/30/2013
102	2012	Ford E-450 Bus	94552	1FDDE4FS2CDA94404	Lift	12 + (3)	28,000	143,988	2020	2Way Radio	Active	SGR Grant	Excellent	TD5287	\$65,854.00	9/30/2013
103	2012	Ford E-450 Bus	94553	1FDDE4FS1CDA94409	Lift	12 + (3)	28,000	132,390	2020	2Way Radio	Active	SGR Grant	Excellent	TB0167	\$65,854.00	9/30/2013
104	2012	Ford E-450 Bus	94554	1FDDE4FS1CDA94412	Lift	12 + (3)	28,000	131,347	2020	2Way Radio	Active	SGR Grant	Excellent	TD5288	\$65,854.00	9/30/2013
105	2014	Ford Turtletop Odyssey Bus	-	1FDDE4FL8EDA74701	Lift	12 + (4)	28,000	103,727	2020	2Way Radio	Active	TD Grant	Excellent	TD6070	\$75,533.00	6/27/2014
106	2015	Ford E-450 Bus	-	1FDDE4FSXFDA28106	Lift	16 + (3)	28,000	61,090	2021	2Way Radio	Active	TD Grant	Excellent		\$79,365.00	6/30/2015
107	2015	Ford E-450 Bus	94587	1FDDE4FS1FDA28138	Lift	16 + (3)	28,000	74,134	2021	2Way Radio	Active	5310	Excellent	TE3984	\$79,365.00	9/29/2015
108	2015	Ford E-450 Bus	94588	1FDDE4FS3FDA28139	Lift	16 + (3)	28,000	55,940	2021	2Way Radio	Active	5310	Excellent	TE3982	\$79,365.00	9/29/2015
109	2015	Ford E-450 Bus	94589	1FDDE4FXSFDA28140	Lift	16 + (3)	28,000	59,131	2021	2Way Radio	Active	5310	Excellent	TE3983	\$79,365.00	9/29/2015
110	2015	Ford E-450 Bus	94590	1FDDE4FS7FDA35269	Lift	16 + (3)	28,000	71,059	2021	2Way Radio	Active	5310	Excellent	TE3981	\$79,365.00	9/29/2015
111	2016	Ford E-450 Bus	95501	1FDDE4FS1GDC55332	Lift	16 + (3)	28,000	28,735	2022	2Way Radio	Active	5310	Excellent	TF2376	\$80,689.00	9/29/2016
112	2016	Ford E-450 Bus	95500	1FDDE4FS7GDC55335	Lift	16 + (3)	28,000	41,678	2022	2Way Radio	Active	5310	Excellent	TF2374	\$80,689.00	9/29/2016
113	2016	Ford E-450 Bus	95502	1FDDE4FS5GDC55334	Lift	16 + (3)	28,000	33,217	2022	2Way Radio	Active	5310	Excellent	TF2377	\$80,689.00	9/29/2016
114	2016	Ford E-450 Bus	95505	1FDDE4FS3GDC55333	Lift	16 + (3)	28,000	32,184	2022	2Way Radio	Active	5310	Excellent	TF2391	\$80,689.00	9/29/2016
115	2017	Ford E-450 Bus	95523	1FDDE4FS6HDC51567	Lift	16 + (3)	28,000	1,435	2023	2Way Radio	Active	5310	New	coming	\$82,081.00	9/29/2017
116	2017	Ford E-450 Bus	95524	1FDDE4FS6HDC51570	Lift	16 + (3)	28,000	1,301	2023	2Way Radio	Active	5310	New	coming	\$82,081.00	9/29/2017
117	2017	Ford E-450 Bus	95520	1FDDE4FS8HDC51568	Lift	16 + (3)	28,000	1,304	2023	2Way Radio	Active	5310	New	coming	\$82,081.00	9/29/2017
118	2017	Ford E-450 Bus	95522	1FDDE4FSXHDC51569	Lift	16 + (3)	28,000	1,404	2023	2Way Radio	Active	5310	New	coming	\$82,081.00	9/29/2017

* Buses to be replaced

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7d**

SUBJECT: Consideration of a Resolution and FY 18/19 Flagler County Public Transportation Application to the Florida Department of Transportation (FDOT) 5310 – Elderly and Persons with Disabilities Operating Assistance Program in the Amount of \$191,465.00.

DATE OF MEETING: January 8, 2018

OVERVIEW/SUMMARY: The Florida Department of Transportation (FDOT) advised Flagler County of its eligibility to apply for FTA 5310 grant funds, which apply to operating or capital expenses of recipients who operate or contract public transportation services in non-urbanized areas. This is an annual grant that we receive to provide these services. The current year grant award is \$188,379.00. The amount of the 5310 grant application for the next fiscal year 18/19 \$191,465 for operating expense reimbursement which requires a dollar-for-dollar match.

The amount of the 5310 grant fiscal year 18/19 would be \$191,465.00 for operating expense reimbursement to fund our New Freedom Program which requires a dollar-for-dollar match. This program has expanded our service by adding an additional hour each weekday and a full day of service (11 hours) on Saturday for the last four years.

Previous years of funding for service expansion was included in FTA 5317 grant funds. This funding has gone away and the New Freedom Program is now being rolled into FTA 5310 grant funds. Our annual grant request and the required grant match remains the same.

Proposed Project - Operating Expense Reimbursement	
Start Date: 10/01/2018	Ending Date: 09/30/2019
Estimated Funding	
Federal	\$ 191,465
State	\$ 0
Flagler County	\$ 191,465
Total	\$ 382,930

The applications will be completed and sent to the granting agency prior to the deadline of January 25, 2018.


FUNDING INFORMATION: If this grant is approved the local match for the 5310 grant will be \$191,465.00. This match would be included in the FY18/19 budget.

DEPT./CONTACT/PHONE #: General Services, Heidi Petito (386) 313-4185

RECOMMENDATIONS: Request the Board approve the resolution and grant application for the FDOT 5310 grant program and authorize the County Administrator to execute the grant agreement, if awarded, and any other documentation associated with the implementation of the grant.

ATTACHMENTS:

1. 5310 Grant Application
2. Resolution



Craig M. Coffey, County Administrator



Date

Florida Department of Transportation



49 U.S.C. Section 5310

Capital & **Operating** Assistance – FFY 2018

Step 1 of 3: Preliminary Application

Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

CFDA 20.513

Legal Applicant Name: Flagler County Board of County Commissioners

First Time Applicant Previous Applicant

Project Type and Service Area of this Application (check all that apply):

Large Urban Service Area

Small Urban Service Area

Rural Service Area

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Please Note

This grant application is color coded based on which type of award you are applying for.

Forms and exhibits in **purple** must be completed for **all** applications.

All Applications

Forms and exhibits in **red** apply to capital applications, exclusively.

Capital Applications

Forms and exhibits in **blue** apply to operating applications, exclusively.

Operating Applications

Applicant Information



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

Agency (Applicant) Legal Name: Flagler County Board of County Commissioners			
Physical Address (No P.O. Box): 1769 East Moody Blvd., Bldg. 5			
Applicant's County: Flagler County If Applicant has offices in more than one county, list county where main office is located			
City: Bunnell	State: FL	Zip + 4 Code: 32110	Congressional District: 7
Federal Taxpayer ID Number: 59-6000605			
Applicant Fiscal period start and end dates: October 2018 to September 2019 <i>State Fiscal period from: July 1, 2018 to June 30, 2019</i>			
Applicant's DUNS Number: 808206494 <i>Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</i>			
Project's Service Area: Flagler County <i>List the county or counties that will be served by the proposed project.</i>			
Executive Director: Heidi Petito		Grant Contact Person (if different than Executive Director): Bob Owens	
Telephone: 386-313-4185		Telephone: 386-313-4190	
Fax: 386-313-4120		Fax: 386-313-4120	
E-mail Address: hpetito@flaglercounty.org		Email Address: bowens@flaglercounty.org	
Current Vehicle Inventory: _____ Vans <u>2</u> Vans/Lifts <u>2</u> Sedans or Minivans Enter Number in Fleet <u>31</u> Buses/Cutaways _____ Other _____ N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: Craig M. Coffey Title: County Administrator Email Address: ccoffey@flaglercounty.org *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

Preliminary Application Checklist

Each of the below items must be included with your Section 5310 Grant Application submittal in the same order as the checklist.

Cover Page (page 1)

Applicant Information

PART I - APPLICANT ELIGIBILITY

Preliminary Application Checklist (this form)

Eligibility Questionnaire

Exhibit A: Cover Letter

Exhibit B: Governing Board's Resolution

Exhibit C: Coordinated Public Transit-Human Service Transportation Plan

Exhibit D: CTC Agreement or Certification

N/A Exhibit E: Certification of Incorporation (N/A Government)

N/A Exhibit F: Proof of Non-Profit Status (N/A Government)

Exhibit G: Local Clearinghouse Agency/RPC Cover Letter (*only required for facilities*)

Date received: January 2018

Exhibit H: Public Hearing Notice

PART II - FUNDING REQUEST

Form A-1: Current System Description

Form A-2: Fact Sheet

Organization Chart

Form B-1: Proposed Project Description

Form B-2: Financial Capacity – Proposed Budget for Transportation Program

Proof of Local Match

N/A Form B-3: Breakdown of Transportation Costs (**See Cost of Service Spreadsheet**)

Form C-1: Financial Capacity – Proposed Budget for Transportation Program

Proof of Local Match

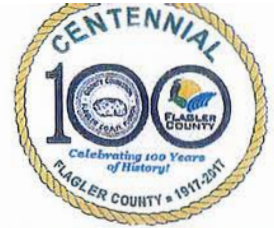
Form C-2: Capital Request

Completed Sample Order Form(s)

Form C-3: Current Vehicle and Transportation Equipment Inventory



General Services
 1769 E. Moody Blvd. Bldg 5
 Bunnell, FL 32110
 Phone: 386-313-4020



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

Flagler County Board of County Commissioners submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Flagler County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 8th day of January 2018 with two (2) original resolutions or certified copies of the original resolution authorizing Craig Coffey, County Administrator to sign this Application.

Flagler County Board of County Commissioners

By: Gregory Hansen Date: January 8, 2018

Signature: _____

Title: Chair, Board of County Commissioners

Charles Erickson, Jr.
 District 1

Greg Hansen
 District 2

David Sullivan
 District 3

Nate McLaughlin
 District 4

Donald O'Brien Jr.
 District 5

RESOLUTION 2018 - ____

A RESOLUTION OF THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE SIGNING AND SUBMISSION OF GRANT APPLICATIONS AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE ACCEPTANCE OF GRANT AWARDS FROM THE DEPARTMENT.

WHEREAS, Flagler County has the authority to apply for and accept 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 FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA:

1. This resolution applies to Federal Programs under U.S.C. Section 5310.
2. The submission of grant applications, supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Craig M. Coffey, County Administrator is authorized to sign the application and any other documents including but not limited to the acceptance of the grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED in open session of the Flagler County Board of County Commissioners, Florida, on this 8th day of January 2018.

FLAGLER COUNTY BOARD OF
COUNTY COMMISSIONERS

Gregory Hansen
Chair

Attest:

Tom Bexley
Clerk of the Circuit Court and Comptroller



Al Hadeed
County Attorney

Exhibit C: Coordinated Public Transit-Human Service Transportation Plan

The projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public."

Reference: FTA C 9070.1G, Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions - Chapter V, Coordinated Planning

Certification

(Agency Name) certifies and assures to the Florida Department of Transportation regarding its application for assistance under 49 U.S.C. 5310 that this grant request is included in a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1G.

(a) The name of this coordinated plan:

Flagler County Transportation Disadvantaged Service Plan

(b) The agency that adopted this coordinated plan:

Flagler County Local Coordinating Board

(c) The date the coordinated plan was adopted:

The plan will be revised and adopted by the Flagler County Local Coordinating Board at its March 13, 2018 with the attached pages being added to the document.

(d) Section and page in the coordinated plan that identifies the project or need your agency is fulfilling:

page 22

Signature [blue ink]

Craig M. Coffey, County Administrator

Typed Name and Title of Authorized Representative

January 8, 2018

Date

- **Low Income Population** - CUTR used county-level data from the 1990 Census to develop estimates of the percentage of the 1990 population who were low-income (i.e.: who lived in families with an income below the federal poverty level) in the 0 to 59 and the 60 and older age groups. To estimate the number of low-income persons in each year of the study period, CUTR assumed that the percentage of low-income persons in each county would remain unchanged.
- **High-Risk and At-Risk Children Populations** - According to the Florida Department of Children and Family Services (DCFS), 28 percent of Florida's children under the age of 5 are "high-risk" or "at-risk". The Center for Urban and Transportation Research has stated that because most of these children are disabled and/or are members of low income families, they are already included in the population forecasts of disabled and low-income persons.

Needs Assessment

Needs Assessment

This section provides an overview of the programs that are qualified for funding under the Public Transportation, Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute Program (JARC), and New Freedom programs in support of the Federal Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). In an effort to maintain the existing system that has provided transportation alternatives for Flagler County residents, Flagler County Public Transportation has applied for the following Federal Grants.

Section 5310 - Transit for the Elderly and Persons with Disabilities – This program provides formula funding to states for the purpose of assisting private non-profit groups in meeting the transportation needs of the elderly and persons with disabilities where the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. In FY 18/19 Flagler County Public Transportation applied for operating reimbursement funds of \$382,930 (federal: \$191,465 local: \$191,465) to fund our Saturday Service and add one hour to our weekday daily service. The County Commission match associated with this grant is 50%.

5311 – Rural and Small Urban Areas – This program provides formula funding to states for the purpose of supporting public transportation in areas for less than 50,000 people. Funds may be used for capital, operating, and administrative assistance to state agencies, local public bodies, and nonprofits organizations and operators of public transportation services. Flagler County Public Transportation requested \$189,124: federal \$94,562; Local \$94,562 for operating assistance for FY15/16. The Board of County Commissioners has agreed each year to fund the 50% match associated with this grant.



August 25, 2014

Rick Scott
Governor

David Dam
Chairperson

Mike Willingham
Vice Chairman

Steven Holmes
Executive Director

Mr. Bob Owens
Flagler County Public Transportation
1769 East Moody Blvd., Bldg #5
Bunnell, Florida 32110

RE: Flagler County Community Transportation Coordinator Designation -
Memorandum of Agreement # TD-1473

Dear Mr. Owens:

At the May 14, 2014 Business Meeting of the Florida Commission for the Transportation Disadvantaged, the Commission approved Flagler County Public Transportation to continue to serve as the Community Transportation Coordinator for Flagler County. This designation is effective July 1, 2014 through June 30, 2019.

Please find enclosed a copy of the Memorandum of Agreement for coordination with your local area boards. The Transportation Disadvantaged Service Plan is due within the 120 days of the effective date of this MOA.

The Commission for the Transportation Disadvantaged appreciates your continued support and participation in the coordinated transportation system of Flagler County. If you have any questions please contact me at (850) 410-5704.

Sincerely,

Daniel Zeruto
Area 3 Project Manager

Enclosure: Executed Memorandum of Agreement

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Flagler County Board of County Commissioners, 1769 East Moody Boulevard, Building 5, Bunnell, Florida 32110, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Flagler county(ies); and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

- A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
- B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
- C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
- D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amount(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety, or complying with Chapter 234.051, F.S. regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 766.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 206.60), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

PART II - FUNDING REQUEST

Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

The primary focus for Flagler County Public Transportation is to provide transportation in and between areas of the County where concentrations of people are located thereby providing an efficient system of transport where we can consolidate trips based on destination and purpose. With an average client age of 62, FCPT client-focus is necessarily on the elderly. As our community and state continue to grow, the elderly and disabled population is also expected to continue to increase. And so, the leaders of this County believe that the ongoing relationship we have enjoyed with the Florida Department of Transportation’s (FDOT) 5310/5311 Program is integral to the certainty that this community will be able to continue to provide transportation services to our growing population. Through the generosity of FDOT and the Flagler County Board of County Commissioners (FCBCC) we believe that we will be prepared for this expected and unprecedented growth, provided State property tax reform and Medicaid non-emergency transportation problems with AHCA do not trickle down to our local level in debilitating form. The FCBCC in partnership with its FCPT division is committed to this transportation service and takes great pride in providing first-rate public transportation for our community. The FCBCC has served as Community Transportation Coordinator (CTC) since 2004.

- (c) Please provide information below:

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 34
- Total number of transportation-related employees in the organization 30

- (d) Who is responsible for insurance, training, management, and administration of the agency’s transportation programs? (Maximum 100 words)

The Director of General Services and Transportation Manager manage the division. Training of personnel is under the direction of the Transportation Coordinator. Insurance for both equipment and personnel is provided by the County through the Human Services Department.

(i) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance—who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service (refer to TOP if applicable);
- System safety plan (refer to TOP if applicable);
- Drug-free workplace (refer to TOP if applicable); and
- Data collection methods, including how data was collected to complete Form A-2.

Note: If the applicant is a CTC, relevant pages of a TDSP and AOR containing the above information may be provided. Please do not attach entire documents.

We are the sole provider of public transportation in Flagler County. The attached AOR shows the types of service we provide. Records of our trips are kept in the Trapeze Scheduling Software which is maintained by the County IT staff. Bus are maintained by the County Fleet Division. We have enough vehicles that maintenance can be perform without impact to our scheduling of trips.

County: Flagler
 CTC: Flagler County Public Transportation
 Contact: Bob Owens
 1769 East Moody Blvd., Bldg. 5
 Bunnell, FL 32110
 386-313-4190
 Email: bowens@flaglercounty.org

Demographics	Number
Total County Population	108,310
Potential TD Population	33,259
UDPHC	8,437



Trips By Type of Service	2015	2016	2017
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Ambulatory	87,991	90,489	97,199
Non-Ambulatory	13,905	11,763	13,254
Stretcher	0	0	0
School Board	0	0	0
TOTAL TRIPS	101,896	102,252	110,453

Passenger Trips By Trip Purpose

Medical	18,147	21,331	21,531
Employment	14,011	14,990	17,426
Ed/Train/DayCare	43,935	40,949	47,267
Nutritional	11,810	11,574	12,669
Life-Sustaining/Other	13,993	13,408	11,560
TOTAL TRIPS	101,896	102,252	110,453

Passenger Trips By Funding Source

CTD	30,407	42,787	44,430
AHCA	419	0	0
APD	0	0	0
DOEA	11,307	12,678	13,129
DOE	0	0	0
Other	59,763	46,787	52,894
TOTAL TRIPS	101,896	102,252	110,453

Vehicle Data	2015	2016	2017
Vehicle Miles	752,114	708,186	709,122
Revenue Miles	653,435	614,012	636,795
Roadcalls	5	3	4
Accidents	2	1	2
Vehicles	37	37	40
Driver Hours	49,400	49,504	51,740

Financial and General Data

Expenses	\$1,579,861	\$1,386,287	\$1,517,895
Revenues	\$1,579,861	\$1,386,287	\$1,517,895
Commendations	2	0	0
Complaints	8	5	8
Passenger No-Shows	1,563	1,467	1,244
Unmet Trip Requests	184	166	182

Performance Measures

Accidents per 100,000 Miles	0.27	0.14	0.28
Miles between Roadcalls	150,423	236,062	177,281
Avg. Trips per Driver Hour	2.06	2.07	2.13
Avg. Trips per Para Pass.	12.81	12.73	13.09
Cost per Trip	15.50	13.56	13.74
Cost per Paratransit Trip	15.50	13.56	13.74
Cost per Driver Hour	31.98	28.00	29.34
Cost per Total Mile	2.10	1.96	2.14

Form A-2: Fact Sheet

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR (for entire system). * Please include calculations.	AOR	110,453	110,453
2	Number of one-way trips provided to seniors and individuals with disabilities PER YEAR . *		88,362	88,362
3	Number of individual senior and disabled clients (unduplicated) PER YEAR .		6,750	6,750
4	Total number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL .		35	35

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL.	4		4
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR.	567,298		567,298
7	Total number of square miles of service coverage.	57 ¹		57 ¹
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	6 days/week 312 days/year		6 days/week 312 days/year

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
9	Number of hours of service AVERAGE PER DAY.	(i) 12		12
10	Number of hours of service PER YEAR.	(j) 3,692		3,692
11	Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK (This does not include non-scheduled emergency availability).	(k) <i>M–F: 6am-6pm</i> <i>Saturday: 7am-6pm</i> <i>Sunday: N/A</i> <i>Total (WEEK): 71</i>		<i>M–F: 6am-6pm</i> <i>Saturday: 7am-6pm</i> <i>Sunday: N/A</i> <i>Total (WEEK): 71</i>

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.

Form B-1: Proposed Project Description

All Applicants

(a) How will the grant funding be used?

Check all that apply:

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

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

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

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

Example:

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

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

UZA	99408	/	110453	=90%	%UZA service area	
SUZA		/		=	%Small Urban service area	
Rural	11045	/	110453	=10%	%Rural service area	
Number of trips, revenue service hours, or revenue service miles within specified geographic area		Divided by	Total number of trips, revenue service hours, or revenue service miles		Equals	Percentage of service within specified geographic area

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

UZA	335,392	X	90%	=	\$301,853
SUZA		X		=	\$
Rural	335,392	X	10%	=	\$33,539
Total amount requested		Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

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

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

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

UZA	382,930	X .90	.5 Federal & .5 Local	=	\$172,319	\$172,318
SUZA		X	.5 Federal & .5 Local	=	\$	\$
Rural	382,930	X .10	.5 Federal & .5 Local	=	\$19,146	\$19,147
Funding Split		Multiplied by	.5 Federal & .5 Local	Equals	Federal	Local

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

UZA	301,853	X	.8 Federal & .1 State & .1 Local	=	\$241,483	\$30,185	\$30,185
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural	33,539	X	.8 Federal & .1 State & .1 Local	=	\$26,831	\$3,354	\$3,354
Funding Split		Multiplied by	.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local

(c) How will the grant funding improve your agency's transportation service? Provide detail.

Will it be used to:

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

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

Replacing older vehicles will allow us to maintain our current level of service. Without these replacements we would in all likelihood have to reduce service. (Capital)

The Operating portion of this grant funds our Saturday Service and the extra hour we stay open on weekdays. The attached spreadsheet shows the actual costs associated with this program. Our funding request is in direct relation to these costs.

		Rate	Hrs	Salary	FICA	RET	W/C	H. Ins	Annual Cost
TRANSPORTATION DRIVER	F/T	\$10.17	40	406.80	31.12	36.61	28.48	211.54	\$37,156.43
TRANSPORTATION DRIVER	F/T	\$10.17	40	406.80	31.12	36.61	28.48	211.54	\$37,156.43
TRANSPORTATION DRIVER	F/T	\$10.17	40	406.80	31.12	36.61	28.48	211.54	\$37,156.43
DISPATCHER	F/T	\$11.72	40	468.80	35.86	42.19	32.82	211.54	\$41,142.90
Hourly Bus Usage Fee	3 Buses	\$36.91	40						\$230,318.40
Total									\$382,930.58
Bus Usage Cost Breakdown	(Average cost of operation for a 20 to 26 foot bus)								
Fuel & Oil		\$12.46	per hour						
Routine Parts & Maintenance		\$7.44	per hour						
Major Parts & Maintenance		\$5.82	per hour						
Insurance		\$2.00	per hour						
Replacement		\$6.73	per hour						
Miscellaneous Supplies		\$2.46	per hour						
Total		\$36.91	per hour						

(d) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

We would continue to provide service but we would have to reduce service.

(e) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

We are the CTC.

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of grant (vehicle life or operating JPA expiration).

Operating Requests Only

- (a) Please specify year of activity for operating assistance (typically current or immediate prior year). Current Year
-

Capital Requests Only

- (a) If this capital request includes equipment, please describe the purpose of the request.
- (b) If you are requesting a vehicle that requires a driver with a CDL:
 - Who will drive the vehicle?
 - How will you ensure that your driver(s) maintain CDL certification?
- (c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.
 - Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

All drivers are required to have a CDL (B or above) with passenger endorsement. Licenses are checked throughout the year by the Transportation Manager.

The added equipment on our buses allows us to track our vehicles location and provide a safer method to backup the bus.

Form B-2: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>(See Instruction Manual)</i>	Revenue Amount <i>Entire Transportation program (See Instruction Manual)</i>	Revenue Used as FTA Match Amount <i>5310 Program Only (See Instruction Manual)</i>
Passenger Fares for Transit Service (401)	177,039	177,039
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)	42,540	14,426
Total Revenue	219,579	
Other Revenue Categories	_____	_____
Taxes Levied Directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)	691,026	
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	375,259	
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	229,772	
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$605,031	191,465
Grand Total All Revenue	\$1,515,636	191,465

Estimated Expenses <i>See Instruction Manual</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5310 Program Only</i>
Labor (501)	762,285	762,285
Fringe & Benefits (502)	371,713	371,713
Services (503)	33,624	33,624
Materials & Supplies (504)	216,678	216,678
Vehicle Maintenance (504.01)	90,096	90,096
Utilities (505)	10,671	10,671
Insurance (506)	20,759	20,759
Licenses & Taxes (507)	286	286
Purchased Transit Service (508)		
Miscellaneous (509)*		
Leases & Rentals (512)	9,524	9,524
Depreciation (513)		
Grand Total All Expenses	\$1,515,636	1,515,636

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
Farebox	\$183,879	\$177,039	\$189,000
Bus Advertising	\$27,585	\$42,540	\$35,000
5310	\$338,379	\$188,379	\$191,465
5311	\$44,846	\$41,393	\$50,000
TD Trips Grant	\$301,945	\$375,259	\$438,367

Proof of Local Match	
Source	Amount
Farebox	\$177,039
Bus Advertising	\$14,426
	\$
	\$
	\$
	\$
Total Local Match – 50 % of Total Project Cost	\$191,465

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Signature [blue ink]

Craig M. Coffey, County Administrator

Typed Name and Title of Authorized Representative

January 8, 2018

Date