

AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged

Collier County Government Center County Administration Building F Board of County Commissioners Chambers 3rd Floor – 3299 Tamiami Trail E. Naples, FL 34112

REGULAR MEETING

Wednesday – December 2, 2020 1:30 p.m.

1. CALL TO ORDER

- A. Roll Call with Self Introductions
- B. Pledge of Allegiance
- 2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA A.
- 3. APPROVAL OF AGENDA
- 4. APPROVAL OF MEETING MINUTES
 - A. September 16, 2020 Meeting Minutes
 - B. September 29, 2020 Meeting Minutes
 - C. October 28, 2020 Meeting Minutes

5. BOARD ACTION

- A. Election of MPO Vice Chair
- B. Appointment of LCB Grievance Committee Members
- C. Review and Endorsement of Submittal of FTA §5310, §5311 and §5339 Grant Applications

6. REPORTS & PRESENTATIONS

- A. CTC Quarterly Report
- B. MPO Quarterly Progress Report
- C. FDOT Report
- 7. OTHER BUSINESS
- 8. <u>DISTRIBUTION ITEMS</u>
 - A. DRAFT 2021 MPO Calendar
- 9. BOARD MEMBER COMMENTS
- 10. <u>NEXT MEETING DATE</u>

March. 3, 2021 at 1:30 p.m.

11. ADJOURNMENT

This meeting of the Collier County Local Coordinating Board (LCB) for the Transportation Disadvantaged is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition by the Chairperson. Staff requests that all cell phones and other such devices be turned off during meeting.

Any person desiring to have an item placed on the agenda shall make a request in writing, with a description and summary of the item, to the MPO Executive Director or the LCB Chair by calling (239) 252-5814 14 days prior to the date of the next scheduled meeting of the LCB. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact MPO Executive Director Anne McLaughlin 72 hours prior to the meeting by calling (239) 252-5814.

Any person who decides to appeal a decision of this board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO by calling Ms. McLaughlin at (239) 252-5884 or by writing to her at 2885 South Horseshoe Dr., Naples, FL 34104.

MEETING MINUTES

LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED of the COLLIER METROPOLITAN PLANNING ORGANIZATION

Board of County Commission Chambers Collier County Government Center 3299 Tamiami Trail East, 3rd Floor Naples, FL 34112 September 16, 2020 1:30 p.m. **Virtual participation via ZOOM

1. CALL TO ORDER

A. Roll Call with Self Introductions

Commissioner Fiala called the meeting called to order at 1:36 pm.

Ms. Otero took roll call.

Members Present

Commissioner Donna Fiala, Collier County BCC District 1, Chair Harold Kurzman, Vice-Chairman, Elderly Oscar Gomez, Veteran Services Signe Jacobson, FL Agency for Health Care Administration Susan Corris, SWFL Regional Workforce Development Board (joined later) Leah Watson, Agency for Persons with Disabilities (left at approximately 2:00 pm) Michelle Peronto (for Dale Hanson) The Committee did not achieve a quorum for the meeting.

Members Absent

Birgitta Grasser, Citizens Advocate
Cheryl Burnham, Florida Assoc. for Community Action
Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab.
Dylan Vogel, Citizens Advocate
John Kasten, Collier County School Board
Norma Adorno, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Sherry Brenner, Citizens Advocate
Nichole Spencer, Children at Risk

MPO Staff

Brandy Otero, Principal Planner Josephine Medina, Senior Planner

FDOT

Dale Hanson, FDOT (arrived later)

Others Present

Michelle Edwards-Arnold, Director, Collier County PTNE Elena Ortiz-Rosado, PTNE

Yousi Cardeso, PTNE

Tessi Sillery, PTNE

Omar DeLeon, PTNE

Troy Miller, Communication & Customer Relations

Ruben Martinez, Veterans Services

Mari Maldonado, MV Transportation

Tamarin Kirby, PTNE

Michael Brownlee, Veterans Services

Bill Gramer, Jacobs Engineering

Tara Jones, Jacobs Engineering

Braian Morales, MV Transportation

Valerie Nowottnick, Minute Taker

B. Pledge of Allegiance

Commissioner Fiala led the group in the Pledge of Allegiance.

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF AGENDA

Vote could not be taken as the Committee did not have a quorum.

4. APPROVAL OF MEETING MINUTES

A. Approval of June 3, 2020 Meeting Minutes

Vote could not be taken as the Committee did not have a quorum.

5. BOARD ACTION

A. Review and Approval of LCB Membership Certification

Vote could not be taken as the Committee did not have a quorum.

B. Appointment of LCB Grievance Subcommittee Members

Vote could not be taken as the Committee did not have a quorum.

C. Review and Approval of Eligibility Criteria for Transportation Disadvantaged Non-Sponsored Paratransit Service

Vote could not be taken as the Committee did not have a quorum.

D. Review and Approval of the FY 19/20 Annual Operating Report (AOR)

Vote could not be taken as the Committee did not have a quorum.

6. REPORTS & PRESENTATIONS

A. 2045 LRTP

Ms. Otero – reviewed the 2045 Long Range Transportation Plan ("LRTP") presentation. Keeping the Board informed as to current progress. Played video of presentation prepared by Jacobs Engineering (approximately 8 minutes). Provided basic overview of LRTP. Discussed PowerPoint presentation regarding specific points of Transportation Disadvantage Safety Plan ("TDSP"). Also mentioned Transit Development Plan for 2020-2030. Developing Cost Feasible Plan (refer to color coded maps included in agenda packet). Discussed projections provided by Jacobs Engineering. Ms. Arnold – assumed presentation to discuss autonomous vehicle plan for City of Naples. Mentioned trolley to be used in Marco Island area. Reviewed roads to connect Lee and Collier counties. Ms. Otero – resumed presentation discussed routes to be extended and re-designed. Draft chapters in progress, needs assessment, cost feasible plan, and other components are moving through advisory committees. Will present final LRTP to MPO for approval in December 2020. Virtual public meeting on cost feasible plan in late September/early October. All documents are available on MPO website.

Mr. Kurzman – inquired about the transit component of the LRTP. **Ms. Otero** – enhancements to network are going to benefit the TDSP. **Mr. Kurzman** – how does the MPO coordinate with other local municipalities/Counties regarding other local MPO's and the incorporation of their elements to the LRTP. **Mr. Gramer** – have a good working relationship with other MPO's. Ensures that all MPO's include companion plans for a cohesive overall project goal.

Mr. Kurzman – commented on Wiki software and if it is effective. **Ms. Otero** – have used it for the LRTP for commenting and other functionality. Allows people to add comments to projects, select top 5 projects, and encourages public input.

B. CTC Quarterly Report

Mr. DeLeon – discussed ridership and trip data contained in presentation in agenda packet. Noted decline in trips, revenue miles, and other aspects of transportation due to COVID. **Commissioner Fiala** – asked about April, May, June – noted very high cancellations –

normal numbers. **Mr. DeLeon** - average number of cancellations. Not unusually high – various reasons for cancellations and notifications. No Shows are monitored and try to keep to minimum by calling night before, using notifications, etc. Anticipate using new trip software to increase communication and track busses/transportation routes – also provide possible ETAs.

Commissioner Fiala – repeat riders as no-shows or new riders – is information tracked to follow up with no-show/cancellations. **Mr. DeLeon** - penalties issued for too many no-shows/cancellations. Penalties are waived for legitimate cancellations (illness, etc.). Can also issue suspensions (7-day, 14-day, 30-day) for excessive cancellations. **Mr. DeLeon** continued discussion regarding complaints and other components of report in agenda packet.

Mr. Morales – busses were picking up customers early. Affected On-Time Performance numbers ("OTP") identified in report. Dramatic decrease from May to July. Ms. Arnold - should educate passengers as well. If bus is early -do not have to board the bus. Driver would be required to return at correct time. Applicable for medical and work trips. Mr. **Kurzman** – cost per transit trip and cost per transit mile are higher than normal historically given ridership decline. Revenues have also declined – financial gap – what is impact on agency. Mr. DeLeon – clarified this was the AOR report shows breakdown for the costs. CARES funding has provided coverage for lost revenue for transit. Fare-free offering to riders was covered by CARES. Ms. Arnold – as far as the provider MV has been impacts due to fewer trips and we pay them by the trip High risk for providers. The county is covered by CARES act funding to recoup losses it is not transferable to the provider. Mr. **Kurzman** – will affect providers viability? **Ms. Arnold** – cost amendment is being requested. Mr. Morales – in our contract if cause due to change in circumstances – can renegotiate. Have submitted rate change through December 31. 50% loss in ridership. Slight increase recently but still hovering between 250-300 trips when normal is 500 trips. Fixed route get paid hourly-need to recruit more drivers. Wages are less than competitive - currently negotiating with union.

C. MPO Quarterly Report

Ms. Otero – completed grant. Items included in progress report in agenda packet. Annual update was billed on invoice and CTC evaluation were billed. Met all of deliverables. Brand new grant cycle. Next meeting in December will start new progress report.

D. FDOT Report

Ms. Peronto – (alternate for Dale Hanson-FDOT) – introduced **Ms. Hanson** to give report. Federal competitive grant applications – last year received approximately 40 applications – FTA Sections 5310 5311 and 5339. Notice of grant awards for 5310 and 5339 were sent to all agencies and the Public Transportation Grant Agreements will be sent to them as well. Detailed information provided regarding upcoming opportunities and status of grant applications discussed. Announced conducting 2nd round of Tri-annual reviews for 5310 only recipients and mobility week to be held from October 30-November 6, 2020.

7. OTHER BUSINESS

Ms. Otero – presented **Commissioner Fiala** with cake and plaque for her service as LCB Chair for the past 18 years as she retires from the Board. One of the longest serving LCB Chairperson statewide. Announcement that **Mr. Kurzman** is also retiring from Board – joined in 2006 – presented with certificate of appreciation. Member comments concerning both events.

8. DISTRIBUTION ITEMS

None.

9. BOARD MEMBER COMMENTS

None.

10. NEXT MEETING DATE

Ms. Otero – MPO Staff will reach out to board members regarding the time and date of the next LCB meeting. CTC has a September 30th deadline to submit the AOR.

11. ADJOURNMENT

No further business being conducted, Ms. Fiala adjourned the meeting at 2:47 p.m.

MEETING MINUTES

LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED of the COLLIER METROPOLITAN PLANNING ORGANIZATION

Virtual participation via **ZOOM** or by dialing 1-646-876-9923 Meeting ID: 919 0906 1347

Password: 736557 September 29, 2020 1:30 p.m.

1. CALL TO ORDER

A. Roll Call with Self Introductions

Harold Kurzman, Vice Chairman, called the meeting to order at 1:36 pm.

Ms. Medina took roll call.

Members Present

Harold Kurzman, Vice-Chairman, Elderly Signe Jacobson, FL Agency for Health Care Administration Susan Corris, SWFL Regional Workforce Development Board Nichole Spencer, Children at Risk Ruben Martinez, Veterans Services John Kasten, Collier County School Board Dale Hanson, FDOT

Members Absent

Commissioner Donna Fiala, Collier County BCC District 1, Chair Leah Watson, Agency for Persons with Disabilities Birgitta Grasser, Citizens Advocate Cheryl Burnham, Florida Assoc. for Community Action Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab. Dylan Vogel, Citizens Advocate Norma Adorno, Area Agency on Aging SWFL-FL Dept. of Elder Affairs Sherry Brenner, Citizens Advocate

MPO Staff

Brandy Otero, Principal Planner Josephine Medina, Senior Planner Karen Intriago, Administrative Assistant

Others Present

Michelle Edwards-Arnold, Director, Collier County PTNE

Omar DeLeon, PTNE Tamarin Kirby, PTNE Elena Ortiz Rosado, PTNE Mary Maldonado, MV Transportation Braian Morales, MV Transportation Valerie Nowottnick, Minute Taker

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF AGENDA

Mr. Kurzman noted that approval of September 16th LCB meeting minutes will be provided at the next LCB meeting.

Ms. Corris moved to approve the agenda. Mr. Martinez seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

A. Approval of June 3, 2020 Meeting Minutes

Mr. Kurzman moved to approve the agenda. Ms. Corris seconded. Passed unanimously.

5. BOARD ACTION

A. Review and Approval of the FY 19/20 Annual Operating Report (AOR)

Mr. DeLeon – presented annual operating report. Required to submit to commission in the month of September. Delays in system caused the deadline of submittal to be extended. Updated information from a coordinating contractor was received and an updated report was provided to you last Friday. Report is from July 1, 2019 to June 30, 2020 – includes some COVID information. A review of the report did not Identified increase in revenue miles. Was required to expand on service resulting in increased mileage. **Mr. Kurzman** – confirmed no surprises or issues. **Mr. DeLeon** – that is correct. Everything in the report was expected.

Ms. Corris moved to approve the FY 19/20 Annual Operating Report. Mr. Martinez seconded. Passed unanimously.

B. Review and Approval of LCB Membership Certification

Ms. Medina – LCB is required to report and approve their membership annually. The change to membership list with this being Commissioner Fiala and Vice-Chair Harold Kurzman last change to membership shall be provided to Rule 41.2 states the appointed chairman must be an elected representative of the County.

Mr. Kurzman – who makes recommendation or choice of next Chair. **Ms. Medina** – MPO Board makes recommendation.

Mr. Kurzman moved to approve the LCB Membership Certification. Mr. Kasten seconded. Passed unanimously.

C. Appointment of LCB Grievance Subcommittee Members

Ms. Medina – there are 3 members of subcommittee. With Mr. Kurzman's departure, there will be no members on the subcommittee. Committee created in 2019 but no grievances have been received to date, so committee has not needed to meet. Staff requesting volunteers to participate. Commission for Transportation Disadvantage advised to establish independent grievance committee for LCB members to have more interaction with riders. If rider files grievance, this committee decides when to convene to discuss the grievance with the afflicted party. They will advise LCB on how to recommend resolution of incoming grievances. Ms. Corris – agreed to volunteer for committee. Ms. Otero - this is not time sensitive. Can ask at next meeting of LCB due to limited participants.

D. Review and Approval of Eligibility Criteria for Transportation Disadvantaged Non-Sponsored Paratransit Service

Mr. DeLeon – Commission requires billing for trips that are non-sponsored – no other form of funding to pay for trip. Senior Services would be able to sponsor trips. Mr. Kurzman – Has Board previously approved list of eligible criteria? Mr. DeLeon – reviewed agenda packet materials explaining eligibility criteria from Section 411.202 of Florida statutes. Reviewed identified criteria to be used which included incorporating eligibility of 150% of poverty level. Recommendation is to add specific language regarding poverty level. Ms. Arnold – adding income criteria (referring to page 2 of agenda materials) pertaining to individuals who cannot transport themselves. Performing functional assessment of transit process. Second criteria those that have no other means of funding available. Individuals must have disability (i.e., at risk), income level would be 150% of poverty level. There was no prior threshold on income. Mr. Kurzman – how is income verified? Ms. Arnold – proof of income would be required (paystubs, etc.). Brief discussion regarding clarification of income sources provided and verification.

Ms. Corris – inquired about documentation for an at-risk participant. **Ms.** Arnold – information is obtained from agency that is working with that person.

Mr. Kurzman – are participants with history of mental disability eligible for program and would their history be noted. **Mr. DeLeon** – would not know about medical history. If person becomes problematic in system, they can be suspended. **Ms. Arnold** – do have sensitive population and try to work with caregivers to ensure everyone's safety.

Ms. Corris moved to approve the Eligibility Criteria for Transportation Disadvantaged Non-Sponsored Paratransit Service. Ms. Hanson seconded. Passed unanimously.

Ms. Medina – Eligibility Criteria language shall be added to the TDSP in the form of an TDSP Amendment that will be presented to the LCB at its next meeting after 14-day comment period is provided to the public.

6. REPORTS & PRESENTATIONS

None.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

None.

9. BOARD MEMBER COMMENTS

None.

10. NEXT MEETING DATE

December 2, 2020 at 1:30 p.m.

11. ADJOURNMENT

No further business being conducted, Mr. Kurzman adjourned the meeting at 2:13 p.m.

MEETING MINUTES

LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED of the COLLIER METROPOLITAN PLANNING ORGANIZATION

Virtual participation via Zoom or by dialing 1-646-876-9923
Meeting ID: 894 8505 3752
Password: 870558
October 28, 2020
2:45 p.m.

1. CALL TO ORDER

A. Roll Call with Self Introductions

Josephine Medina, MPO Senior Planner (in absence of Chair and Vice Chair), called the meeting to order at 2:46 pm.

Ms. Medina took roll call.

Members Present

Susan Corris, SWFL Regional Workforce Development Board Nichole Spencer, Children at Risk Ruben Martinez, Veterans Services John Kasten, Collier County School Board Dale Hanson, FDOT Cheryl Burnham, Florida Assoc. for Community Action Belinda Amankwaa, Florida Department of Children and Family Services

Members Absent

Commissioner Donna Fiala, Collier County BCC District 1, Chair Leah Watson, Agency for Persons with Disabilities Birgitta Grasser, Citizens Advocate Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab. Dylan Vogel, Citizens Advocate Norma Adorno, Area Agency on Aging SWFL-FL Dept. of Elder Affairs Sherry Brenner, Citizens Advocate Signe Jacobson, FL Agency for Health Care Administration

MPO Staff

Brandy Otero, Principal Planner Josephine Medina, Senior Planner Karen Intriago, Administrative Assistant

Others Present

Michelle Edwards-Arnold, Director, Collier County PTNE
Omar DeLeon, PTNE
Tamarin Kirby, PTNE
Elena Ortiz Rosado, PTNE
Mari Maldonado, MV Transportation
Braian Morales, MV Transportation
Marissa Micklos, Florida Department of Children and Family Services

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF AGENDA

Ms. Burnham moved to approve the agenda. **Mr. Hanson** seconded. Passed unanimously.

4. BOARD ACTION

A. Review and Approval of LCB Bylaws

Ms. Medina explained that LCB Bylaws are reviewed and updated by the LCB annually. Update to these bylaws comes as Governor's Executive Order is due to expire on November 1 which suspended in-person quorum requirements. The change to the bylaws is the reduction of LCB members needed for an in-person quorum from seven (7) to four (4). Then at the time of the next meeting the in-person quorum would vote to allow the remote participants to participate in the meeting.

Ms. Otero explained that there was extensive conversation with other planners at the Transportation Disadvantaged Commission meeting. By nature, the LCB is set up with population that may be sensitive to COVID. Which is one of the reason commission suggested a reduction of the quorum to allow us to meet and conduct business.

Ms. Hanson moved to approve the Updated Bylaws. Ms. Burnham seconded. Passed unanimously.

5. NEXT MEETING DATE

December 2, 2020 at 1:30 p.m.

6. ADJOURNMENT

No further business being conducted, **Ms. Medina** adjourned the meeting at 2:54 p.m.

EXECUTIVE SUMMARY Board Action Item 5A

Election of Vice-Chairperson

OBJECTIVE: For the Board to elect a Vice-Chairperson for calendar year 2021

CONSIDERATIONS: The Local Coordinating Board (LCB) by-laws (as revised and adopted November 13th) state that the LCB shall hold a meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of LCB Members.

Any committee member may nominate or be nominated as Vice-Chair. Elections shall be decided by the majority vote of board members present. The Vice-Chair shall serve a one-year term starting the next meeting and may serve more than one term. Most recently Harold Kurzman had been the Vice-Chair.

STAFF RECOMMENDATION: That the Committee elect a Vice-Chair for calendar year 2021

Prepared By: Josephine Medina, MPO Senior Planner

ATTACHMENTS:

1. Local Coordinating Board Membership Roster

Item 5A- Attachment 1

LCB Membership Roster List 3 Vacancies, 15 Members Current Members

A Representative of:	Voting Member
1. CHAIRMAN	Andy Solis
2. Elderly	VACANT
3. Citizens Advocate/Non-User	Ms. Birgitta Grasser
4. Citizens Advocate/User	Mr. Dylan Vogel
5. Veteran Services	Mr. Ruben Martinez Mr. Oscar Gomez
6. Florida Association for Community Action	Ms. Cheryl Burnham, Ms. Pa Houa Lee- Yang
7. Public Education	Mr. John Kasten
8. FDOT	Ms. Dale Hanson Ms. Michelle Peronto
9. Florida Department of Children and Family Services	Ms. Belinda Amankwaa
Florida Department of Education Division of Vocational Rehabilitation Services	Mr. Robert Richards Ms. Lisa O'Leary

A Representative of:	Voting Member
11. Area Agency on Aging SWFL – Florida Department of Elder Affairs	Ms. Norma Adorno
12. Florida Agency for Health Care Administration	Ms. Signe Jacobson Mr. Lonnie Thompson
13.Representative for Children at Risk	Ms. Nichole Spencer Scott Kozlowski
14. Private Transportation Industry	VACANT
15. Disabled	Ms. Sherry Brenner
16. Local Medical Community	VACANT
17. Southwest Florida Regional Workforce Development Board	Ms. Susan Corris
18. Agency of Persons with Disabilities	Ms. Leah Watson

EXECUTIVE SUMMARY Board Action Item 5B

Appointment of Local Coordinating Board Grievance Committee Members

OBJECTIVE: For the Board to appoint at least three (3) Grievance Committee Members.

CONSIDERATIONS:

In May 2019, as a result of recommendations by Commission for Transportation Disadvantaged (CTD) staff, the LCB established its own unique Local Grievance Procedures separate from those of Collier Area Transit (CAT). In response to CTD suggestions and to provide paratransit riders more direct interaction with the LCB the procedures included the creation of a Grievance Committee composed of a minimum of three (3) Members of the LCB.

The Local Grievance procedures are for the purpose of fact-finding and the role of the Grievance Subcommittee in the Grievance Procedure is hearing, advising, and making recommendations on issues affecting the service delivery and administration of the TD program. The committee shall meet at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances. No Grievance Committee meetings have been held to date.

Changes to LCB Membership resulted the vacancies of the three (3) Grievance Committee Member appointees. Ms. Corris has volunteered to fill one of the vacancies on the board.

STAFF RECOMMENDATION: A motion by LCB Member appointing a minimum of two (2) additional LCB Members to serve on the Grievance Committee.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. LCB Local Grievance Policy (Transportation Disadvantaged Service Plan Pages 22-29)

SECTION 3 SERVICE PLAN UPDATE

On June 03, 2020 the LCB adopted an update of the Collier County local grievance policy as follows:

INTRODUCTION

The Florida Commission for the Transportation Disadvantaged (CTD) requires all local systems to have written procedures for addressing/resolving complaints and grievances. The Collier County Board of County Commissioners (BCC) is the Community Transportation Coordinator for Collier County. The BCC has directed that the Collier County Public Transit and Neighborhood Enhancement Division (PTNE) oversee Collier Area Transit's Transportation Disadvantaged Program.

This document serves as the formal complaint/grievance procedure for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code, hereinafter referred to as the Grievance Process. The following rules and procedures shall constitute the grievance process to be utilized in the coordinated community transportation disadvantaged system for Collier County.

SECTION 2: DEFINITIONS

- 2.1 As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
- (a) Community Transportation Coordinator (CTC): A transportation entity recommended by a Metropolitan Planning Organization (MPO), or by the appropriate designated official planning agency, as provided for in Section 427.015(1), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for the County is the Collier County Board of County Commissioners (BCC). The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

- (b) Transportation Disadvantaged (TD) user: Those persons, who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
- (c) Agency: An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.
- (d) Transportation Operator: One or more public, private for profit or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a Transportation Disadvantaged Service Plan (TDSP).
- (e) Service Complaint: Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.
- (f) Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.
- (g) Administrative Meeting of the Grievance Committee Process: Chapter 120, Florida Statute.
- (h) Ombudsman Program: A toll-free telephone number established and administered by the CTD to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

SECTION 3: OBJECTIVES

- 3.1 The objective of the grievance process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between individual agencies/entities and the customer. It is not the objective of the grievance process to have "adjudicative" or "determinative" powers.
- 3.2 The CTC must provide the TD Program's telephone number in all collateral materials regarding the reporting of complaints.
- 3.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the grievance procedure shall be available to anyone upon request.
- 3.5 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

SECTION 4: THE GRIEVANCE COMMITTEE - MEMBERSHIP

- 4.1 The Grievance Committee shall be composed of a minimum of three Members of the LCB and shall be appointed by a majority vote by the LCB. The Chairperson, or in his/her absence the Vice Chairperson, of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 4.2 The TD Program Administrator (MPO Staff) or designee shall be an advisory member of the Grievance Committee.

SECTION 5: TERMS OF MEMBERS

5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.

5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

SECTION 6: GRIEVANCE PROCESS

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes Administrative Meeting of the Grievance Committee Process, the judicial court system, and the CTD.
- 6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include but are not limited to:
- Late pick-up and/or late drop-off
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e. may not qualify, lack of TD funds, etc.)
- Other, as deemed appropriate by the LCB
- 6.4 Formal Grievance: The customer, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators. Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA).
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds
- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB
- 6.5 All formal grievances filed must be written and contain the following:
- Name and address of the complainant
- A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the customer to resolve the complaint.
- An explanation of the relief desired by the customer.
 If the customer does not supply the above information to substantiate the grievance, no further action will be taken.
- 6.6 Step 1: The customer shall first contact the PTNE Division Director and the entity with which they have the grievance. The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd.

Public Transit and Neighborhood Enhancement Director

8300 Radio Road

Naples, FL 34104

Phone: 239-252-5840

Email: AltTransModes@colliergov.net

6.7 Step Two: If the PTNE Director is unsuccessful at resolving the grievance through the process above, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ten (10) working days of receipt of the report received from the PTNE Director. The request shall be sent to the Collier MPO TD Program Administrator at:

Collier MPO

Attn: Josephine Medina, Senior Planner 2885 Horseshoe Drive South Naples, FL 34104 (239) 252-5850 Josephine.Medina@colliercountyfl.gov

- 6.8 Step Three: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.
- 6.9 Step Four: Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the customer may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

SECTION 7: CTD GRIEVANCE PROCESS

7.1 If the LCB Grievance Process does not resolve the grievance, the customer will be informed of his/her right to file a formal grievance with the CTD. The customer may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee FL Street MS-49. Tallahassee. 32399-0450 by or email CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. Upon request of the customer, the CTD will provide the customer with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7(1) and (2) must be attempted in the listed order before a grievance will move to the next step. The customer should be sure to try and have as many details as possible, when filing a complaint, such as date, times, names, vehicle numbers, etc. There is an Ombudsman Program, provided by the CTD, which is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

Service Standards

In order to assess quality assurance for the delivery of transportation services, it is necessary to have established service standards and policies. The Commission for the Transportation Disadvantaged and FTA have several requirements of its transportation providers, which forms basis for the following standards and policies. These service standards and policies are the basis for the annual review of the Community Transportation Coordinator by the Local Coordinating Board.

The Program provided to users of the system will be based on the following eligibility criteria.

Eligibility

Individuals who are interested in using the CAP services must apply through a written application process. The eligibility process can take up to twenty-one (21) calendar days to complete. A functional assessment/interview may be required as part of the eligibility process. After qualifying for service, all approved individuals are subject to recertification every three years or if there is a change in address or health condition, whichever is sooner. To receive an application please visit our website at www.colliertransit.com, visit or call the center. CAP is intended to serve a limited group of people, specifically those who have no other means of transportation and qualify under the following sponsored programs:

Americans with Disabilities Act (ADA): Individuals whose physical or mental impairment prevent use of the CAT bus service (fixed route). In addition, the individual's origin and destination must be within the ADA corridor, which is defined as a service corridor that extends three-quarters (¾) of a mile on either side of CAT bus service (fixed route).

Visitors who are unable to utilize CAT bus service (fixed route) may be eligible to utilize paratransit services. Visitors will be required to provide proof of their visitor status, proof of their disability if it is not apparent, and certify that they are unable to use fixed route service. For more information please contact our Customer Service Department at 239-252-7272. For service beyond the 21 days, an application will be required.

EXECUTIVE SUMMARY Board Action

Item 5C

Grant Application for 5310, 5311, 5339

Objective:

To report intent to submit Federal Transit Administration (FTA) Section 5310, 5311 and 5339 applications for submission to the Florida Department of Transportation (FDOT).

Considerations:

5310

Pursuant to 49 U.S.C. § 5310, Collier County is a designated Community Transportation Coordinator and provider of mass transportation to elderly and individuals with disabilities. Each year, through an application process administered by FDOT, the Collier Area Paratransit (or CAT Connect) program has obtained funds that are used for the purchase of vehicles and for the provision of transportation services to the elderly and disabled residents of Collier County. This grant includes an 80% Federal share with a 10% State share and a 10% local share. This year Collier County is requesting funds to purchase three replacement vehicles; along with three radios and tablets for those vehicles. The Board of County Commissioners (BCC) has authority to apply for and accept grants from FDOT as authorized by Chapter 341, Florida Statutes, and by the Federal Transit Administration Act of 1964, as amended.

5311

Pursuant to 49 U.S.C. § 5311, Collier County provides mass transportation to people in rural areas in the County through Collier Area Transit. Each year, through an application process administered by FDOT, Collier County has obtained funds that are used for the operation of transportation services to residents in rural communities of Collier County. This grant includes a 50% Federal share with a 50% local share requirement. The BCC has the authority to apply for and accept grants from FDOT as authorized by Chapter 341, Florida Statutes and by the Federal Transit Administration Act of 1964, as amended.

5339

Section 5339 is a grant program administered by the Florida Department of Transportation authorized by 49 U.S.C. § Section 5339 Bus and Bus Facilities Program. It provides capital funding to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities in the non-urbanized areas. This capital grant includes an 80% Federal share with a 20% State share. No local share is required. The proposed project will be an improvement to the existing service level by providing safe access to the route within the system. Nine stops have been identified for improvements based on ridership criteria. Collier County is requesting FTA Section 5339 funds to improve existing bus stops by bringing them into ADA compliance and adding bus shelters to 1 of the 9 stops as well as adding a bench, trash, bike rack to 2 stops.

Funding Request:

Funding Source	5310	5311	5339
Federal Share	\$208,432.80	\$864332.4	177,884
State Share	\$26,054.10	\$0	\$44,471
Local Share	\$26,054.10	\$864,332.4	\$0
Total	\$260,541.00	\$1,728,664.80	\$222,355

Recommendation:

Endorse the submittal of the applications.

Attachment:

Approved by:

Draft Grant Applications

Prepared by:

Omar De Leon, Transit Manager

Date: //-23-20

Michelle Arnold, PTNE Division Director

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2021 / State Fiscal Year 2022



49 U.S.C. Section 5310, CFDA 20.513

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

Agency Name:	Collier County Board of County Commissioners
Applicant Type:	New Applicant▶ Previous Applicant
Project Type(s):	☐ Capital☐ Operating☐ Mobility Management
Service Area(s):	☑ Large Urban☐ Small Urban☐ Rural



Please Note

This grant application is color coded based on the type of award for which you are applying. Applicability specifications are also described in the Application Instruction Manual.

All Applications | Forms and exhibits in purple must be completed for all applications.

Capital Applications | Forms and exhibits in **red** must be completed for capital applications, exclusively.

Operating Applications | Forms and exhibits in **blue** must be completed for operating applications, exclusively.



Checklist

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

 \square Application Checklist (this form) X **Applicant Information PART I - APPLICANT ELIGIBILITY** Eligibility Questionnaire (only applicable for returning applicants) 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 Exhibit E: Certification of Incorporation (Required for all first-time private non-profit applicants) Exhibit F: Proof of Non-Profit Status Exhibit G: Local Clearinghouse Agency/RPC Cover Letter (Required if proposed project is for facilities) Date received: Exhibit H: Public Hearing Notice **PART II - FUNDING REQUEST** Form A-1: Current System Description N **Organization Chart** Form A-2: Fact Sheet Form A-3: Proposed Project Summary Form B-1: Financial Capacity - Proposed Budget for Transportation Program **Proof of Local Match Supporting Documentation** Form B-2: Operations Phase- Estimate of Project Costs by Budget Category Form B-3: Capital Request X Completed Sample Order Form(s) Form C: Current Vehicle and Transportation Equipment Inventory PART III - REQUIRED DOCUMENTS Exhibit I: FDOT Certification and Assurances Exhibit J: Standard Lobbying Certification X Exhibit K: Leasing Certification Exhibit L: Certification of Equivalent Service Form 424: Application for Federal Assistance Exhibit M: Federal Certifications and Assurances Exhibit N: Transportation Operating Procedure (Applies to Section 5310-only Applicants) Exhibit O: Title VI Plan (Required if not previously submitted to District) Exhibit P: Protection of the Environment (Required if the proposed project is for facilities) Exhibit Q: Triennial Review – CAP Closeout Documentation



BY:____

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: Collier County Board of County Commissioners				dress (No P.O. Box): iami Trail East		
Applicant Status: First-time applicant CXReturning applicant A first-time applicant has not received any funding for the past two grant cycles						
Applicant's County: If Applicant has offices in m	ore than on	e county,	, list county w	here main of	fice is located	
City: N a ples	State: FL	Zip + 4 Code: 34112-5746		Congressional District: 19		
Federal Taxpayer ID Number	er:			Number: Unique 9-Digit number issued by Dun & Bradstreet. May be e at: http://fedgov.dnb.com/webform		un & Bradstreet. May be
Applicant Fiscal period star State Fiscal period from: July 1, 20			October 1, 2021	to Sep	otember 30, 2022	
Counties Served: Collier County List the county or counties that will be served by the proposed project.		Project's Service Area: □Xarge Urban □ Small Urban □ Non-Urban Check all that apply.				
Executive Director: Michelle Arnold	Grant Conta Judith Size		act Person (if different than Executive Director): ensky			
Telephone: Telephone: 239-252-5841 Telephone: 239-252-25						
Fax: Fax:						
E-mail Address: Email Addre Michelle.Arnold@colliercountyfl.gov Judith.Sizer		ess: nsky@colliercountyfl.gov				
Current Vehicle Inventory Enter Number for <u>ENTIRE</u> Fleet	Sedans: 1	Vans:		niVans with mp:4	Buses(Cutaways) 31	Buses (Medium Duty)
in each category:	Out and Out an			N/A		
Authorizing Representative Signature (Authorizing Rep Printed Name: Burt L. Saun Title: Chairman Email Address: Burt.Saunce *Must attach a Resolution on behalf of your agency. S	resentative) ders ders@colliere of Authority	countyfl.g	ov	¥.		
ATTEST CRYSTAL K. KINZEL,	CLERK			Appro	oved as to form and leg	gality

PART I - APPLICANT ELIGIBILITY

Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5310 requirements, 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.

Are you a returning applicant?	
*If yes, please answer all questions. If no, disregard	☑ Yes ☐ No
remaining questions in this questionnaire.	
Has your agency completed a FDOT Triennial Oversight	X Yes No Review Scheduled
Review?	☐ Was not notified by FDOT District Office
If yes, what date(s) did the review occur? November 19, 2019	
If yes, is your agency currently in compliance?	⅓Yes No N/A
If your agency is not in compliance, do you have a	Yes No XNA
Corrective Action Plan (CAP) to come into compliance?	
If yes, what is the anticipated date of corrective action closeout?	
action closeout:	
Did your agency complete the "Section 5310 Program	X Yes No
Performance Measures Annual Report"?	
If no, what date will your agency submit the report?	
<u> </u>	
Is your agency registered on SAM.gov?	X Yes
Note: Agency must register each year/application cycle.	If yes, registration expiration date: 9/14/2021 No
Signature	
Burt L. Saunders, Chairman	December 0, 2020
Typed Name and Title	December 8, 2020 Date

ATTEST CRYSTAL K. KINZEL, CLERK

Approved as to form and legality

BY:_____

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Exhibit A: Cover Letter





December 8, 2020

Charlene Ross Transit Project Coordinator FDOT, District One, Modal Development Office/Public Transit 801 North Broadway Avenue Bartow, FL 33830

Re: 5310 Grant Submittal

Dear Ms. Ross,

Collier 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.

Collier 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 FDOT and all 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 December 2020 with one (1) original resolution and four (4) certified copies of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application. Thank you for your assistance in this matter.

Sincerely,

Burt L. Saunders Chairman, Collier County Board of County Commissioners

Approved as to form and legality

Assistant County Attorney





Exhibit B: Governing Board's Resolution



RESOLUTION NO. 20-___

A RESOLUTION OF THE COLLIER OCUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRASNPORTATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD.

WHEREAS, 49 U.S.C. §5310 authorizes the Secretary of Transportation to make grants and loans to local government authorities such as Collier county to help provide mass transportation services to meet the special needs of elderly individuals and individuals with disabilities; and

WHEREAS, each year, through an application process administered by the Florida Department of Transportation, the Collier county Transportation Disadvantaged program has obtained funds that are used for the purchase of vehicles and for the provision of transportation services to the elderly and disabled residents of Collier County; and

WHEREAS, the Collier County Local Coordinating Board has requested the Collier County Board of County Commissioners apply this year for FTA 49 U.S.C. §5310 funds in order to purchase vehicles and equipment to transport the elderly and disabled residents of Collier County; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Collier County, Florida, that:

1. Burt L. Saunders, Chairman is hereby authorized to revise and execute any and all documents necessary to apply for the Federal Transit Administration Section 5310 Grant. Including executing the Certification and Assurance to FDOT document, a copy of which documents are attached hereto, to approve any budget amendments necessary to receive these funds, and to accept these funds on behalf of the County.



- 2. Any decision to terminate or otherwise not accept the Grant shall first require approval by the Collier County Board of County Commissioners as an agenda item.
- 3. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 8^{th} day of December 2020.

ATTEST:			
CRYSTAL K. KINZEL, CL	ERK		RD OF COUNTY COMMISSIONERS LIER COUNTY, FLORIDA
			*
Ву:	, Deputy Clerk	Ву: _	Burt L. Saunders, Chairman
Approved as to form and leg	ality:		
		30	
By:		6/303	
Jennifer A. Belpedio Assistant County Attorney	8		



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 Chapter V

Certification

(Collier County Board of County Commissioners) 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: Collier County Transportation Disadvantaged Service Pla	n (TDSP)			
(b)	The agency that adopted this coordinated plan: Collier County Board of County Commissioners				
(c)	The date the coordinated plan was adopted: October 24, 2018				
(d)	 Section and page in the coordinated plan that identifies the fulfilling: Page 37 Under Needs Assessment Section 	ne project or need your agency is			
		*:			
Signature Burt L.	e Saunders, Chairman				
	ume and Title of Authorized Representative ber 8, 2020				
		Approved as to form and legality Assistant County Attorney			
	Page 8 of 39				

Exhibit D: CTC Agreement or Certification

See Grant Application Instruction Manual for Community Transportation Coordinator (CTC) Agreement requirements.

Exhibit E: Certification of Incorporation N/A

All first-time private non-profit applicants must include a copy of their certification of incorporation here. You may insert the certification as a PDF or print and attach the document to your final application.

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

All private non-profit applicants must include proof of non-profit status here. You may insert the proof of status as a PDF or print and attach the document to your final application.

Exhibit G: Local Clearinghouse Agency/RPC Cover Letter N/A

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). You may insert the letter as a PDF or print and attach the document to your final application.

Exhibit H: Public Hearing Notice

Attach a copy of the notice of public hearing and an affidavit of publication here, **if applicable (see instruction manual)**. You may insert the notice as a PDF or print and attach the document to your final application.



EXHIBIT H: CTC Agreement

Contract # TD-1803___

Effective: 7/1/18 to 6/30/2023

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 <u>Collier County Board of County Commissioners</u>, Collier Area Transit, 3299 East Tamiami Trail, Naples, FL 34112_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 <u>Collier</u> 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 amounts(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 205.50), 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, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, 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.
- To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and L. 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.
 - 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,



- P. Comply with other requirements as follows:
 - 1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
 - 2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
 - 3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
 - 4. Provide shelter, security, and safety of passengers at vehicle transfer points.
 - 5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
 - 6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
 - 7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
 - 8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287,0585, Florida Statutes.
 - 9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
 - 10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
 - 11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.



12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

- 1. Termination at Will This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or In person with proof of delivery.
- 2. Termination for Breach Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.



F. **Notice and Contact:**

The name and address of the contract manager for the Commission for this Agreement is: Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Ms. Michelle Arnold,

3299 East Tamlami Trail, Suite 103, Naples, FL 34112

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting weld on May 23, 2018.

Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR:	STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:
Collier County Board of County Commissioners	
Collier Area Transit	Steven Holmas
Agency Name	Printed Name of Authorized Individual
Andy Solis Printed Name of Authorized Individual	Signature: Store Cholines
Signature: //// Sh.	Title: Executive Director
<i>V</i>	9

Chairman

Title:

Jeffrey A. Klatzkow County Attorney

Approved as to form and legality

Rev. 04/02/2012

signature only

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County of Collier

CLERK OF THE CIRCUIT COURT

Dwight E. Brock

COLLIER COUNTY COURTHOUSE

Clerk of Courts

3315 TAMIAMI TRL E STE 102 NAPLES, FLORIDA 34112-5324 P.O. BOX 413044 NAPLES, FLORIDA 134101-3044 Clerk of Courts Accountant Auditor Custodian of County Funds

June 13, 2018

John Paul Irvine FL Commission for the Transportation Disadvantaged 605 Suwannee Street, Mail Station No. 49 Tallahassee, FL 32399

Re: Memorandum of Agreement: State of Florida Commission for the Transportation Disadvantaged: Contract No. TD-1803

Mr. Irvine,

Attached for further processing is an original copy of the MOA referenced above, approved by the Collier County Board of County Commissioners June 12, 2018.

If your office requires further information regarding this mailing, please feel free to contact me at 239-252-8406.

Thank you.

DWIGHT E. BROCK, CLERK

Ann Jennejohn, Deputy Clerk

Attachment



PART OF THE USA TODAY NETWORK
Published Daily

Naples, FL 34110

COLLIER AREA TRANSIT -LEGALS 8300 RADIO RD

NAPLES, FL 34104-5428

Affidavit of Publication

STATE OF WISCONSIN COUNTY OF BROWN

Before the undersigned they serve as the authority, personally appeared said legal clerk who on oath says that he/she serves as Legal Clerk of the Naples Daily News, a daily newspaper published at Naples, in Collier County, Florida; distributed in Collier and Lee counties of Florida; that the attached copy of the advertising was published in said newspaper on dates listed. Affiant further says that the said Naples Daily News is a newspaper published at Naples, in said Collier County, Florida, and that the said newspaper has heretofore been continuously published in said

Collier County, Florida; distributed in Collier and Lee counties of Florida, each day and has been entered as second class mail matter at the post office in Naples, in said Collier County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Published: 11/14/2020

Subscribed and sworn to before on November 14, 2020:

- Jara M on alexalis

Notary, State of WI, County of Brown

TARA MONDLOCH Notary Public State of Wisconsin

My commission expires August 6, 2021

Publication Cost: \$357.00 Ad No: 0004465397 Customer No: 1450756 PO #: PN 5310 5339 FY21

of Affidavits 1

This is not an invoice

Public Notice

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of three (3) replacement paratransit vehicles with radios and tablets to be used for the provision of public transit services within Collier County, FL. Collier County will also be applying to the Florida Department of Transportation for a grant under section 5339 of the Federal Transit Act of 1991, as amended, for the design and construction of bus stop improvements in the Immokalee area consisting of a shelters, benches, and ADA boarding and alighting pads for passengers.

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate 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 within 10 (ten) days of this notice. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, Fl. 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday. Public comment period willi open Thursday, October 28, 2020 through Thursday, December 31, 2020.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Michelle E. Arnold at michelle.amold@co [liercountyfl.gov, Collier County Public Services Department, Public Translt & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed, and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has 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). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.77%.
Pub Date: Nov. 14, 2020 #4465397

PART II - FUNDING REQUEST

Form A-1: Current System Description

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

Collier Area Transit provides seasonal and permanent residents of Collier County with an accessible mode of travel under the Collier County Board of County Commissioners local government authority. These include seven days a week of fixed route and paratransit public services with approximately 19 to 20 routes per system on a daily basis. The paratransit program, which is called CATConnect, provides transportation services to individuals who do not have access to any other means of transportation and are eligible through several funding programs.

CATConnect's mission is to,"Identify and safely meet the transportation needs of Collier County, through a courteous, dependable, cost effective and environmentally sound team commitment". There are six goals that support the mission which were adopted in its Transportation Disadvantaged Service Plan (TDSP). For every goal there are between four and thirteen objectives. The six goals can be summarized in implementing and providing an efficient, effective and safe coordinated transportation system that provides quality services. The last goal states securing the necessary funding to meet all six goals which is the ultimate purpose of this grant application.

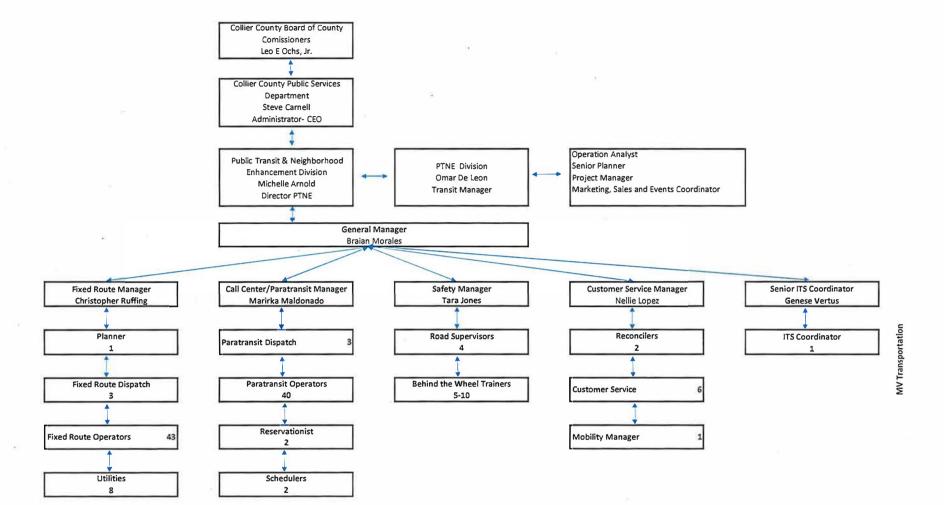
(b) Please provide information below:

- Organizational structure (attach an organizational chart at the end of this section)
- Total number of employees in organization
 103 MV Employees

Total number of transportation-related employees in the organization

6 County Employees







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

The county has a contract with MV Transportation, Inc. which is managed by the Collier County Public Transit and Neighborhood Enhancement (PTNE) Division. MV is responsible for the transit drivers of the transit system including hiring, training and management of the bus operators. They are also responsible for insurance of all CAT/CATConnect's vehicles, as well as hiring and training of the administrative personnel. MV provides commercial general liability insurance, business auto liability insureance at a minimum limit of \$1,000,000 per occurrence with the contractual agreement with Collier

County. The PTNE division personnel is responsible for the management and oversight of the grant expenditures and compliance.

(d) 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?)? Please provide details regarding each of the individual funding programs currently available to fund the transportation program. *Maximum 200 words*

The operations are funded through the Florida Department of Transportation, Agency for persons with Disabilities, Florida Commissions for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the urbanized and non- urbanized areas of the County. The Medicaid program has been managed by a private provider since July 1st of 2012.

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

All paratransit passengers go through an application process to ensure eligibility of the 5310 - funded transportation serves. All passengers need to renew their application every 3 years.



- (f) Please answer the below questions in the space provided below:
- To what extent does your agency serve minority populations?
- Is your agency minority-owned?

Maximum 200 words

ir	Collier Area Transit and CATConnect provide service throughout the county ncluding areas of minority population. CAT's Title VI program ensures equitable ervice is provided throughout the county. Collier Area Transit is not a minority wned agency.
	(g) How many drivers (including contracted drivers) are utilized for 5310-funded transportation services?
29	
•	How many drivers do you have? o Number of Full-Time Drivers 66 o Number of Part Time Drivers 0
•	How many vehicles do you have that require a Commercial Driver's License (CDL) certified driver?27
•	How many drivers are needed during peak service?40
•	How many vehicles are needed during peak service? 40



(h) 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
- System safety plan (5310 only agencies exempt)
- Drug-free workplace; 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 the entire plan or report. If the applicant is a "5310 only agency," relevant information from the TOP containing the above elements may be provided below

- The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late as 6:00 PM. Our paratransit has approximately 20 routes and/or manifests each day using Collier County owned vehicles that cover trips in Naples, Everglades City, Immokalee, and Marco Island area. The trip types Collier provides are medical, nutritional, employment, educational or personal.
- All new drivers are required to complete a complete training program prior to operating a vehicle. In addition, all drivers must attend monthly safety trainings which include training on vehicle equipment.
- All manifests and passenger information are in the Route Match Software which requires an individual log in and password to access. All sensitive paper records are maintained under lock and key and are kept for five to seven years in an archive room. Grant records are maintained by the Collier County Grants Compliance Office.
- All vehicles utilized for the County public transportation system are maintained in safe and
 operational condition by the County's Fleet Management Division. The Fleet Management
 Division keeps all vehicle maintenance and repair information in a computer software called
 Faster which provides a report to assist with regular preventative maintenance. All vehicles
 maintenance are done at the CAT Operations Center located at 8300 Radio Road with the
 assistance of the operations vendor. Only accident body repairs are outsourced.
- CAT's reviews and completes certification of the System Safety Plan annually.
- Collier Area Transit has a Substance Abuse Policy in place that includes the requirements of the Drug Free Workplace Act.
- CATConnect utilizes Route Match in conjunction with Avail Technologies to collect the necessary quantitative data for analysis. The data includes ridership, geographical trip and other types of information. The data from this software is analyzed to determine current and future needs of the paratransit program.



Form A-2: Fact Sheet

		Calculations ¹ (current system)	Current System	Calculations ¹ (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.	Trip data pulled from Routematch Software	80,434	Same amount since we are replacing vehicles	80,434
2	Number of one-way passenger trips provided to seniors and individuals with disabilities PER YEAR.*	Trip data pulled from Routematch Software	77,412	Same amount since we are replacing vehicles	77,412
3	Number of individual senior and disabled clients (unduplicated) PER YEAR.	Passenger numbers pulled from Routematch Software	2,076	Same amount since we are replacing vehicles	2,076
4	Total number of vehicles used to provide service to seniors and individuals with disabilities.	35		Same amount since we are replacing vehicles	35

 $^{{\}tt 1\,If\,a\,software\,program\,is\,used\,to\,obtain\,the\,required\,data\,for\,the\,fact\,sheet,\,please\,identify\,the\,source.}$



		Calculations ¹ (current system)	Current System	Calculations ¹ (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 that have reached their useful life.	3		0	
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR .	Revenue miles plus deadhead miles	1,275,255	Same amount since we are replacing vehicles	1,275,255
7	Total number of square miles of service coverage.	Total Revenue Miles Divided by number of days in service	2,305	Same amount since we are replacing vehicles	2,305
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	Average of 359 days a year			Average of 359 days a year



	Calculations ¹ (current system)	Current System	Calculations ¹ (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
9 Number of hours of service AVERAGE PER DAY (24-hour period).	M-F 16 Hours: 50 Minutes Saturday: 16 Hours 50 Minutes Sunday: 15 Hours 5 Minutes	Monday-Saturday 16 Hours 50 Minutes Sunday: 15 Hours 5	Same Service Times as we are replacing vehicles	
10 Number of hours of service PER YEAR.	114.05 hours per week X 52	Minutes 5,930.60 hours per year	114.05 hours per week X52	5,930.60 per year
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).	M-F 4 am-8:50 pm Saturday: 4 am-8:50 pm Sunday: 4:30 am-7:35 pm Total (WEEK): 114:05	M-F: Saturday: Sunday: Total (WEEK):	M-F: 4am-8:50 pm Saturday: 4 am-8:50 pm Sunday: 4:30 am-7:35 pm Total (WEEK): 114:05	M-F: Saturday: Sunday: Total (WEEK):

^{*}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 A-3: Proposed Project Summary All Applicants

(a) How will the grant funding be used?
Check all that apply:
X Vehicle(s) \rightarrow Expansion X Replacement
Mobility Management
Preventative Maintenance
Operating→ Expansion Continuing Service
(b) In which geographic area(s) will the requested grant funds be used to provide service?
X 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 N/A Per FDOΤ

UZA		1		=	% UZA service
		/			area
SUZA		1		_	% Small Urban
		/			service area
Rural		1		_	% 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		X		=	\$
SUZA		X		=	\$
Rural		X		=	\$
	Total amount requested	Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

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

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

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

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

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

UZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
	Funding Split	Multiplied by	.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local



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

Collier County is requesting FTA Section 5310 funds to purchase three (3) replacement vehicles. The County is also requesting three two-way communication radios and three tablets for these vehicles. These vehicles and radios will be to continue the existing level of service.

- (d) Provide a description of the project location, please include at least one of the below. Use attachments if necessary:
- Transportation service geographical limits
- Maps
- Illustration/graphic of project area

Services are provided throughout Collier County.





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

Will it be used to:

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

Collier County is requesting 5310 funds to replace three vehicles and radios. The funding will not be used to expand service. The vehicles and radios will be used to continue the existing level of service. The replacement vehicles requested will only be used for trips that originate in the urbanized area.					
w					



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

Yes, however there are no other funds allocated for the replacement of these vehicles. It will also have a negative affect to our operating funds as more funds would need to be allocated to preventative maintenances as the fleet ages.

(g) All Non-CTC Applicants: Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this determination. Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.

N/A Collier County is the CTC



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:
 - Do you currently have an adequate number of CDL licensed drivers on staff to operate the requested vehicle(s)? If not, how will you ensure staffing needs are met?
- (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.

Collier County has a contract with MV transportation who currently has 29 dedicated drivers to the paratransit service. The vehicles that Collier County is requesting in this application do not require drivers to have a CDL license. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. The vendor is required to insure the vehicles because their employees will be driving them.



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)
(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
(d)	Funding Request Amount for Preventative Maintenance:

N/A this application is not requesting funding for Preventative Maintenance.				



Form B-1: Financial Capacity - Proposed Budget for Transportation Program

Estimated Transportation Program Operating & Administrative Expenses Year of Anticipated Award Code **Object Class Amount** 60,341 \$ Labor 5010 **Fringe Benefits** 25,059\$ 5015 358,100 \$ 5020 Services **Materials and Supplies** 5030 836,000\$ **Utilities** 5040 57,500 \$ 14,900 \$ **Casualty and Liability Costs** 5050 5060 **Taxes** 1,000 \$ 3,856,000 \$ **Purchased Transportation** 5100 20,000 \$ 5090 Miscellaneous **Capital Leases** \$ 5230 3,500 Depreciation \$ 5260 \$ Other **Grand Total All Expenses** 5,232,400



Estimated Transportation Program Operating & Administrative Revenues Year of Anticipated Award Code **Object Class Amount** Passenger-Paid Fares 4111 239,300 **Organization-Paid Fares** \$ 4112 General Revenues of the Local \$ 4310 Government 3,506,200 \$ 4390 Other Local Funds 4420 **State Transportation Fund** 910,400 \$ 576,500 \$ **Federal Funds** 4500 \$ 4610 **Contributed Services** \$ 4630 Sales and Disposals of Assets \$ Other **Grand Total All Revenues** 5,232,400

Proof of Local Match - Operating Projects				
Operating Project Total:	\$			
Match Source	Amount			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
Operating Match Total: 50% of Operating Project Total	\$			

Proof of Local Match – Capital Proj	ects	W.
Capital Project Total:		\$
Match Source	Amount	
General Fund Transfer to Fund 427/429	3,538,700	\$
		\$
		\$
		\$
		\$
		\$
Capital Match Total: 10% of Capital Project Total	3,538,700	\$



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

- Transportation Disadvantaged (TD) Allocation
- Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Signature Signature		
Burt L. Saunders, Chairman		
Typed Name and Title of Authorized Representative December 8, 2020		
Date		
		y.
ATTEST CRYSTAL K. KINZEL, CLERK	Approve	d as to form and legality
BY:	Assis	stant County Attorney
		20,1161



Form B-2: Operations Phase- Estimate of Project Costs by Budget Category $\ N/A$

Budget Category	Local	Federal	Total
Salaries			
Fringe Benefits			
Contractual Services			
Travel			
Other Direct Costs			
Indirect Costs			
Totals	\$	\$	\$

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

Cost Reimbursement

The Agency will submit invoices for cost reimbursement on a:	
Monthly	
Quarterly	
Other:	
basis upon the approval of the deliverables including the expenditure detail provided by the Agend	су.

(3)

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

CHAMPION CUTAWAY TRANSIT VEHICLES-CREATIVE BUS SALES, INC.

AGENCY NAME: <u>CAT</u> DATE:	Connect 10/	13/20
PURCHASE ORDER N	NUMBER: Yousi Cardeso, 239-252-4995 Yousi.Cardeso@colliercountyfl	l.gov
CONTACT PERSON:	(Name, Telephone Number and Email Address)	

April 23, 2020	Item			Unit Cost	Quantity	Total Cost
Base Vehicle Type	Item			Onit Oost	Quantity	Total oost
Ford E350 7.3L Gas	Crusader	11,500	22'	\$68,650		
FOIG ESSO 7.SL Gas	Grusadei	11,000		φουίοοο		
Chevy G3500 6.0L Gas	American Crusader	12,300	22'	\$69,248		
Oncry Cooco o.or Gas	7 (mondan oradador	12,000		400,2.10		
Chevy G3500 6.0L Gas	Crusader	12,300	22'	\$65,526		
onery cooce order one	0,000.00	,				
Ford E350 7.3L Gas	Crusader	12,500	23'	\$69,592		
Chevy G4500 6.0L Gas	Challenger	14,200	23'	\$67,954		
			25	\$69,626		
Ford E450 7.3L Gas	Challenger	14,500	23'	\$70,143	1	70,143
			26'	\$71,583		
Ford F550 7.3L Gas	Defender	19,500	28'	\$89,429		
			29'	\$95,381		
Freightliner S2C 6.7L D	Defender	26,000	27'	\$129,069		
			31'	\$129,821		
			33'	\$132,090		
			35'	\$131,935		
			38'	\$132,732		
Vinyl Stripe Choices						
Scheme #1; 11,500 = (\$3 = (\$400)				See Item	1	350
Scheme #2: 11,500 = (\$5 = (\$1,000)	5000000 F 2000 1 10 10 10 10 10 10 10 10 10 10 10 1			See Item	1	750
Scheme #3 11,500 = (\$- = (\$800)	430); 12,300-14,500 = (\$	600); 19,500-2	26,000	See Item	1	600
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*					
Base Seating						
Standard Seat (per pers				\$285	8	2,280
Foldaway Seat (per pers				\$440	4	1,760
Children's Seat (per pers	son)			\$525		
Securement Systems						
Q'Straint slide and click)		\$535	3	1,605
Sure-Lok Titan securem				\$550		
WC-18 Compliant Occup	oant Restraint-Q-Straint	QRT360 (per p	osition)	\$750		
Seat belt extensions				\$35		
Freedman TDSS tie-dow	n system			\$110	3	330
PA	AGE ONE SUB-TOTAL					77,818



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

April 23, 2020

ltem	Unit Cost	Quantity	Total Cost
Side Wheelchair Lift Choices (ILO Standard Lift Add~)			
Braun Model NCL919IB-2 (or latest)	Standard	1	0
Braun Millennium Lift	N/A		
Braun Model NCL954IB3454-2 1000 lb Lift	Add \$121		
Ricon Model S5510 (or latest)	Add \$124		
Ricon Model S or K Titanium 1000 lb Lift	Add \$430		
Rear Wheelchair Lift Choices (ILO Standard Lift Deduct~)			
Ricon Klear-View lift (prior approval from FDOT required)	Deduct (\$12)		
Braun model NVL917IB lift (prior approval from FDOT required)	Deduct (\$117)		
Optional Engines			
Diesel engine meeting current EPA requirements			
Ford diesel option 6.7 Power Stroke	\$10,250		
Ford 6.2 Gas (E350)	Deduct (\$200)		
,	, i		
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: 30 GGE Make:	\$23,919		
Agility / Installer: GAS	Ψ20,919		
Compressed Natural Gas (CNG) Size: 40 GGE	\$27,359		
Make: Agility / Installer: GAS	Ψ21,000		
Compressed Natural Gas (CNG) Size: 52 GGE Make:	\$36,000		
Agility / Installer: GAS	400,000		
Liquid Petroleum Gas (LPG) - Size: 64 GGE	\$19,995		
Make: Roush / Installer: GAS E450			
Liquid Petroleum Gas (LPG) – Size: 67 GGE	\$19,995		
Make: Roush / Installer: GAS F550	0040		
Engine Prep: Gaseous fuel deliver	\$312	-	
Aluminum wheels: Freightliner only	\$1,290	-	
Stainless steel wheel liners / inserts, front and rear wheels: Freightliner	See Item		
and Ford 19,500 = (\$450); All Others = (\$275)	970000000000000000000000000000000000000		
Seating			
Dimensions vinyl line of coated transit bus seating fabric with	Standard	14	0
antimicrobial Nanocide (per seat)	64.474		
Upgrade interior side wall panels with Nanocide	\$1,174		
USSC Evolution G2E with pedestal	\$1,400		
Freedman Sport Driver's seat with Relaxor, Sport Shield	\$675		
Recaro Ergo LXS Driver's seat	\$1,118		
FireSuppression			
Fog Maker Fire Detection and Suppression System	Standard	1	0
Kidde Automatic Fire Detection and Suppression System	Add \$506		
DAFO Suppression System	Add \$600		
PAGE TWO SUB-TOTAL			0



ORDER FORM - PAGE THREE CONTRACT #TRIPS-17-CA-CBS

April 23, 2020

ltem	Unit Cost	Quantity	Total Cost
Route/Head Signs			
Transign manually operated roller curtain type sign	\$1,684		
TwinVision "Elyse" (software needed) electronic destination system			
(FR/SD/RE)	\$6,100		
TwinVision "Mobi-Lite" electronic destination sign (FR/SD)	\$4,150		
TwinVision "Mobi-Lite" electronic destination sign (FR/SD/RE)	\$4,350		
Transign "Destinator" electronic destination sign (FR/SD)	\$4,050		
Transign LLC 2-digit Block / Run Number box unit	\$425		
Transign LLC3-digit Block / Run Number box unit	\$450		
Transign LLC passenger "STOP REQUESTED" sign	\$1,200		**
γ			
Camera Systems			
SEON 2 camera system = (\$2,041); 4 camera system =			
(\$3,350); 6 camera system = (\$4,350); 8 camera system =	See Item	1	
(\$4,750)			
REI 2 camera system = (\$1,821); 4 camera system = (\$2,680); 6	See Item		
camera system = (\$3,380); 8 camera system = (\$3,700)	See item		
Gatekeeper 2 camera system = (\$2.041); 4 camera system =			
(\$3,350); 6 camera system = (\$4,350); 8 camera system =	See Item		
(\$4,750)		i	
AngelTrax 2 camera system = (\$1,924); 4 camera system =			0.000
(\$2,750); 6 camera system = (\$3,690); 8 camera system = (\$4,050)	See Item	6	3,690

Angel Trax 2 TB SS HD	\$1,850		
Angel Trax 2 TB HD	\$350		
Apollo 2 camera system = (\$3,441); 4 camera system = (\$4,750); 6	See Item		
camera system = (\$5,750); 8 camera system = (\$6,150)	COO NOTH		
24/7 2 camera system = = (\$1,548); 4 camera system =			
(\$2,457); 6 camera system = (\$3,157); 8 camera system = (\$3,807)	See Item		
Price for single replacement camera	\$390		
Storage compartment-front cab, lockable	\$150		
Other Options Available			
Altro Transflor slip resistant vinyl flooring: Vehicles 21' to 29' = (\$269);	Caallana	1	269
All others = (\$703)	See Item	(2)	
Gerflor Tarabus slip resistant vinyl flooring: Vehicles 21' to 29' =	Caaltana		
(\$107); All others = (\$520)	See Item		
Driver Safety Partition	\$125	1	125
Raised/Flat Floor: required on floor plans with more than 2 W/C	\$450	1	450
positions. Freightliner = (N/A)			400
Kelderman 2-stage rear air suspension:	\$2,795		
Bentec Powder-Coated handrails and stanchions (provide standard			
adam)	\$280	1	1
colors)		and the second s	4,534



ORDER FORM - PAGE FOUR CONTRACT #TRIPS-17-CA-CBS

April 23, 2020

Item	Unit Cost	Quantity	Total Cost
Other Options Available Continued			
Exterior remote controlled mirrors: Rosco	\$550	1	550
Romeo Rim HELP bumper (rear only)	\$645	1	645
HawKEye Reverse Assistance System (with rear HELP bumper)	\$1,102		
Reverse camera and monitor backing system: Manufacturer:			
Radio Engineering Industries	\$450		
Air purification system	\$2,200		
"Mentor Ranger" in-vehicle computer	\$5,359		
REI Public Address System ~ stand alone system	\$450		
AM/FM Radio : REI Radio add a microphone	\$125		
Advertising racks (interior)	\$150		
Mesh seat pockets (per seat)	\$18		
TV/DVD system 1 22" monitor	\$2,500		
GFI Farebox prep	\$150		
MDT prep	\$150		
Driver's running board	\$275		
Aisle side folding arm rest (each)	\$35		
12V outlet in driver's area	\$50		
Front mud flaps (rear standard)	\$55		
Keyless entry (A & M)	\$400		
Dual rear doors	\$650		
Extra spare tire: 19,500 and above = (\$550); All others = (\$450)	See Item		
Extra set of ignition keys	\$120		
Vertical stanchion for MDT mount	\$120		
Velvac Manual mirrors	\$150		
Velvac Remote mirrors	\$650	2	
TwinVision "Elyse" software	\$300		
TwinVision "Elyse" PCMIA card	\$650		
Add Hawkeye to standard bumper	\$650		
Power Pedestal for Dr. Seat-includes Adnik 6-way power slides w/RH switch, Seat Belt Bracket, Driver's Base Pedestal, and Vinyl	\$450		-
Avail MDT – Includes Para Transit Kit #FC-2012 – Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigational Assistance Unit	\$15,297		1
2-Position Sportworks bike rack (black)	\$1,500		
2-Position Sportworks bike rack (stainless)	\$1,950		
Bike Rack prep (stand alone; included if buying a bike rack above)	\$950		
Fleet numbers on bus (per location)	\$15		
Diamond Model D farebox	\$1,371		
LYTX Drive Cam	\$1,425		
Rosco Dual Vision	\$1,425		
Storage Rack	\$516		
Walkersecurement	\$177		
PAGE FOUR SUB-TOTAL			1,195



ORDER FORM - PAGE FIVE CONTRACT #TRIPS-17-CA-CBS

April 23, 2020

Item	Unit Cost	Quantity	Total Cost
Air Conditioning			
ILO Base System-Add the following amounts ()			
ACC Roof Mount Condenser: 19,500 = (\$1,827); 26,000 = (\$650); 12,500 = (\$1,160); All Others = (\$1,065)	See Item		
ACC Roof Mount Complete: 12,500, 14,200, 14,500 = (\$2,702); 19,500 = (\$5,160); 26,000 = (\$4,200); N/A All Others	See Item		
TK Skirt: N/A on 19,500 and 26,000; All Others = (\$1,752)	See Item		
TK Roof Top Condenser: N/A on 19,500 and 26,000; All Others = (\$2,352)			
TK Roof Complete: 12,500, 14,200, 14,500 = (\$3,202); 19,500 = (\$7,035); 26,000 = (\$5,200); N/A All Others	See Item		
TA Skirt: N/A on 19,500 and 26,000; All Others = (\$1,752)	See Item		
ACT Skirt Mount Condenser: 11,500-14,500 = (\$1,000); 19,500-26,000 = (\$1,500)	See Item		
ACT Roof Mount Condenser: All Models = (\$1,500)	See Item		Di Di
ACT Roof Mount Complete: 11,500-14,500 = (\$2,800); 19,500-26,000 = (\$5,500)	See Item		
PAGE FIVE SUB-TOTAL			0

ORDER SUMMARY

PAGE FIVE SUB-TOTAL (sub-total of fifth page)		0
PAGE FOUR SUB-TOTAL (sub-total of fourth page)	 	1,195
PAGE THREE SUB-TOTAL (sub-total of third page)	 	4,534
PAGE TWO SUB-TOTAL (sub-total of second page)	 	0
PAGE ONE SUB-TOTAL (sub-total of first page)	 	77,818
GRAND TOTAL (sum of pages 1, 2, 3, and 4 sub-totals)	 	83,547

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 <u>Procurement Guidelines</u>. Note: this section is for equipment NOT requested as part of a vehicle purchase.

Description	Useful Life	Quantity	Estimated Cost
Two-way Radio	8 years	3	3,000 ea
Tablets & mounts -to transmit m	anifests 2 years	3	300 ea
and trip information for pickup an	d drop off		
		Subtotal	\$ 9,900

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

Preventative Maintenance Request

FDOT Control#	Description of Maintenance Expense	Estimated Cost
	Subtotal	\$

\$ 250,641	+	\$ 9,900		+	\$		=	\$ 260,541
Vehicle Subtotal	Plus	Equipme	nt Subtotal	Plus	Preventative Maintenance Subtotal	Eq	uals	Capital Project Cost Total
\$ 260,541		*	0.8	8	=	\$	208,	432.80
Capital Project Cos Total	st Mu	ultiplied by	809	%	Equals			deral Request 424, Block 18 (a)



Current Paratransit Vehicle and Transportation Equipment Inventory

Name of Applicant: Collier County Board of County Commissioners

Date of Inventory:

10/13/2020

EQUIP#	Model Yr.	Make/S	ize/type	VIN#	FDOT Control #	Ramp or Lift	Seats & WC Position	Current Mileage	Previous Mileage (1 yr ago)	Current Mileage - Previous Mileage = Mileage from the past year	Vehicle Status (Active/Spare / Other	Expected Retirement date	Donated? Yes/No	Funding Source
CC2-868	2014	VPG	MV1	523MF1A60CM101667	97147	Ramp	4+2	135,824	127,094	8730	Active	2019	no	5310 FY13
CC2-1045	2015	CHEVROLET	GLAVAL	1GB6G5BL4E1202016	97182	Lift	12+5	259,734	220,367	39367	Active	2020	no	5310 FY13/14
CC2-1046	2015	CHEVROLET	GLAVAL	1GB6G5BL7E1201782	97183	Lift	12+5	259,562	219,492	40070	Active	2020		5310 FY13/14
CC2-1047	2015	CHEVROLET	GLAVAL	1GB6G5BL2E1201074	97189	Lift	12+5	267,590	224,889		Active	2020		5310 FY13/14
CC2-1048	2015	CHEVROLET	GLAVAL	1GB6G5BL9E1201346	97187	Lift	12+5	242,169	200,058	42111	Active	2020		5310 FY13/14
CC2-1113	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1259279	98126	Lift	12+5	246,480	208,765	37715	Active	2020		5310 FY14/15
CC2-1114	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1261808	98127	Lift	12+5	226,120	192,939		Active	2020		5310 FY14/15
CC2-1115	2015	CHEVROLET	GLAVAL	1GB6G5BL8F1262043	98128	Lift	12+5	229,349	184,898		Active	2020		5310 FY14/15
CC2-1116	2015	CHEVROLET	GLAVAL	1GB6G5BL6F1263000	98129	Lift	12+5	230,286	199,617		Active	2020		5310 FY14/15
CC2-1117	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1263333	98130	Lift	12+5	247,408	205,501	41907	Active	2020		5310 FY14/15
CC2-1376	2016	VPG	MV1	57WMD2C64GM100120	98139	Ramp	3+2	101309	89900		Active	2021		5310 FY15/16
CC2-1377	2016	VPG	MV1	57WMD2C63GM100433	98141	Ramp	3+2	60143	30328		Active	2021		5310 FY15/16
CC2-1378	2016	VPG	MV1	57WMD2C64GM100540	98140	Ramp	3+2	56335	45204		Active	2021		5310 FY15/16
CC2-1410	2016	CHEVROLET	GLAVAL	1GB6GUBL7G1138289	98173	Lift	14+6	202,890	167,417		Active	2021	no	5310 FY15/16
CC2-1411	2016	CHEVROLET	GLAVAL	1GB6GUBL0G1140658	98177	Lift	14+6	180,808	142,930		Active	2021	no	5310 FY15/16
CC2-1412	2016	CHEVROLET	GLAVAL	1GB6GUBL3G1265573	98176	Lift	14+6	181,382	141,567		Active	2021	no	5310 FY15/16
CC2-1842	2018	FORD	GLAVAL	1FDFE4FS3HDC70786	98195	Lift	12+6	141,215	95,531		Active	2023	no	5310 FY16/17
CC2-1843	2018	FORD	GLAVAL	1FDFE4FS2HDC70794	98196	Lift	12+6	131,290	84,667		Active	2023	no	5310 FY16/17
CC2-1844	2018	FORD	GLAVAL	1FDFE4FS7HDC70791	98197	Lift	12+6	129,245	92,963		Active	2023	no	5310 FY16/17
CC2-1845	2018	FORD	GLAVAL	1FDFE4FS1HDC70785	10001	Lift	12+6	133,590	86,913		Active	2023	no	5310 FY16/17
CC2-2194	2019	FORD	TRANSIT	1FDES8PV1KKA49971	10065	Lift	8+2	34,152	7,959		Active	2024	no	5310 FY17/18
CC2-2195	2019	FORD	TRANSIT	1FDES8PV1KKA49972	10064	Lift	8+2	49,035	8,480		Active	2024	no	5310 FY17/18
CC2-2196	2019	FORD	TRANSIT	1FDES8PV1KKA49973	10063	Lift	8+2	30,995	6,790		Active	2024	no	5310 FY17/18
CC2-2197	2019	FORD	TRANSIT	1FDES8PV1KKA49974	10062	Lift	8+2	38543	6524		Active	2024		5310 FY17/18
CC2-2342	2019	FORD	Challenger	1FDFE4FS9KDC45799	10076	Lift	12+3	38543	1657		Active	2024	no	5310 FY18/19
CC2-2343	2019	FORD	Challenger	1FDFE4FS1KDC49376	10073	Lift	12+3	28329	1711		Active	2024	no	5310 FY18/19
CC2-2344	2019	FORD	Challenger	1FDFE4FS3KDC49377	10077	Lift	12+3	37505			Active	2024	no	5310 FY18/19
CC2-2345	2019	FORD	Challenger	1FDFE4FS5KDC49378	10074	Lift	12+3	33205	1657		Active	2024	no	5310 FY18/19
CC2-2393	2019	FORD	Challenger	1FDFE4FS0KDC66539	n/a	Lift	14+2	21998			Active	2024	no	Shirley Conroy
CC2-2477	2020	FORD	Challenger	1FDFE4FS3KDC66504	10096	Lift	12+2	3615			Active	2025	no	5310 FY19/20
CC2-2478	2020	FORD	Challenger	1FDFE4FS5KDC66505	10100	Lift	12+2	1611	1578		Active	2025	no	5310 FY19/20
CC2-2479	2020	FORD	Challenger	1FDFE4FS7KDC66506	10099	Lift	12+2	1786			Active	2025	no	5310 FY19/20
CC2-2480	2020	FORD	Challenger	1FDFE4FS9KDC66507	10093	Lift	12+2	5632	1554		Active	2025	no	5310 FY19/20
CC2-2481	2020	FORD	Challenger	1FDFE4FS0KDC66508	10092	Lift	12+2	13947	1612		Active	2025		5310 FY19/20
CC2-2482	2020	FORD	Challenger	1FDFE4FS2KDC66509	10097	Lift	12+2	4441	1540	2901	Active	2025	no	5310 FY19/20

All vehicles are equiped with cameras and radios.
Replaced w/5310 FY19
Replacing w/5310 FY20
Applying for replacement w/5310 FY21



Current Fixed and Support Vehicle Inventory

Trivial Friedrich Friedr								
Fixed Route Buses	200 CHO	200220000000000000000000000000000000000						
1 60091 2006 GILLIG 15GGE291661091164 30' bus 746048 2016 Co 2 60093 2006 GILLIG 15GGE291X61091166 30' bus 741411 2016 530 30' bus 741411 2016 530 30' bus 541512 2016 530 30' bus 813522 2016 530 30' bus 813522 2016 530 30' bus 813522 2016 530 30' bus 651901 2017 530 50' cc2-240 2007 GILLIG 15GGE271471091586 30' bus 651901 2017 530 50' cc2-243 2007 GILLIG 15GGE271871091588 30' bus 594727 2017 530 50' cc2-497 2010 GILLIG 15GGE271871091589 30' bus 698535 2022 530 530' bus 676781 2022 530' bus 676781 2023	}	According to the	EAR MAKE	VIN	BUS SIZE	of 3/20	YEAR	Funding Source
2 60093 2006 GILLIG 15GGE291X61091166 30' bus 741411 2016 530 33 60094 2006 GILLIG 15GGE291161091167 30' bus 6151901 2016 530 4 CC2-240 2007 GILLIG 15GGE271471091586 30' bus 651901 2017 531 50 50 50 50 50 50 50 5								
3 60094 2006 GILLIG 15GGE291161091167 30' bus 813522 2016 536 4 CC2-240 2007 GILLIG 15GGE271871091586 30' bus 551901 2017 536 55 CC2-242 2007 GILLIG 15GGE271871091588 30' bus 594727 2017 536 6 CC2-243 2007 GILLIG 15GGE271871091589 30' bus 528678 2017 536 56 CC2-2497 2010 GILLIG 15GGE271871091589 30' bus 628678 2017 536 56 CC2-497 2010 GILLIG 15GGB2719A1177671 35' bus 698535 2022 536 56 CC2-499 2010 GILLIG 15GGB2719A1177673 35' bus 676781 2022 536 56 CC2-499 2010 GILLIG 15GGB2719A1177673 35' bus 702981 2022 536 56 CC2-513 2010 GILLIG 15GGB2719A1177673 35' bus 702981 2022 536 56 CC2-514 2010 GILLIG 15GGB2710C1180347 35' bus 503270 2022 536								County
CC2-240 2007 GILLIG 15GGE271471091586 30' bus 651901 2017 536 5 CC2-242 2007 GILLIG 15GGE271871091588 30' bus 594727 2017 536 6 CC2-243 2007 GILLIG 15GGE271871091589 30' bus 628678 2017 537 537 537 538						Particular and the particular an		5307 FY06
5 CC2-242 2007 GILLIG 15GGE271871091588 30' bus 594727 2017 536 6 CC2-243 2007 GILLIG 15GGE271X71091589 30' bus 628678 2017 533 7 CC2-497 2010 GILLIG 15GGB2719A1177671 35' bus 698535 2022 536 8 CC2-498 2010 GILLIG 15GGB2719A1177672 35' bus 676781 2022 536 9 CC2-499 2010 GILLIG 15GGB2719A1177673 35' bus 676781 2022 536 10 CC2-513 2010 GILLIG 15GGB2719A1177673 35' bus 702981 2022 536 11 CC2-513 2010 GILLIG 15GGB2719C118044 35' hybrid bus 503270 2022 538 12 CC2-619 2011 GILLIG 15GGB2710C1180347 35' bus 4485384 2023 536 13 CC2-620 2011 GILLIG 15GGB2710C1180349 <td< td=""><td></td><td>CONTRACTOR CONTRACTOR CONTRACTOR</td><td></td><td>15GGE291161091167</td><td></td><td></td><td></td><td>5307 FY06</td></td<>		CONTRACTOR		15GGE291161091167				5307 FY06
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28 CC2-1719 2018 GILLIG 15GGE271XJ3093449 30' bus 90209 2028 53(29 CC2-1917 2019 GILLIG 15GGE2713K3093424 30' bus 29151 2029 53(Support Vehicles 1 CC2-1402 2016 FORD 1FTNF1CF1GFK56777 F150 78784 2024 53(2-1622	2017 GILLIG	15GGE2713H3093321	30' bus	147626	2027	5307 FY15
29 CC2-1917 2019 GILLIG 15GGE2713K3093424 30' bus 29151 2029 530 Support Vehicles 1 CC2-1402 2016 FORD 1FTNF1CF1GFK56777 F150 78784 2024 530		2-1623	2017 GILLIG	15GGE2715H3093322	30' bus	157936	2027	5307 FY15
Support Vehicles 1 CC2-1402 2016 FORD 1FTNF1CF1GFK56777 F150 78784 2024 530		2-1719	2018 GILLIG	15GGE271XJ3093449	30' bus	90209	2028	5307 FY16
Support Vehicles 1 CC2-1402 2016 FORD 1FTNF1CF1GFK56777 F150 78784 2024 530				15GGE2713K3093424	30' bus	29151	2029	5307 FY16
1 CC2-1402 2016 FORD 1FTNF1CF1GFK56777 F150 78784 2024 53			•					
			2016 FORD	1FTNF1CF1GFK56777	F150	78784	2024	5307 FY14
2 CC2-1553 2017 FORD 1FAHP2E87HG111047 TAURUS 16,632 2021 53				1FAHP2E87HG111047	TAURUS	16,632	2021	5307 FY15
				1FTMF1C89HKE39401	F150	87,235	2021	5307 FY15
				NM0GS9E22K1412891	Van	16,206	2026	5307 FY17
				NM0GS9E25K1412884	Van	18,484	2026	5307 FY17

Replaced with prior 5307 grants
Replacing w/5307 FY20

Equipm	ent Inventor					Expected		
				Purchased		Retirement		
FDOT#	ID	Description	Model	Year	Life	Date	VIN	Funding Source
N/A			MAHKS8MEX	2013	8	2021	A4011E067832	5310 FY12
N/A			MAHKS8MEX	2013	8	2021	A4011E067834	5310 FY12
N/A			MAHKS8MEX	2013	8	2021	A4011E067833	5310 FY12
N/A			MAHKS8MEX	2014	8	2022	A4011E071994	5310 Add
N/A			MAHKS8MEX	2014	8	2022	A4011E073433	Shirley Conroy
N/A			MAHKS8MEX	2015	8	2023	A4011E078989	Shirley Conroy
N/A	CC1-6179		MAHKS8MEX	2015	8	2023	A4011E078991	Local Funds
N/A			MAHKS8MEX	2015	8	2023	A4011E079073	Local Funds
N/A		M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E079074	Local Funds
N/A		M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E079075	Local Funds
N/A		M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081756	5310 FY14
N/A	CC1-6646	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081757	5310 FY14
N/A	CC1-6647	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081758	5310 FY14
N/A	CC1-6648	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081759	5310 FY14
N/A	CC1-6649	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081760	5310 FY14
N/A	CC1-7162	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153009709	5310 FY15
N/A	CC1-7163	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010101	5310 FY15
N/A	CC1-7164	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010102	5310 FY15
N/A	CC1-7165	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010103	5310 FY15
N/A	CC1-7166	XG-25M Radio 800MHz	DMM78B	2016	8		A40153010104	5310 FY15
N/A	CC1-7167	XG-25M Radio 800MHz	DMM78B	2016	8		A40153010105	5310 FY15
N/A	CC1-8056	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015951	5310 FY16
N/A	CC1-8057	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015952	5310 FY16
N/A	CC1-8058	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015954	5310 FY16
N/A	CC1-8059	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015955	5310 FY16
N/A	CC1-8655	XG-25M Radio 800MHz	DMM78B	2017	8		A40153017557	5307 FY15
N/A	CC1-8664	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153017668	5307 FY15
N/A	CC1-9840	XG-25M Radio 800MHz	DMM78B	2018	8	2026		5310 FY17
N/A	CC1-9841	XG-25M Radio 800MHz	DMM78B	2018	8	2026	A40153021446	5310 FY17
N/A	CC1-9842	XG-25M Radio 800MHz	DMM78B	2018			A40153021447	5310 FY17
N/A	CC1-9843	XG-25M Radio 800MHz	DMM78B	2018	8	2026	A40153021448	5310 FY17
N/A	CC1-11133	XG-25M Radio 800MHz	DMM78B	2019	8	(2000)	A40153023361	5310 FY18
N/A	CC1-11134	XG-25M Radio 800MHz	DMM78B	2019				5310 FY18
N/A	CC1-11135	XG-25M Radio 800MHz	DMM78B	2019	8	2027	A40153023365	5310 FY18
N/A	CC1-11136	XG-25M Radio 800MHz	DMM78B	2019	8		A40153024075	
N/A	CC1-11620	XG-25M Radio 800MHz	DMM78B	2020	8		A40153027319	
N/A	CC1-11621	XG-25M Radio 800MHz	DMM78B	2020	8		A40153027320	
N/A	CC1-11622	XG-25M Radio 800MHz	DMM78B	2020			A40153027345	
N/A	CC1-11623	XG-25M Radio 800MHz	DMM78B	2020			A40153028762	
N/A		XG-25M Radio 800MHz		2020			A40153028763	
N/A	CC1-11626	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153028764	5310 FY19

Replacing w/5310 FY20
Applying for replacing w/5310 FY21



PART III – MANAGERIAL CAPABILITY

Exhibit I: FDOT Certification and Assurances

(<u>Collier County Board of County Commissioners</u>) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5310 dated <u>8th</u> day of *December*, 2020

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



December 8, 2020

- 8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 9 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 10 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 12 It will notify FDOT and request assistance if a vehicle should become unserviceable.

Date

- 13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 14 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

Burt L. Saunders, Chairman		Authorized Representative me and Title of Authorized Represent	tative
pproved as to form and legality	02 ^O	ATTEST CRYSTAL K. KINZEL, CLERK BY:	
Assistant County Attorney	St road		



Exhibit J: Standard Lobbying Certification

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

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from **FDOT's website**) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

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

December 8, 2020 Date		
	Signature of Contract	or's Authorized Official
Burt L. Saunders, Chairman	Typed Name	and Title of Authorized Representative
		Approved as to form and legality
ATTEST CRYSTAL K. KINZEL, CLERK	Page 35 of 39	Assistant County Attorney CA
RY:		811

CRYSTAL K. KINZEL, CLERK

Exhibit K: Leasing Certification

Memorandum for FTA 5310

December 8, 2020	
Date:	
Collier County Board of County Commissioners	
From:	
Signature	
Burt L. Saunders, Chairman	
Typed Name and Title of Authorized Representative	
Collier County Board of County Commissioners	
Typed Agency Name	
To: Florida Department of Transportation, District Office Modal Development Office/Public Transit	
Subject: FFY21/SFY22 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRAT OPERATING OR CAPITAL ASSISTANCE FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS VIDISABILITIES PROGRAM, 49 UNITED STATES CODE SECTION 5310	
Leasing:	
Will the <u>(Collier County Board of County Commissioners)</u> , as applicant to the Federal Transit Administration Section 5310 Program, lease the proposed vehicle(s) or equipment out to a third party	า
No X	
Yes	
If yes, specify to whom:	
NOTE: It is the responsibility of the applicant agency to ensure District approval of all lea	se
ATTEST Approved as to form and legality	

Page 36 of 39

Exhibit L: Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

(Collier County Board of County Commissioners) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing, Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this	day of <u>December</u> , <u>2020</u>	
Burt L. Saund	s, Chairman	
Typed Name a	Title of Authorized Representative	
Cianatura of A	norized Representative	
signature of Al		
signature of Al		
signature of At		

CRYSTAL K. KINZEL, CLERK

Approved as to form and legality a Silve por Assistant County Attorney



Form 424: Application for Federal Assistance

Attach the completed <u>Form 424</u> here. You may insert the completed form as a PDF in TransCIP. Applicants must ensure that the federal amount requested in the application is consistent with the amount included in Section 18 of Form 424.

Exhibit M: Federal Certifications and AssurancesWill insert when available

Please attach <u>Federal Certifications and Assurances</u> signature page and the page listing the certification categories here. You may insert the signed certifications and assurances as a PDF in TransCIP.

Exhibit N: Transportation Operating Procedure (TOP) N/A

(Applies to Section 5310-only Applicants)

Attach the agency's most recent TOP, if not already on file with your District Office. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

Exhibit O: Title VI Plan

Attach one or more of the following, as applicable:

- Title VI Program/Plan Concurrence Letter issued by the FDOT District office
- Letter from the applicant's Authorized Representative certifying that the requested federal funds will be used to support services in compliance with an adopted Title VI Plan previously approved by and on file with FDOT.
- **First-Time Applicants** Commitment letter stating that a compliant Title VI Plan will be developed prior to award.

Exhibit P: Protection of the Environment N/A

Required **if the proposed project is for the construction of facilities**. Please see Grant Application Instruction Manual for details.

Exhibit Q: Triennial Review - Corrective Action Plan (CAP) Closeout

Required if the agency's latest Triennial Review included a Corrective Action Plan. Please submit a copy of the corrective action plan and/or letter of compliance.



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

Application for Federal Assistance SF-424						
* 1. Type of Submission:	* If Revision, select appropriate letter(s):					
Preapplication New						
Application Continuation	* Other (Specify):					
Changed/Corrected Application Revision						
* 3. Date Received: 4. Applicant Identifier:						
	·					
5a. Federal Entity Identifier:	5b. Federal Award Identifier:					
State Use Only:						
6. Date Received by State: 7. State Application	Identifier: 1001					
8. APPLICANT INFORMATION:						
*a. Legal Name: Collier County Board of County Comm	issioners					
* b. Employer/Taxpayer Idenlification Number (EIN/TIN):	* c. Organizational DUNS:					
59-6000558	0769977900000					
d. Address:						
*Street1: 8300 Radio Rd.						
Street2:						
* City: Naples	Naples					
County/Parish:	h:					
* State: FL: Florida						
Province:						
* Country: USA: UNITED STATES						
* Zip / Postal Code: 34104-5428						
e. Organizational Unit:						
Department Name:	Division Name:					
Public Services	PTNE					
f. Name and contact information of person to be contacted on n	atters involving this application:					
Prefix: * First Nam	9: Judith					
Middle Name:						
*Last Name: Sizensky						
Suffix:						
Title: Grants Coordinator						
Organizational Affiliation:						
Collier County						
* Telephone Number: 239-252-2590	Fax Number:					
*Email: Judith.Sizensky@colliercountyfl.gov						



Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
B: County Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Federal Transit Administration
11. Catalog of Federal Domestic Assistance Number:
20.513
CFDA Title:
Formula Grant for Enhanced Mobility of Seniors & Individuals with Disabilities
* 12. Funding Opportunity Number:
* Title:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Allachment Delete Allachment View Allachment
* 15. Descriptive Title of Applicant's Project:
Funding will be used to purchase three replacement vehicles with three radios and three tablets
for use on those vehicles.
Atlach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments



Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant 19	* b. Program/Project 19
Attach an additional list of Program/Project Congressional Districts if	needed.
	Add Altachment
17. Proposed Project:	
* a. Start Date: 10/01/2021	* b. End Date: 09/30/2022
18. Estimated Funding (\$):	
* a. Federal 208, 432.80	
* b. Applicant 26,054.10	
*c. State 26,054.10	
* d. Local	
* e. Olher	
* f. Program Income	
* g. TOTAL 260, 541.00	
* 19. Is Application Subject to Review By State Under Executiv	ve Order 12372 Process?
a. This application was made available to the State under the	
b. Program is subject to E.O. 12372 but has not been select	year and the second of the sec
c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Ye	es," provide explanation in attachment.)
☐ Yes ☐ No	, , , , , , , , , , , , , , , , , , , ,
If "Yes", provide explanation and attach	
	add Allachment Delete Allachment View Allachment
I herein are true, complete and accurate to the best of my k	c contained in the list of certifications** and (2) that the statements nowledge. I also provide the required assurances** and agree to tre that any false, fictitious, or fraudulent statements or claims may Code. Title 218. Section 1001)
M ** I AGREE	,
** The list of certifications and assurances, or an internet site whe specific instructions.	re you may obtain this list, is contained in the announcement or agency
Authorized Representative:	
Prefix: Mr. * First Na	me: Burt
Middle Name: L.	
* Last Name: Saunders	
Suffix:	
*Title: Chairman	
* Telephone Number: 239-252-2793	Fax Number:
*Email: Burt.Saunders@colliercountyfl.gov	
* Signature of Authorized Representative:	* Date Signed:
ATTEST	A correct on to form and legality
CRYSTAL K. KINZEL, CLERK	2020
BY:	Assistant County Attorney



RON DESANTIS GOVERNOR 801 N. Broadway Avenue Bartow, FL 33830 KEVIN J. THIBAULT, P.E. SECRETARY

October 5, 2020

Ms. Michelle Arnold Collier Area Transit 8300 Radio Road Naples, FL 34104

Re:

Title VI Plan

Dear Ms. Arnold:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier County Board of County Commissioners / Collier Area Transit as required for all Federal Transit Administration (FTA) recipients as per the FTA Circular C4702.1B. This concurrence means that Collier County Board of County Commissioners / Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Dale Hanson via e-mail at dale.hanson@dot.state.fl.us or by phone at 863-519-2321.

Sincerely,

Dale Hanson Digitally signed by: Dale Hanson
DN/ CN = Dale Hanson email =
gale/.hanson@dot.state.fl.us C =
US/ O = FDOT OU = Transit
Date: 2020,10,05 16:46:18 -04'00

Dale Hanson

Transit Projects Coordinator

Cc:

Michelle S. Peronto, District Transit Programs Administrator, FDOT Omar DeLeon, Collier Area Transit Judy Sizensky, Collier County



Florida Department of Transportation

RON DESANTIS GOVERNOR 801 N. Broadway Avenue Bartow, FL 33830 KEVIN J. THIBAULT, P.E. SECRETARY

June 19, 2020

Ms. Michelle Arnold, Public Transit Director Collier Area Transit 8300 Radio Road Naples, FL 34104

RE: Collier Area Transit 2019 Triennial Review Confirmation of Compliance

Dear Ms. Arnold:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2019 Triennial Review by the Florida Department of Transportation's (FDOT) in partnership with Atkins North America, The University of South Florida / Center for Urban Transportation Research (CUTR) and the Preventive Maintenance Planning, Training and Technical Assistance (PrMPT) team.

The purpose of the Triennial Review is to determine subrecipient compliance with the State and Federal requirements as described in the State Management Plan and in accordance with the Federal Transit Administration (FTA) Section 5310 Program. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three years in a manner compliant with the standardized Triennial Review Process Guide provided by the FDOT Central Office.

An on-site review was performed at 8300 Radio Road, Naples, FL 34104 on November 19-20, 2019. Following the site visit, a Draft Report was issued by the District outlining the areas reviewed, compliance deficiencies and recommendation of actions the subrecipient should undertake to remedy the deficiency. Collier Area Transit has addressed and satisfied several deficiencies to comply with the FTA Section 5310 Program. Items not sufficiently addressed by Collier Area Transit were outlined in the Final Report issued by the District on March 27, 2020. Upon review of the Final Report response submitted by Collier Area Transit, all deficiencies outlined in the Final Report have been appropriately handled.

FDOT, District One Transit Office, congratulates you on your compliance with the Triennial Review standards. We appreciate your attention to the importance of creating and maintaining safe and equitable passenger transportation programs in the communities we service.

Sincerely,

Michelle S. Peronto Digitally signed by: Michelle S. Peront DIY CN = Michelle S. Peronto email = pichelle peronto@dot state fl. us C = Adj O = FDOT OU = Transt Date: 2020 06 18 17 22 40 -05007

Dale Hanson Transit Projects Coordinator

Cc: Michelle S. Peronto, FDOT Transit Programs Administrator Paul A. Simmons, FDOT Modal Development Administrator Omar DeLeon, Collier Area Transit



END OF APPLICATION

5310 Grant Application Revised on September 14, 2020

Revised by: Erin Schepers, Grant Programs Administrator

FDOT Public Transit Office

605 Suwannee Street (MS 26)

Tallahassee, Florida 32399-0450

Work Phone: 850-414-4526

Email: erin.schepers@dot.state.fl.us

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2021 / State Fiscal Year 2022



49 U.S.C. Section 5311, CFDA 20.509Formula Grants for Rural Areas

Agency Name:	Collier County Board of County Commissioners
Project Type(s):	☐ Capital
Project Type(s).	☑ Operating



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



Application Checklist

Each of the below items must be included with your Section 5311 Grant Application submittal in the same order as the checklist.

X Application Checklist (this form)
X Applicant Information
PART I - APPLICANT ELIGIBILITY
☐ Eligibility Questionnaire (only applicable for returning applicants)
X Exhibit A: Cover Letter
X Exhibit B: Governing Board's Resolution
Exhibit C: Public Hearing Notice
Exhibit D: Local Clearinghouse Agency/RPC Cover Letter (Required if proposed project is for facilities)
Date received:
PART II - FUNDING REQUEST
X Form A-1: Current System Description
X Form A-2: Fact Sheet
X Organization Chart
X Form A-3: Proposed Project Description
🗴 Form B-1: Financial Capacity – Proposed Budget for Transportation Program
X Proof of Local Match
Supporting Documentation
Form B-2: Operations Phase- Estimate of Project Costs by Budget Category
Form B-3: Capital Request
Completed Sample Order Form(s)
Form C: Current Vehicle and Transportation Equipment Inventory
x Exhibit I: FDOT Certification and Assurances
X Exhibit J: Standard Lobby Certification
Exhibit K: FTA Section 5333 (b) Assurance
Exhibit L: Leasing Certification
Exhibit M: Certification of Equivalent Service
Form 424: Application for Federal Assistance
X Exhibit N: Federal Certifications and Assurances
Exhibit O: Title VI Plan (Required if not previously submitted to District)
Exhibit P: Protection of the Environment (Required if the proposed project is for facilities)
Exhibit Q: Triennial Review- CAP Closeout



Applicant Information

49 U.S.C. Section 5311, Formula Grants for Rural Areas: GRANT APPLICATION							
Applicant) Legal N Collier County Board of G	s		Physical Ad 3299 Tamia	dress (No P.O. Box): ami Trail East	TAPP EICATION		
applicant	ne applican		urning				
Applicant has offices in n						ice is located Collie	er
City: Naples	State: FL	Zip + 4 C 34112-57	Code:			nal District: 19	
Federal Taxpayer ID Numb 59-6000558	er:		free of charg			D-Digit number issued by D Db.com/webform	un & Bradstreet. May be
Applicant Fiscal period sta State Fiscal period from: July 1, 20	020 to June 30,		October 1, 2	2021	to Sep	tember 30, 2022	
Project's Service Area: Col List the county or counties that w		the propose	d project.				
Executive Director: Miche	lle Arnold		Grant C Judith			different than Execut	ive Director):
Telephone: 239-252-5841 Telephone: 239-252-2590							
Fax:							
E-mail Address: Michelle.Arnold@colliercountyfl.gov			Email Address: Judith.Sizensky@colliercountyfl.gov				
Current Vehicle Inventory Enter Number for <u>ENTIRE</u> Fleet	Sedans: 1	Vans:	2	Mini V Ramp	/ans with o: ⁴	Buses(Cutaways) 31	Buses (Medium Duty) 1
in each category:	Other: 29						N/A
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) Printed Name: Burt L. Saunders Title: Chairman							
*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							

ATTEST CRYSTAL K.	KINZEL, CLERK
CKISIME	

Page **4** of **36**

Approved as to form and legality

Assistant County Attorney

PART I - APPLICANT ELIGIBILITY

Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5311 requirements, 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.

Are you a returning applicant?	
*If yes, please answer all questions. If no, disregard	X Yes No
remaining questions in this questionnaire.	
Has your agency completed a Triennial Oversight Review?	X Yes No Review Scheduled
	Was not notified by FDOT District Office
If yes, what date(s) did the review occur? November 19, 2019	
If yes, is your agency currently in compliance?	X Yes
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Yes No X N/A
If yes, what is the date of anticipated date of	
corrective action closeout?	-
Is your agency registered on SAM.gov?	🔀 Yes
Note: Agency must register each year/application cycle.	If yes, registration expiration date: 09/14/2021
	No
Signature	
Burt L. Saunders, Chairman	
Typed Name and Title	
December 8, 2020	
Date	

ATTEST CRYSTAL K. KINZEL, CLERK

BY:_

Page 5 of 36

Approved as to form and legality



Exhibit A: Cover Letter





December 8, 2020

Charlene Ross Transit Project Coordinator FDOT, District One, Modal Development Office/Public Transit 801 North Broadway Avenue Bartow, FL 33830

Re: 5311 Grant Submittal

Dear Ms. Ross:

Collier County Board of County Commissioners submits this application for the Section 5311 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. Collier County would like your consideration for funding in rural 5311 grant funds

Collier 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 FDOT and all 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 December 2020 with one (1) original resolution and four (4) certified copies of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application. Thank you for your assistance in this matter.

Sincerely,

Burt L. Saunders Chairman, Collier County Board of County Commissioners

Approved as to form and legality

Assistant County Attorney





Exhibit B: Governing Board's Resolution



RESOLUTION NO. 2020-

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY FLORIDA, AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5311 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR THE EXPENDITURE OF GRANT FUNDS PURSUANT TO THE GRANT AWARD.

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

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Collier County, Florida:

- 1. This resolution applies to the Federal Program under U.S.C. §5311.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. Burt L. Saunders, Chairman, is authorized to including, but not limited to: (a) sign the application, accept a grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments, and (c) authorize the purchase of vehicles/equipment and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
- 4. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 8th day of December 2020.



ATTEST:	
CRYSTAL K. KINZEL, CLERK	BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA
By:, Deputy Clerk	By:Burt L. Saunders, Chairman
Approved as to form and legality:	
Q	1162020
Jennifer A. Belpedio Assistant County Attorney	110



Exhibit C: Public Hearing Notice N/A

Attach a copy of the notice of public hearing and an affidavit of publication here. You may insert the notice as a PDF or print and attach the document to your final application.

Public Notice-Sample

All interested parties within <u>(Counties Affected)</u> are hereby advised that <u>(Public Agency)</u> is applying to the Florida Department of Transportation for a capital grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the purchase of <u>(Description of Equipment)</u> to be used for the provision of public transit services within <u>(Defined Area of Operation)</u>.

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate 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 (**Specify due date**).

Requests for a hearing must be addressed to (*Public Agency Name and Address*) and a copy sent to (*Name and Address of Appropriate FDOT District Office*).

All public notices must include the following language:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, sex, religion, national origin, disability, income, 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)

Exhibit D: Local Clearinghouse Agency/RPC Cover Letter N/A

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). You may insert the letter as a PDF or print and attach the document to your final application.



PART II - FUNDING REQUEST

Form A-1: Current System Description

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

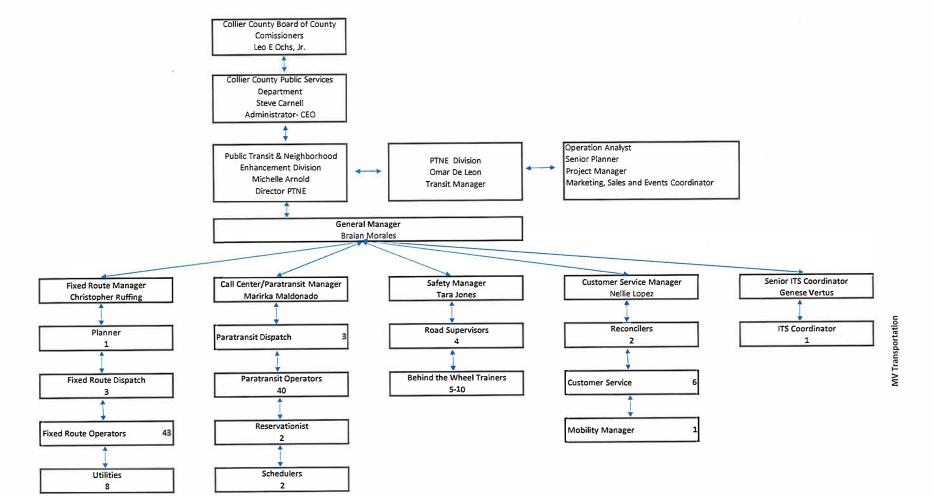
The Collier County Board of County Commissioners is the governing body for the Public Transportation system in Collier County. The Public Transportation system, Collier Area Transit (CAT) operates under the supervision of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) for the Collier County Public Services Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas. It is the mission of CAT to provide safe, accessible and courteous public transportation services to our customers.

- (b) Please provide information below:
 - Organizational structure (attach an organizational chart at the end of this section)
 - Total number of employees in organization 103 MV Employees

Total number of transportation-related employees in the organization

6 CAT Employees







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

The management of the MV contract is conducted by the Collier County Public Transit and Neighborhood Enhancement (PTNE) Division. MV is responsible for the transit drivers of the transit system including hiring, training and management of the bus operators. They are also responsible for the insurance of all of CAT/CAP's vehicles. MV is responsible for the hiring and training of the administrative personnel.

(d) 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)

Collier County currently provides about \$3.4 million dollars each year from local funds to provide fixed route services. Federal and State Grant funds help to expand resources so that transit services can be provided to those who need it most.



- (e) 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;
 - System safety plan;
 - Drug-free workplace; and
 - Data collection methods, including how data was collected to complete Exhibit A-2.

Note: If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and AOR containing the above information may be provided. **Please do not attach entire documents.**

Service hours for these routes vary from as early as 3:45 AM to as late as 8:20 PM. The service planned for this grant will provide access to people in non-urbanized areas of Collier County. Funds from this grant will be used to continue operation of fixed route to provide access to people in non-urbanized areas to health care, shopping, education, employment, public services and recreation. Because many of these services are not available in the rural area, most people must travel to the urban areas in order to receive many of these services. These funds will be used to fund routes that are open to the general public and are not subject to the privatization process as described in the Transportation Disadvantage Service Plan (TDSP).

All opeartors trained on the use of vehicles and equipment utilized for the operations of this service. All records are maintained by Collier County staff to ensure compliance with all local, State and Federal requirements. Those employee records maintained by the vendor to verify maintenance of all required licensure and training are inspected by Collier County regularly. All vehicles are maintained by Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations center located at 8300 Radio Road. A written safety program has been developed and is maintained by the Contractor which includes safety policies and practices, accident procedures and reporting, and other training materials and documented in the System Safety Program Plan (SSPP) and the System Security Emergency Preparedness Plan (SSEPP). Collier County conducts an annual System Safety review of the Contractor to comply with safety requirements of Chapter 14-90, Florida Administrative Code (FAC). The Contractor's documented safety program includes the following components:

- Accident Response Plan
- Accident Review Process and Analysis
- Determination of an accident as Preventable or Non-Preventable, Utilizing the National Safety Council (NSC) Guidelines
- Employee Retraining Provisions
- Programs and Methods to be utilized to Promote Safety Awareness
- Employee Training and Required Certifications



The Contractor shall participate in tabletop, emergency preparedness training exercise as requested by the County. The Contractor is considered essential personnel and shall be available upon request for evacuation and transportation for any emergency events 24/7. The Contractor administers a Drug and Alcohol (D&A) Program which meets all of the Federal and Collier County requirements. In addition, the Contractor requires all subcontractors providing services for the fixed route service to adhere to the testing requirements of this D&A program. CAT performs D&A testing in accordance with United States Department of Transportation (US DOT) and Federal Transit Administration (FTA) regulations, as defined in Title 49 Code of Federal Regulations (CFR), Parts 40 and 655. The Contractor produces documentation necessary to establish its compliance with Title 49 CFR, Parts 653 and 654. All County employees that fall under this requirement also go through the above noted testing. Data Collection is completed via electronic fareboxes installed on all vehicles, ridership and revenue data is stored in the system and easily accessible through a variety of reports.



Form A-2: Fact Sheet

		Calculations ¹ (current system)	Current System	Calculations ¹ (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR. *	Farebox ridership collected for all boarding for routes funded by 5311	176,523	This service will be an equivalent service provided currently	176,523
2	Number of individuals served unduplicated (first ride per fiscal year) PER YEAR. **	Farebox ridership collected for all boarding for routes funded by 5311	176,523	This service will be an equivalent service provided currently	176,523
3	Number of vehicles used for this service ACTUAL .		6		6
4	Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)		26		26

¹ If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).



		Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
	Number of wheelchair positions AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)		2		2
	Vehicle miles traveled. PER YEAR	Revenue miles + deadhead miles X #of days	568,290.88	Revenue miles + deadhead miles X # of days	568;290:88
7	Average vehicle miles. PER DAY	VMT/days of service	1583	VMT/days of service	1583
	Normal vehicle hours in operation. PER DAY	Total hours/days of service	56.25	Total hours/days of service	56.25
	Normal number of days in operation. PER WEEK	6 full days of service + reduced service on Sunday	6.83	6 full days of service + reduced service on Sunday	6.83
10	Trip length (roundtrip). AVERAGE	***************************************	14.5		14.5

The information listed should be specific to the Section 5311 funds and not agency wide.



^{*}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.

^{**} The unduplicated riders are for current year and the subsequent year once the grant is awarded

Form A-3: Proposed Project Description

- (a) 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?
 - Replace existing equipment?
 - Purchase additional vehicles/equipment?

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

Section 5311 funding for operating assistance is essential if service is to continue for the nonurbanized areas of the County. Because this request is not an expansion of service or providing new service, the grant, if awarded will not provide more service hours, provide service to a larger geographic area or reduce headways. The grant will allow the continuation of service for the Rural Area of Collier County seeking transportation for employment, medical, education and recreational trips.



(b) If a grant award will be used to maintain services as described in Form A-1, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

The 5311 grant helps fund five (5) non-urbanized/rural routes. According to the 2010 Census majority of the County's workforce lives in the rural area and majority of the activity centers are within the urban area. Activity centers include major employers, health care centers and public services. Route 19 and Route 28 (Golden Gate Estate/Immokalee Shuttle), 100% Rural Routes, provides a shuttle to and from the Immokalee area and services the Golden Gate Estates area to the transfer station at the Collier County Government Center. This route serves to bring the residents from the rural area to the urban areas where our activity centers are located and provides access for those passengers to return home. Route 121 (Immokalee and Marco Island express), 100% Rural Route, provides an early morning and late evening express service between Immokalee and Marco Island. This express route serves to bring the residents of the rural area to the urban areas where the major employers are located and provides access for those passengers to return to home. Both routes (19 and 121) further the federal goal of the program to enhance the access of low-income individuals and others within the non-urbanized area to employment.

Route 22 and Route 23 (Immokalee Circulator),100% Rural Routes, provide continuous public transit service within the rural community of Immokalee. Route 24 (US 41 East/Charlee Estates), 26.11% Rural Route, provides access to residents in the rural areas east of Collier Boulevard off East Tamiami Trail to services and employment in the urban areas. Only that portion of Route 24 that serves the rural area is being funded with 5311 grant funds.

Financial Records – The County uses an electronic financial system (SAP) which performs financial functions such as but not limited to individual financial modules to track assets, expenditures and revenues (including interest), grants funding contracts, requisitions and purchase orders including vendor contracts as well as vendor invoices. Federal awards are maintained on a Sharepoint site which all staff have access to.

Maintenance Records – Each vehicle has a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for the life of the vehicle .

Collier Area Transit stores the above information using the FASTER Fleet Management System by CCG Systems. It is a robust system and all the above information is tracked by equipment number and work orders.

Operating Records—Operating report are maintained in their perspective software (RouteMatch, Trapeze, Avail) as well as electronic copies are stored in the internal County Network, files stored on the County Network are backed up daily.

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

Collier Area Transit, as many other transit agencies across the nation, is facing tough financial times and local funds contribution is stagnate. Should the State not approve this grant, CAT may be forced to reduce routes. With a reduction in service, many passengers would not have access to medical, work, recreational, and other life sustaining activities that public transit now makes possible. It is critical that Collier Area Transit receives these 5311 funds to continue to provide access to people in the non-urbanized area of Collier County to these services.



Florida Department of Transportation

(d) All Non-CTC Applicants: Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this determination. *Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.*

N/A: Collier County is the CTC		
	*	

This coordination agreement must be enforced the entire time of the grant (vehicle life or operating PTGA expiration).



Operating Requests Only

(a) Please specify year of activity for operating assistance.

October 1, 2021-September 30, 2022

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.

N/A		
		4)



- (d) If this capital request is for bus related facilities
 - Please provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed.
 - Please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.
 - Please provide a detailed description of all project activities included in the construction of the facility.

NOTE: If awarded, the agency must prepare a draft/proposed facilities/building maintenance plan that will need to be adopted after construction of facilities.

N/A	
	*
Y V	



Form B-1: Financial Capacity - Proposed Budget for Transportation Program

Estimated Transportation Program Operating & Administrative Expenses

Year of Anticipated Award					
Code	Object Class	Amount			
5010	Labor	276,487	\$		
5015	Fringe Benefits	106,713	\$		
5020	Services	641,400	\$		
5030	Materials and Supplies	1,403,200	\$		
5040	Utilities	78,400	\$		
5050	Casualty and Liability Costs	14,900	\$		
5060	Taxes	8,000	\$		
5100	Purchased Transportation	4,673,900	\$		
5090	Miscellaneous	94,100	\$		
5230	Capital Leases	2,000	\$		
5260	Depreciation		\$		
	Other		\$		
	Grand Total All Expenses	7,299,100	\$		



Estimated Transportation Program Operating & Administrative Revenues Year of Anticipated Award Code **Object Class Amount** Passenger-Paid Fares \$ 4111 910,700 \$ Organization-Paid Fares 4112 General Revenues of the Local \$ 4310 Government Other Local Funds 4390 2,371,200 \$ 4420 **State Transportation Fund** 982,800 \$ **Federal Funds** 4500 3,034,400 \$ **Contributed Services** 4610 \$ Sales and Disposals of Assets 4630 \$ Other \$ **Grand Total All Revenues** 7,299,100

Proof of Local Match - Operating Projects				
Operating Project Total:		\$		
Match Source	Amount			
General Fund Transfer to Funds 425/426	3,301,900	\$		
		\$		
		\$		
		\$		
		\$		
		\$		
Operating Match Total: 50% of Operating Project Total	3,301,900	\$		

Proof of Local Match – Capital Projects				
Capital Project Total:	\$			
Match Source	Amount			
	\$			
	\$			
	\$			
	\$			
	\$			
Capital Match Total: 10% of Capital Project Total	\$			

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

- Transportation Disadvantaged (TD) allocation,
- Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Signature	
Burt L. Saunders, Chairman	
Typed Name and Title of Authorized Representative	
December 8, 2020 Date	
ATTEST CRYSTAL K. KINZEL, CLERK BY:	Approved as to form and legality Assistant County Attorney



Form B-2: Operations Phase-Estimate of Project Costs by Budget Category

Budget Category	Local	Federal	Total
Salaries	\$276,487		\$276,487
Fringe Benefits	\$106,713		
Contractual Services	\$5,315,300	\$1,739,773	\$3,575,527
Travel	\$6,000		\$6,000
Other Direct Costs			
Utilities	\$78,400		\$78,400
License	\$8,000		\$8,000
Insurance	\$14,900		\$14,900
Miscellaneous	\$88,100		\$88,100
Materials and Supplies	\$379,300		\$379.300
Vehicle Maintenance	\$1,023,900		\$1,023,900
Leases and Rentals	\$2,000		\$2,000
Indirect Costs			
Totals	\$7,299,100	\$1,739,773	\$5,559,327

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

Cost Reimbursement

The Agency will submit invoices for cost reimbursement on a:

	Monthly
	Quarterly
	Other:
basis upon the	e approval of the deliverables including the expenditure detail provided by the Agency.

Form B-3: Capital Request N/A

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 Florida Department of Management Services Contract can be found at <u>Florida Department of Management</u>

DMS

Vehicle Request

Replacement (R) Fuel or Expansion Type (E)	Useful Life (See Application Instructions)	Description/ Vehicle Type	Quantity	Estimated Cost (from Order Form)	
				Subtotal	\$

^{*}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, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). 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.

FDOT Control #	VIN	Year	Make	Model	Mileage
		2-11-1			

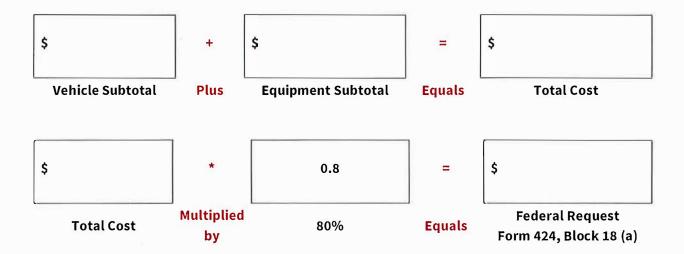


Equipment Request N/A

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 <u>Procurement Guidance</u>.

Description*	Useful Life (See Application Instructions)	Quantity	Estimated Cost	
		Subtotal	\$	

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





Florida Department of Transportation FFY21 Section 5311 Grant Application

Form C: Current Vehicle and Transportation Equipment Inventory Form (for entire fleet FDOT and Non-FDOT Vehicles) N/A

Name of Applicant:			Date of Inventory:			<u> </u>						
Vehicle Inven				200000								
Model Year ¹	Make/Size/ Type	FDOT Control#	VIN #²	Ramp or lift?	Seats & W/C positions (i.e. 12+2) As designed by manufacturer	Current Mileage	Previous Mileage (1 year ago)	Current Mileage – Previous Mileage = Mileage from the past year	Vehicle Status (Active/Spare/Other)	Expected Retirement Date	Donated? (Yes/No) If yes, when was the vehicle donated to your agency?	Funding Source ³
VII. 22 THE TOTAL PROPERTY.												
11872-1505												
				_								

NOTE: Applicants MUST use this form. If you need more space, add more rows if needed.



¹ Include an asterisk next to model year for the vehicle(s) being replaced.

² VIN must be provided regardless of funding type
3 Identify the grant or other funding source used for purchasing the vehicle/equipment

Florida Department of Transportation

Equipment Inventory

Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

FDOT Control Number	Agency Control Number	Item Description	Model Number	Year Purchased	Expected Retirement Date	Donated? (Yes/No) If yes, when was the equipment donated to your agency?	Funding Source
A STATE OF THE STA							
							,
							1
				THE MEMORITHM			

NOTE: Applicants MUST use this form. If you need more space, add more rows if needed.



PART III – MANAGERIAL CAPABILITY

Exhibit I: FDOT Certification and Assurances

(Collier County Board of County Commissioners) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated 8th day of December,

1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.

- 2 It shall comply with Florida Statues:
 - Section 341.051-Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061 (2)—Transit Safety Standards; Inspections and System Safety Reviews
 - Section 252.42 Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code:
 - Rule Chapter 14-73–Public Transportation
 - Rule Chapter 14-90-Equipment and Operational Safety Standards for Bus Transit Systems
 - Rule Chapter 14-90.0041-Medical Examination for Bus System Driver
 - Rule Chapter 41-2-Commission for the Transportation Disadvantaged
- 4 It shall comply with FDOT's:
 - Bus Transit System Safety Program Procedure No. 725-030-009
 (Does not apply to Section 5310 only recipients)
 - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
 - Transit Vehicle Inventory Management Procedure No. 725-030-025
 - Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - Guidelines for Acquiring Vehicles
 - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed



Florida Department of Transportation

or used for the purpose intended.

- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/ equipment, and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

December 8, 2020	
Date	
Signature of Contractor's Authorized Official	
Burt L. Saunders, Chairman	
Name and Title of Contractor's Authorized Official	
ATTEST CRYSTAL K. KINZEL, CLERK	Approved as to form and legality
ВҮ:	Assistant County Attorney School
	8 11



Exhibit J: Standard Lobbying Certification

The undersigned *(Collier County Board of County Commissioners)* certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from FDOT's website) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

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

December 8, 2020	Date		
		Signature of Contract	or's Authorized Official
Burt L. Saunders, Chairn Name and Title of Contro		ed Official	
			Approved as to form and legality
ATTEST CRYSTAL K. KINZEI	., CLERK		57,20
ВҮ:		Page 31 of 36	Assistant County Attorney

Exhibit K: FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.IG, Chapter VIII (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The Collier County Board of County Commissioners	(hereinafter referred to as the "Recipient") HEREBY
Program" has been reviewed and certifies to comply with its provisions and all its provision	arranty for Application to the Small Urban and Rural the Florida Department of Transportation that it will s will be incorporated into any contract between the end funds received as a result of an application to the e FTA Section 5311 Program.
Date Date	
Burt L. Saunders, Chairman	
Name and title of authorized representative	
Signature of authorized representative	

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

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

1	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance Funding of FY21/22 for Collier Area Transit to provide continuing public transportation service to	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island FL 32953
	residents of the non- urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicle.		

urban area a returning to domicle,		
ATTEST CRYSTAL K. KINZEL , CLERK		Approved as to form and legality
3Y:	Page 32 of 36	Assistant County Attorney

Exhibit L: Leasing Certification N/A

Memorandum for FTA 5311	
Date:	
From:	
Signature	
Typed name and title	
Typed or printed agency name	en
To: Florida Department of Transportation, District Office Modal Developmen Transit	it Office/Public
Subject: FFY21/SFY22 GRANT APPLICATION TO THE FEDERAL TRANSIT ADI OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED SECTION 5311	
Leasing:	
Will the <u>(Name of applicant agency)</u> , as applicant to the Federal Transit Adminis 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?	tration Section
No	
Yes	
If yes, specify to whom:	
NOTE: It is the responsibility of the applicant agency to ensure District approagreements.	val of all lease

Florida Department of Transportation

Form 424: Application for Federal Assistance

Attach the completed <u>Form 424</u> here. You may insert the completed form as a PDF or print and attach the form to your final application document.

Exhibit N: Federal Certifications and Assurances Will Insert when available

Please attach <u>Federal Certifications and Assurances</u> signature page and the page listing the certification categories here. You may insert the signed certifications and assurances as a PDF or print and attach the form to your final application document.

Exhibit O: Title VI Plan

If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included here. You may insert the Title VI Plan as a PDF or print and attach the document to your final application.

Exhibit P: Protection of the Environment N/A

Required if the proposed project is for the construction of facilities. Please see Grant Application Instruction Manual for details.

Exhibit Q: Triennial Review - CAP Closeout

Required if the agency's latest Triennial Review included a Corrective Action Plan. Please submit a copy of the corrective action plan and/or letter of compliance.



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

Application for Federal Assistance SF-424					
1. Type of Submission:					
* 3. Date Received: 4. Applicant Identifier:					
5a. Federal Entity Identifier: 5b. Federal Award Identifier:					
State Use Only:					
6. Date Received by State: 7. State Application Identifier: 1001					
8. APPLICANT INFORMATION:					
*a.Legal Name: Collier County Board of County Commmissioners					
* b. Employer/Taxpayer Identification Number (EIN/TIN): \$ c. Organizational DUNS: \$ 0769977900000					
d. Address:					
* Streel1: 8300 Radio Rd. Street2:					
sh:					
FL: Florida					
Province:					
* Country: USA: UNITED STATES * Zlp / Postal Code: 34104-5428					
e. Organizational Unit:					
Department Name: Division Name:					
Public Services PTNE					
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms. *First Name: Judith					
Middle Name:					
ast Name: Sizensky					
Suffix:					
Tille: Grants Coordinator					
Organizational Affiliation:					
Collier County					
* Telephone Number: 239-252-2590 Fax Number:					
*Email: Judith.Sizensky@colliercountyfl.gov					



Application for Federal Assistance SF-424
↑ 9. Type of Applicant 1: Select Applicant Type:
B: County Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Olher (specify):
* 10. Name of Federal Agency:
Federal Transit Administration
11. Catalog of Federal Domestic Assistance Number;
20.509
CFDA Title:
Formula Grants for Rural Areas
12. Funding Opportunity Number:
* Title:
13. Competition identification Number:
Title:
14. Areas Affected by Project (Cities, Countles, States, etc.):
Add Altachment Delete Altachment View Attachment
[Filed Annales and Annales an
± 16. Descriptive Title of Applicant's Project:
Funding for Operating Assistance for bus routes in the Rural Areas of Collier County.
Attach supporting documents as specified in agency instructions.
Add Atlachments Delete Atlachments View Atlachments



14. Immokalee, Golden Gate Estates, and Rural Collier County are the areas that will be affected by the FY21 project.



Application for redefal Assistance 5r-424				
16. Congressional Districts Of:				
* a. Applicant 19 * b. Program/Project 19/25				
Attach an additional list of Program/Project Congressional Districts If needed.				
Add Allachment Delete Attachment View Attachment				
17. Proposed Project:				
*a. Start Date: 10/01/2021 *b. End Date: 09/30/2022				
18. Estimated Funding (\$):				
* a. Federal 864, 332.40				
* b. Applicant 864, 332.40				
* c. State				
*d. Local				
*e. Other				
* f. Program Income				
g. TOTAL 1,728,664.80				
19. Is Application Subject to Review By State Under Executive Order 12372 Process?				
a. This application was made available to the State under the Executive Order 12372 Process for review on				
b. Program is subject to E.O. 12372 but has not been selected by the State for review.				
C. Program is not covered by E.O. 12372.				
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in altachment.)				
☐ Yes No				
f "Yes", provide explanation and attach				
Add Atlachment Delete Atlachment View Atlachment				
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I AGREE				
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.				
Authorized Representative:				
Prefix: Mr. * First Name: Burt				
Middle Name: [L.				
Last Name: Saunders				
Sulfix:				
Tille: Chairman				
Telephone Number: 239-252-2793 Fax Number:				
Emalk Burt.Saunders@colliercountyfl.gov				
* Signature of Authorized Representative; * Date Signed:				
ATTEST Approved as to form and legality				
CRYSTAL K. KINZEL, CLERK				
CRYSTAL K. KINZEL, CLERK BY: Assistant County Attorney				



Florida Department of Transportation

RON DESANTIS GOVERNOR 801 N. Broadway Avenue Bartow, FL 33830 KEVIN J. THIBAULT, P.E. SECRETARY

October 5, 2020

Ms. Michelle Arnold Collier Area Transit 8300 Radio Road Naples, FL 34104

Re:

Title VI Plan

Dear Ms. Arnold:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier County Board of County Commissioners / Collier Area Transit as required for all Federal Transit Administration (FTA) recipients as per the FTA Circular C4702.1B. This concurrence means that Collier County Board of County Commissioners / Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Dale Hanson via e-mail at dale.hanson@dot.state.fl.us or by phone at 863-519-2321.

Sincerely,

Dale Hanson Digitally signed by: Dale Hanson
DIV: CN = Dale Hanson email =
dale hanson@dot.state.fl.us C =
US O = FDOT OU = Trans.t
Date: 2020.10.05 16:46:18 -04'00

Dale Hanson

Transit Projects Coordinator

Cc:

Michelle S. Peronto, District Transit Programs Administrator, FDOT Omar DeLeon, Collier Area Transit

Judy Sizensky, Collier County



Florida Department of Transportation

RON DESANTIS GOVERNOR 801 N. Broadway Avenue Bartow, FL 33830 KEVIN J. THIBAULT, P.E. SECRETARY

June 19, 2020

Ms. Michelle Arnold, Public Transit Director Collier Area Transit 8300 Radio Road Naples, FL 34104

RE: Collier Area Transit 2019 Triennial Review Confirmation of Compliance

Dear Ms. Arnold:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2019 Triennial Review by the Florida Department of Transportation's (FDOT) in partnership with Atkins North America, The University of South Florida / Center for Urban Transportation Research (CUTR) and the Preventive Maintenance Planning, Training and Technical Assistance (PrMPT) team.

The purpose of the Triennial Review is to determine subrecipient compliance with the State and Federal requirements as described in the State Management Plan and in accordance with the Federal Transit Administration (FTA) Section 5310 Program. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three years in a manner compliant with the standardized Triennial Review Process Guide provided by the FDOT Central Office.

An on-site review was performed at 8300 Radio Road, Naples, FL 34104 on November 19-20, 2019. Following the site visit, a Draft Report was issued by the District outlining the areas reviewed, compliance deficiencies and recommendation of actions the subrecipient should undertake to remedy the deficiency. Collier Area Transit has addressed and satisfied several deficiencies to comply with the FTA Section 5310 Program. Items not sufficiently addressed by Collier Area Transit were outlined in the Final Report issued by the District on March 27, 2020. Upon review of the Final Report response submitted by Collier Area Transit, all deficiencies outlined in the Final Report have been appropriately handled.

FDOT, District One Transit Office, congratulates you on your compliance with the Triennial Review standards. We appreciate your attention to the importance of creating and maintaining safe and equitable passenger transportation programs in the communities we service.

Sincerely,

Michelle S. Peronto

Digitally signed by Michelle S. Perorto DV CN = Michelle S. Perorto email = michelle perorto@det state fit us C = Ad O = FOOT OU = Transt Date 2020 06 18 17 22 40 46 07

Dale Hanson

Transit Projects Coordinator

Cc: Michelle S. Peronto, FDOT Transit Programs Administrator Paul A. Simmons, FDOT Modal Development Administrator Omar DeLeon, Collier Area Transit



Application

5311 Grant Application Revised on September 14, 2020

Revised by: Erin Schepers, Grant Programs Administrator

FDOT Public Transit Office

605 Suwannee Street (MS 26)

Tallahassee, Florida 32399-0450

Work Phone: 850-414-4526

Email: erin.schepers@dot.state.fl.us



Florida Department of Transportation Capital Assistance Application

Federal Fiscal Year 2021 / State Fiscal Year 2022



49 U.S.C. Section 5339 CFDA 20.526

Bus and Bus Facilities Formula Program for Rural Areas

Agency Name:	Collier County Board of County Commissioners
Applicant Type:	New Applicant☒ Previous Applicant

Application Checklist

Exhibit M: Protection of the Environment

The following must be included in the Application for Section 5339 Capital Assistance in the order listed. XApplication Checklist (this form) [X]**Applicant Information Form** PART I - APPLICANT ELIGIBILITY [X]Eligibility Questionnaire (only applicable for returning applicants) X Exhibit A: Cover letter Exhibit B: Governing Board's Resolution Ŋ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only) K **Exhibit D: FDOT Certification and Assurances** \square Exhibit E: Standard Lobbying Certification Form K Exhibit F: FTA Section 5333(b) Assurance X Exhibit G: Federal Certifications and Assurances \square Exhibit H: CTC Agreement or Certification **PART II- Funding Request** $|\mathcal{X}|$ Form A-1: Current System Description Organization Chart Form A-2: Fact Sheet \square Form A-3: Proposed Project Description λ Form B-1: Financial Capacity - Proposed Budget for Transportation Program R Form B-2: Capital Request Form \mathcal{L} Form 424: Application for Federal Assistance k Form C: Current Vehicle and Transportation Equipment Inventory Form **PART III- Other Required Documents** Exhibit I: Leasing Exhibit J: Certification of Equivalent Service Exhibit K: Copy of the Title VI Plan (if agency has not previously submitted a Title VI plan) Exhibit L: Local Clearinghouse Agency/RPC Cover Letter (required if proposed project is for facilities)



Applicant Information

Section 5339 CFDA 20.526							
Bus and Bus Facilities Formula Program for Rural Areas:							
				ſ			APPLICATION
Agency (Applicant) Legal N Collier County Board of	ners	Physic 3299	Physical Address (No P.O. Box): 3299 Tamiami Trail East				
Applicant Status: ☐ First-time applicant Applicant Afirst-time applicant for the past two grant cycles							
Applicant's County: Collier							
If Applicant has offices in more than one county, list county where main office is located							
City: Naples	State: FL	Zip + 4 Code: 34112-5746		Congre	Congressional District: 19		
Federal Taxpayer ID Number: Applicar			nt's DUNS Number: Unique 9-Digit number issued by Dun & Bradstreet. May be				
59-6000558 obtained to 076997			ree of charge at: http://fedgov.dnb.com/webform 790				
Applicant Fiscal period start and end dates: October 1, 2021 to September 30, 2022 State Fiscal period from: July 1, 2020 to June 30, 2021							
Counties Served: Collier							
List the county or counties that will be served by the proposed project.							
Executive Director: Michelle Arnold			Grant Contact Person (if different than Executive Director): Judith Sizensky				
Telephone: 239-252-5841			Telephone: 239-252-2590				
Fax: 239-252-3929			Fax:				
E-mail Address:			Email Address:				
Michelle.Arnold@colliercountyfl.gov			Judith.Sizensky@colliercountyfl.gov				
Current Vehicle Inventory Enter Number for ENTIRE Fleet	Sedans: I	Vans:	2	Minivans with Ramp: 4	1	Buses (Cutaways): 31	Buses (Medium Duty): 1
in each category:	Other: 29	N/A			N/A		
Authorizing Representative certifying to the information contained in this application is true and accurate.							
Signature (Authorizing Representative):							
Printed Name: Burt L. Saunders							
Title: Chairman							
Email Address: Burt.Saunders@colliercountyfl.gov							
*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							
ATTEST CRYSTAL K. KINZEL, CLERK					App	proved as to form and l	egality
BY:				-		Aminton C	- Co (042)
Р			age 4 of 32		Assistant County Attorney		

PART I -APPLICANT ELIGIBILITY

Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5339 requirements, 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.

Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	∑ Yes			
Has your agency completed a FDOT Triennial Oversight Review? If yes, what date(s) did the review occur? November 19, 2019 If yes, is your agency currently in compliance?	X Yes No Review Scheduled Was not notified by FDOT District Office X Yes No N/A			
in yes, is your agency currently in compliance.	K 163 L 147A			
If your agency is not in compliance, do you have a corrective action plan to come into compliance? If yes, what is the anticipated date of corrective action closeout?	Yes No N/A			
Is your agency registered on SAM.gov?	X Yes ☐ No			
Note: Agency must register each year/application cycle.	If yes, registration expiration date: 9/14/21			
Signature Burt L. Saunders, Chairman Typed Name and Title December 8, 2020 Date				
	Assumed as to form and Lambite			

ATTEST CRYSTAL K. KINZEL, CLERK Approved as to form and legality

Assistant County Attorney



Exhibit A: Cover Letter - Sample



December 8, 2020

Charlene Ross Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5339 Grant Submittal

Dear Ms. Ross,

Collier County Board of County Commissioners submits this application for the Section 5339 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.

Collier 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 FDOT and all 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 December 2020 with one (1) original resolution and four (4) certified copies of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application. Thank you for your assistance in this matter.

Sincerely,

Burt L. Saunders Chairman, Collier County Board of County Commissioners

Approved as to form and legality

Assistant County Attorney





FFY21 Section 5339 Grant Application



RESOLUTION NO. 2020-

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY FLORIDA, AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5339 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR THE EXPENDITURE OF GRANT FUNDS PURSUANT TO THE GRANT AWARD.

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

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Collier County, Florida:

- 1. This resolution applies to the Federal Program under U.S.C. §5339.
- 2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3. Burt L. Saunders, Chairman, is authorized to including, but not limited to: (a) sign the application, accept a grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments, and (c) authorize the purchase of vehicles/equipment and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
- 4. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 8^{th} day of December 2020.



ATTEST:	
CRYSTAL K. KINZEL, CLERK	BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA
By:, Deputy Clerk	By:Burt L. Saunders, Chairman
Approved as to form and legality:	
Jennifer A. Belpedio Assistant County Attorney	,o



Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)



Naples Daily News

PART OF THE USA TODAY NETWORK

Published Daily Naples, FL 34110

COLLIER AREA TRANSIT -LEGALS 8300 RADIO RD

NAPLES, FL 34104-5428

Affidavit of Publication

STATE OF WISCONSIN COUNTY OF BROWN

Before the undersigned they serve as the authority, personally appeared said legal clerk who on oath says that he/she serves as Legal Clerk of the Naples Daily News, a daily newspaper published at Naples, in Collier County, Florida; distributed in Collier and Lee counties of Florida; that the attached copy of the advertising was published in said newspaper on dates listed. Affiant further says that the said Naples Daily News is a newspaper published at Naples, in said Collier County, Florida, and that the said newspaper has heretofore been continuously published in said

Collier County, Florida; distributed in Collier and Lee counties of Florida, each day and has been entered as second class mail matter at the post office in Naples, in said Collier County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Published: 11/14/2020

Subscribed and sworn to before on November 14, 2020;

Jara M on alloch

Notary, State of WI, County of Brown

TARA MONDLOCH Notary Public State of Wisconsin

My commission expires August 6, 2021

Publication Cost: \$357.00 Ad No: 0004465397 Customer No: 1450756 PO #: PN 5310 5339 FY21

of Affidavits 1

This is not an invoice

Public Notice

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation for a capital grant under Section 5310 oft he Federal Transit Act of 1991, as amended, for the purchase of three (3) replacement paratransit vehicles with radios and tablets to be used for the provision of public transit services within Collier County, FL. Collier County will also be applying to the Florida Department of Transportation for a grant under section 5339 of the Federal Transit Act of 1991, as amended, for the design and construction of bus stop improvements in the Immokalee area consisting of a shelters, benches, and ADA boarding and alighting pads for passengers.

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate 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 withIn10 (ten) days of this notice. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL. 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday. Public comment period will open Thursday, October 28, 2020 through Thursday, December 31, 2020.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Michelle E. Arnold at michelle.arnold@co [liercountyfl.gov, Collier County Public Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed, and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has 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). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.77%.
Pub Date: Nov. 14, 2020 #4465397



Exhibit D: FDOT Certification and Assurances

(Collier County Board of County Commissioners) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5339 dated <u>8th</u> day of December, 2020

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
 - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
 - Section 252.42 Government equipment, services and facilities: In the event of any emergency, the
 division may make available any equipment, services, or facilities owned or organized by the state or its
 political subdivisions for use in the affected area upon request of the duly constituted authority of the area
 or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code (Rule Chapter 14-73–Public Transportation)
 - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
 - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
 - Rule Chapter 41-2-
- 4 It shall comply with FDOT's:
 - Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
 - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
 - Transit Vehicle Inventory Management Procedure No. 725-030-025
 - Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - Guidelines for Acquiring Vehicles
 - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to



- FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle becomes unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

December 8, 2020	Date	
	Signature of Authorized Representative	
Burt L. Saunders, Chairman	Typed Name and Title of Authorized Representative	
ATTEST	Approved as to form and legality	
CRYSTAL K. KINZEL, CLERK BY:	Assistant County Attorney	



Exhibit E: Standard Lobbying Certification Form

The undersigned *(Collier County Board of County Commissioners)* certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from FDOT's website in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

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

December 8, 2020 Date	
	Signature of Contractor's Authorized Official
Burt L. Saunders, Chairman	Typed Name and Title of Authorized Representative
ATTEST CRYSTAL K. KINZEL, CLERK	Approved as to form and legality
BY:	Assistant County Attorney

Exhibit F: FTA Section 5333 (b) Assurance

Note: By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL.

ollier County Board of Co	-	ter referred to as the "Recip	ient") HEREBY ASSURES that
reviewed and certifies to all its provisions will be in	3 (b) Warranty for Applicat the Florida Department of T corporated into any contrac	tion to the Small Urban and ransportation that it will controllers to the recipient and	nd Rural Program" has been omply with its provisions and any sub-recipient which will Fransportation under the FTA
		re of Contractor's Authoriz	ed Official
Burt L. Saunders, Chair	man 	_Typed Name and Title of	Authorized Representative
LISTING OF RECIPIENTS	R ORGANIZATIONS REPRESI	CE TRANSPORTATION PRO	OVIDERS, UNIONS OF SUB-
1 Identify Recipients of Transportation Assistance Under this Grant	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3 Transport Workers Union
Collier County Board Of County Commissioners	Application for FTA Section 5339 Capital Assistance funding for FY 21/22	Collier Area Transit Service	Transport Workers Union Local 525 AFL-CIO 2395 North Courtenay Pkwy Suite 104 Merritt Island, FL, 32953
ATTEST CRYSTAL K. KINZEL,	CLERK		o form and legality
ВҮ:		Assistant Co	ounty Attorney

Exhibit G: Federal Certifications and Assurances Will insert when available

Please attach Federal Certifications and Assurances signature page and the page listing the certification categories here.

Exhibit H: CTC Agreement or Certification

See Grant Application Instruction Manual for Community Transportation Coordinator (CTC) Agreement requirements.



EXHIBIT H: CTC Agreement

Contract # TD-1803

Effective:_7/1/18_to_6/30/2023

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 <u>Collier County Board of County Commissioners, Collier Area Transit, 3299 East Tamiami Trail, Naples, FL 34112</u> 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 <u>Collier</u> 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 amounts(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:

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.
- Comply with Commission insurance requirements by maintaining at least minimum liability i. 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 The Coordinator shall insure that contracting transportation notify the Commission. 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 205.50), 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, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, 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.
- 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.
 - 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.



- P. Comply with other requirements as follows:
 - 1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
 - 2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
 - 3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Addltlonal requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
 - 4. Provide shelter, security, and safety of passengers at vehicle transfer points.
 - 5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local compiaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
 - 6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
 - 7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
 - 8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287,0585, Florida Statutes.
 - 9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
 - 10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
 - 11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.



12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to Insure that all entitles with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission In writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

- 1. Termination at Will This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
- Termination for Breach Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mall, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.



F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Ms. Michelle Arnold,

3299 East Tamlami Trail, Suite 103, Naples, FL 34112

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting weld on May 23, 2018.

Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR: Collier County Board of County Commissioners	STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:
Collier Area Transit	Steven Holmes
Agency Name	Printed Name of Authorized Individual
Andy Solis Printed Name of Authorized Individual	Signature: Stow Colones
Signature: /// Sh.	Title: Executive Director
,	*
Title: Chairman	5

Approved as to form and legality

Jeffrey A. Klatzkow County Attorney

signature only

Rev. 04/02/2012

Attest as to Chairman's Page 27

(F)

County of Collier
LERK OF THE CIRCUIT COURT

Dwight E. Brock

COLLER COUNTY COUNTHOUSE

Clerk of Courts

3315 TAMIAMI TRL E STE 102 NAPLES, FLORIDA

34112-5324

P.O. BOX 413044 NAPLES, FLORIDA 34101-3044 Clerk of Courts Accountant Auditor Custodian of County Funds

June 13, 2018

John Paul Irvine FL Commission for the Transportation Disadvantaged 605 Suwannee Street, Mail Station No. 49 Tallahassee, FL 32399

Re: Memorandum of Agreement: State of Florida Commission for the Transportation Disadvantaged: Contract No. TD-1803

Mr. Irvine,

Attached for further processing is an original copy of the MOA referenced above, approved by the Collier County Board of County Commissioners June 12, 2018.

If your office requires further information regarding this mailing, please feel free to contact me at 239-252-8406.

Thank you.

DWIGHT E. BROCK, CLERK

Ann Jennejohn, Deputy Clerk

Attachment



PART II - FUNDING REQUEST

Form A-1: Current System Description

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

he Collier County Board of County Commissioners is the governing body for the Public ransportation system in Collier County. The Public Transportation system, Collier Area To CAT) operates under the supervision of the Collier County Division of Public Transit & leighborhood Enhancement (PTNE) for the Collier County Public Services Department. Collier Services as the public transit provider for Collier County, serving Naples, Marco Island, and nmokalee areas. It is the mission of CAT to provide safe, accessible and courteous public ansportation services to our customers.	CAT

2. Please provide information below (Maximum 100 words):

programs? (Maximum 100 words)

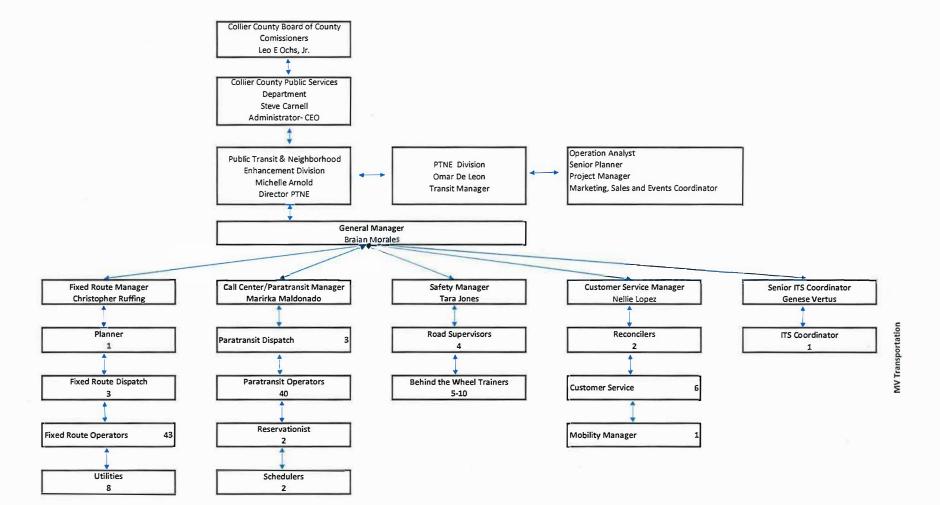
- Organizational structure (attach an organizational chart at the end of this section)

Total number of transportation-related employees in the organization
 CAT Employees

 $3. \quad \text{Who is responsible for insurance, training, management, and administration of the agency's transportation}$

The management of the MV contract is conducted by the Collier County Public Transit and Neighborhood Enhancement (PTNE) Division. MV is responsible for the transit drivers of the transit system including hiring, training and management of the bus operators. They are also responsible for the insurance of all of CAT/CAP's vehicles. MV is responsible for the hiring and training of the administrative personnel.







- 4. 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;
 - A detailed description of service routes and ridership numbers
 - System safety plan;
 - Drug-free workplace; and
 - Data collection methods, including how data was collected to complete Exhibit A-1.

If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided here. **Please do not attach entire documents.**

Service hours for these routes vary from as early as 3:45 AM to as late as 8:20 PM. The service planned for this grant will provide access to people in non-urbanized areas of Collier County. Funds from this grant will be used to continue operation of fixed route to provide access to people in nonurbanized areas to health care, shopping, education, employment, public services and recreation. Because many of these services are not available in the rural area, most people must travel to the urban areas in order to receive many of these services. These funds will be used to fund routes that are open to the general public and are not subject to the privatization process as described in the Transportation Disadvantage Service Plan (TDSP).

All opeartors trained on the use of vehicles and equipment utilized for the operations of this service. All records are maintained by Collier County staff to ensure compliance with all local, State and Federal requirements. Those employee records maintained by the vendor to verify maintenance of all required licensure and training are inspected by Collier County regularly. All vehicles are maintained by Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations center located at 8300 Radio Road. A written safety program has been developed and is maintained by the Contractor which includes safety policies and practices, accident procedures and reporting, and other training materials and documented in the System Safety Program Plan (SSPP) and the System Security Emergency Preparedness Plan (SSEPP). Collier County conducts an annual System Safety review of the Contractor to comply with safety requirements of Chapter 14-90, Florida Administrative Code (FAC). The Contractor's documented safety program includes the following components:

- Accident Response Plan
- Accident Review Process and Analysis
- Determination of an accident as Preventable or Non-Preventable, Utilizing the National Safety Council (NSC) Guidelines
- Employee Retraining Provisions
- Programs and Methods to be utilized to Promote Safety Awareness
- Employee Training and Required Certifications



The Contractor shall participate in tabletop, emergency preparedness training exercise as requested by the County. The Contractor is considered essential personnel and shall be available upon request for evacuation and transportation for any emergency events 24/7. The Contractor administers a Drug and Alcohol (D&A) Program which meets all of the Federal and Collier County requirements. In addition, the Contractor requires all subcontractors providing services for the fixed route service to adhere to the testing requirements of this D&A program. CAT performs D&A testing in accordance with United States Department of Transportation (US DOT) and Federal Transit Administration (FTA) regulations, as defined in Title 49 Code of Federal Regulations (CFR), Parts 40 and 655. The Contractor produces documentation necessary to establish its compliance with Title 49 CFR, Parts 653 and 654. All County employees that fall under this requirement also go through the above noted testing. Data Collection is completed via electronic fareboxes installed on all vehicles, ridership and revenue data is stored in the system and easily accessible through a variety of reports.



Form A-2: Fact Sheet

(The information listed should be specific to the Section 5339 funds and not agency wide).

	CURRENTLY	IF GRANT IS AWARDED	
1. Number of one-way passenger trips. ¹	176,523	176,523	
PER YEAR (Show Calculations)	5,525	,	
2. Number of individuals served unduplicated (first ride per rider per fiscal year) ² .	176,523	176,523	
PER YEAR (Show Calculations)			
3. Number of vehicles used for this service. ACTUAL	6	6	
4. Number of ambulatory seats.			
AVERAGE PER VEHICLE (Show Calculations)	26	26	
(Total ambulatory seats divided by total number of fleet vehicles)	25	20	
5. Number of wheelchair positions.			
AVERAGE PER VEHICLE (Show Calculations)	2	2	
(Total wheelchair positions divided by total		2	
number of fleet vehicles)			
6. Vehicle miles traveled.	500,000,00	500,000,00	
PER YEAR	568,290.88	568,290.88	
7. Average vehicle miles	1583	1583	
PER DAY	1000	1000	
8. Normal vehicle hours in operation.	50.05	50.05	
PER DAY	56.25	56.25	
9. Normal number of days in operation. PER WEEK	6.83	6.83	
10. Trip length (roundtrip). AVERAGE	14.50	14.50	



¹ One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip.

² The unduplicated riders are for current year and the subsequent year once the grant is awarded.

Form A-3: Proposed Project Description

- 1. 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.

The proposed project will be an improvement to the existing service level by providing safe access to the route within the system. The improvements to the bus stops will be made within the existing service hours and service area and will have no affects on the system headways. Collier County is requesting FTA Section 5339 funds to improve existing bus stops by bringing them into ADA compliance and adding bus shelters to 1 of the 9 stops as well as adding a bench, trash, bike rack to 2 stop.s Each stop has been inventoried and stop specific improvements have been identified. These improvements may include but are not limited to the following: adding a stable, slip resistant 5' X 8' landing pad, correcting the slope on existing pads or adjacent sidewalks, adding type E curb and gutter, adding a bus stop sign or correcting the placement of an existing sign. In order to achieve ADA compliance, sidewalk and drainage improvements may have to be added to the project. Shelter construction will include the addition of a landing pad and shelter pad, the addition of a bike rack, bench, trash receptacle, and installation of the shelter.



2. If a grant award will be used to **construct bus related facilities**:

- Specifically explain how it will be used in the context of total service
- Provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed
- Provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.

CAT currently has 607 bus stops, including 118 in the rural area. As we continue to address the need to improve our bus stops to meet the ADA compliance as well as enhancing accessibility, this request represents improvement to 8% of the rural bus stops. We believe by improving accessibility to these bus stops and providing shelters, the ease and comfort of the existing passengers will be enhanced and more passengers may use the service.

Due to the existing contract in place with FDOT concurrence we estimate the project will take 10 Months complete. The scope of work includes the engineering design of the sites and construction of the improvements. Staff and contractors are experienced in completing this type of projects within a timely manner as we have completed 3 projects of similar scope to this application concurrently within a 12 month period.

Estimated cost for the improved have been derived for recent bids solicited for bus stop improvements.

As noted above existing contracts are in place for amenities and construction to facilitate the procurement process for this project.

Stop	Location Description
ID	
536	N 19TH ST and LAKE TRAFFORD RD
346	LAKE TRAFFORD RD and N 29TH ST
339	MIRAHAM DR and MIRAHAM TER
535	E MAIN ST and FARM WORKER WAY
532	GOLDEN GATE BLVD and BIG CYPRESS ES
531	GOLDEN GATE BLVD and BIG CYPRESS ES
358	S 5TH ST and W DELAWARE AVE
342	LINCOLN BLVD and BUSH ST W
337	TAYLOR TER and BASS RD



- 3. If this grant application is for a vehicle/equipment:
 - Provide a detailed explanation of the need for the vehicle and provide documentation of the need
 - Describe whether the intent is to replace existing vehicles/equipment or purchase additional vehicles/equipment
 - Describe how vehicles will be maintained without interruptions in service (who, what, where, and when)
 - Describe who will drive the vehicle, the number of drivers, and CDL certifications

N/A-This application is not for vehicles or equipment	
5.	
^	



4.	If the vehicles and/or equipment are proposed to be used by a lessee or private operator under
	contract to the applicant, identify the proposed lessee/operator (Include an equitable plan for
	distribution of vehicles/equipment to lessees and/or private operators).

N/A-This application is not for vehicles or equipment.			
	×		

Form B-1: Financial Capacity - Proposed Budget for Transportation Program

Estimated Transportation Program Operating & Administrative Expenses Year of Anticipated Award		
Code	Object Class	Amount
5010	Labor	276,487\$
5015	Fringe Benefits	106,713 \$
5020	Services	641,400\$
5030	Materials and Supplies	1,403,200 \$
5040	Utilities	78,400 \$
5050	Casualty and Liability Costs	14,900 \$
5060	Taxes	8,000 \$
5100	Purchased Transportation	4,673,900\$
5090	Miscellaneous	94,100 \$
5230	Capital Leases	2,000 \$
5260	Depreciation	\$
	Other	\$
	Grand Total All Expenses	7,299,100 \$

timated Transportation Program Operating & Administrative Revenues Year of Anticipated Award		
Code	Object Class	Amount
4111	Passenger-Paid Fares	910,700
4112	Organization-Paid Fares	
4310	General Revenues of the Local Government	
4390	Other Local Funds	2,371,200
4420	State Transportation Fund	982,800
4500	Federal Funds	3,034,400
4610	Contributed Services	
4630	Sales and Disposals of Assets	
-	Other	
	Grand Total All Revenues	7,299,100

Form B-2: Capital Request Form³ N/A

To identify vehicle type and estimate cost visit http://tripsflorida.org/

All vehicle requests must be supported with a completed sample order form for estimating 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 Florida Department of Management Services Contract can be found at:

Florida Department of Management DMS

VEHICLE REQUEST

Replacement (R) or Expansion (E)	Fuel Type	Useful Life	Description/ Vehicle Type	Quantity	Estimated Cost (from Order Form)
	E4				
MINE ALLEY				Subtotal	\$

^{*}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. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). 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.

FDOT Control#	VIN	Year	Make	Model	Mileage
				a.	

³ Applicants must use this form.

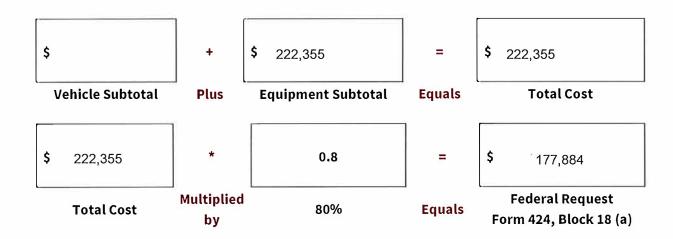


Equipment Request

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 <u>Procurement Guidelines</u>.

Description*	Useful Life Application Instructions)	Quantity	Estimated Cost
Bus Shelter, bench, bike rack, trash tecep, and ADA pad	15 Years	1	\$ 74,415
Bus Stop Bench, bike rack, trash receptacle and ADA Pad	10 Years	2	\$ 49,270
Bus Stop Signage and ADA pad	10 Years	6	\$ 98,670
	_	Subtotal	\$ 222,355

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





Current Paratransit Vehicle and Transportation Equipment Inventory

10/13/2020 Name of Applicant: Collier County Board of County Commissioners Date of Inventory:

EQUIP#	Model Yr.	Make/S	ize/type	MN#	FDOT Control #	Ramp or Lift	Seals & WC Position	Current Mileage	Previous Mileage (1 yr ago)	Current Mileage - Previous Mileage - Mileage from the past year	Vehicle Status (Active/Spare / Other	Expected Retirement date	Donated? Yes/No	Funding Source
CC2-868	2014	VPG	MV1	523MF1A60CM101667	97147	Ramp	4+2	135,824	127,094	8730	Active	2019	no	5310 FY13
CC2-1045	2015	CHEVROLET	GLAVAL	1GB6G5BL4E1202016	97182	Lift	12+5	259,734	220,367	39367	Active	2020	no	5310 FY13/14
CC2-1046	2015	CHEVROLET	GLAVAL	1GB6G5BL7E1201782	97183	Lift	12+5	259,562	219,492	40070	Active	2020	no	5310 FY13/14
CC2-1047	2015	CHEVROLET	GLAVAL	1GB6G5BL2E1201074	97189	Lift	12+5	267.590	224,889	42701	Active	2020	no	5310 FY13/14
CC2-1048	2015	CHEVROLET	GLAVAL	1GB6G5BL9E1201346	97187	Lift	12+5	242,169	200,058	42111	Active	2020	no	5310 FY13/14
CC2-1113	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1259279	98126	Lift	12+5	246,480	208,765	37715	Active	2020	no	5310 FY14/15
CC2-1114	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1261808	98127	Lift	12+5	226,120	192,939	33181	Active	2020	no	5310 FY14/15
CC2-1115	2015	CHEVROLET	GLAVAL	1GB6G5BL8F1262043	98128	Lift	12+5	229,349	184,898		Active	2020		5310 FY14/15
CC2-1116	2015	CHEVROLET	GLAVAL	1GB6G5BL6F1263000	98129	Lift	12+5	230,286	199,617	30669	Active	2020	no	5310 FY14/15
CC2-1117	2015	CHEVROLET	GLAVAL	1GB6G5BL0F1263333	98130	Lift	12+5	247,408	205,501	41907	Active	2020	no	5310 FY14/15
CC2-1376	2016	VPG	MV1	57WMD2C64GM100120	98139	Ramp	3+2	101309			Active	2021	no	5310 FY15/16
CC2-1377	2016	VPG	MV1	57WMD2C63GM100433	98141	Ramp	3+2	60143			Active	2021	no	5310 FY15/16
CC2-1378	2016	VPG	MV1	57WMD2C64GM100540	98140	Ramp	3+2	56335			Active	2021	no	5310 FY15/16
CC2-1410	2016	CHEVROLET	GLAVAL	1GB6GUBL7G1138289	98173	Lift	14+6	202,890			Active	2021		5310 FY15/16
CC2-1411	2016	CHEVROLET	GLAVAL	1GB6GUBL0G1140658	98177	Lift	14+6	180,808	142,930	37878	Active	2021		5310 FY15/16
CC2-1412	2016	CHEVROLET	GLAVAL	1GB6GUBL3G1265573	98176	Lift	14+6	181,382			Active	2021		5310 FY15/16
CC2-1842	2018	FORD	GLAVAL	1FDFE4FS3HDC70786	98195	Lift	12+6	141,215			Active	2023		5310 FY16/17
CC2-1843	2018	FORD	GLAVAL	1FDFE4FS2HDC70794	98196	Lift	12+6	131,290	84,667		Active	2023	no	5310 FY16/17
CC2-1844	2018	FORD	GLAVAL	1FDFE4FS7HDC70791	98197	Lift	12+6	129,245	92,963		Active	2023	no	5310 FY16/17
CC2-1845	2018	FORD	GLAVAL	1FDFE4FS1HDC70785	10001	Lift	12+6	133,590	86,913		Active	2023	no	5310 FY16/17
CC2-2194	2019	FORD	TRANSIT	1FDES8PV1KKA49971	10065	Lift	8+2	34,152	7,959	26193	Active	2024	no	5310 FY17/18
CC2-2195	2019	FORD	TRANSIT	1FDES8PV1KKA49972	10064	Lift	8+2	49,035	8,480	40555	Active	2024	no	5310 FY17/18
CC2-2196	2019	FORD	TRANSIT	1FDES8PV1KKA49973	10063	Lift	8+2	30,995			Active	2024	no	5310 FY17/18
CC2-2197	2019	FORD	TRANSIT	1FDES8PV1KKA49974	10062	Lift	8+2	38543			Active	2024	no	5310 FY17/18
CC2-2342	2019	FORD	Challenger	1FDFE4FS9KDC45799	10076	Lift	12+3	38543			Active	2024	no	5310 FY18/19
CC2-2343	2019	FORD	Challenger	1FDFE4FS1KDC49376	10073	Lift	12+3	28329			Active	2024	no	5310 FY18/19
CC2-2344	2019	FORD	Challenger	1FDFE4FS3KDC49377	10077	Lift	12+3	37505			Active	2024	no	5310 FY18/19
CC2-2345	2019	FORD	Challenger	1FDFE4FS5KDC49378	10074	Lift	12+3	33205			Active	2024	no	5310 FY18/19
CC2-2393	2019	FORD	Challenger	1FDFE4FS0KDC66539	n/a	Lift	14+2	21998			Active	2024	no	Shirley Conroy
CC2-2477	2020	FORD	Challenger	1FDFE4FS3KDC66504	10096	Lift	12+2	3615			Active	2025	no	5310 FY19/20
CC2-2478	2020	FORD	Challenger	1FDFE4FS5KDC66505	10100	Lift	12+2	1611			Active	2025	no	5310 FY19/20
CC2-2479	2020	FORD	Challenger	1FDFE4FS7KDC66506	10099	Lift	12+2	1786			Active	2025	no	5310 FY19/20
CC2-2480	2020	FORD	Challenger	1FDFE4FS9KDC66507	10093	Lift	12+2	5632			Active	2025	no	5310 FY19/20
CC2-2481	2020	FORD	Challenger	1FDFE4FS0KDC66508	10092	Lift	12+2	13947	1612		Active	2025	no	5310 FY19/20
CC2-2482	2020	FORD	Challenger	1FDFE4FS2KDC66509	10097	Lift	12+2	4441	1540	2901	Active	2025	no	5310 FY19/20

All vehicles are equiped with cameras and radios.

Replaced w/5310 FY19

Replacing w/5310 FY20
Applying for replacement w/5310 FY21



Current Fixed and Support Vehicle Inventory

No.	ID	PURCHASE YEAR	MAKE	VIN	BUS SIZE	Mileage as of 3/20	REPLACEMENT YEAR	Funding Source
	d Route Bu	ses						
1	60091	2006	GILLIG	15GGE291661091164	30' bus	746048	2016	County
2	60093	2006	GILLIG	15GGE291X61091166	30' bus	741411	2016	5307 FY06
3	60094	2006	GILLIG	15GGE291161091167	30' bus	813522	2016	5307 FY06
4	CC2-240	2007	GILLIG	15GGE271471091586	30' bus	651901	2017	5307 FY07
5	CC2-242	2007	GILLIG	15GGE271871091588	30' bus	594727	2017	5307 FY07
6	CC2-243	2007	GILLIG	15GGE271X71091589	30' bus	628678	2017	5307 FY07
7	CC2-497	2010	GILLIG	15GGB2719A1177671	35' bus	698535	2022	5307 FY08
8	CC2-498	2010	GILLIG	15GGB2719A1177672	35' bus	676781	2022	5307 FY08
9	CC2-499	2010	GILLIG	15GGB2719A1177673	35' bus	702981	2022	5307 FY08
10	CC2-513	2010	GILLIG	15GGB3014A1178484	35' hybrid bus	503270	2022	5307 FY09 ARRA
11	CC2-514	2010	GILLIG	15GGB3016A1178485	35' hybrid bus	544760	2022	5307 FY09 ARRA
12	CC2-619	2011	GILLIG	15GGB2710C1180347	35' bus	485384	2023	5307 FY10
13	CC2-620	2011	GILLIG	15GGB2712C1180348	35' bus	460172	2023	5307 FY 10
14	CC2-621	2011	GILLIG	15GGB2414C1180349	35' bus	437810	2023	5307 FY10
15	CC2-659	2012	GILLIG	15GGB2719C1180752	35' bus	497102	2024	5307 FY 11/Flex
16	CC2-660	2012	GILLIG	15GGB2710C1180753	35' bus	480039	2024	5307 FY11
17	CC2-675	2012	GILLIG	15GGB2710C1180509	35' bus	427023	2024	CMS flex funds
18	CC2-799	2013	GILLIG	15GGD2712E1184199	40' Transit Bus	504905	2025	5307 FY12
19	CC2-800	2013	GILLIG	15GGD2715E1184200	40' Transit Bus	495067	2025	5307 FY12
20	CC2-1008	2015	GILLIG	15GGD2718F1184208	40' Transit Bus	360808	2027	5307 FY 13
21	CC2-1122	2016	FREIGHTLINER	4UZADPDU1GCHJ1809	30' GLAVAL BUS	71384	2023	5307 FY13
22	CC2-1408	2017	GILLIG	15GGB2711G1186275	35' bus	248361	2029	5307 FY14
23	CC2-1409	2017	GILLIG	15GGB2713G1186276	35' bus	222398	2029	5307 FY14
24	CC2-1620	2017	GILLIG	15GGE2715H3093319	30' bus	141923	2027	5307 FY15
25	CC2-1621	2017	GILLIG	15GGE2711H3093320	30' bus	126906	2027	5307 FY15
26	CC2-1622	2017	GILLIG	15GGE2713H3093321	30' bus	147626	2027	5307 FY15
27	CC2-1623	2017	GILLIG	15GGE2715H3093322	30' bus	157936	2027	5307 FY15
28	CC2-1719	2018	GILLIG	15GGE271XJ3093449	30' bus	90209	2028	5307 FY16
29	CC2-1917	2019	GILLIG	15GGE2713K3093424	30' bus	29151	2029	5307 FY16
Supp	ort Vehicle	S						
1	CC2-1402	2016	FORD	1FTNF1CF1GFK56777	F150	78784	2024	5307 FY14
2	CC2-1553	2017	FORD	1FAHP2E87HG111047	TAURUS	16,632	2021	5307 FY15
	CC2-1662	2017	FORD	1FTMF1C89HKE39401	F150	87,235	2021	5307 FY15
4	CC2-2106	2018	FORD	NM0GS9E22K1412891	Van	16,206	2026	5307 FY17
	CC2-2107	2018	FORD	NM0GS9E25K1412884	Van	18,484	2026	5307 FY17

Replaced with prior 530**7** grants
Replacing w/5307 FY20



Equipm	ent Inventor					Expected	DO - CHECK ON	
	Purchased Retirement							
FDOT #	ID	Description	Model	Year	Life	Date	VIN	Funding Source
N/A		M5300 Radio 800MHz	MAHKS8MEX	2013			A4011E067832	
N/A	2539	M5300 Radio 800MHz	MAHKS8MEX	2013	8	2021	A4011E067834	5310 FY12
N/A	2538	M5300 Radio 800MHz	MAHKS8MEX	2013	8	2021	A4011E067833	5310 FY12
N/A	2567	M5300 Radio 800MHz	MAHKS8MEX	2014	8	2022	A4011E071994	5310 Add
N/A	2570	M5300 Radio 800MHz	MAHKS8MEX	2014	8	2022	A4011E073433	Shirley Conroy
N/A	2572	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E078989	Shirley Conroy
N/A	CC1-6179	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E078991	Local Funds
N/A	CC1-6180	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E079073	Local Funds
N/A	CC1-6181	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E079074	Local Funds
N/A	CC1-6182	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E079075	Local Funds
N/A	CC1-6645	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081756	5310 FY14
N/A	CC1-6646	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081757	5310 FY14
N/A	CC1-6647	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081758	5310 FY14
N/A	CC1-6648	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081759	5310 FY14
N/A	CC1-6649	M5300 Radio 800MHz	MAHKS8MEX	2015	8	2023	A4011E081760	5310 FY14
N/A	CC1-7162	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153009709	5310 FY15
N/A	CC1-7163	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010101	5310 FY15
N/A	CC1-7164	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010102	5310 FY15
N/A	CC1-7165	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010103	5310 FY15
N/A	CC1-7166	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010104	5310 FY15
N/A	CC1-7167	XG-25M Radio 800MHz	DMM78B	2016	8	2024	A40153010105	5310 FY15
N/A	CC1-8056	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015951	5310 FY16
N/A	CC1-8057	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015952	5310 FY16
N/A	CC1-8058	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015954	5310 FY16
N/A	CC1-8059	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153015955	5310 FY16
N/A	CC1-8655	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153017557	5307 FY15
N/A	CC1-8664	XG-25M Radio 800MHz	DMM78B	2017	8	2025	A40153017668	5307 FY15
N/A	CC1-9840	XG-25M Radio 800MHz	DMM78B	2018	8	2026	A40153021549	5310 FY17
N/A	CC1-9841	XG-25M Radio 800MHz	DMM78B	2018	8		A40153021446	5310 FY17
N/A	CC1-9842	XG-25M Radio 800MHz	DMM78B	2018	8	2026	A40153021447	5310 FY17
N/A	CC1-9843	XG-25M Radio 800MHz	DMM78B	2018	8	2026	A40153021448	5310 FY17
N/A	CC1-11133	XG-25M Radio 800MHz	DMM78B	2019	8	2027	A40153023361	5310 FY18
N/A		XG-25M Radio 800MHz		2019	8		A40153023362	
N/A	CC1-11135	XG-25M Radio 800MHz	DMM78B	2019	8	2027	A40153023365	5310 FY18
N/A	CC1-11136	XG-25M Radio 800MHz	DMM78B	2019	8	2027	A40153024075	5310 FY18
N/A	CC1-11620	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153027319	5310 FY19
N/A	CC1-11621	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153027320	5310 FY19
N/A	CC1-11622	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153027345	5310 FY19
N/A	CC1-11623	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153028762	5310 FY19
N/A	CC1-11624	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153028763	5310 FY19
N/A	CC1-11626	XG-25M Radio 800MHz	DMM78B	2020	8	2028	A40153028764	5310 FY19

Replacing w/5310 FY20
Applying for replacing w/5310 FY21



Form 424: Application for Federal Assistance

Attach the completed <u>Form 424</u> here. You may insert the completed form as a PDF or print and attach the form to your final application document.



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

8. APPLICANT INFORMATION: * a. Legal Name: Colliar County Board of County Commissioners * b. Employer/Taxpayer Identification Number (EIN/TIN): 55 - 6000556 d. Addrass: * Street: 8300 Radio Rd. Street: County/Parish: Colliar * City: Naples County/Parish: Eli-Florida Province: Ush: UNITED STATES * 27p/ Postal Code: 34104-5428 e. Organizational Unit: Department Name: Public Services Friex f. Name and contact Information of person to be contacted on matters involving this application: * First Name: Sizensky Suffix: Title: Grants Coordinator Organizational Vnillisiton: Corganizational	Application for Federal Assistance SF-424					
6a. Federal Entity Identifier: State Use Only: 6. Date Received by State: 7. State Application Identifier: a. Legal Name: b. Employer/Taxpayer Identification Number (EINTIN): 5a-6000558 6. Addross: 4. Addross: 4. Addross: Collier: Collier: Collier: Street: 8300 Radio Rd. Street: County: Naples County/Parish: Collier: County: Usar: UNITED STATES 2/2 / Postal Code: 34104-5428 4. Organizational Unit: Department Name: [Eublic Services] First Name: 1. Street: 1. Street: 1. Street: 1. Street: 2. Street: 3. Street: 5. Street:	Preapplication	on	New Continuation			
State Use Only: 6. Date Received by State: 7. State Application Identifier: 1001 8. APPLICANT INFORMATION: *a. Legal Name: *b. Employer/Taxpayer Identification Number (EINTIN): 59-6000558 6. Address: *Street! 8300 Radio Rd. Street2: *City: Naplea County/Paish: *County/Paish: *County/Pa	* 3. Date Received	d:	4. Applicant Identifier:			
8. APPLICANT INFORMATION: * a. Legal Name: Colliar County Board of County Commissioners * b. Employer/Taxpayer Identification Number (EIN/TIN): 55 - 6000558 d. Addrass: * Street: 8300 Radio Rd. Street: County/Parish: Colliar * City: Naples County/Parish: Eli-Florida Province: Ush: UNITED STATES * 27p/ Postal Code: 34104-5428 e. Organizational Unit: Department Name: Public Services Friex f. Name and contact Information of person to be contacted on matters involving this application: * First Name: Sizensky Suffix: Title: Grants Coordinator Organizational Artillation: Corganizational Millisiton: Corgan	6a. Federal Enlily	ldentifier:		5b	. Federal Award Identifier:	
8. APPLICANT INFORMATION: * a. Legal Name: Collier County Board of County Commissioners * b. Employer/Taxpasse Identification Number (EIN/TIN): 59-6000558 d. Addrass: * Street!: 8300 Radio Rd. Street!: Naples County/Parish: Collier * State: F1: Florida Prownee: * Ush: UNITED STATES * Zip/ Postal Code: 34104-5428 e. Organizational Unit: Department Name: Public Services Friex: Ms. * First Name: Judith Middle Name: * Last Name: Sizensky Suffix: Title: Grants Coordinator Organizational Knillistion: Collier County * Telephone Number: 239-252-2590 Fax Number:	State Use Only:					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000558	6. Dale Received I	oy State:	7. State Application Id	denti	lifier: [1001	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 55-6000558	8. APPLICANT IN	FORMATION:				
Sp-6000558 O76997790000	* a. Legal Name:	Collier County 1	Board of County Commis	sic	oners	
d. Address: * Street1:	* b. Employer/Tax	payer Identification Num	nber (EIN/TIN):	4 0	c. Organizational DUNS:	
*Street: 8300 Radio Rd. Street2: *Cily: Naples County/Parish: Collier *State: FL: Floxida Province: *County: USA: UNITED STATES *Zip/ Postal Code: 34104-5428 e. Organizational Unit: Department Name: Public Services f. Name and contact information of person to be contacted on matters involving this application: Prefix: Ms. *First Name: Judith Middle Name: *Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Arfillation: Collier County *Telephone Number: 239-252-2590 Fax Number:	59-6000558			07	769977900000	
Street2: * City: Naples County/Parish: Collier * State: FL: Florida Province: * County: USA: UNITED STATES * Zip / Postal Code: 34104-5428 e. Organizational Unit: Department Name: Fublic Services f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms. * First Name: Judith Middle Name: * Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	d. Address:					
* City: Naples County/Parish: Collier * State: FE: Floxida Province: * Country: USA: UNITED STATES * Zip / Postal Code: 34104-5428 e. Organizational Unit: Department Name: Fublic Services FINE f. Name and contact information of person to be contacted on matters involving this application: Prefix: Ms. * First Name: Judith Middle Name: * Last Name: Sizensky Sulfix: Tille: Grants Coordinator Organizational Affillation: Collier County * Telephone Number: 239-252-2590 Fax Number:	* Street1:	8300 Radio Rd.				
County/Parish: Collier *State: FL: Florida Province: *County: USA: UNITED STATES *Zip / Postal Code: 34104-5428 e. Organizational Unit: Department Name: Public Services f. Name and contact information of person to be contacted on matters involving this application: Prefix: Ms. *First Name: Judith Middle Name: *Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County *Telephone Number: 239-252-2590 Fax Number:	Street2:					
* State: FL: Florida Province: * Country: USA: UNITED STATES * Zip/ Postal Code: 34104–5428 e. Organizational Unit: Department Name: Division Name: Public Services PTNE f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms. * First Name: Judith Middle Name: * Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239–252–2590 Fax Number:	* City:	Naples				
Province: * Country:	County/Parish:	Collier				
* Country: USA: UNITED STATES * ZIp / Postal Code: 34104-5428 e. Organizational Unit: Department Name: Fublic Services f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms. * First Name: Judith Middle Name: * Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	* State:	FL: Florida				
* Zip / Postal Code: 34104-5428 e. Organizational Unit: Department Name: Division Name: Public Services PTNE f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms. * First Name: Judith Middle Name: Sizensky Suffix: Title: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	Province:					
e. Organizational Unit: Department Name: Public Services f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms. First Name: Judith Middle Name: * Last Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	* Country:	USA: UNITED ST	PATES			
Division Name: [Public Services	* Zip / Postal Code	34104-5428				
Public Services f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms.	e. Organizational	Unit:				
f. Name and contact Information of person to be contacted on matters involving this application: Prefix: Ms.				_		
Prefix: Ms. *First Name: Judith Middle Name: Sizensky Suffix: Tille: Grants Coordinator Organizational Affiliation: Collier County *Telephone Number: 239-252-2590 Fax Number:	Public Service	ces		PT	TNE	
Middle Name: * Last Name: Sizensky Suffix: Title: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	f. Name and cont	act Information of pe	erson to be contacted on mat	ttera	s Involving this application:	
* Last Name: Sizensky Suffix: Title: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	Prefix:	s.	* First Name:		Judith	
Suffix: Title: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	Middle Name:					
Tille: Grants Coordinator Organizational Affiliation: Collier County * Telephone Number: 239-252-2590 Fax Number:	* Last Name: S	izensky				
Organizational Affiliation: Collier County *Telephone Number: 239-252-2590 Fax Number:	Suffix:]			
*Telephone Number: 239-252-2590 Fax Number:	Tille: Grants C	oordinator				
*Telephone Number: 239-252-2590 Fax Number:	Organizational Affi	llation:				
	Collier Count	У				
*Emall: Judith.Sizensky@colliercountyfl.gov	* Telephone Numb	per: 239-252-2590			Fax Number:	
	* Emall: Judith	.Sizensky@collie	rcountyfl.gov			

Application for Federal Assistance SF-424
• 9. Type of Applicant 1: Select Applicant Type:
B: County Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
Olher (specify):
* 10. Name of Federal Agency:
Federal Transit Administration
11. Catalog of Federal Domestic Assistance Number:
20.526
CFDA Title:
Bus and Bus Facilities Program
* 12. Funding Opportunity Number:
* Tille:
13. Competition Identification Number:
13. Competition identification runinger.
Tille:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Allachment Delete Allachment View Allachment
15. Descriptive Title of Applicant's Project:
Improvements to bus stops in the rual areas of Collier County to include ADA accessibility, benches and shelters
Attach supporting documents as specified in agency instructions.
And Allachments Delete Attachments View Attachments



Application for Federal Assistance SF-424
16. Congressional Districts Of:
* a. Applicant 19 * b. Program/Project 19/25
Allach an additional list of Program/Project Congressional Districts If needed.
Add Attachment Delete Attachment View Attachment
17. Proposed Project:
* a. Start Date: 10/01/2021
18. Estimated Funding (\$):
* a. Federal 177,884.00
* b. Applicant
* c. State 44, 471.00
* d. Local
* e. Olher
* f. Program Income
*g. TOTAL 222, 355.00
* 19. is Application Subject to Review By State Under Executive Order 12372 Process?
a. This application was made available to the State under the Executive Order 12372 Process for review on
b. Program is subject to E.O. 12372 but has not been selected by the State for review.
C. Program Is not covered by E.O. 12372,
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
☐ Yes ☐ No
If "Yes", provide explanation and attach
Add Atlachment Delete Atlachment View Atlachment
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
□ "I AGREE
** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.
Authorized Representative:
Prefix: Mr. Burt
Middle Name: L.
* Last Name: Saunders
Suffix:
* Title: Chairman
*Telephone Number: 239-252-2793 Fax Number:
*Email: Burt.Saunders@colliercountyfl.gov
* Signature of Authorized Representative: Approved as to form and requirity
ATTEST Approved as to form and regards
CRYSTAL K. KINZEL, CLEDK
ATTEST CRYSTAL K. KINZEL, CLERK BY: Assistant County Attorney

14. Immokalee, Golden Gate Estates, and Rural Collier County are the areas that will be affected by the FY121 project.

PART III - MANAGERIAL CAPABILITY

Exhibit I: Leasing

MEMORANDUM for FTA 5339

Date:	December 8, 2020	
From:	Burt L. Saunders, Chairman	
rioiii.	(Typed name and title)	(Signature)
	Collier County Board of County	Commissioners
	(Typed or printed agency name)	_
то:	Florida Department of Transportat Modal Development Office / Public	·
Subject:	FFY 2021 GRANT APPLICATION TO TO CAPITAL GRANTS FOR NON-URBAN 49 UNITED STATES CODE SECTION 1	
Leasing		
\\/;[Collier County Board of County	Commissioners Name of applicant agency), as applicant to the Federal
		m, lease the proposed vehicle(s) (or any other equipment
	t may be awarded to the Applicant) to a t	
		mid-party:
LI		
	If yes, specify to whom:	
NOTE: It agreemen		nt agency to ensure District approval of all lease
		Approved as to form and legality
C	TTEST RYSTAL K. KINZEL, CLERK Y:	Assistant County Attorney

Exhibit J: Certification of Equivalent Service N/A

CERTIFICATION OF EQUIVALENT SERVICE

(Agency Name) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1. Response time
- 2. Fares
- 3. Geographic service area
- 4. Hours and days of service
- 5. Restrictions on trip purpose
- 6. Availability of information and reservation capability
- 7. Constraints on capacity or service availability

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5339, and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any non-accessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this <u>Date</u> day of <u>Month, Year</u>	
Name and title of authorized representative	

Exhibit K: Title VI Program

Attach one or more of the following, as applicable:

- Title VI Program/Plan Concurrence Letter issued by the FDOT District office
- Letter from the applicant's Authorized Representative certifying that the requested federal funds
 will be used to support services in compliance with an adopted Title VI Plan previously approved by
 and on file with FDOT
- First-Time Applicants Commitment letter stating that a compliant Title VI Plan will be developed prior to award

Exhibit L: Local Clearinghouse Agency Letter N/A

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

Exhibit M: Protection of the Environment N/A

Required **if the proposed project is for the construction of facilities**. Please see Grant Application Instruction Manual for details.



Florida Department of Transportation

RON DESANTIS GOVERNOR 801 N. Broadway Avenue Bartow, FL 33830 KEVIN J. THIBAULT, P.E. SECRETARY

October 5, 2020

Ms. Michelle Arnold Collier Area Transit 8300 Radio Road Naples, FL 34104

Re:

Title VI Plan

Dear Ms. Arnold:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier County Board of County Commissioners / Collier Area Transit as required for all Federal Transit Administration (FTA) recipients as per the FTA Circular C4702.1B. This concurrence means that Collier County Board of County Commissioners / Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Dale Hanson via e-mail at dale.hanson@dot.state.fl.us or by phone at 863-519-2321.

Sincerely,

Dale Hanson Digitally signed by: Date Hanson
DN CN = Date Hanson email =
detection than son @dot.state.fl.us C =
US O = FDOT OU = Transit
Date: 2020.10.05 16:46:18 -04'00

Dale Hanson

Transit Projects Coordinator

Cc:

Michelle S. Peronto, District Transit Programs Administrator, FDOT Omar DeLeon, Collier Area Transit Judy Sizensky, Collier County



End of Application

5339 Grant Application Revised on September 14, 2020

Revised by: Erin Schepers, Grant Programs Administrator

FDOT Public Transit Office

605 Suwannee Street (MS 26)

Tallahassee, Florida 32399-0450

Work Phone: 850-414-4526

Email: erin.schepers@dot.state.fl.us



EXECUTIVE SUMMARY Reports and Presentations Item 6A

Community Transportation Coordinator (CTC) Quarterly Report

OBJECTIVE: To review and discuss the CTC Quarterly Report.

<u>CONSIDERATIONS:</u> Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system.

STAFF RECOMMENDATION: For the Board to review and discuss the CTC Quarterly Report.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. CTC Quarterly Report

July 1 -31, 2020

Total	Days		One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday		23	4542	3862	3078	76836	64852	460	242	4555	6	7
Saturday		3	244	227	182	4496	3839	31	29	247	3	0
Sunday		4	91	132	99	2241	1892	25	17	91	0	0
Total		30	4877	4221	3360	83573	70583	516	288	4893	9	7

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	197	168	134	3341	2820	20	11	198	0	0
Saturday	81	76	61	1499	1280	10	10	82	1	0
Sunday	23	33	25	560	473	6	4	23	0	0

o Collect	Fares Deposit	Balance			% Cancel of Total Trips	% No Shows of Total Trips		Prior Year On- Time Performance	On-Time Performance	ı
-	\$0.00	\$0.00			11%	6%		90.57%	96.12%	
et Sales	Sales Deposit	Balance								
\$0.00	\$0.00	\$0.00								
tal Deposit	\$0.00		Prior Year				No Sho	ws Day Susp	ensions	
			PPH	PPH	Difference		7	14	30	
	Accidents (Prev)		1.49	1.46	-0.03	-	0	0	0	
	0	ı								

August 1 -31, 2020

	Dave		One Way	Vehicle	Revenue	Vehicle	Revenue	Canaala	No Chaus	Passenger	DCA	Cuest
Total	Days		Trips	Hours	Hours	Miles	Miles	Cancels	No Shows	Trips	PCA	Guest
Weekday		21	4102	3574	2812	68475	58424	422	287	4201	72	27
Saturday		5	435	387	312	7612	6665	38	26	447	4	8
Sunday		5	144	188	153	3478	3096	26	10	148	2	2
Total		31	4681	4149	3278	79565	68185	486	323	4796	78	37

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	195	170	134	3261	2782	20	14	200	3	1
Saturday	87	77	62	1522	1333	8	5	89	1	2
Sunday	29	38	31	696	619	5	2	30	0	0

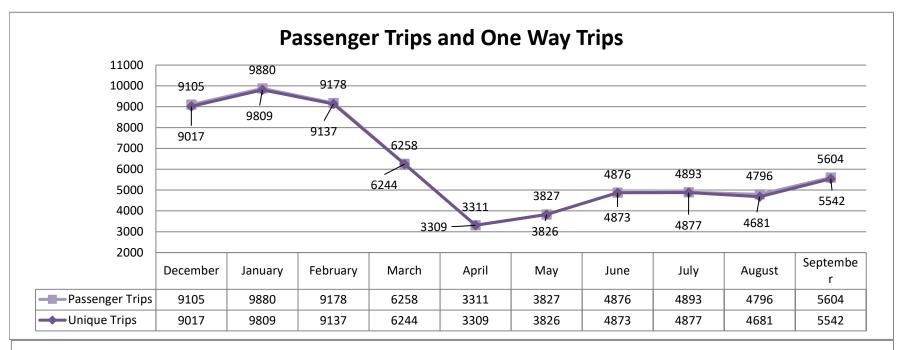
Fares De	eposit Balanc	ce			% Cancel of Total Trips	% No Shows of Total Trips		Prior Year On- Time Performance	On-Time Performance
\$10),711.00 (\$240	0.00)			10%	7%		91.91%	94.19%
les Depo	sit Balance	e							
\$3	,240.00 \$0.0	00							
\$13	3,951.00	P	Prior Year				No Sho	ws Day Susp	ensions
			PPH	PPH	Difference		7	14	30
ents	(Prev)	_	1.49	1.46	-0.03		0	0	0

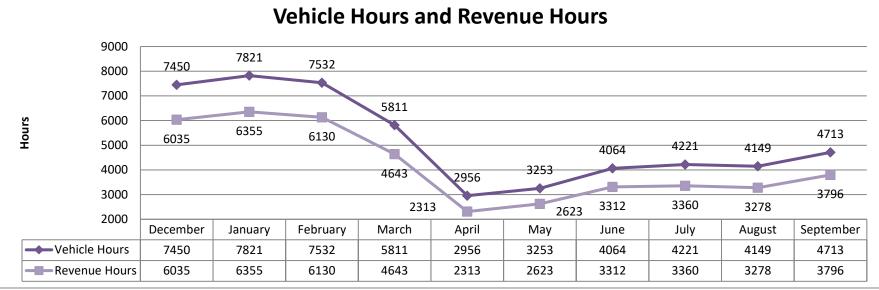
September 1 -30, 2020

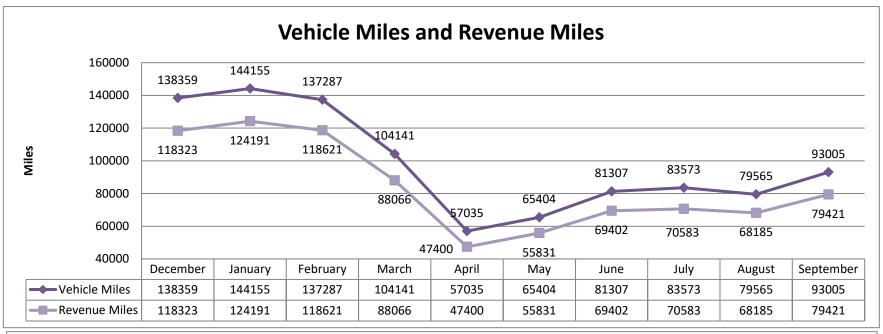
Total	Days		One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday		21	5056	4210	3399	83617	71382	475	269	5099	29	14
Saturday		4	358	341	268	6478	5553	35	24	369	5	6
Sunday		4	128	162.07	129.7	2910	2486	33	13	136	4	4
Total		29	5542	4713	3796	93005	79421	543	306	5604	38	24

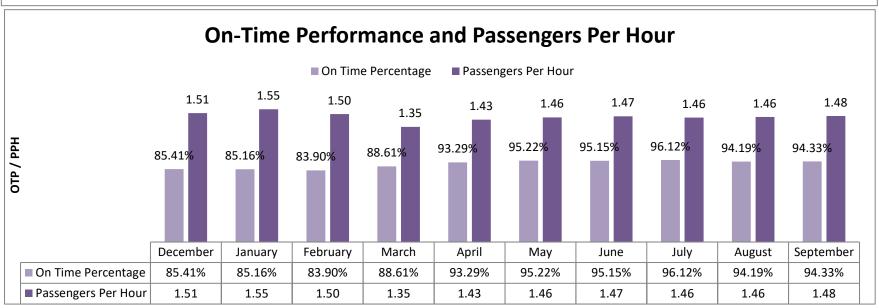
	Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
W	/eekday	241	200	162	3982	3399	23	13	243	1	1
Sa	aturday	90	85	67	1620	1388	9	6	92	1	2
Sι	unday	32	41	32	728	622	8	3	34	1	1

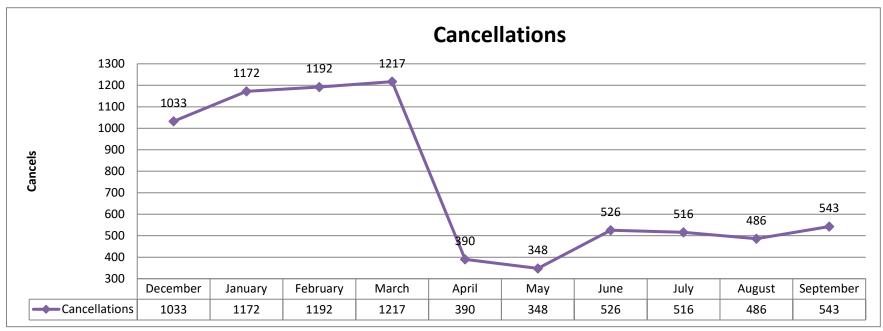
ollect	Fares Deposit	Balance			% Cancel of Total Trips			Prior Year On- Time Performance	On-Tin Performa
3,339.00	\$13,342.00	\$3.00			10%	6%		90.02%	94.33
et Sales	Sales Deposit	Balance							
\$3,925.00	\$3,925.00	\$0.00							
al Deposit	\$17,267.00		Prior Year				No Sho	ws Day Susp	ensions
			PPH	PPH	Difference	2	7	14	30
	Accidents (Prev)		1.50	1.48	-0.02	=	0	0	0

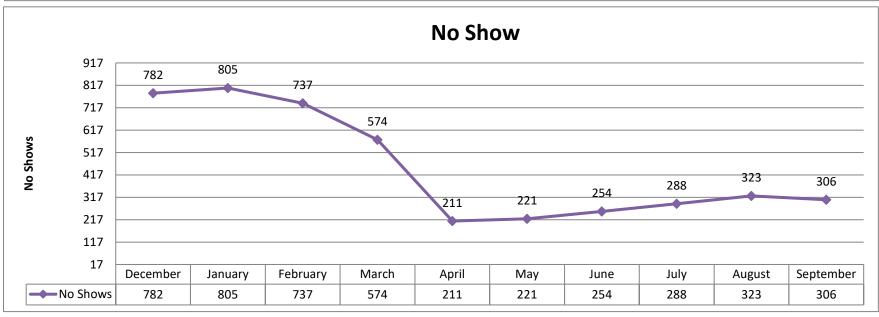


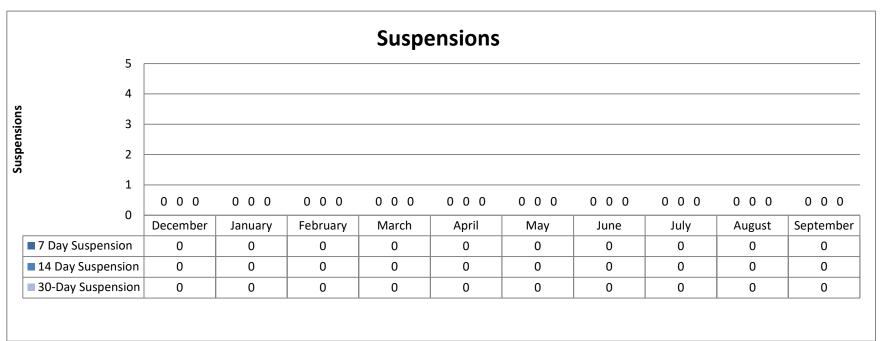


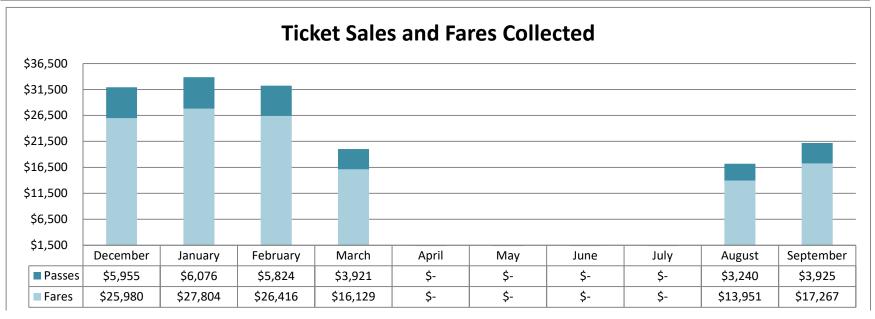






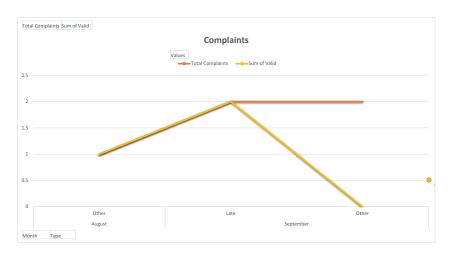








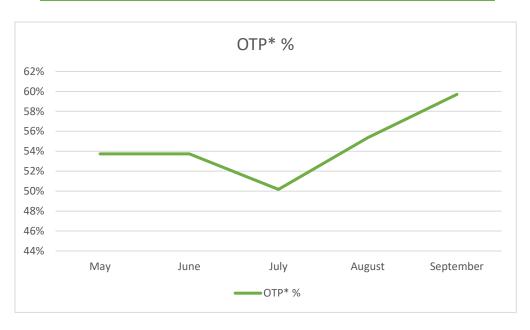
Row Labels	Total Complaints	Sum of Valid
August		
Other	1	. 1
September		
Late	2	. 2
Other	2	. 0
Grand Total	5	. 3



Date Received	Month	ate of Incide	т Туре	Valid/Non Valid	Description	Resolution
					Citizen stated she is a Registered Nurse and every	Operator was recognized for their excellent customer
					day she sees " How the two Gentlemen from Bus #	service
					CC2-2342 treat the Passenger (a lady) with so much	
					Respect and Kindness its absolutely wonderful to	
8/5/2020	August	8/5/2020	Compliment		watch.	
					Passenger was left waiting for a ride after the	Operator arrived for the original time of pick up but
					Doctors office was closed. Operator showed up at	passenger was not ready, he was placed on will call. Once
					4:30 but passenger was not ready, expected him to	an operator became available he was sent to pick the
					wait the ten minutes it took for the passenger to be	passenger up. Collier County Monitors abandon call rates
					ready. Called many times and now answers.	to determine instances of calls not being answered and a
8/21/2020	August	8/21/2020	Other	Valid		LD's are assist if the goal is not met.
					Passenger Guardian called complaining for the	MV explained the process that the drivers are instructed to
			1		paratransit drivers to be informed the passenger is	follow when they pick up passengers, he understood and
.			1		deaf to please notify all the drivers, not to lean on	informed that they are looking for a solution at the house
					the door bell and bang on the door	like to install a doorbell with light so she can see the lights
9/9/2020	September	9/9/2020	Other	Not Valid		and notice that the bus is there for her.
					Passenger guardian called complaining for the	This was the second complaint ,the day after, for the same
			1		paratransit drivers to be informed the passenger is	issue, MV investigated and addressed with the passenger.
					deaf to please notify all the drivers, not to lean on	, p g
					the door bell and bang on the door – "The drivers	
					are waking the whole house up, it's not good, and	
9/10/2020	September	9/10/2020	Other	Not Valid	it's getting old".	
0,10,1010	000000000000000000000000000000000000000	0,20,2020				Apologize for the situation of the phone, as on the 11th
					Passenger guardian called for her disabled	we were having issues with both RouteMatch and the
						phones, told her that she can call the night before and
					cancel her pick up at 7am and she was placed on	leave a message, and the dispatcher that comes at 0330,
					hold for 1 hr this morning. She is also calling	will make sure is cancel. Also explained to her that we have
					because her daughter was late the other day	the windows and how the windows work, and that our
					getting to work when the bus picked her up 45	service is door to door and there is no need for her to be
						waiting outside, that we will knock in the door in the
					to be late to work. She also stated she thinks its	morning pick up and we will look for her at work too; she
					unsafe for her disabled daughter to be outside	was satisfied with the explanation.
					· ·	·
9/21/2020	September	9/21/2020	Late	Valid	waiting for the bus for 45 minutes every time she	The trip was late and MV was accessed accordingly for the excessively late trip.
9/21/2020	September	9/21/2020	Late	Vallu	needs to use the bus system.	
			1		Complete Company and the Company of	MV contacted the guardian and apologized for the late trip, the trip he mentioned on the 22nd, was late, It was
					Complaint from guarding that service is extremely	The state of the s
			1		unreliable service you provide passenger a ride to	made as a pick up for 03:15 and driver arrived at 4:12pm,
					and from work. I have been informed by her the	the trips of 3 months were reviewed for a total of 83 trips,
			1		driver on numerous occasions will show up more	6 trips late 0.72% of the total trips, 3 trips early 0.03% of
					than 15 minutes early or 15 minutes late for her	the total trips, overall 0.10%.
				1	scheduled pickup. Today (9/22/20) she had a	
					dentist appointment at 4 PM and at 3:55 PM her	
			1		driver still had not arrived at work. In the meantime	
			1		of filing this complaint I will determine which Collier	
			1		County Commissioner I should address this matter	
					with since your office is unable to resolve this	
9/22/2020	September	9/22/2020	Late	Valid	ongoing problem	

Work/Medical Trips - On Time Performance (OTP)

Months	Work/Med Trips	Outside the 30Min Window	OTP* %
May	1578	730	54%
June	1926	891	54%
July	1991	992	50%
August	1671	746	55%
September	1963	791	60%



EXECUTIVE SUMMARY Reports and Presentations Item 6B

Metropolitan Planning Organization (MPO) Quarterly Progress Report

OBJECTIVE: To review and discuss the MPO Quarterly Progress Report.

CONSIDERATIONS: In accordance with the Transportation Disadvantaged (TD) Planning Grant, MPO staff will present the Local Coordinating Board (LCB) with quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement.

STAFF RECOMMENDATION: For the Board to review and discuss the MPO Quarterly Progress Report.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. MPO Quarterly Progress Report

Item 6B - Attachment 1

Planning Grant Agreement Tasks Quarterly Progress Report



Planning Agency	Collier MPO	County	Collier
		Invoice #	1
Reporting Period	July 1, 2020 -Septmeber 30,2020 Collier MPO	Grant #	G1N26

1	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter. Collier County is designated as the CTC until 6/30/2023.
В.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the LCB meeting on 09/16/2020 and 09/29/2020 is enclosed.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The draft minutes for the meeting on 09/16/2020 and 09/29/2020 are enclosed.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in cosponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter
F.	Provide staff support for committees of the local coordinating board. (Task 3)	The only committee of the LCB is the grievance committee. No grievances were filed, and no staff support was necessary.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster and mailing list is enclosed.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	LCB meetings are advertised in the Naples Daily News. Enclosed are the legal advertisements for the meetings on 09/16/2020 and 09/29/2020.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The LCB review and approved the AOR at their 09/29/2020 Meeting. The Planning Agency reviewed the AOR and the signed cover page is enclosed along with comments and concerns.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	Completed and enclosed. The AER was Transmitted to the TD Commission on 09/15/2020.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter
В.	Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	This task is continual and ongoing
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 09/16/2020 meeting. The CTC also provides a quarterly report to the LCB which is enclosed.
В.	Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity this quarter.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter
E.	Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter
F.	Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity this quarter
G.	To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this quarter
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's Evaluation Workbook for Community Transportation	No activity this quarter.

	Coordinators and Providers in Florida (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	
I,	Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J.	Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	The LCB reviewed the data provided by coordination contractors, as included in the AOR. Further review will be included in the CTC evaluation.
K.	Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative

Date

EXECUTIVE SUMMARY Reports and Presentations Item 6C

Florida Department of Transportation (FDOT) Report

OBJECTIVE: To receive an update from FDOT.

CONSIDERATIONS: FDOT will provide a status report to the LCB at each meeting.

STAFF RECOMMENDATION: For the Board to receive the update.

Prepared By: Josephine Medina, MPO Senior Planner

ATTACHMENTS:

None.

EXECUTIVE SUMMARY Distribution Item 8A

Draft 2021 Metropolitan Planning Organization (MPO) Calendar

OBJECTIVE: For the Board to receive a copy of the 2021 MPO Calendar

<u>CONSIDERATIONS</u>: The 2021 MPO Calendar is being distributed to the Local Coordinating Board (LCB) in December 2020 (**See Attachment 1**.) Subsequent changes will be noted and distributed on an asneeded basis.

STAFF RECOMMENDATION: For the LCB to receive a copy of the 2021 MPO Calendar.

Prepared By: Josephine Medina. MPO Senior Planner

ATTACHMENTS:

1. Draft 2021 MPO Calendar



STRIKETHROUGH = CANCELLED MEETING DATES IN RED = ADDED MEETING

2021 Meeting Schedule

Collier Metropolitan Planning Organization (MPO) 2885 S. Horseshoe Drive, Naples, FL 34104

www.CollierMPO.com (239) 252-5814

DRAFT

Metropolitan Planning Organization (MPO) – Monthly at 9:00 a.m. All MPO Board Meetings are held on the second Friday of the month. MPO Board Meetings will be held at the Board of County Commissioners Chambers, 3299 E. Tamiami Trail, Naples, unless otherwise noted.					
February 12, 2021	March 12, 2021	*April 9, 2021	May 14, 2021		
June 11, 2021	September 10, 2021	October 8, 2021	October 15, 2021**		
November 12, 2021 December 10, 2021					
* This is the Collier MPO road-show meeting held at 10:00 a.m. in Immokalee					
** This a JOINT MEETING wi	th Lee MPO, location TBD				

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m. All TAC Meetings are held on the last Monday of the month. TAC Meetings will be held at the Collier Growth Management Department, Planning & Regulation Building Conference Rooms 609/610, 2800 North Horseshoe Drive, Naples, unless noted below.					
January 25, 2021	February 22, 2021	March 29, 2021	April 26, 2021		
May 24, 2021	August 30, 2021	September 27, 2021	October 25, 2021		
** October XX, 2021	November 29, 2021				
** This a JOINT MEETING with	** This a JOINT MEETING with Lee MPO, location TBD				

Citizen Advisory Committee (CAC) – Monthly at 2:00 p.m.					
All CAC Meetings are held on the last Monday of the month. CAC Meetings will be held at the Collier Growth Management Department Construction and Maintenance Building, Main Conference Room, 2885 South Horseshoe Drive, Naples, unless noted below.					
January 25, 2021	February 22, 2021	March 29, 2021	April 26, 2021		
May 24, 2021	August 30, 2021	September 27, 2021	October 25, 2021		
** October XX, 2021 November 29, 2021					
*This is a JOINT MEETING with Lee CAC, location and date TBD					

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m. All BPAC Meetings are held on the third Tuesday of the month. BPAC Meetings will be held at the Collier County Growth Management Division, Planning & Regulation Building Conference Rooms 609/610, 2800 North Horseshoe Drive, Naples, unless noted below.					
January 19, 2021	February 16, 2021	March 16, 2021	April 20, 2021		
May 18, 2021	August 17, 2021	*August XX, 2021	September 21, 2021		
October 19, 2021	November 16, 2021				
*This is a JOINT MEETING with Lee BPCC, location and date TBD					

Congestion Management Committee (CMC) – Bi-Monthly at 2:00 p.m. All CMC Meetings are held on the third Wednesday of every other month. CMC Meetings will be held at the Collier County Growth Management Department Main Conference Room, 2885 South Horseshoe Drive, Naples, unless noted below.					
January 20, 2021	March 17, 2021	May 19, 2021	July 21, 2021		
September 15, 2021	November 17, 2021				

Local Coordinating Board (LCB) for the Transportation Disadvantaged – Quarterly at 1:30 p.m.

All LCB Meetings are held quarterly on the first Wednesday of the corresponding month. LCB Meetings will be held at the Collier County Government Center Building F, Information Technology Training Room 5th Floor, 3299 E. Tamiami Trail, Naples, unless noted below.

March 3, 2021	May 5, 2021	September 1, 2021	December 1, 2021
March 5. ZUZT	May 5, 2021	September 1, 2021	December 1, 2021