

AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged NOTE: THIS IS AN IN-PERSON MEETING

Collier County Government Center Risk Management Building D, Training Room 3311 Tamiami Trail E. Naples, FL 34112

REGULAR MEETING

Wednesday – December 7, 2022 1:30 p.m.

1. CALL TO ORDER

A. Roll Call

B. Pledge of Allegiance

2. <u>OPEN TO THE PUBLIC FOR COMMENTS</u> <u>ON ITEMS NOT ON THE AGENDA</u>

3. APPROVAL OF AGENDA

4. APPROVAL OF MEETING MINUTES

A. September 7, 2022 Regular Meeting Minutes

5. BOARD ACTION

- A. Approval of Update to LCB Grievance Procedures
- B. Endorse CTC Re-designation
- C. Review and Endorsement of FTA §5310, §5311 and §5339 Grant Applications

6. <u>REPORTS & PRESENTATIONS</u>

- A. CTC Quarterly Report
- B. MPO Quarterly Progress Report
- C. FDOT Report

7. OTHER BUSINESS

8. **DISTRIBUTION ITEMS**

A. 2023 MPO Meeting CalendarB. Updated LCB Grievance SubcommitteeC. Updated LCB Membership Roster

9. BOARD MEMBER COMMENTS

10. <u>NEXT MEETING DATE</u>

March 1, 2023 at 1:30 p.m., Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112

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) 252-5884 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 the Collier Metropolitan Planning Organization 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 that within the MPO's planning process 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 Title VI Coordinator Ms. Dusty Siegler (239) 252-5814 or by email at: <u>Dusty.Siegler@colliercountyfl.gov</u> or in writing to the Collier MPO, attention: Ms. Siegler, at 2885 South Horseshoe Dr., Naples, FL 34104.

MEETING MINUTES

LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED of the COLLIER METROPOLITAN PLANNING ORGANIZATION REGULAR MEETING Collier County Government Center Building "F", Information Technology Training Room 3299 Tamiami Trail East Naples, FL 34112 September 7, 2022 1:30 p.m. **Virtual participation via ZOOM

1. CALL TO ORDER

A. Roll Call

Ms. Otero called the regular meeting to order at approximately 1:37 p.m., and confirmed a quorum was present. Ms. Otero led the meeting in the absence of Chair Solis and due to Ms. Corris participating remotely. Those at the meeting introduced themselves at the request of Ms. Otero. *Ms. Hanson moved to allow the members attending virtually to participate in the meeting. Mr. Vogel seconded. Passed unanimously.*

Members Present In-person

Brett Nelson, Children at Risk Dale Hanson, Florida Dept. of Transportation Dylan Vogel, Citizens Advocate/User Eileen Streight, Citizens Advocate/Non-User Gabrielle Galanti, Local Medical Community Oscar Gomez, Veterans Services

Members Participating Remotely

Anne Chernin, Elderly Leah Watson, Agency for Persons with Disabilities Michael Stahler, Florida Agency for Health Care Administration Susan Corris, SWFL Regional Workforce Development Board, Vice-Chairperson

Members Absent

Commissioner Andy Solis, Chair Cheryl Burnham, Florida Association for Community Action Maricela Morado, Area Agency on Aging SWFL-FL Dept. of Elder Affairs Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab. Sherry Brenner, Disabled Tabitha Larrauri, Florida Department of Children and Family Services

MPO Staff

Anne McLaughlin, Executive Director Brandy Otero, Principal Planner Dusty Siegler, Administrative Assistant

Others Present

Lilith Sileika, Veterans Services Michelle Arnold, Director, Collier County Public Transit & Neighborhood Enhancement Omar DeLeon, Collier County Public Transit & Neighborhood Enhancement Mari Maldonado, MV Transportation

B. Pledge of Allegiance

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

None.

3. APPROVAL OF AGENDA

Ms. Hanson moved to approve the agenda. Ms. Corris seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

A. Approval of May 4, 2022 Regular Meeting Minutes

Mr. Vogel moved to approve the Regular Meeting Minutes for May 4, 2022. *Ms. Hanson* and *Ms. Corris* seconded. Passed unanimously.

5. BOARD ACTION

A. Review of Annual Operating Report

Ms. Otero explained that the Annual Operating Report is required by the Commission for Transportation Disadvantaged ("CTD").

Mr. DeLeon described and highlighted the report (Attachment 1 to Item 5A, Agenda):

CTD requires the report be submitted by September 15, 2022. The report is specific to paratransit operations and includes transportation disadvantaged services, ADA services and additional services, such as senior services. The county is the transportation coordinator and has to coordinate the contracts. Coordinated contractors help with paratransit and transportation services and so are eligible to apply for FDOT funds for capital assets (*e.g.*, a bus). The report is an accumulation of data from Collier County Public Transit & Neighborhood Enhancement ("PTNE") and coordinated contractors.

CTD is a State program and its fiscal year is July to June. The statistics in the report are from July, 2021, through July, 2022. In that time, approximately 74,000 passengers who are

elderly, children at risk, have disabilities or are low income, were provided transportation.

The report shows the different funding mechanisms used to provide services to the community. Funding comes from the CTD, a trip and equipment grant, local governments, Federal Transit Administration funds and other State programs.

The report also shows the different passenger types, qualifications for certain passenger services (such as the elderly, children at-risk, persons with disabilities, and low-income); purposes for travel (medical, employment, education, nutritional, and life-sustaining); the unduplicated passenger head count (individual people who used services) of 1,067; unmet services (because of constraints, including due to a driver shortage) of 347 trips; the amount of no show passengers; and the amount of complaints (70 for the year) and accommodations (20 for the year). The presentation also provides information on: the coordinated contractors; mileage based on services provided; number of callers; number of vehicles requiring maintenance; number of accidents; vehicle inventory; number of operators; revenue information; and expense information.

After the report is submitted to and reviewed by the CTD, it will be brought back before LCB for approval in December.

The information reported is gathered by entering data into a software program. **Ms. Otero** commented that there appears to be a difference in the way the information is reported this year from last year. **Mr. DeLeon** explained that a new software provider was obtained in August of 2021, and the new software is different from the former in how information is categorized. **Ms. Otero** indicated the software change is significant to the Transportation Disadvantaged Service Plan ("TDSP") being updated because information from the report is used to create the graphs/tables in the plan. **Ms. Otero** requested everyone to keep in mind that the new categorization of passengers does not mean that our population has shifted; it is just in the way the information is being processed.

6. **REPORTS & PRESENTATIONS**

A. CATConnect Update

Mr. DeLeon provided a presentation:

CATConnect struggled with operational issues last year due mostly to driver shortage issues. There has been an increase in riders since the beginning of this year, with over 7,000 trips per month starting in March; operator wages were increased; and more staff was hired to provide services and increase capacity. CATConnect is encouraging passengers to travel during off-peak days/times.

On-time performance has increased. There has been an increase in compliments. Operators and customer service have been doing a great job.

In August, CATConnect started using a mobile application, Ecolane, which allows passengers to book and cancel trips, see the location of their bus, and in the future, pay fares. User

response to Ecolane has been positive, including related to the accessibility format option in the application. The next step would be to allow credit card payments on Ecolane.

Ms. Arnold pointed out that there is currently an online account pay system and passengers can deposit money into the account and fares are deducted as they take trips.

Mr. DeLeon informed everyone that CATConnect has partnered with the Florida Developmentally Disabled Council for the CATConnect Select pilot program, which is a door-to-door paratransit service program. The on-demand service will allow individuals with disabilities to book their trip a day in advance and be picked up the next day or within 30 minutes of their booking. Individuals that are currently eligible for paratransit services will be eligible for the Select program as well. Operators will need to be trained in working with individuals with disabilities and have a Level 2 background check. The pilot program runs through September 30, 2023. The cost, efficiency and effectiveness of the program will be evaluated. If successful, PTNE may implement the program.

PTNE is working on the last items that need to be taken care of to start the Select pilot program. Under the program, the passenger would be responsible for the first \$4.00 of the fare and the grant will pay for the following \$16.00, and anything that exceeds that first \$20.00 will be the responsibility of the passenger. A similar program has been successful in Hillsborough County. The pilot program will be promoted and information about it will be on the website in the near future.

B. CTC Quarterly Report

Mr. DeLeon indicated that many of the items were addressed in his previous presentation. Performance and reliability have increased since driver shortage has been alleviated; Usage has increased and is at approximately 7,000 trips per month; and vehicle hours and revenue have increased. CATConnect is evaluating ways to increase its productivity and working to reduce the amount of no shows. Tickets are no longer sold due to the pre-paid program. The amount of missed trips has been declining overall. Any complaints get investigated and followed up on, as appropriate.

C. MPO Quarterly Progress Report

Ms. Otero provided a report regarding the Transportation Disadvantaged Planning Grant: The MPO is required to provide certain deliverables to get the grant. The progress report is included in the agenda packet. Over the last quarter, the MPO completed: the Bylaws and presented them to the LCB in May; the TDSP annual update; and the LCB Community Transportation Coordinator Evaluation. The MPO also brought the approval of a new LCB member to represent the medical community, Ms. Galanti, before the MPO Board and MPO staff attended the CTD Vision Summit in May.

Ms. Otero stated that this is the close-out of the grant, so the next report will start all over again. The MPO will continue to report to LCB quarterly about the status of the grant and what

deliverables have been met.

D. FDOT Report

Ms. Hanson provided the following report:

Federal Transit Act ("FTA") Section 5311 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) funding, programmed in fiscal year 2021/2022 and 2022/2023, has been awarded to Collier County in the amount of \$2,264,610, with no local match required. For Federal Fiscal Year 2022, which is also State Fiscal Year 2022/2023, FDOT has competitive federal grant applications for FTA Section 5310, which is for seniors and individuals with disabilities, Section 5311, which is for rural areas, and Section 5399, which is for buses/bus facilities. Recommendations on the applications from last year were sent to all agencies. Public transportation grant agreements will be sent to agencies who were awarded between October, 2022, and March, 2023. Federal FY 2023 and State FY 2023/2024 grant applications for FTA Sections 5310, 5311, and 5339 are due on December 16, 2022.

FDOT is having an Annual Grant Management & Funding Opportunities Webinar, which is a grant workshop, on Thursday, October 6, 2022. There will be a morning and afternoon session, both of which are different from each other, so it is recommended that both sessions be attended.

Central Office is holding an FTA/FDOT Section 5311 Informational Webinar on September 15, 2022. In terms of training, Florida Public Transportation Association is having an annual conference. The conference is being held in Naples from September 18 through 20, 2022. Registration closes on September 9. Ms. Hanson can provide the website information for the registrations.

Mobility Week will be held Friday, October 21, through Friday, October 28, 2022. Virtual and in-person events will be available. Ms. Hanson can provide the website information. **Ms. Arnold** commented that PTNE is providing free transportation on a Saturday, potentially November 5, and **Mr. DeLeon** indicated that PTNE has partnered with election offices to provide free transportation for early voting.

7. **OTHER BUSINESS**

None.

8. **DISTRIBUTION ITEMS**

A. Final 2022 TDSP Annual Update

Ms. Otero: The TDSP Annual Update and the updated rate model were approved by LCB at the last meeting. Ms. Otero noticed a scrivener's error in the TDSP Annual Update thereafter in that it did not include the updated rate model. The agenda packet contains correction of the scrivener's error, specifically page 21, which includes the updated calculated rates. The change from last year to this year was nominal.

9. BOARD MEMBER COMMENTS

Ms. Streight commented that she has heard great things about CATConnect and the Ecolane mobile application from her population base.

Mr. Vogel commented that the drivers on CATConnect do a really great job.

Ms. Galanti commented that she has a population that frequently uses paratransit and she was not aware of the application, but it appears that it will be beneficial, especially for populations in rural areas, who sometimes do not have the income to pay for their rides. Agencies like David Lawrence Center and NAMI sometimes have grant funding to help. With programs like this, the rate of individuals that can make it to their appointments should increase. **Ms. Arnold** stated that PTNE is working with the Lighthouse of Collier to develop a similar program where Lighthouse provides fares for those participating in their programs.

Mr. Nelson commented that he is new to the LCB and new to Florida. He is impressed by how the information and data was presented during the meeting.

Mr. Gomez indicated that Ms. Sileika will likely be attending future meetings on behalf of Veterans Services and he and Ms. Sileika may be alternating their attendance.

10. NEXT MEETING DATE

December 7, 2022, at 1:30 p.m.

11. ADJOURNMENT

No further business being conducted, **Ms. Hanson** moved to adjourn the meeting. **Mr. Vogel** seconded. The meeting was adjourned at 2:33 p.m.

EXECUTIVE SUMMARY Board Action Item 5A

Approval of Update to the Local Coordinating Board (LCB) Grievance Procedures

<u>OBJECTIVE</u>: To review and approve the updated Local Coordinating Board (LCB) Grievance Procedures.

<u>CONSIDERATIONS</u>: In accordance with the Transportation Disadvantaged (TD) Planning Grant, the Local Coordinating Board (LCB) must review and update the Grievance Procedures on an annual basis. The Grievance Procedures provide guidance for passengers of public transportation that are not satisfied and/or disagree with a decision made as it relates to program eligibility or the provision of service. The proposed changes are included in Attachment 1 in strikethrough/underline format. A clean version of the updated Grievance Procedures is shown in Attachment 2.

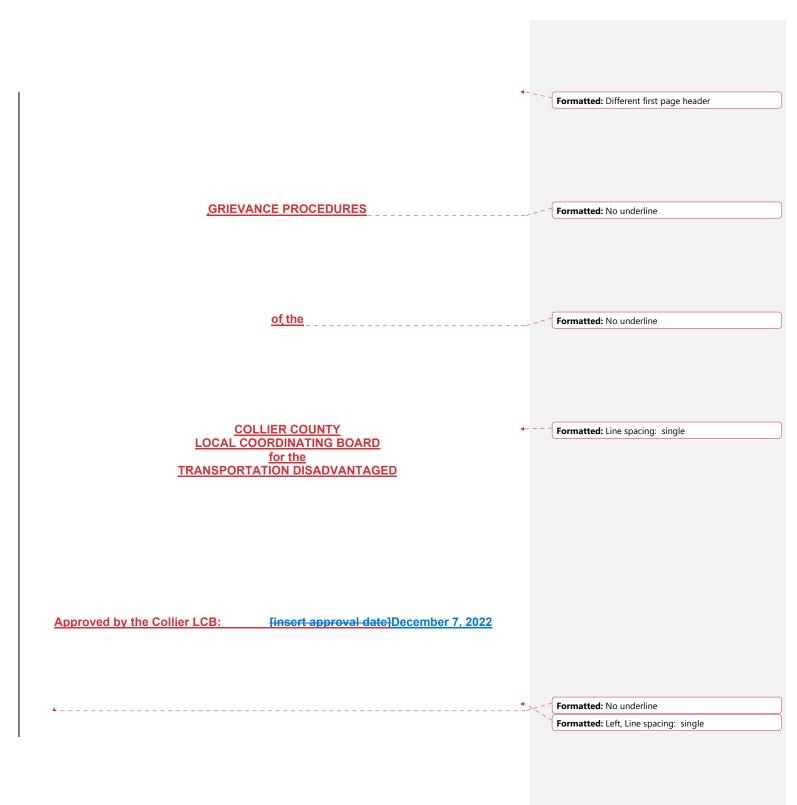
<u>STAFF RECOMMENDATION</u>: Review, comment and approve the updated LCB Grievance Procedures.

Prepared By: Anne McLaughlin, Collier MPO Executive Director

Attachments:

- 1. Updated LCB Grievance Procedures Strikethrough and underline version
- 2. Updated LCB Grievance Procedures Clean version

Item 5A Attachment 1



COLLIER COUNTY LOCAL COORDINATING BOARD (LCB) GRIEVANCE POLICY

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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).
 - (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the Commission for the Transportation Disadvantaged to fulfill the

functions of transportation disadvantaged planning also uniformly referred to as the Planning Agency. The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

- (c) 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.
- (d) 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.
- (e) 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).
- (f) 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.
- (g) 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.

- (h) Administrative Meeting of the Grievance Committee Process: Chapter 120, Florida Statute.
- (i) 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

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- 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.

The following steps constitute the formal grievance process:

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 <u>www.dot.state.fl.us/ctd</u>.

Public Transit and Neighborhood Enhancement Director 8300 Radio Road Naples, FL 34104 Phone: 239-252-5840 Email: <u>rideCAT@colliercountyfl.gov</u>

<u>Upon notice that a complainant wants to file a grievance, the CTC shall send the</u> <u>complainant a copy of the Grievance Procedures.</u>

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: Brandy Otero, Principal PlannerAnne McLaughlin, Director 2885 Horseshoe Drive South Naples, FL 34104 (239) 252-58595884 Brandy,Otero@colliercounty.fl.govAnne.McLaughlin@colliercounty.fl.gov

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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.

Step Four: Upon conclusion of the meeting, the Grievance Committee must 6.9 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 outline the the Grievance Committee's report must grievance and 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 Street MS-49, Tallahassee, FL 32399-0450 or by email at 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.

GRIEVANCE PROCEDURES

of the

COLLIER COUNTY LOCAL COORDINATING BOARD for the TRANSPORTATION DISADVANTAGED

Approved by the Collier LCB:

December 7, 2022

COLLIER COUNTY LOCAL COORDINATING BOARD (LCB) GRIEVANCE POLICY

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.

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 - (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the Commission for the Transportation Disadvantaged to fulfill the

functions of transportation disadvantaged planning also uniformly referred to as the Planning Agency. The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

- (c) 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.
- (d) 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.
- (e) 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).
- (f) 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.
- (g) 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.

- (h) Administrative Meeting of the Grievance Committee Process: Chapter 120, Florida Statute.
- (i) 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.

The following steps constitute the formal grievance process:

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 <u>www.dot.state.fl.us/ctd</u>.

Public Transit and Neighborhood Enhancement Director 8300 Radio Road Naples, FL 34104 Phone: 239-252-5840 Email: <u>rideCAT@colliercountyfl.gov</u>

<u>Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.</u>

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: Anne McLaughlin, Director 2885 Horseshoe Drive South Naples, FL 34104 (239) 252-5884 <u>Anne.McLaughlin@colliercounty.fl.gov</u>

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 outline the grievance and the Grievance Committee's report must 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 Street MS-49, Tallahassee, FL 32399-0450 or by email at 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.

EXECUTIVE SUMMARY Board Action Item 5B

Endorse CTC Re-designation

<u>OBJECTIVE</u>: To endorse the recommendation that the Collier County Board of County Commissioners (BCC) be retained as the Community Transportation Coordinator (CTC).

<u>**CONSIDERATIONS</u>**: The Collier Metropolitan Planning Organization (MPO) is the designated planning agency for Collier County, Florida, by the Florida Commission for the Transportation Disadvantaged. The Community Transportation Coordinator (CTC) is responsible for ensuring that coordinated transportation services are provided to the transportation-disadvantaged population and arranging for the provision of transportation services in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services in Collier County.</u>

The Florida Commission for the Transportation Disadvantaged Competitive Procurement Manual, compiled in accordance with Chapter 287 of the Florida Statutes, and Florida Administrative Code Chapter 41-2.010, allows the MPO to nominate a governmental agency to serve as the CTC.

The Board of County Commissioners was designated as the CTC for Collier County, Florida, in 1999 and continues to serve as the CTC for Collier County. The Public Transit and Neighborhood Enhancement Division operates the Transportation Disadvantaged program on behalf of the BCC. The current CTC designation, approved by the TDC in June of 2017, expires on June 30, 2023.

On October 11, 2022, the BCC approved a resolution (**Attachment 1**) requesting that they be re-designated as the CTC for Collier County. The LCB and the MPO must officially deem it in the best interest of the public health, safety and welfare of Collier County to have the BCC continue in its designated role as the CTC for Collier County.

The Collier MPO Board is expected to adopt a resolution officially recommending that the BCC be so redesignated to the Florida Commission for the Transportation Disadvantaged (CTD) at the MPO Board meeting on December 9, 2022. (Attachment 2.) The request from the MPO will be forwarded to the CTD with a request to proceed with negotiations for a Memorandum of Agreement (MOA), which serves as the contractual document between the CTD and the CTC and establishes the Commission's minimum standard requirements.

<u>STAFF RECOMMENDATION</u>: That the LCB endorse the recommendation that the BCC be retained as the Community Transportation Coordinator.

Prepared By: Anne McLaughlin, Collier MPO Executive Director

Attachments:

- 1. BCC Resolution 2022-161
- 2. Draft MPO Board Resolution 2022-10

RESOLUTION NO. 2022-161

RESOLUTION INDICATING THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS' DESIRE TO BE RE-DESIGNATED AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR COLLIER COUNTY AND REQUESTING THE COLLIER METROPOLITAN PLANNING ORGANIZATION RECOMMEND IT BE SO RE-DESIGNATED TO THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

WHEREAS, the Collier Metropolitan Planning Organization ("MPO"), is the designated planning agency for Collier County, Florida by the Florida Commission for the Transportation Disadvantaged; and

WHEREAS, the Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to the transportation-disadvantaged population in the designated service area (Collier County) and the Community Transportation Coordinator arranges for the provision of transportation services in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services; and

WHEREAS, the Florida Commission for the Transportation Disadvantaged Competitive Procurement Manual, compiled in accordance with Chapter 287 of the Florida Statutes, and Florida Administrative Code Chapter 41-2.010 allows the MPO to nominate a governmental agency to serve as the Community Transportation Coordinator; and

WHEREAS, Collier County Board of County Commissioners was designated the Community Transportation Coordinator for Collier County, Florida, in 1999 and continues to serve as the Community Transportation Coordinator for Collier County; and

WHEREAS, the Collier County Board of County Commissioners deems it appropriate and in the best interest of the public health, safety, and welfare to continue in its designated role as the Community Transportation Coordinator for Collier County.

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

- 1. The Board of County Commissioners requests re-designation as the Community Transportation Coordinator for Collier County.
- 2. The Board of County Commissioners requests the Collier Metropolitan Planning Organization recommend to the Florida Commission for the Transportation Disadvantaged that the Collier County Board of County Commissioners be redesignated as the Community Transportation Coordinator for Collier County and that the Collier MPO notify the Florida Commission for the Transportation Disadvantaged accordingly.

PASSED AND DULY ADOPTED by the Board of County Commissioners of Collier County, Florida, this 11^{+4} day of $0c_{+}$, 2022.

ATTEST Qa By: By: Crystal Kinzel Clerk of the Circuit Court & Comptroller Collier County: Florida Attest as to Chairman's signature only. APPROVED AS TO FORM AND LEGALLEY:

Scott R. Teach Deputy County Attorney BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

William L. McDaniel, Chairman



RESOLUTION NO. 2022-10

A RESOLUTION OF THE COLLIER METROPOLITAN PLANNING ORGANIZATION RECOMMENDING COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR COLLIER COUNTY

WHEREAS, in 1999, the Collier County Board of County Commissioners was designated the Community Transportation Coordinator for Collier County and currently serves as the Community Transportation Coordinator for Collier County; and

WHEREAS, on April 9, 2002, September 30, 2007, December 11, 2012 and November 14, 2017, the Collier County Board of County Commissioners resolved to request its redesignation as the Community Transportation Coordinator for Collier County; and

WHEREAS, on June 30, 2023, Collier County's existing Community Transportation Coordinator designation is set to expire; and

WHEREAS, on October 11, 2022, the Collier County Board of County Commissioners resolved to request its re-designation as the Community Transportation Coordinator for Collier County; and

WHEREAS, the Board of County Commissioners has been successful in ensuring that coordinated transportation services are provided to the transportation disadvantaged population in Collier County.

NOW, THEREFORE, BE IT RESOLVED BY THE COLLIER METROPOLITAN PLANNING ORGANIZATION THAT:

The Collier Metropolitan Planning Organization recommends to the Florida Commission for the Transportation Disadvantaged that Collier County Board of County Commissioners be approved as the Community Transportation Coordinator for Collier County.

This Resolution passed and duly adopted by the Collier Metropolitan Planning Organization, this 9th day of December, 2022.

COLLIER METROPOLITAN PLANNING ORGANIZATION

ATTEST:

By:

Anne McLaughlin MPO Executive Director By:

Council Member Paul Perry MPO Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Scott R. Teach Deputy County Attorney

EXECUTIVE SUMMARY Board Action Item 5C

Review and Endorse the submittal of Federal Transit Administration (FTA) Section 5310, 5311 and 5339 grant applications and the associated projects

<u>OBJECTIVE</u>: To report intent to submit Federal Transit Administration (FTA) Section 5310, 5311 and 5339 grant applications to the Florida Department of Transportation (FDOT).

CONSIDERATION:

5310

The 5310 capital grant application request in FY24 supports Collier Area Transit (CAT) System to purchase replacement vehicles to support the paratransit service. Funding in the amount of \$626,746 will be used to purchase four replacement paratransit vehicles and radios that have met their useful life. The purchase of the replacement vehicles will not be an increase to the overall paratransit fleet inventory. This grant acquisition will provide for the ongoing transportation services to the elderly and disabled residents of Collier County. The funding and match requirements are outlined in the chart below. (Attachment 1)

5311

The 5311 capital grant application request in FY24 supports the Collier Area Transit System to purchase a replacement vehicle to support fixed route service in the rural areas of Collier County. Funding in the amount of \$621,763 will be used to purchase one 35 ft. fixed route bus to replace an existing vehicle that has met its useful life. The funding and match requirements are outlined in the chart below. (Attachment 2)

5339

The 5339 capital grant application request in FY24 supports the Collier Area Transit System to purchase a replacement vehicle to support fixed route service in the rural areas of Collier County. Funding in the amount of \$621,763 will be used to purchase one 35 ft. fixed route bus to replace an existing bus that has met its useful life. The funding and match requirements are outlined in the chart below. (Attachment 3)

Grant	Federal Funding	State Match	Local Match	Total
5310	\$ 501,396	\$ 62,675	\$ 62,675	\$ 626,746
5311 Rural	\$ 497,410	\$ 0	\$ 124,353	\$ 621,763
5339 Rural	\$ 497,410	\$ 124,353	\$ 0	\$ 621,763
Total	\$1,496,216	\$ 187,028	\$ 187,028	\$ 1,870,272

Funding Request:

<u>STAFF RECOMMENDATION</u>: To endorse the submittal of the applications.

Prepared By: Omar De Leon, Transit Manager

Attachments:

- 1. Draft 5310 Grant Application
- 2. Draft 5311 Grant Application
- 3. Draft 5339 Grant Application

TransCIP Application Checklist – Section 5310

ITEM	Yes	No	N/A
1 - Grant Proposal – Excel Workbooks			
2 - Cover Letter			
3 - Governing Board's Resolution			
4 - Public Hearing Notice (<i>Required for Public Agencies applying for capital projects</i>)			
5 - Coordinated Public Transit - Human Service Transportation Plan			
6 - CTC Agreement or Certification			
7 - FDOT Certification and Assurances			
8 - Standard Lobbying Certification			
9 - Leasing Certification			
10 - Certification of Equivalent Service			
11 - Form 424: Application for Federal Assistance			
12 - Federal Certifications and Assurances			
13 - Title VI Plan (Required if not previously submitted to District)	<u>X</u>		
14 - Protection of the Environment (Required if the proposed project is for facilities)			<u>X</u>
15 – Local Clearinghouse Agency/RPC Cover Letter (<i>Required if proposed project is for facilities</i>)			X
16 - Organization Chart			
17 - Proof of Local Match			
18 – Proof of Non-Profit Status			<u>X</u>
19 - Certification of Incorporation			<u>X</u>
20 - Completed Sample Vehicle Order Form(s)			
21 – Transportation Operating Procedure			<u>X</u>
22 - Triennial Review- CAP Closeout			

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



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
	Capital
Project Type(s):	Capital
FDOT District:	One

FTA Section 5310 Grant Application Introduction

This instruction manual pertains to applications for Federal Transit Administration (FTA) assistance under 49 U.S.C. 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, as administered by the Florida Department of Transportation (FDOT). It contains program information and application instructions.

The FTA's goal for the Section 5310 Program is to provide agencies with assistance in meeting the transportation needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient, or inappropriate.

Program Information & Instructions

Program Administration

The FTA allocates funds to the State of Florida each year for the Section 5310 Program. FDOT has been designated by the governor to administer the program for small urban and rural areas. Most large urbanized areas (population over 200,000 residents) have also selected FDOT to administer the program for their urbanized area.

FDOT holds the following responsibilities but, at its discretion, may contract with a third party to provide these services:

- 1. Announcement of funding availability
- 2. Selection of projects for funding according to approved selection criteria
- 3. Development and processing of agreements
- 4. Oversight of recipient procurement actions
- 5. Oversight of recipient compliance with State and Federal requirements
- 6. Processing of recipient invoices for reimbursement
- 7. Provision of technical assistance regarding the Section 5310 Program

Authorizing legislation for the Section 5310 program is shown in the glossary of this manual under "Authorizing Federal and State Legislation."

Large Urbanized Areas, Small Urbanized Areas, and Rural Areas

- Large urbanized areas are those with populations of 200,000 or more
- Small urbanized areas are those with populations between 50,000 and 199,999
- Rural areas are those with populations below 50,000

Eligibility Criteria

Eligibility Criteria are the minimum legal eligibility requirements for the Section 5310 Program. Applications must be for eligible services, service areas, recipients, and expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including but not limited to: coordination of transit services, civil rights preservation, vehicle maintenance requirements, compliance with safety and drug free workplace regulations, competitive procurement of goods and services purchased with grant funds, the Americans with Disabilities Act (ADA), and references to the Federal Transit Administration's (FTA) Master Agreement.

Eligible Recipients

For the Section 5310 Program, funds may be awarded to any of the following types of service providers:

- States or localities (political subdivisions of the State of Florida) that provide transit service,
- Public agency Community Transportation Coordinators (CTCs),
- Private non-profit CTCs,
- Private non-profit organizations providing transportation to seniors and/or persons with disabilities under a coordination agreement with the appropriate CTC(s).

• When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, and then sub-contract with the CTC for provision of service. Recipients must be either a CTC or an agency providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program, and until any vehicle(s) or equipment acquired through the 5310 program reaches the end of its useful life.

• Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore are eligible sub recipients.

• "Shared-ride" means two or more passengers in the same vehicle who are otherwise not traveling together. Like general public and ADA demand response service, every trip does not have to be shared-ride for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

• Taxi companies that provide only exclusive-ride service are not eligible sub recipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible sub recipient such as a local government or nonprofit organization.

Application Deadlines:

Application deadlines are FDOT District specific, but usually fall between December and February each year. Your local District Office will notify applicants of the annual application deadline. District Offices evaluate grant applications within their respective Districts and submit proposed Programs of Projects (POPs) to the FDOT Central Office by March of each year. The Central Office compiles POPs from the Districts and submits a statewide grant application for Federal funds to the FTA by April 1 of each year. FDOT anticipates FTA's approval of the statewide grant application (including district POPs) no earlier than July 1.

The appropriation for State funds to match Federal funds is approved by the State Legislature for implementation on July 1 of each year. Once both Federal and State funds are available, Districts may make grant awards. At least 55% of the available funding statewide must be awarded to capital projects. The Department reserves the right to increase the minimum capital share up to 100% of funding, as deemed best suited to meet the mobility needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient, or inappropriate.

Legal Authority and Fiscal and Managerial Capability

Section 5310 applicants must have the legal authority and fiscal and managerial capability to apply for Federal assistance. Applicants are required to have sufficient local funds to provide for match requirements, preventative maintenance, and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles and/or equipment could jeopardize existing and future grants and may result in the removal of vehicles and/or equipment.

Eligible Expenses

Section 5310 funds may be used for capital and/or operating expense of transit services to seniors and/or individuals with disabilities. The Federal share of eligible 5310 capital expenses may not exceed eighty percent (80%). The Federal share of eligible 5310 operating expenses may not exceed fifty percent (50%) Eligible expenses are limited to:

- Traditional (Capital/ Mobility Management Expenses)
- Buses, vans or other vehicles (including sedans and station wagons);
- Radios and communications equipment;
- Wheelchair lifts and restraints;
- Stretcher vehicles (excluding the cost of the stretcher seating and associated equipment);
- Vehicle rehabilitation, and/or overhaul;
- Data processing hardware/software, other durable goods such as spare vehicle components with a useful life of more than one (1) year and a per unit cost over
- \$300, initial installation costs, vehicle procurement/testing;

- Vehicle inspection and vehicle preventative maintenance;
- 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.
- Passenger facilities expenditures related to Section 5310-funded vehicles;
- Support facilities expenditures and equipment for Section 5310-funded vehicles;

Non-traditional (Operating Expenses)

- Operating costs associated with provision of transit services, costs associated with transit services that exceed the requirements of the Americans with Disabilities Act of 1990; and
- Projects that improve access to fixed route service and decrease individuals with disabilities reliance on complementary paratransit and provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Ineligible Expenses

Ineligible expenses include:

- Expenses associated with preparation of grant applications;
- Expenses associated with project planning;
- Expenses associated with administration;
- Expenses associated with extended warranties;
- Expenses incurred prior to Federal and State approval of a grant application;
- Expenses incurred prior to the execution of a grant award; and
- Expenses incurred prior to the FDOT's approval of plans, specifications, and third-party contracts for vehicles/equipment to be purchased with Section 5310 funds.

Evaluation Criteria

Section 5310 funds shall be awarded to eligible recipients on the basis of merit and need in accordance with the below evaluation criteria:

GENERAL - USED FOR ALL PROJECTS

Point Value	Detail			
1. Project Description				
40 Points	Based on review team member assessment of project merit and District project priorities.			
2. Need Assessment				
15 Points	Financial Need: Based on the review of the agency's budget and other factors outlined in scorecard criteria.			
5 Points	Service Gaps: Based on identified supply and demand for transportation service to 5310-eligible populations in the			
5 FOILIS	project area (GIS web map).			
Subtotal: 60 Points				
TRADITIONAL PROJECTS ONLY				
Point Value	Detail			
1. Project Merits - New Sub-Recipient - Only				
30 Points	Category only used if the applicant does not currently provide transportation services.			
2. Section 5310 Performance Measures				

20 Points	Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of the traditional Section 5310 project					
20 Points	Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for individu with disabilities and seniors on Section 5310–supported vehicles and services as a result of the traditional Sect 5310 project					
Subtotal: 70 Points						
NON-TRADITIONAL PROJECTS ONLY						
Point Value	Detail					
1. Project Merits - New Sub-Recipient - Only						
30 Points	Category only used if the applicant does not currently provide transportation services.					
2. Section 5310 Performance Measures						
20 Points	 Service Improvements: Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities. Service improvements may also be predicated by projects designed to provide Physical Improvements: Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities. 					
20 Points	Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services					
Subtotal: 40 Points						
Total: 100 Points						

Grant Award Process

Overview

Awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT. All applications must be submitted, on the correct application, in the Department's grant management system (TransCIP). To request access to the system, contact your FDOT district representative.

Grant Award Process for Section 5310 Capital Assistance

Vehicles, Equipment, and/or Preventative Maintenance

FDOT will send a Notice of Funding (NOF) letter to notify an applicant (sub recipient) that the grant request to purchase an asset such as a vehicle or equipment, or to assist in financing preventative maintenance expenses was approved. The NOF letters will include steps for vehicle ordering & the PTGA process.

Grant sub-recipients should be aware that procurement procedures outlined in FDOT's Procurement Guidance for Transit Agencies may apply.

A signed PTGA is a legally binding agreement. By signing a PTGA, grant sub recipients agree to comply with all applicable requirements as contained in U.S.C. 49 5310 of the Federal Transit Act of 1991, as amended.

Mobility Management

Mobility Management grant awards will be made by the respective FDOT District Office to successful applicants by entering into a Public Transportation Grant Agreement (PTGA) with the sub-recipient. Mobility management does not include operating public transportation services. Please see the FTA Mobility Management brochure for more information (link in Resources tab).

Grant Award Process for Section 5310 Operating Assistance

Grant awards will be made by the respective FDOT District Office to successful applicants by entering into a PTGA with the agency (grant recipient). The awarded agency will be reimbursed for eligible operating expenses that occur after the PTGA's execution date.

FTA Section 5310 Compliance Requirements

Section 5310-awarded agencies must comply with the following program requirements:

Triennial Review

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. For more information see FDOT's Triennial Review Process as part of the State Management Plan.

IRS Section 501(c)(3)

Provide proof of non-profit status (if a private-non-profit agency).

Copy of Certification of Incorporation

Provide if applicant is a private-non-profit agency.

CTC Coordination Agreement/Contract

Agencies must provide FDOT with a copy of their existing contract that is consistent with the intended service area and/or service areas stipulated in the Section 5310 application filed with FDOT (unless the recipient is the CTC).

Section 5310 Award/Cash Match

Agencies are required to provide proof of the availability of a 10% cash match for Section 5310 capital awards and 50% for operating awards at the time of application. Funding for local match cannot be borrowed or procured from any other agency/source on a payment plan. Local match for capital projects cannot come from operational funds.

Section 5310 Procurement Policy

Agencies must develop and follow proper procurement policies (see Procurement section).

Disadvantaged Business Enterprise (DBE)

Agencies must follow proper semi-annual reporting requirements. This includes reporting any DOT-assisted third-party contracts on time and as requested by FDOT.

Charter Bus Reporting

Agencies must follow proper quarterly reporting requirements. This includes reporting any charter service provided on time and as requested by FDOT.

FDOT Site Reviews

Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, and any other requirements under <u>Capital Equipment Inventory</u>

Agencies must maintain a current inventory of all vehicles (entire fleet FDOT and Non-FDOT vehicles) and equipment awards for FDOT review.

Capital/Equipment Maintenance Costs

All agencies are responsible for all incurred capital/equipment maintenance associated costs.

Preventative Maintenance Plan

All agencies will include, at a minimum, procedure(s) for maintaining vehicles, facilities and any and all ADA accessibility features. Agencies that ONLY receive Section 5310 funds may be able to include their maintenance plan as a section of the Transportation Operating Procedures (TOP). Contact the District office for guidance.

Vehicle Useful Life Guidelines

All agencies must conduct regular preventive maintenance and vehicle maintenance with the intent to reach "Useful Life" vehicle standards (A, B, and C inspections are performed per the PM Schedule) (see http://tripsflorida.org/ under the Contracts tab, for vehicle useful life; or refer to Useful Life Requirements in the Resources tab of this Excel workbook).

Record Keeping Standards

While it is a best practice that agencies maintain records and repair history of each Section 5310 funded vehicle for the life of the vehicle, sub-recipients must maintain records for at least 18 months after an agency is no longer in possession of the vehicle or no longer has title.

Transportation Operating Procedure & Driver Safety/Training Policy (for 5310-only agencies)

Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients only receive grant awards through the Federal Transit Administration's Section 5310 Program. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency's TOP will be subjected to FDOT triennial review every 3 years (a template can be found within the FDOT State Management Plan).

All returning grant recipients must include the most recent TOP in the application package if revisions were made. 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.

<u>Title VI Program</u>

All returning applicants must submit the Title VI concurrence letter issued by their respective FDOT District, along with a letter providing the assurance that the requested federal funds will be used to support services in compliance with the approved Title VI on file with FDOT. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant Title VI Plan will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved Title VI Plan. Upon request, FDOT will provide Title VI Program assistance.

E-Verify Standards

Agencies must use the state of Florida E-Verify site to verify the employment eligibility of all new employees hired: https://www.e-verify.gov/

ADA Compliance Policies

Agencies must have written policies regarding any of the following (but not limited to): use of service animals, use of accessibility features, lift deployment at any designated stop, service to persons using respirators or portable oxygen, adequate time for vehicle boarding and disembarking, different methods of delivering public information/communications (contact district office for guidance or see FDOT State Management Plan).

Drug and Alcohol Policies

Agencies must have written drug and alcohol policies in place and must follow all related drug and alcohol FTA standards and guidelines (contact district office for guidance or see FDOT State Management Plan). The Substance Abuse Management Resource Site (https://sam.cutr.usf.edu/) provides direct links to guidance, training, and technical assistance opportunities.

Standard Lobbying Certification

Agencies must provide FDOT with a signed Standard Lobbying Certification.

Facility and Equipment Maintenance Plan

Agencies receiving Section 5310 funds must submit a comprehensive maintenance plan that will include, at a minimum, procedures for maintaining equipment, facilities, and ADA accessibility features. Agencies receiving Section 5310 funds for a facility refurbishment or construction are required to have a facility maintenance plan (contact district office for guidance or see FDOT State Management Plan). Agencies that ONLY receive Section 5310 funds may be able to include their maintenance plan as a section of the TOP. Contact the district office for guidance.

<u>Asset Management</u>

Agencies receiving Section 5310 funds are subject to FTA Transit Asset Management Plan requirements if they provide public transportation. "Public transportation" is defined as regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income. (See Transit Asset Management Final Rule)

Procurement

Applicants must have a procurement policy that outlines the procurement process when using Federal, state and local funds. The guidebook, Procurement Guidance for Transit The major thresholds that determine applicable procurement requirements are:

- Micro Purchase Procurements less than \$2,500
- Small Purchase Procurements greater than \$2,500 but less than \$35,000
- Competitive Procurement Procurements greater than \$35,000

Americans with Disabilities Act (ADA)

Applicants must comply with the ADA of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations at 49 CFR Parts 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance), 37 (Transportation Services for Individuals with Disabilities), 38 (ADA Accessibility Specifications for Transportation Vehicles), and 39 (Transportation for Individuals with Disabilities: Passenger Vessels); and FTA regulations at 49 CFR Part 609, Transportation for Elderly and Handicapped Persons.

Civil Rights Submissions

Civil rights submissions that are required include: Title VI Program, DBE Program and annual goals, and an ADA Transition Plan. All applicants must submit a copy of their Title VI Program Plan with the grant application, unless the agency's current Title VI plan is already on file with FDOT. At the applicant's request, the FDOT District Office will provide an applicant with technical assistance to develop a Title VI Program.

Davis-Bacon Act

If a project involves construction, applicants shall comply with the Davis Bacon Act, (49 U.S.C. Section 5333(a)) prevailing wage requirements.

Environmental Determination

The impact that a proposed FTA-assisted project will have on the environment shall be evaluated and documented in accordance with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et seq.), before a grant application is submitted.

Construction Projects:

Construction project request will require either environmental analysis National Environmental Policy Act (NEPA), or may qualify as a documented Categorical Exclusion (DCE). If your project requires a the DCE worksheet your District representative will reach out to provide guidance. Guidance related to projects that require environmental analysis under NEPA or DCE can be found here: Preparing Environmental Documents | FTA (dot.gov)

Administrative Requirements (Only if the Request is for Facilities)

Applicants shall supply the appropriate Regional Planning Council (RPC)/local clearinghouse agency a copy of its application for Federal Assistance. Each applicant shall request that the RPC/Clearinghouse provide an approval letter for the application to the appropriate FDOT District Office. A copy of the cover letter sent to the Local Clearinghouse/Regional Planning Council must be submitted with this application as an attachment. Applicants should send their applications to the LOCAL Clearinghouse/Regional Planning Council; NOT TO THE STATE CLEARINGHOUSE. Contact information for all RPCs in Florida can be found in Resources tab of this Excel Workbook.

Private-Non-Profit Applicants

All private-non-profit applicants must submit proof of non-profit status as part of this application. Proof of non-profit status can be obtained from SunBiz. https://dos.myflorida.com/sunbiz/

All first time private-non-profit applicants must attach a Certificate of Incorporation to their application. <u>Urbanized Area Project Requirements</u>

Section 5310 projects located in an urbanized area or within a metropolitan area planning boundary must be included in the Metropolitan Transportation Plan (MTP), also known as the Long Range Transportation Plan prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP), approved jointly by the MPO and the Governor, and the Statewide Transportation Improvement Program (STIP), developed by a state and jointly approved by FTA and FHWA. Projects outside UZAs must be included in, or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the STIP.

Although applications for projects may be accepted by the FDOT District Office prior to their listing in a TIP/STIP, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/STIP.

Planning Requirements

To remain eligible for Section 5310 awards, recurring applicants must submit the Transportation Disadvantaged Service Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application; only the date of adoption and page numbers are necessary. Applicants must also complete the Coordinated Public Transit-Human Services Transportation Plan form and include it with the application.

Audit Requirements

Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements.

Federal resources awarded to applicants will be subject to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards.

Executive Order 20-44

Pursuant to Governor's Executive Order 20-44, if an recipient is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, the recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the recipient's executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The recipient shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the recipient. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the recipient receiving Department funding. For more information, please visit: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

Program Performance Measures

Agencies receiving Section 5310 funds must collect data for the following indicators targeted to capture overarching program information as part of an annual report submitted to the FDOT District office. For the annual report, recipients must submit both quantitative and qualitative information on each of the following measures. The date range for Performance Measures is from January 1 thru December 31 of each year. Instructions will be provided at the time data is requested.

Traditional Section 5310 Projects

- Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities, measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

Other Section 5310 Projects (Non Traditional)

- Service Improvements: Related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
- Physical Improvements: Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other section 5310 projects implemented in the current reporting year.
- Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services as a result of other Section 5310 projects implemented in the current reporting year.

Use of Section 5310-funded Vehicles or Equipment

Section 5310-funded vehicles/equipment must be used to transport seniors and individuals with disabilities within the large urbanized areas, small urbanized areas, or rural areas for which they were awarded. They may be used to provide transit to employment, medical care, education, shopping, socialization, etc.

Incidental use of vehicles as cargo carriers (i.e. Meals on Wheels), and work vehicles (i.e. carrying crews and equipment from site to site and/or standing idle between work sites, transporting staff) is permitted if it does not interfere with the primary use of the vehicle(s). In such cases, the number of vehicles requested in an application must be justified by the number of people transported – not meal delivery or tool handling requirements. The need and planned use of the requested vehicles must be detailed in the Proposed Project Description.

The Florida Department of Transportation (Department) shall be named as the only lien holder for all vehicles acquired for the project. Should these vehicles no longer be required for the project, the Department's share of the acquisition shall be returned to the Department as described in the Transit Vehicle Inventory Management Procedure, Topic No. 725-030-025.

I have read and understood the contents of this tab. $\ensuremath{\,\boxdot}$

Applicant Information

Instructions: Please fill out each section appropriately.

Instructions: Please fill out each section appropriately.					
Item	Instructions	Agency F	Response		
Agency (Applicant) Legal Name:		Collier County Board of Coun	ty Commissioners		
Applicant Status: A first-time applicant has not received any funding for the past two grant cycles	Use drop-down to select	Returning	applicant		
Is the applicant a Community Transportation Coordinator (CTC)? If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.	Use drop-down to select	Yı	es		
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Collier	County		
Physical Address (No P.O. Box):		3299 Tamiami	i Trl , Suite 700		
City:			ples		
State:			rida		
Zip + 4 Code:		34	112		
Congressional District:	Use link to access information. Identify district(s) affected by the proposed project(s).	19,	/26		
Federal Taxpayer ID Number:		59-60	00558		
My Florida Marketplace Vendor Number	Use link to access information	F596000	0558030		
Applicant Fiscal period start and end dates: State Fiscal period from: July 1, 2022 to June 30, 2023		October 1, 2023-S	eptember 30, 2024		
Executive Director:		Michelle	e Arnold		
Telephone:		239-25	2-5841		
Fax:		239-25	2-3929		
Grant Contact Person (if different than Executive Director):		Omar E	De Leon		
Telephone:		239-25	2-4996		
Fax:		239-25	2-6534		
Email Address:		Omar.DeLeon@c	olliercountyfl.gov		
Eligibility Questionnaire The eligibility questionnaire investigates whether current grant sub reci are compliant with all FDOT and FTA Section 5310 requirements. If a cu grant sub-recipient is noncompliant, the sub-recipient will not be eligib receive grant funds until compliance has been determined. This question does not apply to new sub-recipients and sub-recipients that have not required by their respective FDOT District Office to complete a triennial For more information see FDOT's Triennial Review Process as part of the Management Plan, to view the plan visit					
	-	ov/transit/currentpages/naviga	-		
		Yes / No	Additional Information		

Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	Pre-populates from Applicant Status	Yes	
Has your agency completed an FDOT Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
ls your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier	12-character alphanumeric value	JWKJKYRPLLU6	
SAM Registration Expiration Date		8/23/2023	

Revenue Vehicle Inventory Certification

Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.

Instructions: Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2023 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

The name of the accountable personnel and date of last inventory update must be provided in the fields below.

Certification:	Omar De Leon	
Date:	11/10/2022	

		Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues
		ation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses ed in the Program Budget tab and the below definitions table:			tation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be application and the below definitions table:
	1-digit Level	: Not applicable		1-digit Level:	For example, 4100 Directly Generated Fares
	-	For example, 5010 Labor		-	For example, 4110 Passenger Fares
	-	For example, 5011 Operators Salaries and Wages		-	For example, 4111 Passenger-Paid Fares
Object Class	Code	Definition	Object Class	Code	Definition
Labor	5010	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and frince benefits.	Directly Generated Funds	4100	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: Report time Platform time Turn-in time Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: training time either as a student or instructor revenue vehicles among maintenance and operating facilities maintenance of these stops and shelters general administration assignment such as customer service and marketing engeneral administration assignment such as customer service and marketing engeneral administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such case, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include a tagency reports subsidies from other sectors of operations), which are provided are or free fare for a general class of users (e.g., subsidies for a general class of users).
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	of funds. Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are enrolled in an educational institution. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are prosens with disabilities. 6. Ferryboat Services revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (130). 7. Vanpool Services. For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling fees: treenues earned from carrying passengers who pay a special reduced fare for a reason other than those specified above. 9. Handling fees: trevenues earned from carrying p
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Organization- Paid Fares	4112	 On paintation-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a sinci or enter that pays at of the cost of a route serving the
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.	Park-and-Ride Parking Revenue	4120	center. The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).

Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits are be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans, workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits uniform and work dothing: tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying freight on postenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private comparies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the classing supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tries and tubes, whether they are rented, leaded or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used withtoo use the supplier).	Other Agency Revenues	4150	 This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local state, or federal governments. Examples of other agency revenues include: Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. Sales of Fuel: revenues earned from ales of fuel. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue whicles to other operators. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue whicles to other organizations. This includes revenues from joint development projects. Rental of Revenue Vehicles: revenues earned from rental car services. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant tiself. Interest Income: revenues earned by placing funds in an interest-bearing account. Student fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. Interest Income: revenues earned by placing funds in an interest-bearing account. Student fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different
Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.

Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: Compensation of others for their losses due to acts for which the transit agency is liable. The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: Transit agencies often incur self-insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property casued by collision, fire, theft, flood, earthquakes and other types of losses. Premiums for Public Liability and Property Damage Ensurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for inclied Public Liability and Property Damage Settlements: payments (or accruals) of cutual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. A Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. B. Provision for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. C. Provision for Uninsured Public Liability and Property Damage Settlements: payments (or insure the transit agency from losses to the that amange to its property or liability of its culpable acts (e.g., fieltity bouts, business erecords insura	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for alroperations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for alroperations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for alroperations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for alroperations. Subsidies from other sectors of operations may include: Subsidies from utility rates where the transit agency is a utility company Subsidies from other sources provided by the same entity that operates the transit service Subsidies from other sources provided by the same entity that operates the transit service Foreardinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence
Taxes	5060	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes paid on fuel taxe states extended from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from tonse events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable fruure. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report class.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries		Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expresses the expresses the object class Purchased Transportation Filing Separate Report (S102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entry with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, rides/hip) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (S101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer to the seller. The seller's actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.

Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
		Some common miscellaneous expenses are listed below.			
		1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals.			
		 Travel and Meetings. Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 			
		3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities.			
		4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities.			
		5. Charitable Donations: Contributions to charitable organizations made by the transit agency.			
		6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency.			
		7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.			
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DN) and demand response. Taki (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under to Na tepresses (\$10,000 under ADA Sepresses (\$10,00).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long- Term Debt obligations.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
		 Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 			
		 Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency. 			
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period.	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
		Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).			
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment):	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the autority of the transit aquercy, belongs to this object class.
		1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term.			
		 Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 			
		3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease.			
		4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception.			
		The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).			
Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include:	Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following:
		A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate.			1. Vehicle licensing and registration fees
		 A county government leases land to a local transit agency for use as a parking lot for a dollar a year. 			2. Driver's license fees
					3. Communications access fees and surcharges
					4. Lottery and casino proceeds

Voluntary Non- Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values (e.g., cash) in return. This is different from an exchange transaction is which each party receives and gives up essentially equal values (e.g., cash) in example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions induce certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance).	Local Government Funds	4300	These are funds received from municipal and county governments.
Depreciation	5260	Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each years of the assets iffe. The agency reports the amount depreciated during the reporting period as an operating expense/recording item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it is non-dedicated fund agency reports it is non-dedicated fund and the agency reports it is non-dedicated fund for the non-dedicated for the non-dedicated fund for the non-dedicated for the non-
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an	Income Taxes	4321	under Local Funds Dedicated to Transit at Their Source. Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure. Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them searately.	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Other Reconciling Items	5290	agency must exports memory expandery. Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (\$220) and \$1,000 under ADA Related Reconciling Items (\$920).	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by lewing other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle
			Bridge, Tunnel, and Highway Tolls	4326	rental taxes. Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following:
					Vehicle licensing and registration fees Driver's license fees
					3. Communications access fees and surcharges
			Extraordinary and Special	4330	Lottery and casino proceeds Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Items Other Local	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local
			Funds State Government Funds	4400	funds typically include local grants or other miscellaneous local funds. These are funds received from state, commonwealth, or territory governments.
			General Revenues of the	4410	There are essentially two common ways a state government can provide funds to a transit agency.
			State Government		 The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.

Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.						
Federal Funds 4500		Federal funds generally fall into three categories: Federal funds generally fall into three categories: Federal funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. Funds for capital assistance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spont the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds.						
Non-Added	4600	(4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services. Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.						
Revenues	4000	Non-added revendes are runds received by the transic agency that are not included in the total runds earned during the operating period.						
Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.						
Voluntary Non- Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non- exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).						
Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NID does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).						
Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toil credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.						

Proposed Budget for Transportation Program

Statement of Need

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

The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed as local funds have not been allocated for Capital projets. The grant funding is essential in order to replace four vehicles that have met their useful life. With the impacts of COVID, grant funding has been key for maintaining both operating and capital budget.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application, omitting any Section 5310 operating revenue expected to result from the current application, if awarded, and associated local match. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2023, which corresponds to State Fiscal Year (SFY) 2024. SFY 2024 starts July 1, 2023 and ends June 30, 2024. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2023 to September 30, 2024).

Instructions:

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

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Operating & Administrative Expenses						
Instructions	Object Class	Code	Amount			
Use drop-down to select	Labor	5010	\$66,117			
Use drop-down to select	Fringe Benefits	5015	\$27,283			
Use drop-down to select	Services	5020	\$387,200			
Use drop-down to select	Materials and Supplies	5030	\$796,700			
Use drop-down to select	Utilities	5040	\$63,000			
Use drop-down to select Casualty and Liability Costs		5050	\$15,600			
Use drop-down to select	Taxes	5060	\$5,000			
Use drop-down to select	Purchased Transportation Expenses	5100	\$4,220,100			
Use drop-down to select	Miscellaneous Expenses	5090	\$15,500			
Use drop-down to select	Capital Leases	5230	\$3,000			
Use drop-down to select Depreciation		5260	\$0			
Use drop-down to select	Other Reconciling Items	5290	\$0			
			\$5,599,500			

Operating & Administrative Revenues							
Instructions Object Class Code Amount							
Use drop-down to select	Passenger Fares	4110	\$239,300				

Use drop-down to select	Organization-Paid Fares	4112	\$0
Use drop-down to select	General Revenues of the Local Government	4310	\$0
Use drop-down to select	Other Local Funds	4390	\$3,953,800
Use drop-down to select	State Transportation Fund	4420	\$768,700
Use drop-down to select	Federal Funds	4500	\$637,700
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$5,599,500

Activity Line Item Codes				
Operating Assistance				
Description	ALI Code			
Operating Assistance	30.09.01			
Vehicles				
Description	ALI Code			
Bus - Replacement Over 30'	11.12.03			
Bus - Expansion Over 30'	11.13.03			
Bus - Replacement Under 30'	11.12.04			
Bus - Expansion Under 30'	11.13.04			
Vans - Replacement	11.12.15			
Vans - Expansion	11.13.15			
Sedan - Replacement	11.12.16			
Sedan - Expansion	11.13.16			
Equipment				
Description	ALI Code			
Bus Passenger Shelters Acquisition	11.32.10			
Shop Equipment Acquisition	11.42.06			
ADP Hardware Acquisition	11.42.07			
ADP Software Acquisition	11.42.08			
Surveillance/Security (Bus) Acquisition	11.42.09			
Fare Collection (Mobile) Acquisition	11.42.10			
Support Vehicles Acquisition	11.42.11			
Miscellaneous Equipment Acquisition	11.42.20			
Radios Acquisition	11.62.03			
Radios Construction	11.63.03			
Preventative Maintenance				
Description	ALI Code			
Preventative Maintenance	11.7A.00			
Mobility Management				
Description	ALI Code			
Mobility Management	11.7L.00			
Facilities				
Description	ALI Code			
Admin Building Engineering & Design	11.41.01			
Admin Building Acquisition	11.42.01			
Admin Building Construction	11.43.01			
Admin Building Rehab/Renovation	11.44.01			
Admin Building Lease	11.46.01			
Maintenance Facility Engineering & Design	11.41.02			
Maintenance Facility Acquisition	11.42.02			

Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

	Current System Description		
Current System Description Tab provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant's response to the Instructions: question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.			
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	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.	100	83
Program mission	CAT's mission is to provide safe, accessible, and courteous public transportation services to our customers. The mission of the newly rebranded CAT Connect (formerly known as Collier Area Paratransit) is to identify and safely meet the transportation needs of Collier County, through a courteous, dependable, cost effective and environmentally sound team commitment.	100	48
Program goals	CAT Connects goals are to implement a fully coordinated transportation system by Maximize effective transfers of individuals from paratransit to fixed route services. To provide an efficient and effective coordinated transportation service, educate and market fixed route and paratransit services to current riders, the general public, agency sponsored clients, visitors, and other potential customers. To operate a safe transportation system and provide quality transportation services.	100	65

Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with no or limited access to a privite automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service market; and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	99
Service, route, and trip types provided	The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late as 7:00 PM. Our paratransit has approximately 25 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.	100	62
Total number of employees in organization	128	-	-
Total number of operators (including volunteer drivers)	83	-	-
Total number of transportation-related employees in the organization	7	-	-
Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):			-
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239- 252-4983	_	-
Training (e.g., wheelchair lift operation and passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239- 252-4983	_	-

Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239- 252-4983	-	-
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252- 4996	-	_
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	The operations are funded through the Federal Transit Administration 5307, 5310 and 5311 programs, Florida Department of Transportation, Agency for persons with disabilities, Florida Commission 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.	200	54

How does your agency ensure that passengers are eligible recipients of 5310- funded transportation service? What proportion of passengers/clientele are seniors and/or individuals with disabilities?	All paratransit passengers go through an application process to ensure eligibility		
	of the 5310 funded transportation services. All passengers need to renew their application every three years.	200	27
To what extent does your agency serve minority populations?	Collier Area Transit and CATConnect provide service throughout Collier County including areas of minority populations. CAT's Title VI program ensures equitable service is provided throughout the County.	100	27
Is your agency minority-owned?	Νο	50	1

Briefly describe your agency's vehicle maintenance program. Which services are	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintained without interrupting transportation service.		
		100	48

Equipment Request

Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's **Instructions:** response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

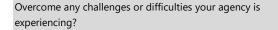
Project Type	Examples
Equipment	 Bare boxes Communications equipment Security/surveillance equipment for vehicles and/or buildings Shop equipment (alignment machines, bus washing machines, tire changers, etc.) Bus shelters Bus stop signage Wheelchair lifts Other miscellaneous equipment

	Project Area	
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of urbanized areas will display options within the district selected on the Application Cover Sheet.	Reference Map
Area:	Large Urban - Bonita Springs	Use drop- down to select service area

	Project Description
Instructions: Describe the project being requ	lested within the application.
General Project Description:	Purhcase of 4 Radios and Tablets for replacement vehicles.

Project-Related Improvements				
Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the Instructions: proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.				
Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability and safety with the purchase of four radios and tablets for the replacement vehicles.			
Expand service to a larger geographic area?	The Funding will not expand service.			
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.			
Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The equipment is part of the vehicle replacement, which has been identified within the TAM Plan.			

Address projected vulnerabilities?	Grant funding will be used to purchase four radios and tablets in addition that have met their useful life. The vulnerabilities this application will address by replacing the equipment will be the maintainance of reliability and safety of the vehicles as they are forms of communication.
Expand access to essential services?	No the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, passengers will experience highten reliability by the utiliziation of technology to maintian operations on time.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	Reduction of cost to transporation is captured by the technology on the tablets that maximazes operational effienciey and radio will allow for safe communication with the operator.



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

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans.

Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. The funding will assist in meeting the demand for maintaining capital assets in a state of good repair.

The funding for the equipment will not result in the maintainance of service.

Yes, the transportation program will continue to operate.

The funding has been identified as a plausibale resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles and equipment have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and qoute for vendor.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month equipment delivery about 9 months Post Deliver 3 months for final invoice
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Not applicable.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

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

Instructions The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Capital Project Total:		\$15,136
Revenue Type Use dropdown to select	Description	Amount
State Government	10% State funds provided by FDOT	\$1,513
Local Government	10% local cash match	\$1,515
Total	-	\$3,028

Equipment Request

All vehicle requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1.Select Desired Equipment 2.Choose Vendor (use drop down arrow next to vendor name to see information) Instructions: 3.Select Order Packet

4.0 omplete Order Form

If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.

• Enable adding rows

Disable adding rows

Equipment Request List the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Instructions: Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item. Instructions Description ALI Useful Life (Years) Unit Cost **Total Cost Federal Share** State Share Local Share Detail Quantity Vehicle Use drop-down to select Radio request description **Radios Acquisition** 11.62.03 System 5 4 \$3,421 \$13,684 \$10,947 \$1,368 \$1,369 OnBoard Use drop-down to select Tablet 5 \$363 \$1,161 ADP Hardware Acquisition 11.42.07 4 \$1,452 \$145 \$146 request description Use drop-down to select \$0 \$0 \$0 \$0 request description Use drop-down to select \$0 \$0 \$0 \$0 request description Use drop-down to select \$0 \$0 \$0 \$0 request description \$15,136 \$12,108 \$1,513 \$1,515 Total

Service Characteristics			
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method	Completion Check
Unlinked Passenger Trips (UPT)			
	83,942	Paratransit Software	COMPLETE

Unduplicated Passengers per			
Year			
	1,192	Paratransit Software	COMPLETE

Vehicle Request

Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples
EXDANSION VEHICLES	—Earge heavy- duty transit buses 35'-40' —Small heavy-duty transit buses 30'
Replacement Vehicles	— Minibus — Btandard Cutaway — Minivan

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of urbanized areas will display options within the district selected on the Application Cover Sheet.	<u>Reference Map</u>
Area:	Large Urban - Bonita Springs	Use drop- down to select service area

Project Description		
Instructions: Describe the project being requ	ested within the application.	
General Project Description:	The grant application is to purchase Four (4) Replacement Vehicles for paratransit service. The new vehicles will replace vehicles that have met their useful life. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.	
Durit at Deleted law accounts		

Project-Related Improvements

	will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to vice will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of four replacement vehicles.
Expand service to a larger geographic area?	The Funding will not expand service, the funding will be utilized to ensure the existing service to the urbanized areas of Collier County with the purchase of four replacement vehicles.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.
Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.

Address projected vulnerabilities?	Grant funding will be used to purchase four vehicles that have met their useful life. By replaceing these vehicles it reduces chances of vehicles breaking down, and disrupting transit service, as well as reduce the overall vehicle maintenance costs.
Expand access to essential services?	The funding will not expand but maintain the existing transit service access to essential services to individuals with disabilities or no access to transportation services. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring three vehicles that have met their useful life.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of costs will be captured in vehicle maintenance as four vehicles that have met their useful life shall be retired upon receipt of replacement vehicles.

Overcome any challenges or difficulties your agency is	
experiencing?	

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

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision of the service itself.

All records including manifests and passenger information are in the Ecolane Software which requires an individual log in and password to access. All sensitive paper records are maintainted 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.

Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

The funding has been identified as a plausibale resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The cost estimate is based on the information provided by FDOT/CUTR on the initial costs received from vendors.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Vehicle production and delivery about 6 to 9 months
If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification	N/A This application is not requesting any vehicles that require a CDL certification.
If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the vehicles are being used for their intended purpose.

Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.

The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

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

Instructions The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Capital Project Total:	\$611,612							
Revenue Type Use dropdown to select	Description	Amount						
State Government	10% state funds provided by FDOT	\$61,160						
Local Government	10% local cash match	\$61,164						

Total -	\$122,324

	Vehicle and Equipment Request												
	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from												
	http://www.tripsflorida.org/contracts.html:												
	1.Select Desired Vehicle (Cutaway, Minibus etc.)												
	2. Thoose Vendor (use drop dow	-		to see information)									
Instructions	3.Select Order Packet			·····,									
	4. D omplete Order Form												
	If not using the TRIPS contract, a	a quote should	be uploaded f	from the desired vendor. This su	pporting docume	ntation shou	ld be uploaded in	TransCIP. Once uplo	aded in TransCIP. a	pplicants should che	eck the box to in	dicate the forms	have been
	uploaded.				pp				,.				
	Enable adding rows	0	Disable addin	a rows									
			Disuble duality	9.000	Vehicle Re	quest							_
	Linden Description () (shiple Turns	in almala that he		and international second second				and the last the Life	turch (12) and bu		(2) h l . h	Disco	and a in this
	Under Description/Vehicle Type,												
	example, if both wheelchair pos						are part of purchas	sing the bus itself she	buid be part of the	venicle request and	NOT separated	out under equipr	nent. For Useful
Instructions	Life information, see reference ta	able in Resourc	es tab. Cost es	stimates should be supported by	order forms or q	uotes.							
	Requests should be listed in ord	ler of priority. I	f more space is	s needed to accommodate your	request, add more	e rows to the	e table by first click	ing "Enable adding i	ows" above.				
Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share	Order Form Completed
Use drop-down to select													
request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	5 14	2	1	\$152,903	\$152,903	\$122,322	\$15,290	\$15,291	
Use drop-down to select													
request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	5 14	2	1	\$152,903	\$152,903	\$122,322	\$15,290	\$15,291	
Use drop-down to select													
request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	5 14	2	1	\$152,903	\$152,903	\$122,322	\$15,290	\$15,291	
Use drop-down to select													
request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	5 14	2	1	\$152,903	\$152,903	\$122,322	\$15,290	\$15,291	
Use drop-down to select													
request description									\$0	\$0	\$0	\$0	
Use drop-down to select													
request description									\$0	\$0	\$0	\$0	
Use drop-down to select													
request description									\$0	\$0	\$0	\$0	

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request description									\$0	\$0	\$0	\$0	
Use drop-down to select													
request description									\$0	\$0	\$0	\$0	
Use drop-down to select													
request description									\$0	\$0	\$0	\$0	
	Total	-	-	-	56	8	4	-	\$611,612	\$489,288	\$61,160	\$61,164	-

				Vehicles to be Replaced					
Instructions	Vehicles listed for replacement of priority for replacement.	must be includ	ed in the Trans	CIP 2.0 Inventory. If more space i	is needed to acco	ommodate yo	our list, add more r	ows to the table. Lis	st vehicles in order
FDOT Control #	VIN	Make	Туре	Year	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
98195	1FDFE4FS3HDC70786	Ford	Glaval	2018	Lift	12	6	Active	226300
98196	1FDFE4FS2HDC70794	Ford	Glaval	2018	Lift	12	6	Active	216009
98197	1FDFE4FS7HDC70791	Ford	Glaval	2018	Lift	12	6	Active	217089
10001	1FDFE4FS1HDC70785	Ford	Glaval	2018	Lift	12	6	Active	235312
Total/Average						48	24		223,678

Service Characteristics										
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method	Completion Check							
Unlinked Passenger Trips (UPT)										
	83,942	Paratransit Software	INCOMPLETE							
Unduplicated Passengers per										
<u>Year</u>	1,192	Paratransit Software	INCOMPLETE							

Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5310 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - **Governing Board's Resolution** - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

5 - Coordinated Public Transit - Human Service Transportation Plan - This attachment is to be completed and signed by the individual authorized by the governing board of the applicant's agency and uploaded into TransCIP with the grant application. Please attach cited plan pages, ensuring use of the most current plan update.

6 - CTC Agreement or Certification - If the applicant is a CTC, this information should be uploaded in TransCIP using the appropriate link. A copy of the CTC's certification must be uploaded.

If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be uploaded. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.

If the applicant's service extends into areas covered by more than one CTC, copies of all applicable coordination agreements should be uploaded into TransCIP. An executed Commission for the Transportation Disadvantaged Coordination Contract or similar document may serve as the written coordination agreement. Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. agreement.

Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and valid every year until the vehicle(s) reaches its useful life requirement and the title is released.

7 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

8 - Standard Lobbying Certification - All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

9 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

10 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles.

11 - Form 424: Application for Federal Assistance - ALL applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424). The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is 20.513. This code should be shown in Section 11 of the form followed by the title: "Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program."

Further instructions for Form 424 can be found on the "Resources" tab with in this workbook.

12 - **Federal Certifications and Assurances** - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

13 - **Title VI Plan** (*Required if not previously submitted to District*) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. Returning applicants may provide the Title VI Concurrence letter.

14 - Protection of the Environment (Required if the proposed project is for facilities) - Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result. To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. See the Resources tab for a link to the FTA Region 4 Categorical Exclusion checklist.

15 - Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*) - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

16 - **Organization Chart** - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

17 - Proof of Local Match - Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

- (1) Transportation Disadvantaged (TD) allocation,
- (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.
- 18 Proof of Non-Profit Status Upload proof of non-profit status (if a private-non-profit agency).

19 - **Certification of Incorporation** - Provide if applicant is a private-non-profit agency. Please visit https://dos.myflorida.com/sunbiz/start-business/efile/fl-nonprofit-corporation/ for more information

20 - Completed Sample Order Form - To identify vehicle type and estimated cost visit http://tripsflorida.org/. NOTE: 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 (https://www.dms.myflorida.com/)

21 - **Transportation Operating Procedure/System Safety Program Plan (SSPP)** - Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients only receive grant awards through the Federal Transit Administration's Section 5310 Program. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency's TOP will be subject to FDOT triennial review every 3 years (a template can be found within the FDOT State Management Plan).

All returning grant recipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning grant recipient should upload the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should upload 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.

22 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan at https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm.

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab. \square

Resources

What's on the Market

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Florida Department of Management Services Contract can be found at the Florida Department of Management DMS website (https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/motor_vehicles/pricing).

FDOT Vehicle Useful Life Benchmarks 2006-2022

Vehicle Category (Source: FTA Useful					Light-D	Outy Van,	Light-D	Outy Van,	Light-D	Outy Van,	Light-Dut	ty Mid-Size	Light-Dut	ty Mid-Size	Light-Du	ty Mid-Size							Heavy-F	Duty Large
Life of Transit Buses - 2007)				Light-Duty Van, Sedan or Bus	Sedar	n or Bus	Sedan or Bus		Sedar	n or Bus	Bus		Bus		Bus		Medium-Duty Bus		Medium-Duty Bus		Medium-Duty Bus		Bus	
																	· · · · ·							
Vehicle Type (Source: NTD)		Equipment (non-revenue)		Automobile (AO)	Var	n (VN)	Van (VN)		Var	n (VN)	Cutav	vay (CU)	Cutaw	vay (CU)	Cutav	vay (CU)	Bus (BU)		Cutaway (CU)		Bus (BU)		Bur	s (BU)
		Formerly Type "G"		Formerly Type "F"	Former	y Type "F"	Former	y Type "E"	Former	y Type "E"	Formerly	y Type "D"	Formerly	y Type "D"	Formerly	y Type "D"	Former	ly Type "C"	Formerly	Type "C"	Formerly Type "B" F		Former	y Type "A"
											_				-									
Vehicle Description (Source:						ommuter		i Vans				it Bus -								Duty Bus		Duty Bus		
TRIPS/DMS Contracts)		Service Trucks		Sedans/Station Wagons		modified)	(Modified) MiniBus (Mod								(Low Floor)			(Char			orado)		vy Duty	
Year	Age	Mileage	Ag	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
2022	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2021	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2020	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2019	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2018	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12	500,000
2017	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12	500,000
2016	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12	500,000
2015	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2014	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2013	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2012	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2011	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2010	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	7	200,000			7	250,000	10	350,000	12	500,000
2009	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
2008	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
2007	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
2006	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
Liseful Life Requirements																								

Useful Life Requirements		
ASSET	USEFUL LIFE	SOURCE
	T	ROLLEYS
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, interna combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
Tall Verneles		FERRIES
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
Other lettes (w/returbisititient)		ACILITIES
Buildings- concrete, steel and frame		
construction	40 years	FTA Circular 5010.1D
	OTHER CAR	PITAL EQUIPMENT
Fare boxes	10 years	Manufacturer /Industry Standards
Computer hardware	4 years	GAAP Guidelines/Industry Standards
Computer hardware - Domain		
controllers	4 years	Industry Standards
Mobile data computers (real-time		
dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	e 4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile	10 years	GAAP Guidelines/Industry Standards
radios, base stations	io years	GAAF Guidelines/Industry Standards
Security/Surveillance equipment,	Same as useful life of vehicle	
cameras for vehicles		
Security/Surveillance equipment,	10 years	Industry Standards
cameras for buildings		
Shop equipment- Alignment machines	10 years	Manufacturer
bus washing, tire changers		
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards
Re	cipient Risk	Assessment Tool

For Department use only. Included here for informational purposes.

Prior to awarding FTA funds, the Department is required to conduct a risk assessment of the project being proposed by the applicant. Risk assessments are conducted by District Grant Managers prior to evaluating the project for award using the established project selection criteria. Projects that do not statisfaction pass the risk assessment will not more Gravard for project evaluation.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 5010.E. The Department will consider the following items in order to evaluate the risk posed by the applicant for each project:

- Financial stability, including the applicant's financial condition and financial capability;
- Quality of the applicant's management systems;
- History of performance accounting specifically for the type of project proposed, particularly previous experience of the applicant in managing federal awards provided by the Department;
- Audit reports and any associated findings;
- SAM.gov check for applicant's prior performance.

Each District will utilize the below questionnaire as a guide through the risk assessment process.

 There are two basic aspects to financial capacity/stability: the general financial condition of the applicant and the financial capability of the applicant. Satisfactory financial condition means that the applicant can pay its current costs from existing revenues. Satisfactory financial capability means the applicant's ability to meet its expension costs in addition to its existing operations from projected revenues.

a. Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.

- b. Consider the type of project, does the applicant have a proven history of implementing this type of project?
- c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
- Describe the applicant's management systems.

a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?

b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist

c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?

3. Document the applicant's history of performance.

a. Has local match been readily available?

b. Are invoices submitted in a timely manner

c. Are invoices often returned due to inaccuracies in accounting or other required documentation?

4. Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.

a. Does the applicant have any unresolved audit findings?b. Are there reoccurring findings in the annual audit reports?

5. SAM Unique Entity Identifier

a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC) satinghouse/RPC Contact Information Counties Covered

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC	Austin Mount	
4081-A East Olive Rd.	austin.mount@wfrpc.org	
Pensacola, FL 32514	(850) 332-7976	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
	(800) 226-8914	
Apalachee RPC	Chris Rietow	
2507 Callaway Rd.	crietow@thearpc.com	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
Suite 200	(850) 488-6211	
Tallahassee, FL 32303		
North Central Florida RPC	Scott Koons	
2009 NW 67 th Place	skoons@ncfrpc.org	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103	
Northeast Florida RPC	Eric Anderson	
6850 Belfort Oaks Place	eamderspm@nefrpc.org	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
Jacksonville, FL 32216	(904) 279-0880 ext. 178	
East Central Florida RPC	Brenda Defoe-Surprenant	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org	
Fourth Floor	(407) 245-0300 ext. 336	
Orlando, FL 32801		
Central Florida RPC	Marybeth Soderstrom	DeSoto, Hardee, Highlands, Okeechobee, Polk
Post Office Drawer 2089	msoderstrom@cfrpc.org	
Bartow, FL 33830	(863) 534-7130 ext. 134	
Tampa Bay RPC	John Meyer	
4000 Gateway Center Blvd.	johnm@tbrpc.org	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Suite 100	(727) 570-5151 ext. 10	
Pinellas Park, FL 33782-6141		
Southwest Florida RPC	Nicole Gwinnett	
1926 Victoria Ave	ngwinnett@swfrpc.org	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Fort Myers, FL 33901	(239) 338-2550 ext. 232	
Treasure Coast RPC	Stephanie Heidt	Indian River, Martin, Palm Beach, St. Lucie
421 Southwest Camden Ave	sheidt@tcrpc.org	
Stuart, FL 34994	(772) 221-4060	
South Florida RPC	Kathe Lerch	

hanna ar i	hunor	I
3440 Hollywood Blvd. Suite 140	klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe
Hollywood, FL 33021	(334) 303-44 10	
	FDOT Distric	t Office Contacts
District 1		P.O. Box 1249 801 North Broadway
		Bartow, FL 33830-1249
Paul A. Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us	Modal Development Administrator
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.	Transit Projects Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: Collier, Manatee, Sarasota, Polk
Candice Monroy	(239) 225-1982	Transit Projects Coordinator
	Candice.Monroy@dot.state.fl.u <u>s</u>	Counties: Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee
Michele Forestt	(863) 519-2412	Transit Support Consultant
District 2	Michele.Forestt@dot.state.fl.us	2198 Edison Ave, MS 2806
District 2		
	(904) 360-5650	Jacksonville, FL 32204
Doreen Joyner-Howard	Doreen Joyner- Howard@dot.state.fl.us	Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl. us	Urban Transit Coordinator
Christina Nalsen	(904) 360-5667 Christina.Nalson@dot.state.fl.u	Transit Coordinator
District 3	2	P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553	Manager
Debbie "Toni" Prough	Scott.Walters@dot.state.fl.us (850) 330-1558	Public Transit Program Specialist
District 4	debbie.prough@dot.state.fl.us	3400 W Commercial Blvd.
Lisa Maack	(954) 777-4683	Ft. Lauderdale, FL 33309 Passenger Operations Manager
Lisa Maack	Lisa.Maack@dot.state.fl.us	
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.u s	Transportation Projects Specialist
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.	5310 Program Manager
District 5	<u>115</u>	420 W. Landstreet Road
Brian M. Stanger, P.E.	(386) 943-5543	Orlando, FL 32824 District Modal Administrator
Libertad Acosta-Anderson, P.F.	Brian.stanger@dot.state.fl.us (386) 943-5410	Passenger Operations Manager
record reaction, F.L.	Libertad.Acosta- Anderson@dot.state.fl.us	· · · · · · · · · · · · · · · · · · ·
Jo Santiago	(321) 319-8175 or (386) 943- 5109 Jo.Santiago@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 or (386) 943- 5106 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Luciana "Luci" Taylor	(386) 943-5119	Transit Project Coordinator
Jamie Kersey	Luciana.Taylor@dot.state.fl.us (386) 943-5195 Jamie.Kersey@dot.state.fl.us	Transit Project Coordinator
District 6	And ACT Sty works stale if US	1000 N.W. 111 Avenue Miami, Florida 33172
Raymond Freeman	(305) 470-5255 Raymond Freeman@dot.state.f	Passenger Operations Manager
Gina Victoria-Garzon	Lus (305) 640-7566 <u>Gina.Victoria@dot.state.fl.us</u>	Passenger Operations Specialist
District 7		11201 N McKinley Dr. MS-7500
Ming Gao	(813) 975-6923	Tampa, FL 33612 District Modal Development Administrator
Chris Leffert	Ming.Gao@dot.state.fl.us (813) 975-6403	Transit Programs Administrator
Dave Newell	Chris Leffert@dot.state.fl.us (813) 975-6195	Transit Coordinator
Sure Newell	(813) 975-6195 Dave.Newell@dot.state.fLus	narak coordinator
		Glossony

Glossary

Ambulatory - A person who is able to walk and move about freely without being confined to a bed or wheelchair.

Annual Operating Report (AOR) - A report outlining the expenses and revenues incurred during the preceding 12 months. Applicant - An agency applying for Section 5310 Federal Assistance. See also "new applicant" and "recurring applicant."

Authorizing Federal and State Legislation - Legislation authorizing the Section 5310 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006; 49 U.S.C. Section 5310; FTA Circular 9070:1G; Section 341051. Florida Statutes: and Chapter 14-73. Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.015(1), Florida Statutes, in an area outside the purview of an MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Contractor - The administering entity of the Transit Research Inspection and Procurement Services (TRIPS) who is under contract to the Florida Department of Transportation to establish statewide vehicle contracts for the purpose of procuring vehicles at the lowest cost possible while ensuring that the best product is available for the program. The Contractor is also responsible to coordinate, assist as needed, and report in all oncurrement artivities under the Section 5310 Prozom.

Corrective Action Plan (CAP) – A required plan to address any deficiency and /or area of concern identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated by the Florida Commission for the Transportation Disadvantaged to conduct planning and support functions for the transportation disadvantaged services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

District office - Florida Department of Transportation District Public Transportation Office or District Office of Modal Development and/or staff.

District Program of Projects (POP) - A district listing of each applicant agency for which a grant award is proposed, a description of the equipment to be awarded, and the proposed Federal, state and local share of the project cost. The district program of project includes certification by the District Office that all applicants and projects so proposed either meet all program requirements or will meet all program requirements before a Notice of Grant Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5310 funds may be used for the capital and/or operating expense of transportation services to services and/or individuals with disabilities. Eligible expenses are limited to buses, vans or other paratrantis whiches (including eades and station wagons), radios and communications exploying upinent, whetheshill tilts and restraints, whiche combalitation, whiche coversult data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$200, initial installation costs, vehicle procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section \$310-funded vehicles, support facilities related to Section \$310-funded ve

Eligible expenses, operating - For the Section 5310 program, eligible operating expenses include the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. The federal share for net eligible operating costs may not exceed fifty percent 50%.

Eligible recipient, 3310 - For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (ICCa), private-non-profit CTCs, and to private non-profit organizations providing transportation to senios and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-portif agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, then sub-contract with the CTC for provision of senice. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at litimes when receiving an award under the Section 5310 funds that provide shared-ride tasi service to the general public on a regular basis are eligible sub-recipients. "Shared-ride" ream or more passengers in the same vehicle who are otherwise not traveling together.

Expanded service - Adding a new service to an already existing system.

FDOT control number - Is assigned by the Contractor once the vehicle has been purchased, received and titled to the recipient with the Department of Transportation as the first lienholder.

Human service transportation - Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

Incurred - Commitment or obligation to spend funds for goods to be received or services to be rendered.

Individual with a disability - An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility.

Job Access and Reverse Commute Program (JARC) - The Federal Transit Administration formula grant program for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment; and for public transportation projects designed to transport residents of urbanized areas and ural areas to subtrabe meloybrent opportunities.

Large Urbanized Area - An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.

Limited English Proficiency (LEP) - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or TEP. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Locally developed, coordinated public transit-human services transportation plan - means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for Section 5310 funding must serve identified needs of the disabled opublish. A locally developed transportation Disadvantaged Service Plan (TOSP) will qualify in most instances. All stakeholders identified in the circulary time development of the TOSP.

Metropolitan Planning Organization (MPO) - MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas.

New applicant - An applicant for Section 5310 assistance that has not received an award in the last two fiscal years

New service - A first time applicant starting a new service.

Non-ambulatory - A person who has a mobility impairment that prevents them from being able to walk or move about freely.

Nonprofit organization - A corporation or association determined by the U. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated within Florida which is certified as not for profit by the Secretary of State.

One-way passenger trips - A person who rides a transportation vehicle in one direction between two points for a specific purpose.

Operating revenue - For Section 5310, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for transportation of social service clients.

Private organization - Non-public organizations, bodies which are not municipalities or other political subdivisions of the State of Florida; are not public agencies or instrumentalities of one or more states; are not Indian Tibes (except private nonprofit corporations formed by Indian Tribes); are not public corporations, boards or commissions established under the law of any state; or are not subject to direct control by public authority, Federal, State; county, or municipal.

Program of Projects (POP) - A list of projects to be funded in a grant application submitted to the Federal Transit Administration by the Florida Department of Transportation. The program of projects (POP) lists the sub-recipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a bind idencified exciption of the projects total project cost and Federal barke for each project, and the amount of funds used for program administration from the ten percent (10%) allowed.

Public agency- An authority, commission, committee, council, department, division, bureau, board, section or any other unit or entity of the state or of a town, city, municipality, county or other local governing body.

Public transit - The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the general public. Public transit specifically includes those forms of transportation commonly known as "paratransit" characterized by their non-scheduled, non-fixed route nature.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a local sponsor of a transportation project, defining a project and FDOT's participation. PTGA's may be for one year or multiple years (up to five years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by the Governor to receive funds apportioned by formula to the States under Section 5310(b)(1), or a local government authority when Federal Highway Administration (FHWA) funds are flexed to Section 5310 to support services for individuals with disabilities.

Recurring applicant - An applicant for Section 5310 Federal Assistance who applies every year.

Rural areas - An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Seniors - An individual who is 65 years of age or older.

Small Urbanized Area (UZA) - A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Sub-recipient - A private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are not any non-profit organizations readily available in the area to provide the services.

Transit Development Plan (TDP) - A locally adopted document, addressing a minimum five-year time frame. It is prepared by the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan. The TDP includes an assessment of the need for transit services in the local area, identifies the local transit policies, existing services and proposed service improvements, capital and operating costs of the proposed service, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

Transportation disadvantaged - 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 upon 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 as defined in Chapter 411202 FS.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC and approved by the Local Coordinating Board that identifies service gaps and provides recommended strategies to provide service in areas of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan. The TDSP is updated annually but includes a five-year planning window.

Transportation Improvement Program (TIP) - A continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for Federal and state funding during the program period. The MPO submits the TIP to the Florida Department of Transportation as required by Chapter 339, Florida Statutes.

Transportation operator contract - A written contract between the CTC and the transportation operator prepared at the local level that outlines the terms and conditions for any services to be performed.

Urbanized area - An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Form 424 Instructions

ltem	Entry		
1	Type of Submission should be "Application"		
2	Type of Application should be "New"		
3	"Not Applicable"		
4	"Not Applicable"		
5. A	"Not Applicable"		
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time.		
	This number will be assigned after submission of State POP.		
6	State use only (if applicable)		
7	State Application Identifier is "1001"		
8.a, b, c,	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/Izaphyer identification number (EIN/TN) as assigned by Internal Revenue Service, enter the organization's DUNS number (received from Dun and Bradistred), enter the complete address of the applicant		
d e, f	(including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.		
9	 Type of Applicant 1: Select Applicant Type		
10	Name of Federal Agency should be "Federal Transit Administration"		
11	Catalog of Federal Domestic Assistance Number is: 20.513		
	CFDA Title should be: Enhanced Mobility of Seniors and Individuals with Disabilities		
12	"Not Applicable"		
13	"Not Applicable"		
14	 List the areas affected by project (cities, counties, states etc.).		
	Can be submitted on a separate piece of paper.		
15	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. This is where the applicant should define if the project is for capital or operating, e.g. capital purchase of vehicle(s) or operating assistance for transit services.		
16	List (a) the applicant's Congressional District and (b) any Congressional District(s) affected by the program, or project. Find your district here: https://www.house.gov/representatives/find-your-representative.		
17	 Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).		
18	Enter the amount of the grant request. For capital applications, the federal amount is 80% of the total cost, the applicant amount is 10% of the total cost, and the state amount is 10% of the total cost. For operating applications, the federal amount is 50% of the total project cost and the applicant amount is 50% of the total project cost.		

19 Check "c. Program is not covered by E.O. 12372."

20 Check the applicable box. If "yes", provide explanation in attachment.

21 Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

Procurement Guidance for Tranit Agencies Section 5110 FTA Circular Stet Management Pian Congressional Districts Department of Management Services (DMS) Disclosure of Labbring Activities DLNS Numbers DLNS Numbers Externations, Assurances My: Profish Marketplace Standard Com A24 Subbit Transf. P. = FDOT's Transit Grant Management System TRMS Florids TRM Selitorids TA Ababitiv Management Biochure Florids UZA Map



Transportation Management Services Department

Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5310 Grant Submittal

Dear Ms. Hanson:

Collier County Board of County Commissioners submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and requirements applicable to the Section 5310 Program.

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 of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 13 of December, 2023 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Agency Name

Signature

William L. McDaniel, Jr. – Chairman, Board of County Commissioners Typed Name and Title of Authorized Representative

Date



RESOLUTION NO. 2022-

A RESOLUTION OF THE COLLIER COUNTY BOARD OF **COMMISSIONERS. COLLIER** COUNTY COUNTY FLORIDA. AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5310 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT A WARD 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 AW ARD.**

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. §5310.

2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

3. William L. McDaniel, Jr., 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 13th day of December 2022.

ATTEST: CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

By: ______, Deputy Clerk

By: ______ William L. McDaniel, Jr., Chairman

Approved as to form and legality:

> Assistant County Attorney aples Daily ? 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 authority, the 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 said newspaper issue(s) dated or by publication on the newspaper's website, if authorized, on

Issue(s) dated: 11/14/2022 DOL 7

Subscribed and sworn to before on November 16, 2022:

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$350.00 Ad No: 0005485395 Customer No: 1450756 PO #:

of Affidavits: 1

This is not an invoice

KATHLEEN ALLEN Notary Public State of Wisconsin

Public Notice

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of three (4) replacement paratransit vehicles. Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the nurchare of eng (1) replacement fived route bur Collier the purchase of one (1) replacement fixed-route bus. Collier County will also apply to FDOT for a grant under Section 5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus. Each of these purchases would be intended for the provision of public transit services within Collier County, FL.

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proand the contemplated services will not duplicate current or pro-posed services provided by existing transit or paratransit opera-tors in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Partow: 61, 22820. Application of the party mark optime more infor 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.

Persons who require special accommodations under the Ameri-cans with Disabilities Act or persons who require translation services should contact Michelle E. Arnold at michelle.arnold@co lliercountyfl.gov, Collier County Public Services Department, Public Transit & Neighborhood Enhancement Division 8300 Ra-dio 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 re-gard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Depend-ent 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 Com-mission on Human Penditors at 960 498 7092 or 900 342 8170 wind the riorida may me a complaint with the riorida com-mission 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%. Nov 14, 2022 #5485395

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 Development Service Plan (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 project or need your agency is fulfilling:

Page 37 Under needs assessment section

Signature

William L. McDaniel, Jr. – Chairman, Board of County Commissioners Typed Name and Title of Authorized Representative

December 13, 2022

Date

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:

- 1. 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 <u>120</u> 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.
- 1. 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.
 - 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 - 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 - 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

- 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 at any time.
 - 11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Rev. 04/02/2012

- 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 Tamiami 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 keld on May 23, 2018.

no Fian

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION COORDINATOR:

Collier County Board of County Commissioners

Collier Area Transit

Chairman

Title:

Agency Name Andy Solis zed Individ Printed Name of Signature:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

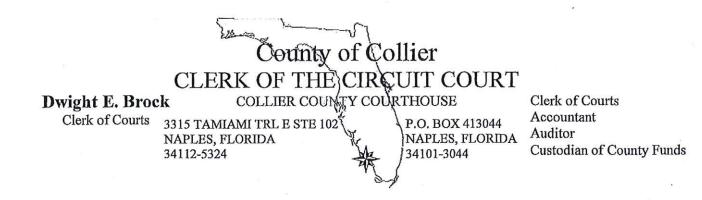
Steven Holmes Printed Name of Authorized Individual

Signature: Solow Colomos

Title: Executive Director

Approved as to form and legality Jeffrey A. Klatzkow County Attorney DWIGHTF Rev. 04/02/2012 Page 27 Attest as to Chain signaturo Ahh.





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

Page 28

Phone- (239) 252-2646 Website- www.CollierClerk.com Fax- (239) 252-2755 Email- <u>CollierClerk@collierclerk.com</u>



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 5310 dated <u>13</u> day of <u>December</u>, <u>2022</u>:

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

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

December 13th, 2022 Date

_____ Signature of Authorized Representative

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

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 13th, 2022______ **Date**

_____ Signature of Contractor's Authorized Official

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

Leasing Certification

Memorandum for FTA 5310

December 13th, 2022

Date:

William L. McDaniel, Jr. - Chairman

From:

Signature

<u>William L. McDaniel, Jr. - Chairman</u> 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: FFY23/SFY24 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL ASSISTANCE FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, 49 UNITED STATES CODE SECTION 5310

Leasing:

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5310 Program, lease the proposed vehicle(s) or equipment out to a third-party?

No 🛛

🗌 Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

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:

- 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; 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 13 day of December, 2022

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assistance SF-424								
* 1. Type of Submissi Preapplication Application Changed/Corre	on: ected Application	Ne	ew.		If Revision, select appropriate letter(s): Other (Specify):			
* 3. Date Received: 4. Applicant Identifier:								
				_				
5a. Federal Entity Identifier: 5b. Federal Award Identifier:								
State Use Only:				<u> </u>				
6. Date Received by S	State:		7. State Application	Ide	dentifier: 1001			
8. APPLICANT INFO	ORMATION:							
* a. Legal Name: Co	ollier County	Board	of County Commi	ss	sioners			
* b. Employer/Taxpay	ver Identification Nur	nber (EIN	I/TIN):	,	* c. UEI:			
56-6000558					JWKJKYRPLLU6			
d. Address:								
* Street1: Street2: * City:	3299 Tamiami	Trail H	East, Suite 700					
County/Parish:	Mapies							
* State:	FL: Florida]		
Province:								
* Country:	USA: UNITED S	TATES]		
* Zip / Postal Code:	34112-5746							
e. Organizational U	nit:							
Department Name:					Division Name:			
Transportation	Management Sv	cs			PTNE			
f. Name and contac	t information of p	erson to	be contacted on m	atte	tters involving this application:			
Prefix: Mr.			* First Name	e:	Omar	$\overline{\neg}$		
Middle Name:		_						
* Last Name: De	Leon							
Suffix:								
Title: Transit Ma	inager							
Organizational Affiliat	ion:							
Collier County								
* Telephone Number:	* Telephone Number: 239-252-4996 Fax Number:							
* Email: Omar.DeL	eon@collierco	untyfl.	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:
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.):
5310_Areas_Affected.pdf Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Section 5310 Capital Application to purchase four replacement vehicles with four radios and
tablets for the use of those vehicles.
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application for Federal Assistance SF-424						
16. Congressional	I Districts Of:					
* a. Applicant	19/26			* b. Pro	gram/Project 19/26	
Attach an additional	list of Program/Project C	ongressional Distric	cts if needed.			
			Add Attachmen	t Delete	Attachment Vie	w Attachment
17. Proposed Proj	ect:					
* a. Start Date: 10	0/01/2023			*	b. End Date : 09/30)/2024
18. Estimated Fun	iding (\$):					
* a. Federal		460,108.00				
* b. Applicant		57 , 516.00				
* c. State		57 , 512.00				
* d. Local						
* e. Other						
* f. Program Income	e					
* g. TOTAL		575,136.00				
* 19. Is Application	n Subject to Review By	State Under Exe	cutive Order 12372	2 Process?		
a. This applica	ation was made available	e to the State und	er the Executive O	rder 12372 Pro	cess for review on	
b. Program is s	subject to E.O. 12372 b	ut has not been se	elected by the Stat	e for review.		
C. Program is r	not covered by E.O. 123	372.				
* 20. Is the Applica	ant Delinquent On Any	Federal Debt? (If	f "Yes," provide ex	planation in a	ttachment.)	
Yes	🔀 No					
If "Yes", provide ex	xplanation and attach					
			Add Attachmen	t Delete	Attachment Vie	w Attachment
 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, 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 Repres	sentative:					
Prefix: Mr.		* Firs	st Name: Willia			
Middle Name:	-	L				
* Last Name: McD	Daniel					
Suffix: Jr.]				
* Title: Chair	rman, Board of Cou	nty Commissic	oners			
* Telephone Numbe	er: 239-252-8605			Fax Number:		
* Email: Bill.Mcl	Daniel@colliercour	ntyfl.gov		·		
* Signature of Autho	orized Representative:					* Date Signed: 12/13/2022

COUNTY OF COLLIER | COLLIER COUNTY | 1032

Summary A

Applications/Awards TrAMS Users Locations Designated Recipient

Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details	
Recipient ID	Recipient Name
1032	COUNTY OF COLLIER
Certification and Assurance Information	
Fiscal Year 2022	Original Certification Date 2/17/2022
Assigned Date 2/3/2022	Latest Certification Date 2/17/2022
Due Date 5/4/2022	
Published Certifications and Assurances	
FTA CERTIFICATIONS AND ASSURANCES	
Public Transportation Agency Safety Plan (PTASE	P)
for certification was July 20, 2020, however, in light of the extraordinary challenge	e subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline es presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are

encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain

eligible for Chapter 53 grant funds. List of All Applicable Agencies

PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 Official: Trinity Scott Attorney: Scott Teach					
Category 1	Title	Cer			
01	Certifications and Assurances Required of Every Applicant	¢			
02	Public Transportation Agency Safety Plans	6			

Pick FY - TrAMS Recipients

Category 1 03	Title Tax Liability and Felony Convictions	Cer
04	Lobbying	S
05	Private Sector Protections	¢
06	Transit Asset Management Plan	¢
07	Rolling Stock Buy America Reviews and Bus Testing	¢
08	Urbanized Area Formula Grants Program	¢
09	Formula Grants for Rural Areas	¢
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	¢
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	¢
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	¢
13	State of Good Repair Grants	¢
14	Infrastructure Finance Programs	¢
15	Alcohol and Controlled Substances Testing	¢
16	Rail Safety Training and Oversight	¢
17	Demand Responsive Service	¢
18	Interest and Financing Costs	\$
19	Cybersecurity Certification for Rail Rolling Stock and Operations	¢
20	Tribal Transit Programs	¢
21	Emergency Relief Program	¢
	1 - 21 of 21	I

~Documents

- · · -

11/10/22, 11:23 AM

Pick FY - TrAMS Recipients

Existing Documents

L, 11.25 AW							
existing Documents							
Document		Description	Uploaded By	Date	Ļ		
		Ν	lo items available				
Affirmation of Applica							
Affirmation of Applica							
Affirmation of Applicant		OW, on behalf of the Applicant, I declare that it ederal laws, regulations, and requirements, foll	-				
	page applicable t	o each application its Authorized Representati	ve makes to the Federal Transit Administ				
	that acted on his	or her Applicant's behalf continues to represe	nt it.				
	The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal						
fiscal year.							
The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other subm made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil							
	made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, o						
	submission mad	e in connection with a federal public transport	ation program authorized by 49 U.S.C. ch	apter 53 or any other statute.			
	0 0		nat the foregoing Certifications and Assur	s and Assurances, and any other statements made by me on behalf of the Applicant a			
	true and accurat	e.					
Official's Name							
	I accept the al	bove					
Certification Date	,						
Affirmation of Attorne	ey						
		ed Attorney for the above-named Applicant, I h the Certifications and Assurances as indicated					
Attorney		tute legal and binding obligations on it.	on the loregoing pages. Further animit	that, in my opinion, the certifications and	Assulatives have been legally		
	l further affirm t	nat, to the best of my knowledge, there is no le	gislation or litigation pending or immined	nt that might adversely affect the validity o	of these Certifications and		
		f the performance of its FTA assisted Award.	Bisiation of inigation perioding of infinities				
Attorney's Name	Scott Teach						
	📝 l accept the al	bove					
Certification Date	Feb 17, 2022						

CANCEL



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:

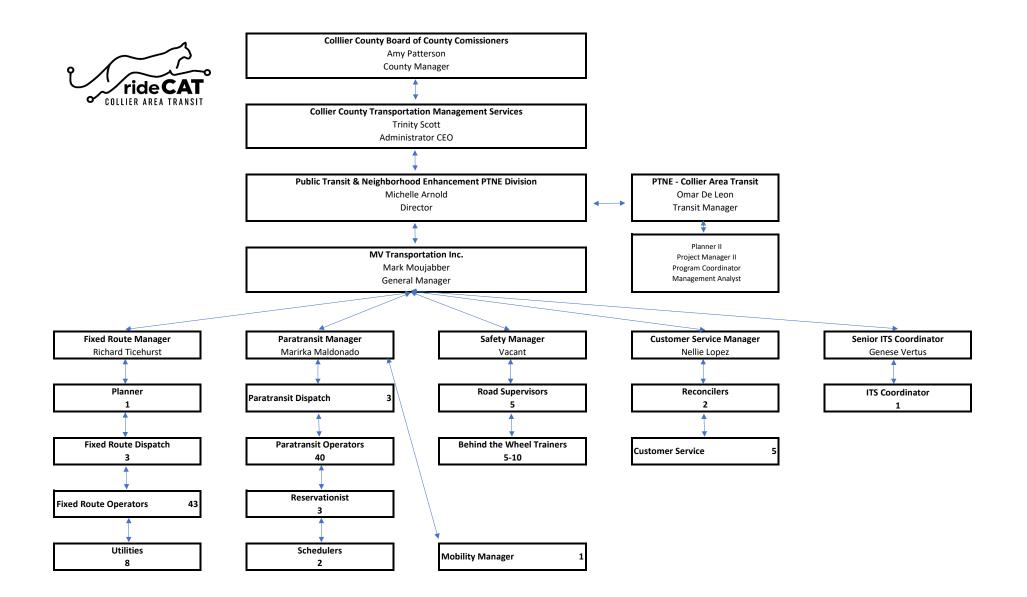
The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier County Board of County Commissioners / Collier Area Transit as required for all Federal Transit Administration (FTA) recipients as per the FTA Circular C4702.1B. This concurrence means that Collier County 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 Transit Projects Coordinator

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



[Date]

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

Re: 5310 Match Commitment

Dear Ms. Ross:

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the ten percent local match requirement for the FTA 5310 Grant Application and commits to using \$62,680 towards this grant project if awarded.

Sincerely,

Amy Patterson, County Manager

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

TURTLE TOP CUTAWAY TRANSIT VEHICLES-ALLIANCE BUS GROUP

AGENCY NAME: _____ DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON:

(Name, Telephone Number and Email Address)

December 10, 2020

	Item	Unit Cost	Quantity	Total Cost		
Base Vehicle Type					-	
Ford E350 6.8L Gas	Van Terra XL	11,500	22'	\$74,588		
Ford E350 6.8L Gas	Odyssey	11,500	22'	\$74,588		
Chevy G3500 6.0L Gas	Van Terra XL	12,300	22'	\$71,588		AVAILABLE AS
·	23'	Option	add	\$700	OF 2-13-2018	
Chevy G3500 6.0L Gas	Odyssey	12,300	22'	\$73,661		
Ford E350 6.8L Gas	Van Terra XLT	12,500	23'	\$75,858		
		·		140,000		
Chevy G4500 6.0L Gas	Odyssey	14,200	23'	\$76,231		
	24'	Option		\$79,444		
Ford E450 6.8L Gas	Odyssey	14,500	23'	\$76,994		
	24'	Option		\$79,444		
Freightliner S2C 6.7L D		19,500	28'	\$132,357		
	30'	Option		\$134,357		
Freightliner S2C 6.7L D	Odyssey XL	26,000	37'	\$139,292		
Vinyl Stripe Choices						
	and up = (\$800); A			See Item		
	and up = (\$565); A		,	See Item		
Scheme #3 16,500	and up = (\$500); A	All others = (\$4	400)	See Item		
Base Seating						
Standard Seat (per pers	on)			\$295		
Foldaway (per person)				\$345		
Children's Seat (per pers	son)			\$385		
Securement Systems						
Q'Straint QRTMAX secu		on)		\$575		
Sure-Lok Titan securem				\$591		
WC-18 Compliant Occup		raint QRT360		\$750		
Seat belt extensions				\$26		
Freedman TDSS tie-dow				\$110		
PA	GE ONE SUB-TOT	AL				

TRIPS-17-CA-ABG - 9 - March 2017

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

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

JDecmeber 10, 2020				
Item	Unit Cost	Quantity	Total Cost	
Side Wheelchair Lift Choices (ILO Standard Lift Add~)				
Braun Model NCL919IB-2 (or latest)	Standard			
Braun Millennium Lift	N/A			
Braun Model NCL954IB3454-2 1000 lb Lift	Add \$376			
Ricon Model S5510 (or latest)	Add \$200			
Ricon Model S Titanium 1000 lb Lift	Add \$610			
Rear Wheelchair Lift Choices (ILO Standard Lift Add~)				
Ricon Klear-View lift (prior approval from FDOT required)	Add \$243			
Braun model NVL917IB lift (prior approval from FDOT required)		-		
Blaur model NVL9171B int (prior approval from FDOT required)	Add \$138			
Ontional Enginee				
Optional Engines				
Diesel engine meeting current EPA requirements	N 1/2			
Diesel Option	N/A			
Gas 6.2L	N/C			
Alternative Fuel Systems				
Compressed Natural Gas (CNG) or Liquid Petroleum Gas (LPG)				
Engine meeting current EPA requirements: pricing for Alternate Fuel				
Vehicles include upcharge for delivery and Methane detection system				
(CNG only).				
Compressed Natural Gas (CNG) Size: 26 GGE	\$22,450			
Make: IMPCO Installer: A1 Alternatives				
Compressed Natural Gas (CNG) Size: 29 GGE Make: IMPCO Installer: A1 Alternatives	\$23,919			
Compressed Natural Gas (CNG) Size: 38 GGE Make: IMPCO Installer: A1 Alternatives	\$27,359			
Compressed Natural Gas (CNG) Size: 47 GGE				
Make: IMPCO Installer: A1 Alternatives	\$27,789			
Liquid Petroleum Gas (LPG) – Size: 41 GGE				
Make: Roush Installer: A1 Alternatives	\$17,950			
Liquid Petroleum Gas (LPG) – Size: 64 GGE	\$19,985			
Make: Roush Installer: A1 Alternatives	φ10,000			
Methane Detection System	\$1,550			
Starter Interrupt "Interlock Switch"	\$250			
Engine Prep: Gaseous fuel deliver	\$312			
	\$012			
Aluminum wheels: Freightliner = (\$2,450); 19,500 = (\$2,200); All	_ ·	1	1	
Others = $($1,200)$	See Item			
Stainless steel wheel liners / inserts, front and rear wheels:	.	1	1	
Freightliner = (\$400); All Others = (\$300)	See Item			
Seating				
Dimensions vinyl line of coated transit bus seating fabric with	e			
antimicrobial Nanocide (per seat)	Standard			
Upgrade interior side wall panels with Nanocide	\$1,174			
USSC Evolution G2E with pedestal	\$1,595	1	1	
Freedman Sport Driver's seat with Relaxor, Sport Shield	\$1,450	1	1	
Recaro Ergo LXS Driver's seat	\$1,118	1	1	
	ψι,τιο			
PAGE TWO SUB-TOTAL				
I AGL INV JUD-IVIAL				

TRIPS-17-CA-ABG - 10 - M

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

Item	Unit Cost	Quantity	Total Cost
Fire Suppression			
Fog Maker Fire Detection and Suppression System	Standard		
Kidde Automatic Fire Detection and Suppression System	Add \$400		
DAFO Fire Suppression System	Add \$1,695		
Route/Head Signs			
Transign manually operated roller curtain type sign	\$3,500		
TwinVision "Elyse" (software needed) electronic destination system	\$6,250		1
(FR/SD/RE)	<i>\\</i> 0,200		
TwinVision "Mobi-Lite" electronic destination sign (FR/SD)	\$3,800		
Transign "Vista Star" electronic destination sign (FR/SD)	\$3,800		
Twin Vision Mobilite Front sign only	\$3,400		
Transign LLC 2-digit Block / Run Number box unit	\$395		
Transign LLC3-digit Block / Run Number box unit	\$425		
Transign LLC passenger "STOP REQUESTED" sign	\$350		
Stop Request system	\$1,300		
Camera Systems			
SEON 2 camera system = (\$1,580); 4 camera system = (\$2,090); 6	See Item		
camera system = (\$4,062); 8 camera system = (\$4,652)			
REI 2 camera system = (\$1,821); 4 camera system = (\$2,020); 6 camera system = (\$3,138); 8 camera system = (\$3,445)	See Item		
Gatekeeper 2 camera system = (\$1,761); 4 camera system =	See Item		
(\$2,112); 6 camera system = (\$2,805); 8 camera system = (\$3,175)			
AngelTrax 2 camera system = (\$1,924); 4 camera system =			
(\$2,354); 6 camera system = (\$3,340); 8 camera system = (\$3,899)	See Item		
Angel Trax Vulcan DVR	\$2,065		
Angel Trax 2 TB SS HD	\$1,850		
Angel Trax 2 TB HD	\$241		
Apollo 2 camera system = (\$3,655); 4 camera system = (\$4,695); 6			
camera system = (\$6,250); 8 camera system = (\$6,980)	See Item		
Price for single replacement camera	\$400		
Other Options Available			
Altro Transflor slip resistant vinyl flooring: 16,500 and up = (\$450);	See Item		
All			
Gerflor Tarabus slip resistant vinyl flooring: 16,500 and up =			
(\$525); All others = (\$420)	See Item		
Driver Safety Partition	\$215		
Kelderman 2-stage rear air suspension	\$2,600		
Bentec Powder-Coated handrails and stanchions (provide standard colors)	\$300		
Exterior remote controlled mirrors	\$400		
Romeo Rim HELP bumper (rear only)	\$400 \$645		
HawKEye Reverse Assistance System (with rear HELP bumper);	ΨU40		
11,500 = (\$680); All Others = (\$1,102)	See Item		
Reverse camera and monitor backing system: Manufacturer: Rear			
View Safety	\$450		1
	000 00		1
Air purification system "Mentor Ranger" in-vehicle computer	\$3,200 \$4,985		

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

December 10, 2020

Item	Unit Cost	Quantity	Total Cost
Other Options Available (Continued)		1	
REI Public Address System ~ stand alone system	\$500		
Upgrade the standard vehicle AW/FM Radio: REI Radio with PA	\$380		
system	-	-	
Child "Checkmate" system	\$395		
Pull cord "Stop Request System" with chime and sign	\$1,300		
Kubota key switch, exterior, for passenger entrance door	\$125		
Angled right hand entry assist bar	\$85	-	
Driver's running board	\$125		
Upgrade standard black flooring to gray, blue, or tan: Van	See Item		
Terra, Terra Transit = (\$300); Odyssey XL= (\$500) Intermotive "Pre-Trip Inspection" module	\$350		
110 V outlet Pkg: 1500 W inverter / single 110 V outlet at each	\$3 <u>0</u>		
seat: 14,500 and less = $($3,455)$; 19,500 and 26,000 = (110 V)	See Item		
outlet			
Audio/Visual Pkg: AM/FM/CD/DVD/ with 24" TV: 14,500 and less = (\$1,750); 19,500 and 26,000 = (32" TV ~ \$2,695)	See Item		
Overhead Wave luggage racks w/Omega lighting, w/extra dome light: 14,500 and less = (\$2,430); 19,500 and 26,000 = (Swan select racks with Aisle lighting \$4,975)	See Item		
Reading lights for racks, LED double per passenger location: 19,500 and Freightliner = (\$90); All others = (\$85)	See Item		
Additional 10.2" Wedge Monitor 19,500 and 26,000	\$875		
8 speaker package with amplifier 19,500 and 26,000	\$485		
Armrests-Aisle or Wall side-each 19,500 and 26,000	\$30		
Avail MDT – Includes Para Transit Kit #FC-2012 – Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigational Assistance Unit	\$14,732		
2-Position Sportworks bike rack (black)	\$2,000		
2-Position Sportworks bike rack (stainless)	\$2,100		
Power Pedestal for Dr. Seat	\$500		
Diamond model D farebox	\$1,371		
Advertising racks (interior)	\$400		
LYTX Drive Cam	\$1,155		
Rosco Dual Vision	\$1,120		
Removable emergency exit door handle	\$25		
Air Conditioning			
ILO Base System-Add the following amounts ()			1
ACC Roof Mount Condenser: ILO base for Van Terra 11,500, 12,300, 12,500 = (\$200); Fliner 19,500 = (\$905); Fliner 26,000 = (\$800)	See Item		
ACC Roof Mount Complete: ILO base for Odyssey 11,500, 12,300, 14,200, 14,500 = (\$2,955); Fliner 19,500 = (\$5,455); Fliner 26,000 = (\$3,930)	See Item		
ACC Roof Mount Complete: ILO base for Van Terra 11,500, 12,300, 12,500 = (\$2,610)	See Item		
PAGE FOUR SUB-TOTAL			

TRIPS-17-CA-ABG - 12 - March 2017

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

Order Packet

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

Item	Unit Cost	Quantity	Total Cost
Air Conditioning (Continued)			
ILO Base System-Add the following amounts ()			
TK Skirt Mount: ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$3,435); Condenser TA-600 w/ TM-21; Freightliner 19,500 = (\$9,880), 26,000 = (\$10,790)	See Item		
TK Roof Mount Condenser : ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$3,875); Condenser TA-600 w/ TM-21; Freightliner 19,500 = (\$9,245), 26,00 = (\$13,164)	See Item		
TK Roof Mount Complete : ILO base for Ford E350 11,500, 12,500, and Chevy G3500 12,300 = (\$4,100); Condenser SLR-65 w/ TM-21; Freightliner 19,500 = (\$7,335), 26,00 = (\$11,254)	See Item		
TK Skirt Mount: ILO base for Ford E450 14,500 = (\$7,480); Chevy G4500 14,200 = (\$6,982); Condenser TA-800 w/ TM-31	See Item		
TK Roof Mount Condenser : ILO base for Ford E450 14,500 = (\$8,030); Chevy G4500 14,200 = (\$7,544); Condenser TA-800 w/ TM-31	See Item		
TK Roof Mount Complete : ILO base for Ford E450 14,500 = (\$7,230); Chevy G4500 14,200 = (\$6,729); SLR-75 w/ TM-31	See Item		
TK Skirt Mount: ILO base for Freightliner S2C 19,500, 26,000 = (\$7,780); Condenser Dual SA-800 w/ TM-21	See Item		
TK Roof Mount Condenser: ILO base for Freightliner S2C 19,500, 26,000 = (\$8,790); Condenser Dual SA-800 w/ TM-21	See Item		
TK Roof Mount Complete: ILO base for Freightliner S2C 19,500, 26,000 = (\$6,880); Condenser Dual SLR-75 w/ TM-21	See Item		
PAGE FIVE SUB-TOTAL			

ORDER SUMMARY

PAGE FIVE SUB-TOTAL (sub-total of fifth page)	 	
PAGE FOUR SUB-TOTAL (sub-total of fourth page)	 	
PAGE THREE SUB-TOTAL (sub-total of third page)	 	
PAGE TWO SUB-TOTAL (sub-total of second page)	 	
PAGE ONE SUB-TOTAL (sub-total of first page)	 	
GRANDTOTAL (sum of pages 1, 2, 3,4, and 5 sub-totals)		



RON DESANTIS GOVERNOR

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,



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

> Improve Safety, Enhance Mobility, Inspire Innovation www.fdot.gov

TransCIP Application Checklist – Section 5311

ITE	M	Yes	No	N/A
1.	Grant Proposal – Excel Workbooks	Х		
2.	Cover Letter	Х		
3.	Governing Board's Resolution	Х		
4.	Public Hearing Notice (<i>Required for Public Agencies applying for capital projects</i>)	Х		
5.	Local Clearinghouse Agency/RPC Cover Letter (<i>Required if proposed project is for facilities</i>)			Х
6.	FDOT Certification and Assurances	Х		
7.	Standard Lobby Certification	Х		
8.	FTA Section 5333 (b) Assurance	Х		
9.	Leasing Certification	Х		
10.	Certification of Equivalent Service	Х		
11.	Form 424: Application for Federal Assistance	Х		
12.	Federal Certifications and Assurances	Х		
13.	Title VI Plan (Required if not previously submitted to District)	Х		
14.	Protection of the Environment (Required if the proposed project is for facilities)			Х
15.	Triennial Review- CAP Closeout	Х		
16.	Proof of Local Match	Х		
17.	Organization Chart	Х		
18.	Completed Sample Vehicle Order Form(s)	Х		

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



49 U.S.C. Section 5311, CFDA 20.509

Formula Grants for Rural Areas

Agency Name: Collier County Board of County Commissioners

District: One

FTA Section 5311 Capital Only Grant Application Introduction

As the direct recipient of Section 5311 funds for Florida, the Florida Department of Transportation (FDOT) is responsible for administering the funds to eligible sub-recipients. Section 5311 funded projects should be targeted towards improving public transit services to the general public residing in rural areas on a regular and continuing basis. To be considered rural, an area will have a population of under 50,000. Service may not be designed exclusively to serve the transportation requirements of social service agencies without regard for the mobility needs of the community as a whole.

Section 5311 applicant must be prepared to use Section 5311 funds only to assist the rural portion of those localities. Because of the wide range of circumstances under which an operator may provide services in both urbanized and rural areas, FDOT expects the subrecipient to develop a reasonable basis related to the service provided, for allocating costs between urbanized and rural areas.

Applicants providing service across urbanized/rural area boundaries must develop a method of segregating or itemizing the costs of services to demonstrate that Section 5311 funds are used primarily for rural area service. Examples of methods that may be used to allocate costs include:

•DWhere all passenger addresses are known, assume the percentage of those addresses located in rural areas equals the level of service in rural areas

•DSegregate urbanized and rural service miles based on route maps, and allocate system-wide costs accordingly

•DUtilize driver logs to segregate service mileage or hours inside and outside the urbanized area, and allocate costs accordingly

Program Information & Instructions

Program Administration

The Federal government allocates funds by formula to the State of Florida each year for the Section 5311 Program. FDOT has been designated by the governor of Florida to administer the program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT may contract with a service provider to perform these services.

- 1. Announcement of funding availability
- 2. Selection of projects for funding according to approved selection criteria
- 3. Development and processing of agreements
- 4. Oversight of recipient procurement actions
- 5. Oversight of recipient compliance with state and federal requirements
- 6. Processing of recipient invoices for reimbursement
- 7. Provision of technical assistance regarding the section 5311 program

Authorizing legislation for the program is shown in the glossary of this manual under "Authorizing Federal and State Legislation."

The Federal goals of the program include:

- 1. Enhancing the access of people in rural areas to health care, shopping, education, employment, public services and recreation
- 2. Assisting in the maintenance, development, improvement and use of public transportation systems in rural areas
- 3. Encouraging and facilitating the most efficient use of all federal funds used to provide passenger transportation in rural areas through the coordination of programs and services
- 4. Providing for the participation of private transportation providers in rural areas

In Florida, program funds shall be used to support local transit services that act to maximize the passenger carrying capacity of surface transportation facilities. Services for the transportation disadvantaged should play a significant part under this program. All recipients of funds shall provide their non-prioritization service plan to the District to ensure access to the general public. Recurring applicants must re-submit their non-prioritization plan only if changes to the plan have been made since previous application cycle.

Eligibility Criteria

Eligibility criteria are the minimum legal eligibility requirements. Applications must provide information that identifies eligible services, eligible service areas, eligible recipients, eligible expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on grant recipients including, but not limited to: coordination of transit services, civil rights preservation, compliance with safety and drug free work place regulations, drug and alcohol testing of safety-sensitive employees, competitive procurement of goods and services bought with grant funds, and references to the Federal Transit Administration's Master Agreement.

Eligible Recipients

Eligible recipients of Section 5311 Grants include:

• Political subdivisions of the State of Florida and agencies thereof

Dative American Tribes

• Brivate non-profit agencies designated as Community Transportation Coordinators (CTC) in accordance with Chapter 427, Florida Statutes

•Brivate for-profit agencies may receive funds through contractual arrangements with eligible recipients. The eligible recipient will be responsible for ensuring that the Private for-profit agency meets all federal and state program requirements

•All recipients who are not CTCs must enter into coordination or transportation operator contracts with the appropriate CTC for the purpose of coordinating services. Local governments providing fixed route/fixed schedule service are not required to have an agreement with the CTC. This coordination agreement must be enforced the entire time of the grant (asset lifetime).

Legal Authority and Fiscal & Managerial Capability

Section 5311 applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. Applicants are required to have sufficient local funds for match requirements and for preventative maintenance and operation of vehicles/equipment. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with FTA reporting requirements in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual. (49 USC 5335(a) and F.S. Chapter 341.052). Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize existing and future grants and may result in the removal of vehicles/equipment.

Eligible Expenses

Eligible Capital Expenses for Section 5311

For FFY 2023, Section 5311 funds may be used for the capital expense of transit services to the general public in rural areas. The federal share of eligible capital costs shall not exceed 80%. Below are examples of capital projects:

Facilities:

- Passenger Amenity Projects
- Transit Centers
- Transit Fueling and Electric Charging Stations

Vehicle Expansions:

- Large heavy- duty transit buses 35' -40'
- Small heavy-duty transit buses 30'
- Minibus
- Standard Cutaway
- Minivans

Vehicle Replacement:

- Large heavy- duty transit buses 35' -40'
- Small heavy-duty transit buses 30'
- Minibus
- Standard Cutaway
- Minivans

<u>Mobility Management:</u> Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

Equipment:

- Fare boxes
- Dommunications equipment
- Becurity/surveillance equipment for vehicles and/or buildings
- Shop equipment (alignment machines, bus washing machines, tire changers, etc.)
- Bus shelters
- Bus stop signage
- Wheelchair lifts
- **D**ther miscellaneous equipment

Ineligible Expenses

• Expenses for charter service

• DExpenses for school bus service

• Expenses for sightseeing bus service

•DService not open to the general public (prioritized transit service)

•DService exclusively within an urbanized area

Depreciation expenses

• Expenses incurred prior to Federal and State approval of a grant application

• Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA)

• Expenses incurred prior to the Department's approval of plans, specifications, and third-party contracts

•Doperating Expenses

Evaluation Criteria

Section 5311 funds shall be awarded to eligible recipients on the basis of merit and need in accordance with the below evaluation criteria:

Criteria	Detail	Maximum Score
Service Efficiency and Effectiveness	This is demonstrated by the usual daily hours of eligible service and vehicle occupancy. The emphasis is on the normal hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with vehicles with higher passengers per hour will be ranked higher. In addition, applicants with lower cost per trip and lower cost per mile will be ranked higher. The applicant's use of current vehicles (including mileage and maintenance practices) will be considered in the review and ranking.	20
Extent to which the community at large is served	Applicants providing the broadest scope of services and the most service to non-sponsored riders and the general public will be ranked higher. Applicants that display a larger proportion of rural population being served, will be ranked higher.	15
Need	 Applicants that can demonstrate they serve, or propose to serve, the largest number of eligible passengers, and have the most urgent financial needs will be ranked higher. Applicants should consider whether the requested capital improvement project is identified in the applicant's Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan; reviewers will examine the applicants' level of capital investment planning. Moreover, application should describe how the project will contribute to a state of good repair by improving the condition or resilience of existing transportation facilities and systems, and/or addressing projected vulnerabilities and need for expansion. 	40
Fiscal & Managerial Capacity	Applicants with well-documented budgets and good fiscal capability, demonstrated by the correctness and completeness of their application, by prior audits, by and by previous timeliness and accuracy of required reports and invoices, will be ranked higher. New applicants will not be penalized by lack of history.	25

	Applicants that demonstrate proposed projects are ready for development and implementation as planned will receive a						
	higher score. Project readiness is exemplified via the						
	following, but not limited to, a comprehensive project						
	timeline, comprehensive project budget, independent cost						
	estimates, project management plans, an anticipated method						
	of procurement outlined, value engineering study,						
	assessment of risks and mitigation strategies a demonstrated						
Project Readiness	ability to meet project deadlines, milestones, & deliverables	30					
	for previously awarded projects (if applicable), along with						
	documentation showing local support and coordination with						
	relevant planning agencies. Local support and coordination						
	is exemplified via the proposed project being referenced in a						
	Transit Development Plan (TDP), Transportation						
	Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a						
	Congestion Management Plan, and other Transit Supportive						
	Plans.						
	Informs project prioritization relative to other project						
Total Score	proposals evaluated for the same application period on a	130					
	point scale.						
Grant Award Process							

All applications must be submitted, on the correct forms, in the Department's grant management system (TransCIP). To request access to the system, contact your FDOT District representative. Each District will communicate the application deadline to the providers in their region. Once applications are received, FDOT District Offices will preform project risk assessments and evaluate applications within their respective district. Risk assessment information and feedback regarding the project will be submitted to FDOT Central Office (CO).

Final project selection will be determined by the CO Public Transit Office Leadership, CO will compile application data and consider applicants' project proposals against stated evaluation criteria. The CO Transit Grant Section will develop a recommended proposed project listing for the CO Public Transit Office Leadership Team review.

For FFY 23, the Department made notable changes to this process itemized below:

>Broject type priorities were removed

Bencies provided 80% or more of their service in the rural areas are assessed first

> gencies providing 79% or less service in the rural area will be evaluated on a secondary basis

FDOT anticipates FTA's approval of the statewide grant application (including district POP's) no earlier than July 1, 2023. The Florida Legislature also approves the general appropriation for the State's current year budget by July 1. Once Federal approval is received and the State budget finalized, District Offices may make grant awards (See "Grant Award Process" below).

Section 5311 Compliance Requirements

See FTA Circular and the FDOT State Management Plan for a complete record of the program compliance requirements summarized below.

Cost Allocation for Rural Projects

Agencies will provide the methodology for determining the non-urbanized area portion of their service prior to submitting the first invoice. The Agency will submit an updated methodology once per year.

Triennial Review

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. For more information see FDOT's Triennial Review Process as part of the State Management Plan. View State Management Planning by visiting https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm

FDOT Site Reviews

Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, and any other requirements under Section 5311.

Preventative Maintenance Plan

All agencies will include, at a minimum, procedure(s) for maintaining vehicles, facilities and any and all ADA accessibility features (template can be found in the Template section of the State Management Plan).

Vehicle Useful Life Guidelines

All agencies must conduct regular preventive maintenance and vehicle maintenance with the intent to reach "Useful Life" vehicle standards (A, B, and C inspections are performed per the PM Schedule) (see http://tripsflorida.org/ under the Contracts tab, for vehicle useful life; or refer to Useful Life Requirements in the Resources tab).

Americans with Disabilities Act (ADA)

Applicants must comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations at 49 Code of Federal Regulations (CFR) Parts 27, 37, 38 and 39; and FTA regulations at 49 CFR Part 609.

Civil Rights Submissions

Civil rights submissions that are required include a Title VI Program, Equal Employment Opportunity (EEO) Program, Disadvantaged Business Enterprise (DBE) Program and annual goals, and an ADA Transition Plan. All applicants must submit a copy of their Title VI Program Plan with the grant application, unless the agency's current Title VI plan is already on file with FDOT. At the applicant's request, the FDOT District Office will provide technical assistance to the applicant in the development of their Title VI Program.

Administrative Requirements

Section 5311 projects awarded to an agency located in an urbanized area must be included in the Metropolitan Transportation Plan (MTP) prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP) approved jointly by the MPO and the governor, and the Statewide Transportation Improvement Program (STIP) developed by the FDOT and jointly approved by FTA and the Federal Highway Administration (FHWA). Projects outside UZAs must be included in or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the FDOT STIP.

Although applications for such projects may be accepted by the FDOT District Office prior to their listing in a TIP/STIP, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/STIP.

Administrative Requirements (ONLY IF THE GRANT IS FOR FACILITIES)

Executive Order 12372 requires a review of all Federal grants to ensure compliance with the local and state planning process. Therefore, prior to submission of an application to the FDOT District Office, applicants should send their applications to the LOCAL Clearinghouse/Regional Planning Council; NOT TO THE STATE CLEARINGHOUSE (see Resources). The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review. The date the application was submitted to the local clearinghouse for review must be listed under 19 on the Standard Form 424. Support letters from the local clearinghouse must be submitted to the District Office before a Section 5311 Award can be made. <u>Construction Projects:</u>

Construction project request will require either environmental analysis National Environmental Policy Act (NEPA), or may qualify as a documented Categorical Exclusion (DCE). If your project requires a the DCE worksheet your District representative will reach out to provide guidance. Guidance related to projects that require environmental analysis under NEPA or DCE can be found here: Preparing Environmental Documents | FTA (dot.gov)

Planning Requirements

To remain eligible for Section 5311 awards, recurring applicants must submit the Transportation Disadvantage Service Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner, on the annual update schedule. The entire TDSP or TDP does not need to be submitted with the application, only date of adoption and page which references the project numbers are needed.

Audit Requirements for Section 5311 Recipients

Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements. Federal resources awarded to applicants will be subject to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards.

I have read and understood the contents of this tab. \Box

Instructions: Please fill out each section appropriately. Instruction Item Agency (Applicant) Legal Name: Collier County Board of County Commissioners Applicant Status: Use drop down to A first-time applicant has not received any funding for the past select two grant cycles Applicant's County (If Applicant has offices in more than one county, list county where main office is located): Physical Address (No P.O. Box): City: State: Zip + 4 Code: (

State.					
Zip + 4 Code:		34112			
Congressional District:	Use link to access information. Identify the Congressional District(s) for the proposed project area.	19/26			
Federal Taxpayer ID Number:		59-6000558			
My Florida Marketplace Vendor Number	Use link to access information	F596000558030			
Applicant Fiscal period start and end dates: State Fiscal period from: July 1, 2022 to June 30, 2023		October 1, 2023-September 30, 2024			
Project Service Area: List the county or counties that will be served by the proposed project.		Collier Cunty			
Executive Director:		Michelle Arnold			
Telephone:		239-252-5841			
Fax:		239-252-3929			
Grant Contact Person (if different than Executive Director):		Omar De Leon			
Telephone:		239-252-4996			
Fax:		239-252-6534			
Email Address:		Omar.DeLeon@colliercountyfl.gov			
Eligibility Questionnaire					

Agency Response

Returning applicant

Collier County

3299 Tamiami Trl E, Suite 700 Naples

Florida

Instructions:	The eligibility questionnaire investigates whether current grant sub recipients a compliant with all FDOT and FTA Section 5311 requirements. If a current grant sub-recipient is noncompliant, the sub-recipient will not be eligible to receive grant funds until compliance has been determined. This questionnaire does nor apply to new sub-recipients and sub-recipients that have not yet been required by their respective FDOT District Office to complete a triennial review. For more information see FDOT's Triennial Review Process as part of the State Management Plan. Yes / No Additional Information				
Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	Auto-populates from Applicant Status	Yes			
Has your agency completed an FDOT Triennial Oversight Review?	Use drop down to select	Yes			
What date(s) did the review occur?		11/19/2019			
If yes, is your agency currently in compliance?	Use drop down to	Vec			

select

Yes

Applicant Information

If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
ls your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLLU6	
SAM Registration Expiration Date		8/23/2023	

Revenue Vehicle Inventory Certification

Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.

Instructions: Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2023 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

The name of the accountable personnel and date of last inventory update must be provided in the fields below.

Other Net proceeding to the text and or ticks in the text and or tick in text and or tick in the text and or tick in text			Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues
Page 14 Page 14 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th></t<>						
Part of the state of the s		1-digit Level:	Not applicable		1-digit Level:	For example, 4100 Directly Generated Fares
Part of the state of the s		2-digit Level:	For example, 5010 Labor		2-digit Level:	For example, 4110 Passenger Fares
Supplex Column Option Column Option Column Supplex 1						
Instrumentary Instrume	Object Class			Object Class	-	
Specific Parks of Parks			Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and	Directly Generated		Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
 Note the set of the	Salaries and		Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: Patform time Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employes. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: training time either as a student or instructor revenue vehicle among maintenance and operating facilities maintenance of revenue vehicles among maintenance and operating facilities maintenance of use stops and shelters			Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within th program receives the appropriate amount of fare revenue. In such cases, each agency reports is share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not noted subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares alsod on ot include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users
and Wages Paid Fares Special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between th and an agency or organization that pays as et amount in return for unlimited and/or reduced fare transit service for the persons covered by agreement. Examples of organization-paid fares may result from agreements between th and an agency or organization that pays as et amount in return for unlimited and/or reduced fare transit service for the persons covered by agreement. Examples of organization-paid fares may result from agreements between th and an agency or organization-paid fares may result from agreements between th and an agency or organization that pays as et amount in return for unlimited and/or reduced fare transit service for the persons covered by agreement. Examples of organization-paid fares may result from agreements (e.g., fares for postal poile of fires). and Wages Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a universe transit agency to permit students to ride free after showing their valid student identification cards. a. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, for the benefit of the paying organization. Other Paid S014 This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its members. Park-and-Ride Parking Revence The agency parks and-ride parking revenue from park ageresy in drive to park-and-ride facilities ope		5012			4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are norlled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are provided age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are provided age limit. 6. Fenryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For public typosnored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling fees: revenues earned from carrying passengers and a special, reduced fare for a reason other than those specified above. 9. Handling fees: revenues earned from carrying passenger actor and issuing fare cards (e.g., an agency charges an initial start-up few hem instain grow cards, or charger start faces for or using one-time paper cards).
Other Paid 5014 This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers. Park-and-Ride Parking Revenue The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the to use transit service. The agency reports revenues earned from the operation of parking loss that are not park-and-ride locations in Other		5013				Organization-paid fares are paid for by an organization rather than by the passenger. Organization paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially
		5014			4120	center. The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).

Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits are be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans, workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits uniform and work dothing: tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying freight on postenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as slaries and wages and fringe benefits. For example, if the reporting unit is city, then transit-related work done by city employees, even those outside the transit division, is reported as slaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employees labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the classing supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business, type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tries and tubes, whether they are rented, leaded or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used withtoo use the supplier trough inventory).	Other Agency Revenues	4150	 This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. Sales of Fuel: revenues earned from sales of fuel. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue whicles to other operators. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue whicles to other organizations. This includes revenues from joint development projects. Rental of Real Estate: revenues earned from renal car services. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income create not include earning on capital grant funds advanced by the grant; such earnings are to be credited to the same account as the capital grant funds. Interest Income: revenues earned from placing funds in an interest-bearing account. Interest frees: revenues generated by a leducational institution from studen free sto operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. Interest Income does aptrated by an adjuty by targe spented in Park-and-Ride Parking Revenue (4120). Donations: funds from donations and grants from private foundations. Other Agency Revenues transit include, but earnis service. Other Agency Revenues transit includes. Dother Agency Revenues transit includes. Dotatio
Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.

Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: Compensation of others for their losses due to acts for which the transit agency is liable. The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums abio include self-insurance costs. Casualty and Liability Cost include the following: Permiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theref. Hood, earthquades and other types of losse. Permiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for sincidents by the transit agency which cause damage to the person or property of others. Permiums for Physical Diability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. Provision for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. Provision for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. Provision for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation automy that is responsible for alirports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: Subsidies from utility rates where the transit agency is a utility company Subsidies from other sources provided by the same entity that operates the transit service Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. 3. Special items are events or transactions that are either unusual in nature or infrequent, but not both. 3. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. 3. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. 3. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. 3. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report object classes.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries		Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (S102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees leviced by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer, the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.

Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
		Some common miscellaneous expenses are listed below.			
		1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals.			
		 Travel and Meetings. Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 			
		3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities.			
		4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities.			
		5. Charitable Donations: Contributions to charitable organizations made by the transit agency.			
		6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency.			
		7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.			
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DN) and demand response. Taki (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under \$10,000 under ADA Sepresses (\$310,0).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long- Term Debt obligations.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
		 Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 			
		 Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency. 			
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period.	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
		Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).			
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment):	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the automity of the transit aquercy, belongs to this object class.
		1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term.			
		 Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 			
		3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease.			
		4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception.			
		The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).			
Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include:	Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following:
		A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate.			1. Vehicle licensing and registration fees
		A county government leases land to a local transit agency for use as a parking lot for a dollar a year.			2. Driver's license fees
					3. Communications access fees and surcharges
					4. Lottery and casino proceeds

Voluntary Non- Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions exult from legislative or contractual agreements, to her than exchange, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transaction is called assets to another transit agency that operates them. Other examples of voluntary non-exchange transaction should be observed as a static agency that operates them. Other examples of voluntary non-exchange transaction transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transaction and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange	Local Government Funds	4300	These are funds received from municipal and county governments.
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competers for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized uning the reporting period as an operating expensive/encoring inter. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Openand soperate/recomming entry synchry, the agency reports an origination is a under for Applied and in the case experimente. Extraordinary lens are material events or transactions that are distinguished by their unsuand nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Kartina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unsual and infrequent nature. If a material event or transaction is unsual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response. (DR) and demand response-tai (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (\$220) and \$1,000 under ADA Related Reconciling Items (\$920).	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle
			Bridge, Tunnel, and Highway Tolls	4326	rental taxes. Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and atternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following:
					Vehicle licensing and registration fees Driver's license fees
					Communications access fees and surcharges Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special Isources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	Tunds typically include local grants or other miscellaneous local tunds. These are funds received from state, commonwealth, or territory governments.
			General	4410	There are essentially two common ways a state government can provide funds to a transit agency.
			Revenues of the State Government		 The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.

Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
Federal Funds	4500	Federal funds generally fall into three categories: 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match.
		 Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4000), Directly Generated Dedicated Funds (4000), tocal or and services.
Non-Added Revenues	4600	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
Voluntary Non- Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non- exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or griving grual value (e.g., cash) in return. This is different from an exchange transaction, in which each part yreceives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction in which each part yreceives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (S250).
Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues arende because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toil credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need

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

The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed, as local funds have not been allocated for Capital projects. The grant funding is essential to overall budget for capital management, with the impacts from COVID, grant funding has been key for maintaining operating and capital budget.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2023, which corresponds to State Fiscal Year (SFY) 2024. SFY 2024 starts July 1, 2023 and ends June 30, 2024.

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

Enable adding rows:

Disable adding rows:

Operating & Administrative Expenses				
Instructions	Object Class	Code	Amount	
Use drop-down to select Object Class	Services	5020	\$ 5,972,100	
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 1,130,200	
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 707,800	
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 517,600	
Use drop-down to select Object Class	Other Materials and Supplies	5039	\$ 620,400	
Use drop-down to select Object Class	Other Reconciling Items	5290	\$ 500,000	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
			\$ 9,448,100	

Operating & Administrative Revenues				
Instructions	Object Class	Code	Amount	
Use drop-down to select Object Class	Passenger Fares	4110	\$ 1,150,000	
Use drop-down to select Object Class	Local Government Funds	4300	\$ 8,213,100	
Use drop-down to select Object Class	Other Agency Revenues	4150	\$ 85,000	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
Use drop-down to select Object Class		-	\$ -	
			\$ 9,448,100	

Current System Description			
Current System Description Tab provides space for a short description of who the applican services they provide. The form is in a question and answer format with designated text bo applicant's response to the question must not exceed the space provided or word counts v indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Serv (TDSP) and Annual Operating Report (AOR) containing the above information may be prov TransCIP.			text boxes (the counts where jed Service Plan
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	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 Transportation Management Services Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas.	100	68
Program mission	It is the misson of CAT to provide safe, accessible and courteous public transportation services to our customers.	100	18
Program goals	Collier County's goals are to operate reliable, convenient, and cost-effective mobility services that safely and efficiently meet the mobility needs of its workers, residents and visitors. We strive to accomplish this by increasing the resiliency of Collier County by, protecting our man-made and natural resources; providing attractive and convenient mobility alternatives that will reduce adverse carbon and environmental impacts within our communities, as well as building meaningful partnerships that increase awareness and education of and about mobility options and increase the viability of mobility services to promote livability and enhance economic and social well-being.	100	94
Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with no or limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service market; and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	99
Service, route, and trip types provided	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 for people in the non-urbanized areas of Collier County. Funds from this grant will be used for a replacment bus for fixed route services to provide access for 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 these services.	100	95
Total number of employees in organization	128	_	_

	83	-	-
tal number of transportation-related employees in the organization	7	_	-
entify the personnel responsible for the following transportation program nctions (Name, Title, Email, Phone):		-	-
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	_
Training (e.g., wheelchair lift operation, passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	_	-
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996	-	-
hat are the sources of the transportation program's funding for operations (e.g., ate, local, federal, private foundations, fares, other program fees?)?	The operations are funded through the Federal Transit Administration 5307, 5310, and 5311 programs, Florida Department of Transportation, Agency for persons with Disabilities, Florida Commission 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.	200	54
what extent does your agency serve minority populations?	According to the 2010 Census, a majority of Collier County's workforce lives in the rural area and the majority of the activity centers which include major employers, health care centers, and public services are within the urban area. The recent TDP Major update included public surveys of the ridership with approximately 1,000 responses. The respondents had ethnic orgins of 38% Hispanic/Latino and 25% Black/African American. All CAT routes serve a minority census block group, 48% of route miles are within the minority block.	100	83
your agency minority-owned?	No		
iefly describe your agency's vehicle maintenance program. Which services are itsourced (e.g., oil changes)? How are vehicles are maintained without terruptions in service?	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintained without interrupting transportation service.	50	1

Instructions: for both the current transportation program. A calculation column has been provided to calculate the necessary d for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc. Data Collection/ Calculation			rapeze, direct
Service Characteristic	Value	Data Collection/ Calculation Method	Completion Check

Unlinked Passenger Trips (UPT)			
The number of boardings on public transportation vehicles during the fiscal year.			
Transit agencies must count passengers each time they board vehicles, no matter			
how many vehicles they use to travel from their origin to their destination. If a transit			
vehicle changes routes while passengers are onboard (interlining), transit agencies			
should not recount the passengers. Employees or contractors on transit agency			
business are not passengers. For demand response (DR) modes, transit agencies			
must include personal care attendants and companions in UPT counts as long as			
they are not employees of the transit agency. This includes attendants and		Electronic farebox and Mobile Fare	
companions that ride fare free.	186,567	Application	COMPL
Unduplicated Passengers per Year		Electronic farebox and Mobile Fare	
Unique (non-repeat) passengers served within the reporting year	186,567	Application	COMPL

Total Passenger Hours Instructions:	Passenger Hours Fixed Route Recipients providing fixed-rou	hours) ute service can segregate urbanized d on route maps and allocate system-	
	Passenger Hours Fixed Route Recipients providing fixed-rou and nonurbanized miles base	ute service can segregate urbanized	
Total Passenger Hours	Passenger Hours Fixed Route		
Total Passenger Hours	Passenger Hours	hours)	
Total Passenger Hours		hours)	
	Total Non-Urbanized	% Rural Service (by passenger	
Total Passenger Miles	Passenger Miles	miles)	
	Total Non-Urbanized	% Rural Service (by passenger	
	accordingly.		
Instructions:	Drivers' logs or client trip records can be maintained to segregate mileage or hours within the urbanized area and costs allocated		
	Drivers' leas or client trip ress	ands can be maintained to cogregate	
Total Unique Passengers	Areas	passengers)	
	Living in Non-Urbanized	% Rural Service (by unique	
	Total Unique Passengers		
	funding.		
Instructions:	is fair to say that 60% of all co	osts are eligible for Section 5311	
	· · ·	engers live in non-urbanized areas, it	
	•	viders often know the addresses of all	
A map of urbanized areas in Florida as defined by the 2010 Census is available at this link. Demand Response			
A second contraction of second to Electricity	information needed in any allocation method should be a factor in		
		area service. The availability of the	
instructions.		ethod of allocating costs between	
Instructions:	Such trips are appropriately funded with Section 5311 funds.		
	provided to non-urbanized area residents is in an urbanized area.		
	It is understood that the desir	ed destination for many trips	
	al Cost Allocation Methodolo		

Activity Line Item Codes

Vehicles	
Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16
Equipment	

Equipment	
Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03
Preventative Maintenance	
Description	ALI Code
Preventative Maintenance	11.7A.00
Mobility Management	
Description	ALI Code
Mobility Management	11.7L.00
Facilities	
Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02
Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02

Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

	Vehicle Request	
Instructions	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.	
Project Type	Examples	
Expansion Vehicles	—Earge heavy- duty transit buses 35'-40' —Small heavy-duty transit buses 30' —Minibus	
Replacement Vehicles	—⊠tandard Cutaway —⊠inivan	
	Project Description	
Instructions	: Describe the project being requested within this application.	
General Project Description:	The grant application is to purchase One Replacement 35' bus for Fixed Route that have met their useful life. By replacing the vehicles Collier County will be a good repair for rolling stock.	
	Project-Related Improvements	
	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an ar	
Instructions	proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-	

the purchase of a replacement vehicle.

Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with

illustrate how transportation service will be enhanced.

Will the project allow your agency to:

Provide more hours of service and/or more trips?

Expand service to a larger geographic area?	Grant funding will not expand but will be utilized to ensure the existing service to the rural area receives reliable service with the purchase of a replacement vehicle.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.
Address projected vulnerabilities?	The Grant funding will ensure that vehicles are replaced in a timely manner, otherwise we may experience service disruptions with an older fleet in operation.
Expand access to essential services?	The grant funds will not expand access but will maintain the existing transit service to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehcle that has met its useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?

Overcome any challenges or difficulties your agency is experiencing?

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

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?

A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle.

The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself.

Grant request is not to maintain services. Documentation and tracking of the replacement vehicle will be managed via Faster system for maintenance records to ensure maintance plan is being adhered to.

Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans.

Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

The funding has been identified as a plausible resource for maintaining our capital replacement within our Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.

Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable.

Moreover, the project schedule should identify all major project 14 months Delivery of Rolling Stock from the time of PO milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.

If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification

Existing contract wil be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after

Replacement bus: Upon receiving notice of award-existing contract for rolling stock shall be submitted to FDOT for concurrence Purchase Order Approval- 1 month

1 month for post-delivery Buy America Review

3 months post delivery to Submit Invoice to FDOT for reimbursement

Dispatchers monitor vehicle assignment, and all Fixed Route operators are required to maintain a CDL license, CDL license review is conducted monthly to ensure renewals are occurring within the appropriate time frames.

If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?

Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.

Single private operator will be responsible for the vehicle and Collier County staff (Fleet Management Division) performs vehicle maintenance . The Operator is regularly monitored to ensure that the vehicles used are for their intended purpose.

The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. The project is also identified within Collier's Transit Asset Management Plan. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

The Section 5311 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its **Instructions:** funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment. The breakdown of funding for the Section 5311 grant program is 80% Federal and 20% local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award, and with the remaining 20% being supported by a local match. Agency will order capital equipment directly from the vendor and pay 100% of the purchase at time of delivery. Agency will invoice the Department for the 80% federal reimbursement. The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution.

Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

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

Capital Project Total:		\$621,763
Revenue Type Use dropdown to select	Description	Amount
Local Government	20% Local Match	\$124,353
Total	-	\$124.353

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					Vehicles to be Replaced					
		Vehicles listed for replacement of priority for replacement.	must be includ	led in the Trans	CIP 2.0 Inventory. If more space	is needed to acco	ommodate yc	our list, add more	rows to the table. Li	st vehicles in order
	FDOT Control #	VIN	Make	Туре	Year	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A		15GGB2719C1180752	Gillig	Large Heavy	2012	Ramp	28	2	Active	586213
	Total/Average						28	2		586,213

Service Characteristics								
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method	Completion Check				
<u>Unlinked Passenger Trips (UPT)</u>	186,567	186,567	Electronic farebox and Mobile Fare Application	COMPLETE				
Unduplicated Passengers per Year	186,567	186,567	Electronic farebox and Mobile Fare Application	COMPLETE				

Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5311 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - **Governing Board's Resolution** - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5311. An application for Section 5311 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:

1 - A hearing must be conducted;

2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and

3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5311 award can be made.

5 - Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*) - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

6 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

7 - Standard Lobby Certification - All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

8 - FTA Section 5333 (b) Assurance - All applicants must include a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application. 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 C9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

9 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

10 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles.

11 - Form 424: Application for Federal Assistance - ALL applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424). The code assigned to the Section 5311 Program in the Catalog of Federal Domestic Assistance is 20.509. This code should be shown in Section 11 of the form followed by the title: "Formula Grants for Rural Areas, Section 5311." Further instructions for Form 424 can be found on the "Resources" tab with in this workbook.

12 - Federal Certifications and Assurances - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use theprevious year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

13 - **Title VI Plan** (*Required if not previously submitted to District*) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. A template for this attachment may be obtained from your District office and/or the FDOT State Management Plan. Existing grantees may submit their Title VI Plan's concurrence letter.

14 - Protection of the Environment (Required if the proposed project is for facilities) - Most transit projects funded under Section 5311 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 CFR 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118 (d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation. The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. See the "Resources" tab for a link to the FTA

15 - **Organization Chart** - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

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

17 - Completed Sample Order Form - To identify vehicle type and estimated cost visit http://tripsflorida.org/. NOTE: 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

2. Dhoose Vendor (use drop down arrow next to vendor name to see information)

3.Select Order Packet

4.0omplete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS (https://www.dms.myflorida.com/)

18 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan at https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm.

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab.

Resources What's on the Market

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Florida Department of Management Services Contract can be found at the Florida Department of Management DMS website (https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/ motor_vehicles/pricing).

FDOT Vehicle Useful Life Benchmarks 2006-2022

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ASSET	USEFUL LIFE	SOURCE
ASSET	TROLLEYS	3001102
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
	FERRIES	
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
	FACILITIES	
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D
	OTHER CAPITAL EQUIPMENT	
Fare boxes Computer hardware	10 years	Manufacturer /Industry Standards GAAP Guidelines/Industry Standards
Computer hardware- Domain controllers	4 years	Industry Standards
Mobile data computers (real-time dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	

Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
inermal diesel particle litter	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Recipient Risk Assessment Tool

For Department use only. Included here for informational purposes.

Prior to awarding FTA funds, the Department is required to conduct a risk assessment of the project being proposed by the applicant. Risk assessments are conducted by District Grant Managers prior to evaluating the project for award using the established project selection criteria. Projects that do not satisfactorily pass the risk assessment will not move forward for project evaluation.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 5010.E. The Department will consider the following items in order to evaluate the risk posed by the applicant for each project:

- Financial stability, including the applicant's financial condition and financial capability;
- Quality of the applicant's management systems;

History of performance accounting specifically for the type of project proposed, particularly previous experience of the
applicant in managing federal awards provided by the Department;

- Audit reports and any associated findings;
- SAM.gov check for applicant's prior performance.
- Each District will utilize the below questionnaire as a guide through the risk assessment process.

 There are two basic aspects to financial capacity/stability: the general financial condition of the applicant and the financial capability of the applicant. Satisfactory financial condition means that the applicant can pay its current costs from existing revenues. Satisfactory financial capability means the applicant's ability to meet its expansion costs in addition to its existing operations from projected revenues.

a. Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.

- b. Consider the type of project, does the applicant have a proven history of implementing this type of project?
- c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
- 2. Describe the applicant's management systems.
- a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?
- b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist

c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?

- 3. Document the applicant's history of performance.
- a. Has local match been readily available?
- b. Are invoices submitted in a timely manner?
- c. Are invoices often returned due to inaccuracies in accounting or other required documentation?
- Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.

a. Does the applicant have any unresolved audit findings?

- b. Are there reoccurring findings in the annual audit reports?
- 5. SAM Unique Entity Identifier

a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC)

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC	Austin Mount	
4081-A East Olive Rd.	austin.mount@wfrpc.org	Bay, Escambia, Holmes, Okaloosa, Santa
Pensacola, FL 32514	(850) 332-7976	Rosa, Walton, & Washington
	(800) 226-8914	
Apalachee RPC	Chris Rietow	
2507 Callaway Rd.	crietow@thearpc.com	Calhoun, Franklin, Gadsden, Gulf, Jackson,
Suite 200	(850) 488-6211	Jefferson, Leon, Liberty, Wakulla
Tallahassee, FL 32303		

1	1				
North Central Florida RPC	Scott Koons	Alachua, Bradford, Columbia, Dixie, Gilchrist			
2009 NW 67 th Place	skoons@ncfrpc.org	Hamilton, Lafayette, Levy, Madison, Marion,			
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103	Suwannee, Taylor, Union			
Northeast Florida RPC	Eric Anderson				
6850 Belfort Oaks Place	eamderspm@nefrpc.org	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns			
Jacksonville, FL 32216	(904) 279-0880 ext. 178	50, 101115			
East Central Florida RPC	Brenda Defoe-Surprenant				
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org	Brevard, Lake, Orange, Osceola, Seminole,			
Fourth Floor	(407) 245-0300 ext. 336	Sumter, Volusia			
Orlando, FL 32801					
Central Florida RPC	Marybeth Soderstrom				
Post Office Drawer 2089	msoderstrom@cfrpc.org	DeSoto, Hardee, Highlands, Okeechobee, Polk			
Bartow, FL 33830	(863) 534-7130 ext. 134	1 OK			
Tampa Bay RPC	John Meyer				
4000 Gateway Center Blvd.	johnm@tbrpc.org	Citrus, Hernando, Hillsborough, Manatee,			
Suite 100	(727) 570-5151 ext. 10	Pasco, Pinellas			
Pinellas Park, FL 33782-6141					
Southwest Florida RPC	Nicole Gwinnett				
1926 Victoria Ave	ngwinnett@swfrpc.org	Charlotte, Collier, Glades, Hendry, Lee, Sarasota			
Fort Myers, FL 33901	(239) 338-2550 ext. 232	Salasota			
Treasure Coast RPC	Stephanie Heidt				
421 Southwest Camden Ave	sheidt@tcrpc.org	Indian River, Martin, Palm Beach, St. Lucie			
Stuart, FL 34994	(772) 221-4060				
South Florida RPC	Kathe Lerch				
3440 Hollywood Blvd.	klerch@sfrpc.com	Broward, Miami-Dade, Monroe			
Suite 140	(954) 985-4416	broward, Miami-Dade, Monroe			
Hollywood, FL 33021					

	FDOT District Office Con	itacts				
District 1		P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249				
Paul A. Simmons	(863) 519-2388 <u>Paul.Simmons@dot.state.fl.us</u>	Modal Development Administrator				
Michelle Peronto	(863) 519-2551 <u>Michelle.Peronto@dot.state.fl.us</u>	Transit Projects Administrator				
Dale Hanson	(863) 519-2321	Transit Projects Coordinator (ATKINS)				
Sale Hanson	Dale.Hanson@dot.state.fl.us	Counties: Collier, Manatee, Sarasota, Polk				
	(239) 225-1982	Transit Projects Coordinator				
Candice Monroy	Candice.Monroy@dot.state.fl.us	Counties: Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee				
Michele Forestt	(863) 519-2412	Transit Support Consultant				
viciele i oresti	Michele.Forestt@dot.state.fl.us					
District 2		2198 Edison Ave, MS 2806				
		Jacksonville, FL 32204				
Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Manager				
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator				
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit Coordinator				
Christina Nalsen	(904) 360-5667 Christina.Nalson@dot.state.fl.us	Transit Coordinator				
District 3		P.O. Box 607 Chipley, FL 32428-9990				
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	Manager				
	<u>Scott Matterse doustateds</u>					
	(850) 330-1558 debbie.prough@dot.state.fl.us	Public Transit Program Specialist				
Debbie "Toni" Prough District 4	(850) 330-1558	Public Transit Program Specialist 3400 W Commercial Blvd. Ft. Lauderdale, FL 33309				

Jayne Pietrowski

Marie Dorismond

(954) 777-4605

Scott.Walters@dot.state.fl.us	Manager
(850) 330-1558	Public Transit Program Specialist
debbie.prough@dot.state.fl.us	Tublic transit rogram specialist
	3400 W Commercial Blvd.
	Ft. Lauderdale, FL 33309
(954) 777-4683	Passenger Operations Manager
Lisa.Maack@dot.state.fl.us	
(954) 777-4661	Transportation Projects Specialist
Jayne.Pietrowski@dot.state.fl.us	

5310 Program Manager

	Marie.Dorismond@dot.state.fl.us	
District 5		
		Orlando, FL 32824
Brian M. Stanger, P.E.	(386) 943-5543	District Modal Administrator
	Brian.stanger@dot.state.fl.us_	
Libertad Acosta-Anderson, P.E.	(386) 943-5410	Passenger Operations Manager
	Libertad.Acosta-Anderson@dot.state.fl.us	
Jo Santiago	(321) 319-8175 or (386) 943-5109	Transit Intermodal Supervisor
	Jo.Santiago@dot.state.fl.us	
Carlos Colon	(321) 319-8173 or (386) 943-5106	Transit Project Coordinator
	Carlos.Colon@dot.state.fl.us	
Luciana "Luci" Taylor	(386) 943-5119	Transit Project Coordinator
	Luciana.Taylor@dot.state.fl.us	
Jamie Kersey	(386) 943-5195	Transit Project Coordinator
	Jamie.Kersey@dot.state.fl.us	
District 6		1000 N.W. 111 Avenue
		Miami, Florida 33172
Raymond Freeman	(305) 470-5255	Passenger Operations Manager
	Raymond.Freeman@dot.state.fl.us	
Gina Victoria-Garzon	(305) 640-7566	Passenger Operations Specialist
	Gina.Victoria@dot.state.fl.us	
District 7		11201 N McKinley Dr. MS-7500
		Tampa, FL 33612
Ming Gao	(813) 975-6923	District Modal Development Administrator
	Ming.Gao@dot.state.fl.us	
Chris Leffert	(813) 975-6403	Transit Programs Administrator
	Chris.Leffert@dot.state.fl.us	
Dave Newell	(813) 975-6195	Transit Coordinator
	Dave.Newell@dot.state.fl.us	

Form 424 Instructions				
Item	Entry			
1	Type of Submission should be "Application"			
2	Type of Application should be "New"			
3	"Not Applicable"			
4	"Not Applicable"			
5. A	"Not Applicable"			
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This number will be assigned after submission of State POP.			
6	State use only (if applicable)			
7	State Application Identifier is "1001"			

Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TM) as assigned by unternal Revenue Service, enter the organization's DUNEs number (reserved from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and far of the person to contact on matters related to this application

9	Type of Applicant 1: Select Applicant Type
	Name of Federal Agency should be "Federal Transit Administration"
	Catalog of Federal Domestic Assistance (CFDA) Number is: 20.509. CFDA Title should be: Formula Grants for Rural Areas, Section 5311
	"Not Applicable"
	"Not Applicable"
	List the areas affected by project (cities, counties, states etc.). Can be submitted as a separate attachment.

8.a, b, c, d, e, and f

.....

Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.

16	List. (a) the applicant's Congressional District and (b) any Congressional District's) affected by the, program or project. Find your district here: https://www.house.gov/representatives/find-your. representative.

17 Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).

Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-find contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item

19 Check the applicable box

18

20 Check the applicable box. If "yes", provide explanation in attachment.

21 Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

Procurement Guidance for Transit Agencies Section 5311 FTA Circular State Management Plan Congressional Districts Department of Management Services (DMS) Disclosure of Lobbying Activities DUNS Numbers Federal Audit Clearinghouse FTA Certifications & Assurances My Florida Marketplace Standard Form 424 Sunbiz TransCIP – EDOT's Transit Grant Management System TRIPS Florida FTA Region 4 NEPA Categorical Exclusion Checklist Horida UZA Map



Transportation Management Services Department

Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5311 Grant Submittal

Dear Ms. Hanson:

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 Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense 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 <u>13</u> day of <u>December</u>, 2022 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County

Agency Name

Signature

William L. McDaniel, Jr. – Chairman, Board of County Commissioners Typed Name and Title of Authorized Representative

December 13, 2022 Date



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 AW ARD 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 A WARD.

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. William L. McDaniel, Jr., Chairperson, 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 13th day of December 2022.

ATTEST: CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

By: ______, Deputy Clerk

Approved as to form and legality:

>

Assistant County Attorney

aples Daily ? 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 authority, the 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 said newspaper issue(s) dated or by publication on the newspaper's website, if authorized, on

Issue(s) dated: 11/14/2022 DOL 7

Subscribed and sworn to before on November 16, 2022:

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$350.00 Ad No: 0005485395 Customer No: 1450756 PO #:

of Affidavits: 1

This is not an invoice

KATHLEEN ALLEN Notary Public State of Wisconsin

Public Notice

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of three (4) replacement paratransit vehicles. Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the nurchare of eng (1) replacement fived route bur Collier the purchase of one (1) replacement fixed-route bus. Collier County will also apply to FDOT for a grant under Section 5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus. Each of these purchases would be intended for the provision of public transit services within Collier County, FL.

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proand the contemplated services will not duplicate current or pro-posed services provided by existing transit or paratransit opera-tors in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Partow: 61, 22820. Application of the party mark optime more infor 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.

Persons who require special accommodations under the Ameri-cans with Disabilities Act or persons who require translation services should contact Michelle E. Arnold at michelle.arnold@co lliercountyfl.gov, Collier County Public Services Department, Public Transit & Neighborhood Enhancement Division 8300 Ra-dio 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 re-gard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Depend-ent 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 Com-mission on Human Penditors at 960 498 7092 or 900 342 8170 wind the rior and the second s Nov 14, 2022 #5485395

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 <u>13</u> day of <u>December</u>, <u>2022</u>:

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
 - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
 - Section 252.42 Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- ³ It shall comply with Florida Administrative Code:
 - 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 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 13, 2022 Date

Signature of Contractor's Authorized Official

<u>William L. McDaniel, Jr. – Chairman, Board of County Commissioners</u> Name and Title of Contractor's Authorized Official

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 13, 2022 _____ Date

_____ Signature of Contractor's Authorized Official

<u>William L. McDaniel, Jr. – Chairman, Board of County Commissioners</u> Name and Title of Contractor's Authorized Official

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 <u>Collier County Board of County Commissioners</u> (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

December 13, 2022 Date

<u>William L. McDaniel, Jr. – Chairman, Board of County Commissioners</u> 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 Funding of FY23/24 for Collier Area Transit to purchase a replacement bus to provide service to residents of the non- urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile.	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Leasing Certification

Memorandum for FTA 5311

December 13, 2022

Date:

William L. McDaniel, Jr. - Chairman, Board of County Commissioners

From:

Signature

<u>William L. McDaniel, Jr. - Chairman</u> Typed name and title

Collier County Board of County Commissioners

Typed or printed agency name

To: Florida Department of Transportation, District Office Modal Development Office/Public Transit

Subject: FFY23/SFY24 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

Leasing:

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?

🔀 No

🗌 Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

<u>Collier County Board of Commissioners</u> 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; 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 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 13 day of December, 2022

<u>William L. McDaniel, Jr. – Chairman, Board of County Commissioners</u> Name and title of authorized representative

Signature of authorized representative

Application for Federal Assista	ince SF-424	
 * 1. Type of Submission: Preapplication Application Changed/Corrected Application 	New	If Revision, select appropriate letter(s): Other (Specify):
* 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 Id	dentifier: 1001
8. APPLICANT INFORMATION:		
* a. Legal Name: Collier County	Board of County Commis	sioners
* b. Employer/Taxpayer Identification Nur	mber (EIN/TIN):	* c. UEI:
56-6000558		JWKJKYRPLLU6
d. Address:		
* Street1: 3299 Tamiami	Trail East, Suite 700	
Street2:		
* City: Naples		
County/Parish:		
* State: FL: Florida		
Province:		
* Country: USA: UNITED S	TATES	
* Zip / Postal Code: 34112-5746		
e. Organizational Unit:		
Department Name:		Division Name:
Transportation Management Sv	'CS	PTNE
f. Name and contact information of p	erson to be contacted on ma	tters involving this application:
Prefix: Mr.	* First Name:	Omar
Middle Name:	<u></u>	
* Last Name: DeLeon		
Suffix:		
Title: Transit Manager	<u></u>	
Organizational Affiliation:		
Collier County		
* Telephone Number: 239-252-4996		Fax Number:
* Email: Omar.DeLeon@colliercom		

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:
20.509
CFDA Title:
Formula Grants for Rural Areas
* 12. Funding Opportunity Number:
* Title:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
5311_Areas_Affected.pdf Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Capital funding request to purchase one replacement 35ft Fixed Route bus to support bus routes in the Rural Area of Collier county.
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application for Federal Assistance SF-424							
16. Congressi	onal Districts Of:						
* a. Applicant	19/26			* b. Program/Pr	oject 19/26		
Attach an additi	ional list of Program/Project 0	Congressional Distric	cts if needed.				
			Add Attachment	Delete Attachn	nent Viev	w Attachment	
17. Proposed	Project:						
* a. Start Date:	10/01/2023			* b. End	Date: 09/30	/2024	
18. Estimated	Funding (\$):						
* a. Federal		497,410.00					
* b. Applicant		124,353.00					
* c. State							
* d. Local							
* e. Other							
* f. Program In	come						
* g. TOTAL		621,763.00					
* 19 Is Applic	ation Subject to Review B	v State Under Exe	cutive Order 12372 P	rocess?			
	-				r roviow op		7
	plication was made availab				I TEVIEW OIT		
-	n is subject to E.O. 12372 I		elected by the State I	or review.			
🔀 c. Prograr	n is not covered by E.O. 12	372.					
* 20. Is the Ap	plicant Delinquent On Any	Federal Debt? (I	f "Yes," provide expl	anation in attachm	ent.)		
Yes	No						
If "Yes", provi	de explanation and attach						
			Add Attachment	Delete Attachn	nent Viev	w Attachment	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
** 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.	* Fir	st Name: William				
Middle Name:	L						
* Last Name:	McDaniel						
Suffix:	Jr.						
* Title:	nairman, Board of Co	unty Commissic	oners				
* Telephone Nu	imber: 239-252-8605		F	ax Number:			
* Email: Bill	.McDaniel@colliercou	ntyfl.gov					
* Signature of A	uthorized Representative:					* Date Signed:	12/13/2022

COUNTY OF COLLIER | COLLIER COUNTY | 1032

Summary A

Applications/Awards TrAMS Users Locations Designated Recipient

Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details	
Recipient ID	Recipient Name
1032	COUNTY OF COLLIER
Certification and Assurance Information	
Fiscal Year 2022	Original Certification Date 2/17/2022
Assigned Date 2/3/2022	Latest Certification Date 2/17/2022
Due Date 5/4/2022	
Published Certifications and Assurances	
FTA CERTIFICATIONS AND ASSURANCES	
Public Transportation Agency Safety Plan (PTASE	P)
for certification was July 20, 2020, however, in light of the extraordinary challenge	e subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline es presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are

encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain

eligible for Chapter 53 grant funds. List of All Applicable Agencies

PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 Official: Trinity Scott Attorney: Scott Teach				
Category 1	Title	Cer		
01	Certifications and Assurances Required of Every Applicant	¢		
02	Public Transportation Agency Safety Plans	6		

Pick FY - TrAMS Recipients

Category 1 03	Title Tax Liability and Felony Convictions	Cer
04	Lobbying	S
05	Private Sector Protections	¢
06	Transit Asset Management Plan	¢
07	Rolling Stock Buy America Reviews and Bus Testing	¢
08	Urbanized Area Formula Grants Program	¢
09	Formula Grants for Rural Areas	¢
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	¢
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	¢
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	¢
13	State of Good Repair Grants	¢
14	Infrastructure Finance Programs	¢
15	Alcohol and Controlled Substances Testing	¢
16	Rail Safety Training and Oversight	¢
17	Demand Responsive Service	¢
18	Interest and Financing Costs	\$
19	Cybersecurity Certification for Rail Rolling Stock and Operations	¢
20	Tribal Transit Programs	¢
21	Emergency Relief Program	¢
	1 - 21 of 21	I

~Documents

- · · -

11/10/22, 11:23 AM

Pick FY - TrAMS Recipients

Existing Documents

L, 11.25 AW							
existing Documents							
Document		Description	Uploaded By	Date	Ļ		
		Ν	lo items available				
Affirmation of Applica							
Affirmation of Applica							
Affirmation of Applicant		OW, on behalf of the Applicant, I declare that it ederal laws, regulations, and requirements, foll	-				
	page applicable t	o each application its Authorized Representati	ve makes to the Federal Transit Administ				
	that acted on his or her Applicant's behalf continues to represent it.						
	The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal						
	fiscal year.						
		irms the truthfulness and accuracy of the Certi			-		
	made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or						
	submission mad	e in connection with a federal public transport	ation program authorized by 49 U.S.C. ch	apter 53 or any other statute.			
	In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are						
	true and accurat	e.					
Official's Name							
	I accept the al	bove					
Certification Date	,						
Affirmation of Attorne	ey						
		ed Attorney for the above-named Applicant, I h					
Attorney and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.							
	l further affirm t	nat, to the best of my knowledge, there is no le	gislation or litigation pending or immined	nt that might adversely affect the validity o	of these Certifications and		
		f the performance of its FTA assisted Award.	Bisiation of https://periodity.or				
Attorney's Name	Scott Teach						
	📝 l accept the al	bove					
Certification Date	Feb 17, 2022						

CANCEL



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	Digitally signed by: Dale Hanson DN: CN = Dale Hanson email = dale.hanson@dot.state.fl.us C =
Hanson	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



RON DESANTIS GOVERNOR

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,



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

> Improve Safety, Enhance Mobility, Inspire Innovation www.fdot.gov

[Date]

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

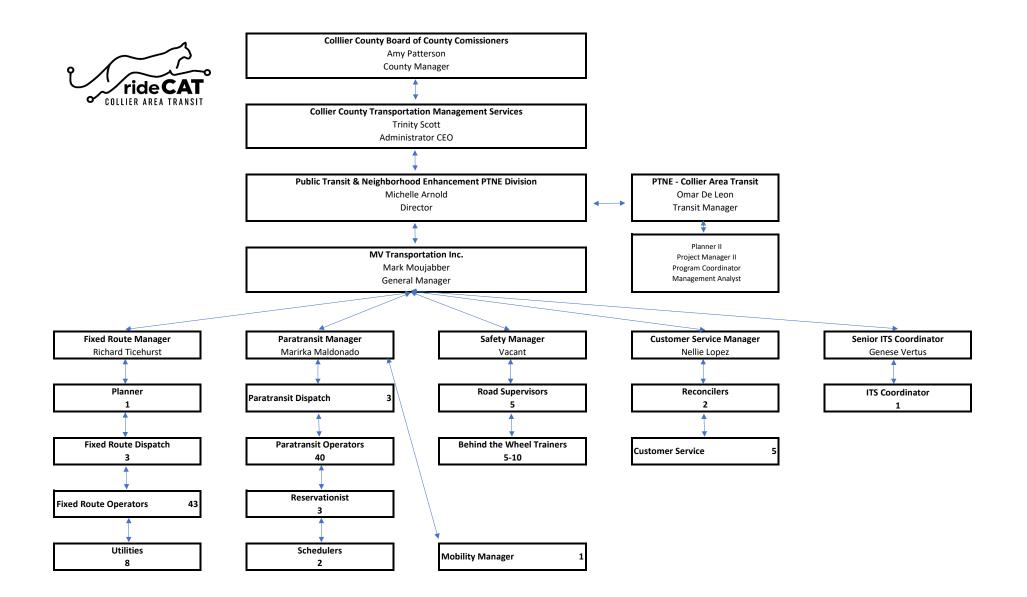
Re: 5311 Match Commitment

Dear Ms. Ross:

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the ten percent local match requirement for the FTA 5311 Grant Application and commits to using \$124,353 towards this grant project if awarded.

Sincerely,

Amy Patterson, County Manager



PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

(1) 33 BOD	GETART DIESEL LOW FLOOR	,	
ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
STYLING PACKAGE	STANDARD LOW FLOOR	BRT FRONT CAP W/ FRONT AND REAR ROOF FAIRINGS	16,350.00
ENGINE (DIESEL)	CUMMINS L9, 280 HP	CUMMINS L9, 280 HP	-
2021 EPA MANDATED EMISSIONS CHANGE	NOT INCLUDED IN BASE	REQUIRED	2,900.00
ENGINE FUEL FILTER	STD FLEETGUARD	DAVCO 384, NON-HEATED	375.00
STARTER	DELCO MT-42	DELCO MT-42	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER	DONALDSON INFORMER	_
	RBX00-2277	RBX00-2277	_
RADIATOR	EMP GEN IV MH4 (ELECTRIC)	EMP GEN IV MH4 (ELECTRIC)	-
ALTERNATOR	EMP P450 (450 AMP)	EMP P450 (450 AMP)	-
ENGINE OIL DRAIN	MAGNETIC DRAIN PLUG	FEMCO AUTO DRAIN	55.00
TRANSMISSION	VOITH D864.6 (4 SPEED)	ALLISON B400R	5,459.00
BRAKES	DRUM, W/S-CAM	DRUM, W/S-CAM	-
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
SYNTHETIC REAR AXLE GEAR OIL	INCLUDED	REQUIRED	-
HUBODOMETER	INCLUDED	REQUIRED	-
WHEELS	(6) POLISHED ALUMINUM, W/DURA-BRIGHT	REQUIRED	-
TIRES	CUSTOMER FURNISHED	CUSTOMER FURNISHED	-
ELECTRIC STEERING ASSIST	NOT INCLUDED IN BASE	REQUIRED	2,650.00
STEERING WHEEL	20" NON-PADDED	20" NON-PADDED	
FUEL FILL	EMCO WHEATON, POSI-LOCK FLIP CAP	GRAVITY FILL - FLIP CAP	(475.00)
FUEL GAUGE	NOT INCLUDED IN BASE	REQUIRED	50.00
OIL PRESSURE & COOLANT TEMPERATURE GAUGES LOCATED IN ENGINE COMPARTMENT	ELECTRICAL	ELECTRICAL	-
REAR HAND THROTTLE	NOT INCLUDED IN BASE	REQUIRED	156.00
BATTERIES	(2) DEKA 8D	(2) DEKA 8D TOP POST CONNECTIONS	-
REAR JUMP START CONNECTOR	INCLUDED	REQUIRED	-
WHEELCHAIR RAMP	LIFT-U, LU-18 (6:1)	LIFT-U, LU-18 (6:1)	-
HVAC MOTORS (THERMO KING T14)	EBM BRUSHLESS	EBM BRUSHLESS	-
HVAC COMPRESSOR (THERMO KING)	T14 W/X430 COMPRESSOR	REQUIRED	-
REFRIGERANT	R407C	R407C	-
DRIVERS HEATER MOTORS	MCC BRUSHLESS	MCC BRUSHLESS	-
FRONT DOOR OPERATION	AIR OPEN / SPRING CLOSE	AIR OPEN / AIR CLOSE	-
REAR DOOR ACTIVATION	V-TOUCH CONTROL	VAPOR 5 POSITION	-
ELECTRICAL EQUIPMENT CABINET	44" H X 22.5" W X 20" D, 1 DOOR	ANALOG CONTROL 44" H X 22.5" W X 20" D, 1 DOOR	-
PASSENGER SEATS &	USSC GEMINI, W/T2C INSERTS	AMSECO INSIGHT PRIME PLUS	6,000.00
WHEEL CHAIR RESTRAINTS WHEELCHAIR SECUREMENT	V-PRO W/Q'STRAINT BELTS	ADVANCED RESTRAINT MODULE W/Q'STRAINT BELTS	-
USB CHARGING PORTS AT PASSENGER LOCATIONS	NOT INCLUDED IN BASE	REQUIRED	3,056.00
VERTICAL STANCHIONS AT FRONT WHEEL WELLS	NOT INCLUDED IN BASE	REQUIRED (EACH SIDE)	100.00
DRIVERS SEAT	USSC G2A, W/ HEADREST & 3-POINT BLACK BELT	USSC 9100 ALX, W/FABRIC & 2-POINT BELT (LAP)	
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	-
STANCHIONS AND GRAB RAILS	SSTL	SSTL	-
STOP REQUEST LAMP (DASH MOUNTED)	NOT INCLUDED IN BASE	REQUIRED	35.00

PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
DRIVERS BARRIER	WRAPROUND W/OUT	WRAPROUND W/OUT	_
DRIVERS BARRIER	SCHEDULE HOLDERS	SCHEDULE HOLDERS	_
DRIVERS SECURITY ENCLOSURE	NOT INCLUDED IN BASE	ARROW DRIVERS BARRIER W/ EXTENDED GLASS	5,263.00
PASSENGER INFO STATION	NOT INCLUDED IN BASE	TRANSIT INFORMATION PRODUCTS - 19" X 21" OBIC 19/21 4P 1LRT MC	245.00
NYLON GRAB STRAPS	NOT INCLUDED IN BASE	(10) VINYL COATED NYLON GRAB STRAPS (\$20 X 10 = \$200)	200.00
PASSENGER WINDOWS	FULL-FIXED, W/BONDED FRAME	FULL-FIXED, W/BONDED FRAME	-
WINDOW GLAZING GUARDS	NOT INCLUDED	REQUIRED	1,313.00
HEADLAMPS	(4) LED	(4) LED	-
REAR TAIL LIGHTS (STOP, TAIL, TURN)	4" LED	7" LED	-
RED LED "STOP SIGN	NOT INCLUDED IN BASE	REQUIRED	470.00
UPPER REAR CAP GILLE AUX LAMPS	NOT INCLUDED IN BASE	(2) 7" LED BRAKE LIGHTS	160.00
AMBER TRIANGLE LED "YIELD" SIGN	NOT INCLUDED IN BASE	REQUIRED	640.00
INTERIOR LIGHTS	PRETORIA (LED)	I/O CONTROLS	-
2-WAY RADIO	NOT INCLUDED	HARRIS XG-25M	3,155.00
2-WAY ANTENNA	INCLUDED	ASP931	70.00
OUTSIDE SPEAKERS	(1) INCLUDED	REQUIRED	-
BOOM MICROPHONE	NOT INCLUDED IN BASE	REQUIRED	100.00
DESTINATION SIGNS	HANOVER WHITE LED (FRONT, SIDE, REAR)	LUMINATOR GEN 4 HORIZON 100% SILVER LED SIGN (16 X 160) FRONT & SIDE	(800.00)
FAREBOX GRABRAIL	INCLUDED	REQUIRED	-
CEILING MTD FAREBOX LAMP	NOT INCLUDED IN BASE	REQUIRED	25.00
FLOORING MATERIAL	TRANSITFLOR RUBBER (RCA)	ALTRO TRANSFLOR	400.00
ROOF HATCHES	(2) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	-
EXTERIOR MIRRORS	SAFE FLEET, 10X11, 2-PC, W/MANUAL CONTROL	B&R 8"X10", 2-PIECE, HEATED, REMOTE CONTROL (BOTH SIDES)	-
TURN SIGNAL INDICATOR ON EXTERIOR MIRROR HEAD PER SIDE	NOT INCLUDED IN BASE	REQUIRED (\$100 PER SIDE X 2 = \$200)	200.00
DRIVERS WINDOW SUN SHADE	AUTO-MOTION, FLEXI VISOR	ROLLER STYLE	(50.00)
FIRE SUPPRESSION SYSTEM	FOGMAKER	AMEREX V-25	(369.00)
VIDEO SURVEILLANCE SYSTEM	APOLLO (STATE OF FLORIDA BASE SPEC)	ANGELTRAX - (PER COLLIER SPEC) (BUDGETARY *)	5,000.00
BIKE RACK	BYK-RAK 2-POSITION, BLK PC	SPORTWORKS MOUNTING BRACKET ONLY	(700.00)
BIKE RACK DEPLOYED LAMP	INCLUDED	REQUIRED	-
DRIVERS DASH GAUGES	AIR GAUGE, SPEEDOMETER, OIL PRESSURE, COOLANT TEMPERATURE & (2) VOLTMETERS	REQUIRED	-
APC/ITS SYSTEM	CLEVER DEVICES (STATE OF FLORIDA BASE SPEC)	AVAIL (COLLIER SPEC) (BUDGETARY *)	18,000.00
EXTERIOR PAINT	1-COLOR, W/ BLACK MASK AT WINDOWS	REQUIRED	-
EXTERIOR GRAPHICS	BUS #'S ONLY	BUS #'S ONLY	-
ROOF NUMBERS	NOT INCLUDED	REQUIRED	100.00
WHEELCHAIR SECUREMENT DECALS	NOT INCLUDED	(1) ONE	15.00
WARRANTY (BASIC BUS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (BODY STRUCTURE)	36 MONTHS / 150,000 MILES	36 MONTHS / 150,000 MILES	-
WARRANTY (STRUCTURAL INTEGRITY DUE TO CORROSION)	84 MONTHS / 350,000 MILES	84 MONTHS / 350,000 MILES	-

PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE	
WARRANTY (WATER LEAKS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-	
WARRANTY (ENGINE L9)	24 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	5,202.00	
WARRANTY (TRANSMISSION)	60 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	-	
WARRANTY (WHEELCHAIR RAMP)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-	
WARRANTY (HVAC UNIT)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-	
GILLIG MANUAL (CD)	(1) ONE PER ORDER	(2) TWO PER ORDER	-	
DRIVER MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-	
SERVICE MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-	
ELECTRICAL MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-	
PARTS MANUAL (PAPER)	(1) ONE PER ORDER	(2) TWO PER ORDER	-	
TOTAL COLLIER COUNTY, FL VARIANCES			75,350.00	
STATE OF FLORIDA 35' DIESEL LOW FLOOR BASE PRICE MAY 2019				
DELIVERY				
COLLIER COUNTY, FL 35' LF DIESEL BASE PR	ICE MAY 2019		510,875.00	
PPI 1413 ADJUSTMENT 259.3 (APR '20) / 255.9 (MAY '19) = 1.32%				
PPI 1413 ADJUSTMENT 269.5 (MAY '21) / 259.3 (APR '20) = 3.93%				
PPI 1413 ADJUSTMENT 303.6 (APR '22) / 269.5 (MAY '21) = 12.65% (ADJUSTED TO 7.90%)				
BUDGETARY PPI 1413 ADJUSTMENT 330.5 (JUL'22) / 303.6 (APR '22) = 8.86% (CAP 7.0% UNTIL MAY '23)				
CURRENT COLLIER COUNTY, FL 35' LOW FLOOR BRT DIESEL BASE UNIT PRICE				

CONFIDENTIAL

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TransCIP Application Checklist – Section 5339

ITE	Μ	Yes	No	N/A
1.	Grant Proposal – Excel Workbooks	Х		
2.	Cover Letter	Х		
3.	Governing Board's Resolution	Х		
4.	Public Hearing Notice (<i>Required for Public Agencies applying for capital projects</i>)	Х		
5.	CTC Agreement or Certification	Х		
6.	FDOT Certification and Assurances	Х		
7.	Standard Lobby Certification	Х		
8.	Leasing Certification	Х		
9.	Certification of Equivalent Service	Х		
10.	Form 424: Application for Federal Assistance	Х		
11.	Federal Certifications and Assurances	Х		
12.	FTA Section 5333b Assurance	Х		
13.	Title VI Plan (Required if not previously submitted to District)	Х		
14.	Protection of the Environment (Required if the proposed project is for facilities)			Х
15.	Local Clearinghouse Agency-RPC Cover Letter			Х
16.	Triennial Review- CAP Closeout	Х		
17.	Organization Chart	Х		
18.	Completed Sample Vehicle Order Form(s)	Х		

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



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
FDOT District:	One

FTA Section 5339 Grant Application Introduction

As the direct recipient of the 49 U.S.C 5339, Bus and Bus Facilities Program (Section 5339), the Florida Department of Transportation (FDOT) is responsible for administering the funds for Federal rural capital assistance to eligible sub-recipients within Florida. Section 5339 funded projects should be targeted towards improving public transit services to the general public residing in rural areas on a regular and continuing basis. To be considered rural, an area will have a population of under 50,000.

Several types of activities are eligible for federal assistance under this program including projects to replace, rehabilitate, and purchase buses and related equipment, and projects to construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transportation centers, intermodal terminals, park and ride stations, acquisition of replacement vehicles, bus rebuilds, passenger amenities such as passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, supervisory vehicles and fare boxes, computers, and shop and garage equipment. Capital equipment purchased must be necessary and reasonable to the provision of public transportation services in rural areas.

Program Information & Instructions

Program Administration

The Federal government allocates funds by formula to the State of Florida each fiscal year for the Section 5339 Program. FDOT has been designated by the Governor of Florida

- 1. Announcement of funding availability,
- 2. Selection of projects for funding according to approved selection criteria,
- 3. Development and processing of agreements,
- 4. Oversight of recipient procurement actions,
- 5. Oversight of recipient compliance with State and Federal requirements,
- 6. Processing of recipient invoices for reimbursement, and
- 7. Provision of technical assistance regarding the section 5339 program.

Authorizing legislation for the program is shown in the Glossary of this manual under "Authorizing Federal and State Legislation." The Federal goal of the program is to replace aging equipment and infrastructure.

In Florida, program funds shall be used to support local transportation services that act to maximize the passenger carrying capacity of surface transportation facilities. Services for the transportation disadvantaged should play a significant part under this program. All recipients of funds shall provide their non-prioritization service plan (see glossary in Resources Tab for definition) to the District to ensure access to the general public. Recurring applicants must re-submit their non-prioritization plan only if changes to the plan have been made since previous application cycle.

Eligibility Criteria

Eligibility criteria are the minimum legal eligibility requirements. Applicants must also ensure compliance with a number of other conditions placed on grant recipients including, but not limited to, coordination of transit services, civil rights preservation, compliance with safety and drug free workplace regulations, drug and alcohol testing of safety-sensitive employees, competitive procurement of goods and services bought with grant funds, and references to the Federal Transit Administration's Master Agreement.

Eligible Recipients

Eligible recipients of Section 5339 Grants include:

- Political subdivisions of the State of Florida and agencies thereof,
- Native American Tribes,
- Private non-profit agencies designated as Community Transportation Coordinators (CTCs) in accordance with Chapter 427, Florida Statutes, and
- Private for-profit agencies may receive funds through contractual arrangements with eligible sub-recipients. The sub-recipient will be responsible for ensuring that the third-party applicants meets all federal and state program requirements.

All recipients who are not CTCs must enter into coordination or transportation operator contracts with the appropriate CTC for the purpose of coordinating services. Local governments providing fixed route/fixed schedule service are not required to have an agreement with the CTC.

Legal Authority and Fiscal & Managerial Capability

Section 5339 applicants must have the legal authority and fiscal/managerial capability to apply for and manage Section 5339 Grants. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with FTA reporting requirements. Failure to properly manage, maintain, and operate vehicles/equipment and/or facilities could jeopardize existing and future grants and may result in the removal of vehicles/equipment and/or access to facilities.

Eligible Expenses

Section 5339 funds may be used for the capital expense of transportation services to the general public in rural areas. Eligible expenses include:

- Buses, vans, or other vehicles (including sedans and station wagons),
- Radios and communications equipment,
- Wheelchair lifts and restraints,
- Vehicle rehabilitation,
- Microcomputer hardware/software (including initial installation costs),
- Vehicle procurement, inspection, and acceptance costs,
- Construction or rehabilitation of transit facilities including design, engineering, and land acquisition,
- Other durable goods such as spare components with unit cost over \$300 and a useful life of more than one (1) year,
- Accessory and miscellaneous equipment such as fare boxes, computers, shop, and garage equipment, and
- Passenger amenities such as passenger shelters and bus stop signs.

Ineligible Expenses

Ineligible expenses include:

- Expenses for charter service,
- Expenses for school bus service,
- Expenses for service not open to the general public (prioritized service),
- Expenses for service exclusively within an urbanized area,
- Depreciation expense,
- Expenses incurred prior to federal and state approval of a grant application,
- Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA), and
- Expenses incurred prior to FDOT's approval of plans, specifications, and third-party contracts.

Evaluation Criteria

Section 5339 funds shall be awarded to eligible recipients on the basis of merit and need in accordance with the below evaluation criteria. Quantified scores and ranks are developed to enable further analysis and may be used to drive project prioritization or simply serve as a record of the reason for decision-making. The final decision to award any applicant is at the discretion of the FDOT District Office.

Criteria	Detail	Maximum Score
Funding Program Access	Section 5339 Rural funding is very limited. To the extent possible funding should be prioritized for projects that do not have the opportunity to funded elsewhere. Based on the number of programs available to fund the project, the District will assign points out of a maximum 30 for this category.	30
Needs Assessment (1)	Based on the review of the agency's budget and other factors outlined in scorecard criteria.	15
Needs Assessment (2)	Project is identified in the FDOT State Group Transit Asset Management (TAM) Plan or agency TAM plan.	15
Project Description	Based on review team member assessment of project merit and District project priorities.	40
Total Score	Informs project prioritization relative to other project proposals evaluated for the same application period on a 100-point scale.	100

Grant Award Process

All applications must be submitted, on the correct forms, in the Department's grant management system (TransCIP). To request access to the system, contact your FDOT District representative. Each District will communicate the application deadline to the providers in their region. Once applications are received, FDOT District Offices evaluate applications within their respective thereafter, each district will develop the associated program of projects to FDOT Central Office. The Department may request additional information from the Grant Contact identified in the application prior to award.

FDOT Central Office will compile a list of projects received from the local FDOT District Offices and review the statewide list of recommended projects to determine which projects will be awarded. After selecting the projects, a Program of Project (POP) will be compiled by FDOT Central Office to support a statewide grant application for Federal assistance to the Federal Transit Administration (FTA). FDOT anticipates FTA's approval of the statewide grant application (including district POP's) no earlier than July 1. The Florida Legislature also approves the general appropriation for the State's current year budget by July 1. Once Federal approval is received and the State budget finalized, District Offices may make grant awards.

If selected for an award, an applicant should anticipate a Public Transportation Grant Agreement (PTGA). The PTGA will be executed by the respective FDOT District Office. When selecting projects and developing implementation schedule, applicants should anticipate that award execution will take place after the evaluation of the grant application.

Section 5339 Compliance Requirements

Triennial Review

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. For more information see FDOT's Triennial Review Process as part of the State Management Plan.

FDOT Site Reviews

Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, and any other requirements under Section 5339.

Preventative Maintenance Plan

All agencies will include, at a minimum, procedure(s) for maintaining vehicles, facilities and any and all ADA accessibility features (template can be found in the Template section of the State Management Plan).

Vehicle Useful Life Guidelines

All agencies must conduct regular preventive maintenance and vehicle maintenance with the intent to reach "Useful Life" vehicle standards (A, B, and C inspections are performed per the PM Schedule) (see http://tripsflorida.org/ under the Contracts tab, for vehicle useful life; or refer to Useful Life Requirements in the Resources Tab of this document).

Matching funds for Section 5339 Capital Assistance

FDOT will provide the state required match of 20% using Toll Revenue/Transportation Development Credits ("soft match"). The federal share of eligible capital costs is therefore effectively 100%.

Use of Section 5339 vehicles/equipment

Section 5339 vehicles/equipment may be used for general public transportation services provided in rural areas only on a regular and continuing basis. They may also be used for service provided to non-sponsored transportation disadvantaged persons and to social service clients in rural areas provided there is no restriction on public use of the service. Service may not be designed exclusively to serve the transportation requirements of social service agencies without regard for the mobility needs of the community as a whole. The need and planned use of the requested vehicles must be detailed in the Proposed Project Description

Services Across Urbanized/Rural Area Boundaries

Applicants providing service across urbanized/rural area boundaries must develop a method of segregating or itemizing the costs of services to demonstrate that Section 5339 funds are used primarily for rural area service. Examples of methods that may be used to allocate costs include:

- where all passenger addresses are known, assume the percentage of those addresses located in rural areas equals the level of service in rural areas;
- segregate urbanized and rural service miles based on route maps, and allocate system-wide costs accordingly; and
- utilize driver logs to segregate service mileage or hours inside and outside the urbanized area and allocate costs accordingly.

Procurement

Applicants must have a procurement policy that outlines the procurement process when using federal, state, and local funds. The guidebook, Procurement Guidance for Transit Agencies should be referenced in the procurement policy and utilized when entering into third-party procurements/contracts that utilize federal funds.

Americans with Disabilities Act (ADA)

Applicants must comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations at 49 CFR Parts 27, 37, 38, 39; and FTA regulations at 49 CFR Part 609.

Civil Rights Submissions

Civil rights submissions that are required include a Title VI Program, Equal Employment Opportunity (EEO) Program, Disadvantaged Business Enterprise (DBE) Program and annual goals, and an ADA Transition Plan. All applicants must submit a copy of their Title VI Program Plan with the grant application, unless the agency's current Title VI plan is already on file with FDOT. At the applicant's request, the FDOT District Office will provide technical assistance to the applicant in the development of their Title VI Program.

Davis-Bacon Act

In the event that a project involves construction, applicants shall comply with the Davis Bacon Act 49 U.S.C. Section 5333(a) prevailing wage requirements.

Environmental Determination

The impact that a proposed FTA assisted project will have on the environment shall be evaluated and documented in accordance with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et seq.), before grant application.

Construction Projects:

Construction project request will require either environmental analysis National Environmental Policy Act (NEPA), or may qualify as a documented Categorical Exclusion (DCE). If your project requires a the DCE worksheet your District representative will reach out to provide guidance. Guidance related to projects that require environmental analysis under NEPA or DCE can be found here: Preparing Environmental Documents | FTA (dot.gov)

Administrative Requirements (Only if the Grant is for Facilities)

Applicants shall provide the appropriate Regional Planning Council (RPC)/local clearinghouse agency (see Resources Tab) a copy of its application for Federal Assistance. Each applicant shall request the RPC/Clearinghouse, Intergovernmental Coordination and Review (IC&R) process to provide a letter of support of the application to the appropriate FDOT District Office. Copies of correspondence to the RPC/Clearinghouse agency should be contained in the grant application.

Section 5339 projects awarded to an agency located in an urbanized area must be included in the Metropolitan Transportation Plan (MTP) prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP) approved jointly by the MPO and the governor, and the Statewide Transportation Improvement Program (STIP) developed by a state and jointly approved by FTA and FHWA. Projects outside UZAs must be included in, or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the STIP.

Although applications for such projects may be accepted by the FDOT District Office prior to their listing in a TIP/STIP, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/STIP.

Planning Requirements

To remain eligible for Section 5339 awards, recurring applicants must submit the Transportation Disadvantaged Service Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application, only date of adoption and page which reference the project numbers are needed. If the rural agency does not provide service as part of the coordinated system, they may request a waiver with justification to be exempt from the planning requirements. The agency should coordinate with and obtain acknowledgment from the local presiding entity to provide transportation services. The District Office will submit the waiver request to the Central Office for final approval.

Audit Requirements

Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements.

Federal resources awarded to applicants will be subject to 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards. Certifications and Assurances Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form covered by Exhibits G, J, D, M and F of this manual, as appropriate. Compliance items in Exhibit G include (but are not limited to) regulations pertaining to charter service and school bus service when using FTA-funded vehicles, equipment, and facilities; and FTA drug and alcohol testing regulations. Exhibit J applies to applicants for capital assistance to purchase non-accessible vehicles. Exhibit D, the certifications and assurances to FDOT, applies to applicants for capital assistance. Exhibit M pertains to Protection of the Environment and applies to applicants seeking grants for facilities. Exhibit F assures compliance with Section 5333(b) of the Federal Transit Act regarding compliance with labor protection provisions and applies to all applicants.

I have read and understood the contents of this tab. $\ensuremath{\boxdot}$

Applicant Information

Instructions: Please fill out each section appropriately.

Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Collier County Board of County Commissioners
Applicant Status: 🛛	Use drop-	
A first-time applicant has not received any funding for the past two grant cycles	down to	Returning applicant
	select	
Is the applicant a Community Transportation Coordinator (CTC)?		
If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR)	Use drop-	Yes
where indicated in TransCIP.	down to	
Applicant's County (If Applicant has offices in more than one	select	
county, list county where main office is located):		Collier County
Physical Address (No P.O. Box):		3299 Tamiami Trl E, Suite 700
City:		Naples
State:		Florida
Zip + 4 Code:		34112
<u>Congressional District:</u>	Use link to access information. Select district(s) affected by the proposed project(s).	19/26
Federal Taxpayer ID Number:		59-6000558
	Use link to	550000550000
My Florida Marketplace Vendor Number	access information	F596000558030
Applicant Fiscal period start and end dates:		October 1, 2023-September 30, 2024
State Fiscal period from: July 1, 2022 to June 30, 2023		
Executive Director:		Michelle Arnold
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Omar De Leon
Telephone:		239-252-8995
Fax:		239-252-6425
Email Address:		Omar.Deleon@colliercountyfl.gov
Eligibility Questionnaire		

Instructions:	recipients are requirements. recipient will n been determin recipients and respective FDC information se Management	questionnaire investigates whe compliant with all FDOT and F If a current grant sub-recipien ot be eligible to receive grant red. This questionnaire does no sub-recipients that have not y DT District Office to complete a e FDOT's Triennial Review Pro- Plan, to view the plan visit lot.gov/transit/currentpages/n	TA Section 5339 t is noncompliant, the sub- funds until compliance has ot apply to new sub- et been required by their a triennial review. For more cess as part of the State
	on.shtm.	Yes / No	Additional Information
Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	Pre-populates from Applicant Status		
Has your agency completed an FDOT Triennial Oversight Review?	Use drop- down to select	Yes	
What date(s) did the review occur?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop- down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop- down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop- down to select	Yes	
SAM Unique Entity Identifier SAM Registration Expiration Date		JWKJKYRPLLU6 8/23/2023	

Revenue Vehicle Inventory Certification

Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.

Instructions: Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2023 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

The name of the accountable personnel and date of last inventory update must be provided in the fields below.

Certification:	Omar De Leon	ו																																																																								
Date:	11/10/2022	11/10/2022	22																																																																							

		Transportation Program Operating and Administrative Expenses tion Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses			
t be reported b	1-digit Level:	Not applicable	be reported by typ	1-digit Level:	the application and the below definitions table: For example, 4100 Directly Generated Fares
		For example, 5010 Labor For example, 5011 Operators Salaries and Wages		-	For example, 4110 Passenger Fares For example, 4111 Passenger-Paid Fares
bject Class Labor	Code 5010	Definition Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for	Object Class Directly	Code 4100	Definition Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit
Operators'	5011	the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits. Operators' statives and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are	Generated Funds Passenger Fares	4110	agency. This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and
alaries and Wages		classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operators such as:	rusengerrures	4110	purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transportation (PT) services. Generally, fares are the amounts paid by the rider to use transportations to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchased discounts applicable to the passenger's ride.
		Report time Platform time			Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue.
		Turn-in time Accident reporting time			Agencies may collect passenger fares in any of the following ways:
		These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time.			1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers)
		In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited			Directly at the point of service (e.g., fare box, turnstile)
		inspection and maintenance of revenue vehicles.			 After the service is provided (e.g., through weekly or monthly billing)
		Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: training time either as a student or instructor			In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency withit the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues.
		revenue vehicle movement control as dispatchers or road supervisors movement of revenue vehicles among maintenance and operating facilities			Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service.
		maintenance of bus stops and shelters general administration assignment such as customer service and marketing			Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Commented control of both
erators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples:
					Full Adult Fares: revenues earned by transporting passengers for the full adult fare. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribe
					age limit. 3. Studen Fares: revenues earned by transporting passengers who pay a special, reduced into because they are enrolled in an educational 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational
					institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age lin
					5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.
					6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included passenger-paid fares but are reported in Non-public Transportation Revenues (4130).
					 Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other ou
					of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified abov
ther Salaries					 Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards).
ther Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between th reporter and an agency or organization that pays are at mount in return for unlimited and/or reduced fare transit service for the persons covered
					the agreement. Examples of organization-paid fares may include the following:
					 State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal worker or police officers).
					 Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards.
					 Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and
					private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especia for the benefit of the paying organization.
					4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the
Dther Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.	Park-and-Ride Parking	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agent to use transit service. The agency reports revenues earned from the operation of parking lost that are not park-and-ride locations in Other Agence
nge Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe	Revenue Non-Public	4130	Revenues (4150). This object (ass includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common
		benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories:	Transportation Revenues		examples are the following:
		1. Employment Taxes: federal, Medicare, and Social Security taxes.			Charter Service Revenues: revenues aamed from operating vehicles under charter service contracts. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues
		 Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 			earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111).
		3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB).			3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the
		4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories			operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
		listed above.			
		Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life			
Services	5020	In addition to portion a work in a work operation portion of the p	Auxiliary	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary
		companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as	Transportation Funds		funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds
		salaries and wages and finge benefits, not services. Services provided by an outside organization are usually procured as a subsitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually subsitute services for in- house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the			include the following: 1. Advertising revenues
		requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies.			2. Concessions
		The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased			3. Other auxiliary transportation revenues
	5030	transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.			
aterials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (e.,	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency me
Fuel and		items used without going through inventory). This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment
Lubricants		Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes,			maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
		sales of existe takes are not included in the cost, they are reported separately under rakes (5000). The agency reports the costs her on the takes, even if the agency paid the taxes initially and was later reimbursed.			
es and Tubes	5032	Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities. This object class includes the cost of frees and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes		4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is no
her Materials	5039	under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes. The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two	Revenues	4150	limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking. This object tasks includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency
nd Supplies	JU37	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplier, issued from inventory or purchased for immediate use (i.e., items used taxes.	Other Agency Revenues	4150	Ins object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Uther agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the trans-
		without going through inventory).			agency. 2. Sales of Fuel: revenues earned from sales of fuel.
					 Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) a detailed example. Rential of Revnue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators.
					 Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and prope to other organizations.
					 Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects.
					 Rental Car Fees: revenues earned from rental car services. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment
					income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself.
					 Interest Income: revenues earned by placing funds in an interest-bearing account. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are differ from student fares, which are amounts paid by the students for transit service.
					10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are differ

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation	4160	This object class includes revenue accured by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accurate) by a reporter under contract to another reporter or public agency. The purchase transportation agreement must meet the requirements for a true Contractul Relations/B. Revenue accurate Horough an agreement that does not meet these requirements is a reported as Organization-Pad Fares (4112). Other Agency Revenues (4150), Local Government Funds (4300), as Sacordia (4300)
Casualty and Liability Costs	5050	Expense related to loss protection and losses locared by the transit agency. These expenses include: Compensation of others for ther isoses due as tes for which the transit agency is table. The costs of protecting the transit agency from losses through commendial insurance and other sk financing programs (e.g., self-insurance and ensurance pool. Tarant agencies often incur self-insurance costs. Note that are covered by other corporate insurance. Note that fields and applicats received from state insurance obse are reted of room Casually and Lubality Costs. Tarant agencies often incur self-insurance costs. Note that premisms also include self-insurance costs. County and Lubality Costs: Date the information state insurance obse are reted of room Casually and Lubality Costs. Tarant agencies often incur self-insurance costs. Note that premisms also include self-insurance costs. County and Lubality Costs: Date the information insurance community agencies of the transit agency from loss through amage to as to morparely coste of the set field. Biot. A certification and other types of losses. Premism for Fablic Lubality and Property Damage Stitusence: Presents for Fablic Lubality and Property Damage Stitusence: permisms agelicate to the reporting priod to insure the transit agency agant tass toon liability for indicate by the transit agency stitutence: permisms agelicate to the service arriving from culpable acts of the transit agency that are covered by public lubality insurance. Provision for Other Corporate Insurance, presisting agelicate biot. The reporting of the count affects of the transit agency that reals to the current period to liability to other a rating from culpable acts of the transit agency that relate to current period by public lubality insurance. Provision for Other Corporate Insurance, pressitting adjustable to the reporting partical transits. Premism for Other Corporate Insurance, pressitting adjustable to the reporting partical transit. The agency report classic charge to ratial	Subidy from Other Sectors of Operations	4170	Crcasionally, the transit operation is only one part of a luger transportation entity. Such transit agencies may receive subdiels from other sector of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations within the larger transportation entity to the port operations to transit operations. Subsidies from other sectors of operations may include: Subsidies from utility rates where the transit agency is a utility company Subsidies from bridge and turnet toils owned and operated by the transit agency. Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	Tax expenses are the charges and assessments level against the transit agency by lederal. State and local governments. Seles taxes, excise taxes, length-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reinfournment of Taxes Raid Reinfournement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes income bay the tamat agency. Reinfournement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reinfournements of taxes is an evenue. For example, some states reinhouse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has high degree of abnormality and is clearly unrelated to, or only icidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special means are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be underlying them, are highly other appropriate critical. Examples of material extraordinary items include recoveries received for damages from a natural disater, such as a hurricance or earthquake. Assets impland by and recoveries received from these accents are considered extraordinary terms are distinguishable from normal operating terms and we thus reported separately. Extraordinary and special terms are distinguishable from normal operating terms and we thus reported separately. The nature and financial effects of each event or transaction is discload on the date or of the attaineent of activities or in the invalue alternees.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruats to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased verspool service has its own unique issues. Please refer to Vanpool for more detail.		4190	sencies report insurance recoveries for property damaged in a natural distatist in this object class. Total recoveries include proceeds recovered from insurance companies to indemnity the trantal agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Estrandand or Special (1800). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others hed lable to damage to the transit agency's property. For example, the agency reports proceeds materia isomode in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries, the agency does not net monies from the related asset reaccement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruads to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other payr reports the service, the expenses belong to the object class Vurthaed Transportation Filing Separate Report (S102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal government, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300). State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The server, reports Thurbased Transportation (PT) expenses in this object (dats when the other party reports the associated service data (e.g., mise, midenthig) in their own OTD report. The approxy that reports the service data then reports Purchased Transportation (PT) expenses in the object (dats Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class mult include the total amount paid by the buyer to the seller. The selfer's actual expenses are often less than this amount, since the self receives a profile included in the expenses paid by the buyer to the seller. The selfer's expenses will be greater than the amount paid if the selfer safers a loss. Since buying agencies are reporting, the expenses paid by the buyer's expenses, and the buyer reports the total amount and to the seller.		4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not below in a different object class before reporting it a miscellaneous. Some common miscellaneous expenses are listed below. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodical. The object and below the subscriptions: Fees for membership in industry organizations and subscriptions to periodical. The object and below the subscriptions: Fees for membership in industry organizations and subscriptions to periodical. The object and subscriptions: Fees for membership in industry conferences, and other related business meeting expenses. Bridge, Tunnet, and Highway Talk: Payments made to authorities and other organizations for the use of bridges, tunnets, highways, and other faileties. Functions: Charatable Donations: Controlutions to charitable organizations relating to meaks, betweages, lodgings, transportation, and graturate. Charatable Donations: Controlutions to charitable organizations made by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incurred by the transit agency. Fines and Penalities: Costs of fines and penalities incur	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits docrimination and ensures equal apportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary publicational approach. By Add mund response-1ad (20) modes. In this object class, agencies report the portion of their operating expenses that and the required service. This object class is not exclusive of other portioning approx object class. For example, You you set \$10000 on which led _ad 3100 of this was to ball as which used a which used the portion of their operating expenses that a strationable to ADA required service. This object class is not exclusive of other portion generics object class. For example, You you set \$10000 on which led _ad 3100 of this was to ball as which used as which used the portion of their operating expenses that a which used and the object class. The analytic service that the portion of the object class is not exclusive of other portion of their operating expenses that a which used and a service the portion of the portion of the portion of the expenses of the portion of the expenses of the portion of the expenses that the portion of the expenses to the portion of the expenses that th	Property Taxes	4230	Revenues earned by tasing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	for ADA service, then you would report \$10,000 under fuel and Lubricants (\$031 and \$1,000 under ADA Expenses (\$910). Reconciling them are expenses that are uno includied ac against generates or a work-specific operating operation. Rependitures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cath expenditures such as depreciations. Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taking fuel subject to the taking authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accure on both short-term debt and Long-Term Debt obligations.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include ogsvette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) after than operating lease expenses. This also applies to Capital Lease (123) and Related Paritic Lease Agency (524).		4260	Toils enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toil revenues.
Capital Lesses	5230		High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at tast 2), as well as motorcycles and alternative fuel vehicles in some cares, to use lanes that are closed to other traffic. Some HOY lares, allow vehicles that woold normally be prohibited to use the lare by paying a tub. Revenue from these tolk, when exected by the authority of the transit symmoly, belong to this object class.

Lease Agreements		terms and payment amounts that are subtantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: A state government's department of transportation purchases buses and lesses them to transit agencies in the state at half the market rate. A county government leases land to a local transit agency for use as a parking lot for a dollar a year.	Funds		following: Vehicle Kenning and registration frees Device's Kennis fees Communications access fees and surcharges Lotters and access concesds
Voluntary Non- Exchange Transactions	5250	This diget class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a volutary non-exchange transaction, an agency types or receives wall ce, renerve which without directly receiving grain wall ce (a, cash) in return. This is different from an exchange transaction, in which each party receives and gives up exentially equal values. Voluntary non-exchange transactions result from Begliable or contractual agreements. And then are change, entered no willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and trans actions and provide changions. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transactions result the been met. The provider reporting the non-exchange transaction under the low changer. Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange	Local Government Funds	4300	These are funds received from municipal and county governments.
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets: it reflects the loss in value of capital assets over the years. In order to account for the medication in value and usefulness of angle property, the agency expenses a portion of the cost as depreciation seek year of the actest IFs. The agency reports the amount depreciated during the reporting period as an operating expensive. Jeconoling item. Typically, as a non-cash expenditure the agency reports depreciated during the reporting period as an operating expensive. Jeconoling item. Typically, as a non-cash expenditure the agency reports depreciation a fund for Adaptiel A Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in the object class.	Government	4310	There are esentially two common ways a local government on provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annual ycomplex for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revunus of the Local Government. 2. The government may also levely at size of es, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports its under Local Fundo. Bedicated fund and the agency reports its under Local Fundo.
Amortization of Intangibles	5270	Amoritation is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting perioda as no operating expensive/reconciling item. Typically, the agency reports amortization as funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Damples of material extraordinary items include capital assets that were impaired by extraordinary events such as Huricines Sandy or Hurricane Activa. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occuss infrequently but not both, it does not meet criteria for distributable from normal operating terms and the agency thus reports them separately.	Sales Taxes	4322	Revenues earned by taking sales of goods and/or services subject to the taking authority of the local government.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1999 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, tatke and local government averses, public accoundations, commercial fulficitia, and ransomation. Agencier manufaropt the table expenses that result from ADA requirements for complementary paratransin in demand response (APA) and demand response tais (CPI) modes. In this dipid class, sponses report the portion of their recording the measures that are attributed to ADA-regulated service. This dipid class is not enclusive of other recording item object classes. For example, if you spent 510,000 to lease whicks, and 51,000 of this was to lease a whick used for ADA service, then you would report \$10,000 under Operating Lease Expenses (520) and \$1,000 under ADA Related Recording Items (5920).	Fuel Taxes	4324	Revenue earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle
			Bridge, Tunnel, and Highway Tolls	4326	Tenna uses. Tolk enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying at oil. Revenue from these tolls, when enacted by the authority of the local government, belong to this to object class.
			Other Dedicated Funds	4329	Revenue dedicited to transit other than taxes or tots. These are often fees imposed on the public by the local government. Examples include the following: Vehicle Kensing and registration fees Driver's Kense fees Communications access fees and surcharges Lotterv unications oncoceds
			Extraordinary and Special Items	4330	4. Lotterv and casno arcceeds Extraordinary and Special items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	tunos typically include local grants of other machinaneous local funds. These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 1. The government may allocate a portion of its general budget to transit without a decilicate dource of funding. In this case, the transit agency monally competer for funding with other programs. The agency regords this non-decided funding as General Revenues of the State Government.
			Government		annuary competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government.

nts. Related parties leases are leases with Other Dedicated 4290 Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the

2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).

Federal funds generally fall into three categories:

The agency records non-exchange receivables as curre requirements are met as deferred revenues (liability).

4420

4500

State nsportati Fund

aordinary d Special Items eral Funds

Non-Added 4600 Revenues

oluntary Nor Exchange

Sales and Disposals of Assets

Development Credits

4610

4620

Many states step a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund. Extra set the support of the transportation fund to prove the individual sources of funding that support the State Transportation Fund. Extra set from object classes for Extraordinary and Special sources of this one is for such much tak core from test sources. For example, agencies report the relief funds in this object class.

The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Fu (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in kind matches such as lend and services. Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.

Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed services where a service always provides pro-solon operationation strains agency. On the other hand, when the trainst agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, a described in 141 Cost of the service.

This dispetches in the events to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary nor exchange transaction, an agency gives or receives value (e.g., reenue vehicle) without directly receiving or giving equal value (e.g., rest) in return. This is different from an exchange transaction, in which each party receives and gives upsentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them.

The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Samples of eligibility requirements might include situations where her receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset as contingent upon an agreed upon action taken by the recipient.

Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).

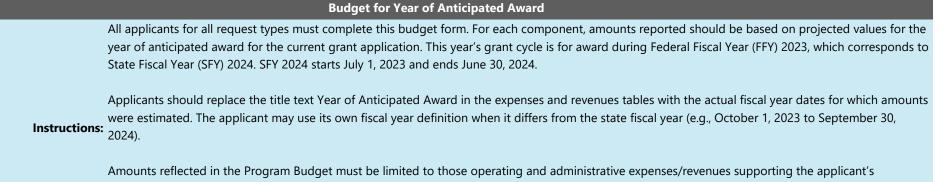
Transaction (G250). Seles and diposisk of astests include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposisk of capital assets are not considered menures earned because these transactions involve the conversion of existing assets into cash and disposisk of capital assets are not considered menures earned because these transactions involve the tecomersion of existing assets into cash and disposisk of capital assets are not the ND des on troicitude this mount in the truto flavor sales and capital sold for an anount higher than its book value (cost less accumulated dispreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Streamers (HSD). In some states, funds spent on transportation at the state level can be used as a non-fielderal match for fidenal grants to transit agencies. These are known as Transportation Development (Credis). (TOC) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

urrent or noncurrent assets. The recipient reports resources transmitted before eligibility

1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% I Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (DA) service. This typically requires 2016 local match: Although these funds are capital quarks, the agency reports it as an operating species because it spent the funds on operations.

Related Parties 5240 Other than operating and capital leases transit age

Proposed Budget for Transportation Program



transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Disable adding rows:

Enable adding rows:

	Operating & Administrative	Expenses	
Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$ 5,972,100
Use drop-down to select	Fuel and Lubricants	5031	\$ 1,130,200
Use drop-down to select	Miscellaneous Expenses	5090	\$ 707,800
Use drop-down to select	Other Salaries and Wages	5013	\$ 517,600
Use drop-down to select	Other Materials and Supplies	5039	\$ 620,400
Use drop-down to select	Other Reconciling Items	5290	\$ 500,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0

Use drop-down to select	-	\$0
Use drop-down to select	-	\$0
Use drop-down to select	-	\$0
Use drop-down to select	-	\$0
		\$9,448,100

	Operating & Administrative	Revenues	
Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$ 1,150,000
Use drop-down to select	Local Government Funds	4300	\$ 8,213,100
Use drop-down to select	Other Agency Revenues	4150	\$ 85,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0

Use drop-down to select	-	\$0
Use drop-down to select	-	\$0
Use drop-down to select	-	\$0
		\$9,448,100

Current System Description

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

Questions: Response Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including: The Collier County Board of County Commissioners is the Transportation system in Collier County. The Public Transit (CAT) operates under the supervision of the Collier Transit (CAT) operates under the supervision of the Collier Transit & Neighborhood Enhancement (PTNE) for the Coll Management Services Department. CAT serves as the public County, serving Naples, Marco Island, and Immokalee area	portation system, Collier Area r County Division of Public lier County Transportation blic transit provider for Collier	Word Cour
ease provide a brief general overview of the organization type (i.e., government thority, private non-profit, etc.) including: Transit & Neighborhood Enhancement (PTNE) for the Coll Management Services Department. CAT serves as the put	portation system, Collier Area r County Division of Public lier County Transportation blic transit provider for Collier	
	100	68
Program mission FAT to provide safe, accessible and cou services to our customers.		
	100	18
Collier County's goals are to operate reliable, convenient, services that safely and efficently meet the mobility needs visitors. We strive to accomplish this by increasing the resi protecting our man-made and natural resources; providing mobility alternatives that will reduce adverse carbon and e our communities, as well as building meaningful partnersh and education of and about mobility options and increase services to promote livability and enhance economic and s	s of its workers, residents and iliency of Collier County by, ig attractive and convenient environmental impacts within hips that increase awareness e the viability of mobility	95
Collier County's objectives to achieve its goals are to impr and level of service to adequately structure transit service access for workforce and access to mobility for persons wi automobile; Create an optimized interconnected multimor to fit the range of needs and conditions for the service ma programs to reduce vehicle miles traveled within Collier Co integrated land use and transportation planning efforts to the devlopment review and approval process.	rove efficiency, service quality, with a focus on providing job ith limited access to a private idal mobility network designed arketl and Provide services and county by coordinating	97
Service hours for these routes vary from as early as 3:45 Al service planned for this grant will provide access for peopl Collier County. Funds from this grant will be used to conti provide access for people in non-urbanized areas to health employment, public services and recreation. Because mar available in the rural area, most people must travel to the these services.	M to as late as 8:20 PM. The le in non-urbanized areas of tinue operation of fixed route to n care, shopping, education, ny of these services are not	92
tal number of employees in organization 128		_

Total number of transportation-related employees in the organization	7	-	-
Identify the personnel responsible for the following transportation program functions	s (Name, Title, Email, Phone):	_	_
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	_	_
Training (e.g., wheelchair lift operation, passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	_	_
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	_	_
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996	_	_
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	The operations are funded through the Federal Transit Administration 5307, 5310, and 5311 programs, Florida Department of Transportation, Agency for persons with Disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the ubranized and non-urbanized areas of the County.	200	54
To what extent does your agency serve minority populations?	According to the 2010 Census, a majority of Collier County's workforce lives in the rural area and the majority of the activity centers which include major employers, health care centers, and public services are within the urban area. The recent TDP Major update included public surveys of the ridership with approximately 1,000 responses. The respondents had ethnic origins of 38% Hispanic/Latino and 25% Black/African American. All CAT routes serve a minority census block group, 48% of route miles are within minority block.	100	82
ls your agency minority-owned?	Νο	50	1
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are vehicles are maintained without intermutions in service?	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintainted without interrupting transportation service.	100	48
	Service Characteristics		
Instructions: Instruction: Instructi			
Service Characteristic	Value Data Collection/ Calculation	Method	Completion Check

Unlinked Passenger Trips (UPT)			
The number of boardings on public transportation vehicles during the fiscal year.			
Transit agencies must count passengers each time they board vehicles, no matter			
how many vehicles they use to travel from their origin to their destination. If a			
transit vehicle changes routes while passengers are onboard (interlining), transit			
agencies should not recount the passengers. Employees or contractors on transit			
agency business are not passengers. For demand response (DR) modes, transit			
agencies must include personal care attendants and companions in UPT counts as			
long as they are not employees of the transit agency. This includes attendants and			
companions that ride fare free.	186,567	Electronic farebox and Mobile Fare Application	COMPLETE
Unduplicated Passengers per Year			
Unique (non-repeat) passengers served within the reporting year	186,567	Electronic farebox and Mobile Fare Application	COMPLETE

Activity Line Item Codes

Vehicles	
Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Seaan	LVbc
Equipm	ent

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02
Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04

Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Vel	hicle Request								
Instructions: applicant's response must not e	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the								
Project Type — Darge heavy- duty transit bus	Examples es 35'-40'								
Expansion Vehicles — Small heavy-duty transit buse — Simall heavy-duty transit buse — Minibus									
Replacement Vehicles Standard Cutaway Minivan									
	Project Description								
Instructions: Describe the project being requ	iested within this application.								
General Project Description:	The grant application is to purchase One Replacement 35' bus for Fixed Route services. The new vehicle will replace a vehicle that have met their useful life. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.								
Describe how the grapt funding	Project-Related Improvements								
	will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to rvice will be enhanced.								
Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of a replacement vehicle.								

Expand service to a larger geographic area?	Service area will not expand but the grant funding will be utilized to ensure the existing service to the rural area receives reliable service with the purchase of a replacement vehicle.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.
Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.
Address projected vulnerabilities?	The Grant funding will ensure that vehicles are replaced in a timely manner, otherwise we may experience service disruptions with an older fleet in operation.

Expand access to essential services?	Service will not expand but it will maintain existing transit service access to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehcle that has met its useful life.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.	Grant request is not for operating expenses but documentation and tracking of the replacement vehicle will be managed via Faster system for maintenance records to ensure maintance plan is being adhered to.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.
	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.
	Project Readiness

Project Readines

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.

Existing contract wil be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after

Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Replacement bus: Upon receiving notice of award-existing contract for rolling stock shall be submitted to FDOT for concurrence Purchase Order Approval- 1 month 14 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 3 months post delivery to Submit Invoice to FDOT for reimbursement
If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification	Dispatchers monitor vehicle assignment, and all Fixed Route operators are required to maintain a CDL license, CDL license review is conducted monthly to ensure renewals are occurring within the appropriate time frames.
If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles/equipment to lessees and/or private operators been completed?	Single private operator will be responsible for the vehicle and Collier County staff (Fleet Management Division) performs vehicle maintenance . The Operator is regularly monitored to ensure that the vehicles used are for their intended purpose.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. The project is also identified within Collier's Transit Asset Management Plan. There will be no other project parties involved in the delivery of this project.

Vehicle and Equipment Request

Instructions:	All vehicle requests must be sup http://www.tripsflorida.org/cont 1.Select Desired Vehicle (Cutawa 2.Choose Vendor (use drop dow 3.Select Order Packet 4.Complete Order Form If not using the TRIPS, a quote s been uploaded.	nacts.html: ay, Minibus etc in arrow next t hould be uplo e , include the le) to vendor name baded from the Disable addin ength and type	e to see information) desired vendor. This supporting g rows V vehicle, lift or ramp, number of s	documentation s ehicle Request seats and wheelcl	hould be up nair position	loaded in TransClf s. For example, 22	P. Once uploaded in gasoline bus with lif	TransCIP, applicants ft, twelve (12) ambu	s should check the b latory seats, and tw	ox to indicate th o (2) wheelchair	positions.
	Please note, in this example, if b separated out under equipment									ould be part of the	vehicle request a	and NOT
	Requests should be listed in ord	er of priority.	If more space i	s needed to accommodate your	request, add moi	re rows to th	e table by first clic	king "Enable adding	rows" above.			
Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Order Form Completed
Use drop-down to select												
request description	Bus - Replacement Over 30'	11.12.03	Diesel	12	28	2	1	\$621,763	\$621,763	\$497,410	\$155,441	
Use drop-down to select												
request description			_						\$0	\$0	\$0	
Use drop-down to select									**			
request description									\$0	\$0	\$0	
Use drop-down to select									¢0	to	¢0	
request description									\$0	\$0	\$0	
Use drop-down to select									\$0	\$0	\$0	
request description									φU	φU	φU	
Use drop-down to select									\$0	\$0	\$0	
request description Use drop-down to select									φU	φU	φU	
request description									\$0	\$0	\$0	
Use drop-down to select									ΨŪ	φυ	ΨŪ	
request description									\$0	\$0	\$0	
Use drop-down to select									ΨŪ	φυ	ΨŪ	
request description									\$0	\$0	\$0	
Use drop-down to select									ŶŸ	40	, ,	

		Tota	I -	-	-	28	2	1	-	\$621,763
_										
					Vehicles to be Replaced					
		Vehicles listed for replacement	must be includ	led in TransCIP	2.0 Inventory. If more space is no	eeded to accom	nodate your l	list, add more row	rs to the table. List v	vehicles in order of
	Instructions:	priority for replacement.					-			
				_	v	-	Passenger	Wheelchair	e	
	FDOT Control #	VIN	Make	Туре	Year	Ramp or Lift	Seats	Positions	Status	Mileage
I/a		15GGB2710C1180753	Gillig	Large Heavy	2012	Ramp	28	2	Active	573003
	Total/Average						28			573,003

Service Characteristics									
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method	Completion Check					
Unlinked Passenger Trips (UPT)									
			Electronic farebox and Mobile						
	186,567	186,567	Fare Application	COMPLETE					
Unduplicated Passengers per Year									
			Electronic farebox and Mobile						
	186,567	186,567	Fare Application	COMPLETE					

Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5339 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - **Governing Board's Resolution** - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5339. An application for Section 5339 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:

1 - A hearing must be conducted;

2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and

3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5339 award can be made.

5 - CTC Agreement or Certification - If the applicant is a CTC, this information should be uploaded in TransCIP using the appropriate link. A copy of the CTC's certification must be uploaded.

If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be uploaded. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.

If the applicant's service extends into areas covered by more than one CTC, copies of all applicable coordination agreements should be uploaded into TransCIP. An executed Commission for the Transportation Disadvantaged Coordination Contract or similar document may serve as the written coordination agreement. Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. agreement.

Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and valid every year until the vehicle(s) reaches its useful life requirement and the title is released.

6 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

7 - Standard Lobbying Certification - All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

8 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

9 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles

10 - Form 424: Application for Federal Assistance - The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for Section 5339 applications, and for the local clearinghouse submission (only if the grant is for facilities). This form must be used for ALL applications. No pre-application process is used in this program; therefore, all submissions are applications.

The code assigned to the Section 5339 Program in the Catalog of Federal Domestic Assistance is 20.526. This code should be shown in Section 11 of the form followed by the title: "Bus and Bus Facilities for Rural Areas Program."

Further instructions for Form 424 can be found on the "Resources" tab within this workbook.

11 - **Federal Certifications and Assurances** - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

12 - **FTA Section 5333(b) Assurance** - All applicants must include a signed FTA Section 5333 (B) Assurance form. 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 C9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

13 - **Title VI Plan** (*Required if not previously submitted to District*) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. Current grantees may provide the Title VI Concurrence letter.

14 - **Protection of the Environment (***Required if the proposed project is for facilities***) - Most transit projects funded under Section 5339 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4** and 23 CFR 771, as a project which, based upon past experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118 (d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE.

See the Resources tab for a link to the FTA Region 4 Categorical Exclusion checklist.

15 - Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*) - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

16 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan at https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm.

17 - **Organization Chart** - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

18 - Completed Sample Order Form - To identify vehicle type and estimated cost visit http://tripsflorida.org/. NOTE: 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. Dhoose Vendor (use drop down arrow next to vendor name to see information)

3. Select Order Packet

4.0 omplete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS (https://www.dms.myflorida.com/)

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab. \Box

Resources

What's on the Market Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Florida Department of Management Services Contract can be found at the Florida Department of Management DMS website

(https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/motor_vehicle s/pricing).

FDOT Vehicle Useful Life Benchmarks 2006-2022

Vehicle Category (Source: FTA Useful				.																				
				Duty Van,		Duty Van,		Duty Van,	5			uty Mid-Size		-										Duty Large
Life of Transit Buses - 2007)			Seda	an or Bus	Sedar	n or Bus	Sedar	n or Bus	Sedar	n or Bus		Bus	E.	Bus	E	Bus	Mediur	m-Duty Bus	Medium	-Duty Bus	Mediun	n-Duty Bus	В	Bus
Vehicle Type (Source: NTD)		Equipment (non-revenue)	Auton	nobile (AO)	1/24	n (VN)	Var	n (VN)	Va	(VN)	Cuta	way (CU)	Cutav	way (CU)	Cutav	way (CU)	R	us (BU)	Cuta	vay (CU)	Ru	s (BU)	Bu	is (BU)
(dource: http://		Formerly Type "G"				ly Type "F"		y Type "E"		y Type "E"		ly Type "D"		y Type "D"		ly Type "D"		rly Type "C"		y Type "C"		ly Type "B"		ly Type "A"
		Tormeny type G	TOTTIe	путурет	Tormen	іу туре т	Tormen	y type L	Tormen	утуре с	Tormer	ly lype D	Tomen	y type D	Tormen	iy iype D	Tonne	пу туре с	Tormen	утуре с	Tormer	iy iype b	Tormeny	y type A
Vehicle Description (Source:			Seda	ns/Station	/ans/Cor	mmuter Van				-	Transit Bi	us -Standard			Transit F	Bus - Small	Mediu	m Duty Bus	Medium	Duty Bus	Medium	Duty Bus (El		
TRIPS/DMS Contracts)		Service Trucks		agons			Mini Van	(Modified)	MiniBus	(Modified)		itaway	Small	Cutaway		(Low Floor)		Arboc)		mpion)		rado)		vy Duty
Year	Age	Mileage		Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
2022	- Fige	150,000	4	100,000	4	100,000	- rige	200,000	rige c	200,000	- rgc	200,000	- rige	200.000	- rige	200,000	7	250,000	Age	mileage	10	350,000	12	500,000
2022 2021	5	150,000	7	100,000	4	100,000	5	200,000	5	200,000	2	200,000	2	200,000	5	200,000	7	250,000			10	350,000	12	500,000
	5		4		4		5		2		2		2		5		_		_	_	10			
2020	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2019	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12	500,000
2018	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12	500,000
2017	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12	500,000
2016	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			_		10	350,000	12	500,000
2015	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2014	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2013	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2012	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2011	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12	500,000
2010	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000	7	200,000			7	250,000	10	350,000	12	500,000
2009	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
2008	5	150,000	4	100,000	4	100,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12	500,000
2007	5	150,000	4	100,000	4	100,000	4	100.000	4	100.000	5	150,000	5	150.000	7	200,000			7	250,000	10	350.000	12	500,000
2006	5	150.000	4	100.000	4	100.000	4	100.000	4	100.000	5	150.000	5	150.000	7	200,000			7	250.000	10	350.000	12	500,000
	Useful Life Ben					,				,		,===		,										

	Useful Life Ben	chmarks
ASSET	USEFUL LIFE	SOURCE
	TROLLEYS	
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal	Refer to bus useful life	FTA Circular 5010.1D
combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
	FERRIES	
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
	FACILITIES	
Buildings- concrete, steel and frame	40 years	FTA Circular 5010 1D
construction	40 years	FTA Circular 5010.1D
	OTHER CAPITAL EQ	UIPMENT
Fare boxes	10 years	Manufacturer /Industry Standards
Computer hardware	4 years	GAAP Guidelines/Industry Standards
Computer hardware- Domain controllers	s 4 years	Industry Standards
Mobile data computers (real-time		Manufacturer
dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile		
radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment,	Same as useful life of vehicle	
cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment,	10	Industry Standards
cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines,	10 years	Manufacturer
bus washing, tire changers	TO years	
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards

		sk Assessment Tool
Thermal diesel particle filter cleaner Commercial roofing	10 years 15 years	Manufacturer Industry Standards
Asphalt parking lot	15 years	GASB
HVAC parts	5 years	Grantee experience

For Department use only. Included here for informational purposes.

Prior to awarding FTA funds, the Department is required to conduct a risk assessment of the project being proposed by the applicant. Risk assessments are conducted by District Grant Managers prior to evaluating the project for award using the established project selection criteria. Projects that do not satisfactorily pass the risk assessment will not move forward for project evaluation.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 5010.E. The Department will consider the following items in order to evaluate the risk posed by the applicant for each project:

Financial stability, including the applicant's financial condition and financial capability;

Quality of the applicant's management systems;

History of performance accounting specifically for the type of project proposed, particularly previous experience of the applicant in
managing federal awards provided by the Department;

- Audit reports and any associated findings;
- SAM.gov check for applicant's prior performance.
- Each District will utilize the below questionnaire as a guide through the risk assessment process.

 There are two basic aspects to financial capacity/stability: the general financial condition of the applicant and the financial capability of the applicant. Satisfactory financial condition means that the applicant can pay its current costs from existing revenues. Satisfactory financial capability means the applicant's ability to meet its expansion costs in addition to its existing operations from projected revenues.

a. Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.

b. Consider the type of project, does the applicant have a proven history of implementing this type of project?

- c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
- 2. Describe the applicant's management systems.

a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?

b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist

c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?

- 3. Document the applicant's history of performance.
- a. Has local match been readily available?

b. Are invoices submitted in a timely manner?

c. Are invoices often returned due to inaccuracies in accounting or other required documentation?

4. Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.

- a. Does the applicant have any unresolved audit findings?
- b. Are there reoccurring findings in the annual audit reports?
- 5. SAM Unique Entity Identifier

a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC)

Clearinghouse/RPC	Contact Information	Counties Covered	
West Florida RPC	Austin Mount		
4081-A East Olive Rd.	austin.mount@wfrpc.org	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, &	
Pensacola, FL 32514	(850) 332-7976	Washington	
	(800) 226-8914		
Apalachee RPC	Chris Rietow		
2507 Callaway Rd.	crietow@thearpc.com	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon,	
Suite 200	(850) 488-6211	Liberty, Wakulla	
Tallahassee, FL 32303			
North Central Florida RPC	Scott Koons		
2009 NW 67 th Place	skoons@ncfrpc.org	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union	
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103	endyette, eery, maalon, manon, barrannee, rayor, onion	
Northeast Florida RPC	Eric Anderson		
6850 Belfort Oaks Place	eamderspm@nefrpc.org	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns	
Jacksonville, FL 32216	(904) 279-0880 ext. 178		
East Central Florida RPC	Brenda Defoe-Surprenant		
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia	
Fourth Floor	(407) 245-0300 ext. 336	brevaru, Lake, Orange, Osceola, Seminole, Sumter, Volusia	
Orlando, FL 32801			

Central Florida RPC	Marybeth Soderstrom	
Post Office Drawer 2089	msoderstrom@cfrpc.org	DeSoto, Hardee, Highlands, Okeechobee, Polk
Bartow, FL 33830	(863) 534-7130 ext. 134	
Tampa Bay RPC	John Meyer	
4000 Gateway Center Blvd.	johnm@tbrpc.org	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Suite 100	(727) 570-5151 ext. 10	citius, nemando, niisoorough, Manatee, Pasco, Pinelias
Pinellas Park, FL 33782-6141		
Southwest Florida RPC	Nicole Gwinnett	
1926 Victoria Ave	ngwinnett@swfrpc.org	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Fort Myers, FL 33901	(239) 338-2550 ext. 232	
Treasure Coast RPC	Stephanie Heidt	
421 Southwest Camden Ave	sheidt@tcrpc.org	Indian River, Martin, Palm Beach, St. Lucie
Stuart, FL 34994	(772) 221-4060	
South Florida RPC	Kathe Lerch	
3440 Hollywood Blvd.	klerch@sfrpc.com	Broward, Miami-Dade, Monroe
Suite 140	(954) 985-4416	Broward, Miami-Dade, Monroe
Hollywood, FL 33021		

District 1		P.O. Box 1249	
		801 North Broadway	
		Bartow, FL 33830-1249	
Paul A. Simmons	(863) 519-2388	Modal Development Administrator	
aur A. Simmons	Paul.Simmons@dot.state.fl.us	Wodar Development Administrator	
	(863) 519-2551		
Michelle Peronto	Michelle.Peronto@dot.state.fl.us	Transit Projects Administrator	
	(863) 519-2321	Transit Projects Coordinator (ATKINS)	
Dale Hanson		· · · · · ·	
	Dale.Hanson@dot.state.fl.us	Counties: Collier, Manatee, Sarasota, Polk	
	(239) 225-1982	Transit Projects Coordinator	
Candice Monroy	Candice.Monroy@dot.state.fl.us	Counties: Charlotte, Lee, Glades, Hendry, DeSoto, Hard Highlands, Okeechobee	
	(863) 519-2412	Transit Support Consultant	
Michele Forestt	Michele.Forestt@dot.state.fl.us		
District 2		2198 Edison Ave, MS 2806	
		Jacksonville, FL 32204	
	(904) 360-5650		
Doreen Joyner-Howard	DoreenJoyner-	Manager	
	Howard@dot.state.fl.us	-	
lanell Damato	(904) 360-5687	Urban/Rural Transit Coordinator	
	Janell.Damato@dot.state.fl.us		
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit Coordinator	
Christina Nalsen	(904) 360-5667	Transit Coordinator	
	Christina.Nalson@dot.state.fl.us		
District 3		P.O. Box 607	
	(850) 330-1553	Chipley, FL 32428-9990	
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	Manager	
Debbie "Toni" Prough	(850) 330-1558	Public Transit Program Specialist	
-	debbie.prough@dot.state.fl.us		
District 4		3400 W Commercial Blvd.	
isa Maack	(954) 777-4683	Ft. Lauderdale, FL 33309 Passenger Operations Manager	
	(954) 777-4685 Lisa.Maack@dot.state.fl.us	r assenger Operations manager	
Jayne Pietrowski	(954) 777-4661	Transportation Projects Specialist	
· ·	Jayne.Pietrowski@dot.state.fl.us		
Marie Dorismond	(954) 777-4605	5310 Program Manager	
District 5	Marie.Dorismond@dot.state.fl.us	420 W. Landstreet Road	
		Orlando, FL 32824	
Brian M. Stanger, P.E.	(386) 943-5543	District Modal Administrator	
	Brian.stanger@dot.state.fl.us		
Libertad Acosta-Anderson, P.E.	(386) 943-5410	Passenger Operations Manager	
	Libertad.Acosta- Anderson@dot.state.fl.us		
lo Santiago	(321) 319-8175 or (386) 943-5109	Transit Intermodal Supervisor	
	Jo.Santiago@dot.state.fl.us		
Carlos Colon	(321) 319-8173 or (386) 943-5106	Transit Project Coordinator	
	Carlos Colon@dot.state.fl.us		
Luciana "Luci" Taylor	(386) 943-5119 Luciana.Taylor@dot.state.fl.us	Transit Project Coordinator	

	Jamie.Kersey@dot.state.fl.us		
District 6		1000 N.W. 111 Avenue	
Raymond Freeman	(305) 470-5255	Passenger Operations Manager	
	Raymond.Freeman@dot.state.fl.u	21	
Gina Victoria-Garzon	(305) 640-7566	Passenger Operations Specialist	
	Gina.Victoria@dot.state.fl.us		
District 7		11201 N McKinley Dr. MS-7500	
		Tampa, FL 33612	
Ming Gao	(813) 975-6923	District Modal Development Administrator	
-	Ming.Gao@dot.state.fl.us		
Chris Leffert	(813) 975-6403	Transit Programs Administrator	
	Chris.Leffert@dot.state.fl.us		
Dave Newell	(813) 975-6195	Transit Coordinator	
	Dave.Newell@dot.state.fl.us		

Glossary

Ambulatory - A person who is able to walk and move about freely without being confined to a bed or wheelchair. Annual Operating Report (AOR) - A report outlining the expenses and revenues incurred during the preceding 12 months.

Applicant - An agency applying for Section 5339 Federal Assistance. See also "new applicant" and "recurring applicant."

Authorizing Federal and State Legislation - Legislation authorizing the Section 5339 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006; 49 U.S.C. Section 5339; FTA Circular 9070.1G; Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. Section 5339 FTA Community transportation coordinator (CTC) - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.015(1); Florida Statutes; in an area outside the purview of an MPO, to ensure that coordinated transportation services

are provided to the transportation disadvantaged population in a designated service area.

Contractor - The administering entity of the Transit Research Inspection and Procurement Services (TRIPS) who is under contract to the Florida Department of Transportation to establish statewide vehicle contracts for the purpose of procuring vehicles at the lowest cost possible while ensuring that the best product is available for the program. The Contractor is also responsible to coordinate, assist as needed, and report in all procurement activities under the Section 5339 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency and /or area of concern identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated by the Florida Commission for the Transportation Disadvantaged to conduct planning and support functions for the transportation disadvantaged services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

District office - Florida Department of Transportation District Public Transportation Office or District Office of Modal Development and/or staff.

District Program of Projects (POP) - A district listing of each applicant agency for which a grant award is proposed, a description of the equipment to be awarded, and the proposed Federal, state and local share of the project cost. The district program of project includes certification by the District Office that all applicants and projects so proposed either meet all program requirements or will meet all program requirements before a Notice of Grant Award and/or Public Transportation Grant Argement is executed.

Eligible expenses - Section 5339 funds may be used for the capital and/or operating expense of transportation services to seniors and/or individuals with disabilities. Eligible expenses are limited to busey, was or other paratitansit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section \$339-funded vehicles, support facilities and equipment for Section \$339-funded vehicles, support facilities and equipment for Section \$339-funded vehicles, support facilities and equipment for Section \$339-funded vehicles, support facilities on complementary paratransit, and alternative to public transportation that assist service and decrease reliance by individuals with disabilities on complementary paratransit; maint alternative to public transportation that assist serviors and access are liance by individuals with disabilities on complementary paratransit; maintenance costs must have a District approved maintenance plan and a cost allocation if activities are performed in house. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

Eligible expenses, operating - For the Section 5339 program, eligible operating expenses include the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. The federal share for net eligible operating costs may not exceed fifty percent 50%.

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awarded to public agency Community Transportation Coordinators (CTCs), private-nonprofit CTCs, and to private non-profit organizations providing transportation to sensions and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5339 funds, then sub-contract with the CTC for provision of service. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5339 Program. Private taxi companies that provide bared-ride taxi service to the general public on a regular basis are eligible sub-recipients. "Shared-ride" means two or more passencers in the same vehicle who are otherwise not traveling together.

Expanded service - Adding a new service to an already existing system.

FDOT control number - Is assigned by the Contractor once the vehicle has been purchased, received and titled to the recipient with the Department of Transportation as the first lienholder.

Human service transportation - Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

Incurred - Commitment or obligation to spend funds for goods to be received or services to be rendered.

Individual with a disability - An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility.

Large Urbanized Area - An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.

Limited English Proficiency (LEP) - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP nerscone. Locally developed, coordinated public transit-human services transportation plan - means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for Section 5339 funding must serve identified needs of the disabled population. A locally developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most instances. All stakeholders identified in the included in the development of the TDSP.

Metropolitan Planning Organization (MPO) - MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation

planning in urbanized areas.

New applicant - An applicant for Section 5339 assistance that has not received an award in the last two fiscal years

New service - A first time applicant starting a new service.

Non-ambulatory - A person who has a mobility impairment that prevents them from being able to walk or move about freely.

Nonprofit organization - A corporation or association determined by the U.S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated within Florida which is certified as not for profit by the Secretary of

One-way passenger trips - A person who rides a transportation vehicle in one direction between two points for a specific purpose

Operating revenue - For Section 5339, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for tragency time of cocial prepaid releart.

transportation of social service clients. Private organization: Non-public organizations, bodies which are not municipalities or other political subdivisions of the State of Florida; are not public agencies or instrumentalities of one or more states; are not Indian Tribes (except private nonprofit corporations formed by Indian Tribes); are not public corporations, boards or commissions established under the law of any state; or are not subject to direct control by public authority. Federal, State, county, or municipal.

Program of Projects (POP) - A list of projects to be funded in a grant application submitted to the Federal Transit Administration (FA) by the Florida Department of Transportation. The program of projects (POP) lists the sub recipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the ten percent (10%) allowed.

Public agency- An authority, commission, committee, council, department, division, bureau, board, section or any other unit or entity of the state or of a town,

city, municipality, county or other local governing body. Public transit - The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the general public. Public transit specifically includes those forms of transportation commonly known as "paratransit" characterized by their nonscheduled, non-fixed route nature.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a local sponsor of a transportation project, defining a project and FDOT's participation. PTGA's may be for one year or multiple years (up to five years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by the Governor to receive funds apportioned by formula to the States under Section 5339(b)(1), or a local government authority when Federal Highway Administration (FHWA) funds are flexed to Section 5339 to support services for individual with disabilities.

Recurring applicant - An applicant for Section 5339 Federal Assistance who applies every year.

Rural areas - An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Seniors - An individual who is 65 years of age or older.

Small Urbanized Area (UZA) - A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Sub-recipient - A private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are not any nonprofit organizations readily available in the area to provide the services.

Transit Development Plan (TDP) – A locally adopted document, addressing a minimum five-year time frame. It is prepared by the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan. The TDP includes an assessment of the need for transit services in the local area, identifies the local transit policies, existing services and proposed service improvements, capital and operating costs of the proposed services, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

Transportation disadvantaged - 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 upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicaged or high-risk as defined in Chapter 41.1202 F.S.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC and approved by the Local Coordinating Board that identifies service gaps and provides recommended strategies to provide service in areas of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan. The TDSP is updated annually but includes a five-weare planning window.

Transportation Improvement Program (TIP) - A continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for Federal and state funding during the program period. The MPO submits the TIP to the Florida Department of Transportation as required by Charter 334 Florida Statute.

Transportation operator contract - A written contract between the CTC and the transportation operator prepared at the local level that outlines the terms and conditions for any services to be performed.

Urbanized area - An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Form 424: Application for Federal Assistance

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for Section 5339 applications, and for the local clearinghouse submission (only if the grant is for facilities). A sample of the standard form is located below. This form must be used for ALL applications.

No pre-application process is used in this program; therefore, all submissions are applications.

The code assigned to the Section 5339 Program in the Catalog of Federal Domestic Assistance is 20.526. This code should be shown in Section 11 of the form followed by the title: "Bus and Bus Facilities for Rural Areas Program."

Entry

For more information on DUNS Numbers, visit http://fedgov.dnb.com/webform.

 Item

 1
 Type of Submission should be "Application"

 2
 Type of Application should be "New"

3	"Not Applicable"
	"Not Applicable"
	"Not Applicable"
	Federal Award Identifier (FTA Grant Number) is not needed at this time.
5 B	This number will be assigned after submission of State POP.
	State use only (if applicable)
7	State Application Identifier is "1001"

Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.

d e, f	
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Transit Administration"
11	Bus and Bus Facilities for Rural Areas Program Catalog of Federal Domestic Assistance is 20.526.
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties, states etc.).
	Can be submitted on a separate piece of paper.

Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a 15 map showing project location. This is where the applicant should define if the project is for capital or operating, e.g., capital purchase of which(eg) or operating assistance for transit services.

16	List (a) the applicant's Congressional District and (b) any Congressional District(s) affected by the program or project. Find your district here: https://www.house.gov/representatives/find-your- representative.
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18	Enter the amount of the grant request. For capital applications, the federal amount is 80% of the total cost.
19	Check "c. Program is not covered by E.O. 12372."
20	Check the applicable box. If "yes", provide explanation in attachment.
21	Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

Procurement Guidance for Transit Agencies Section 5338 FTA Circular State Management Plan Congressional Districts Department of Management Services (DMS) Disclosure of Lobbying Activities DUNS Numbers Federal Audit Clearinghouse ETA Certifications & Assurances My Florida Marketplace Standard Form 424 Sunbiz TransCIP - EDOT's Transit Grant Management System TRPS Florida Florida UZA Map



Transportation Management Services Department

Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5339 Grant Submittal

Dear Ms. Hanson:

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 the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense 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 <u>13</u> day of <u>December</u>, 2022 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County		
Agency Name		

Signature

William L. McDaniel, Jr. – Chairman, Board of County Commissioners Typed Name and Title of Authorized Representative

December 13, 2022 Date



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. William L. McDaniel, Jr., Chairperson, 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 13th day of December 2022.

ATTEST: CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

By: _____

, Deputy Clerk

By: ____

William L. McDaniel, Jr., Chairman

Approved as to form and legality:

>

Assistant County Attorney

aples Daily ? 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 authority, the 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 said newspaper issue(s) dated or by publication on the newspaper's website, if authorized, on

Issue(s) dated: 11/14/2022 DOL 7

Subscribed and sworn to before on November 16, 2022:

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$350.00 Ad No: 0005485395 Customer No: 1450756 PO #:

of Affidavits: 1

This is not an invoice

KATHLEEN ALLEN Notary Public State of Wisconsin

Public Notice

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of three (4) replacement paratransit vehicles. Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the nurchare of eng (1) replacement fived route bur Collier the purchase of one (1) replacement fixed-route bus. Collier County will also apply to FDOT for a grant under Section 5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus. Each of these purchases would be intended for the provision of public transit services within Collier County, FL.

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proand the contemplated services will not duplicate current or pro-posed services provided by existing transit or paratransit opera-tors in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Partow: 61, 22820. Application of the party mark optime more infor 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.

Persons who require special accommodations under the Ameri-cans with Disabilities Act or persons who require translation services should contact Michelle E. Arnold at michelle.arnold@co lliercountyfl.gov, Collier County Public Services Department, Public Transit & Neighborhood Enhancement Division 8300 Ra-dio 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 re-gard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Depend-ent 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 Com-mission on Human Penditors at 960 498 7092 or 900 342 8170 wind the riorida may me a complaint with the riorida com-mission 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%. Nov 14, 2022 #5485395

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:

- 1. 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 <u>120</u> 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.
- 1. 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.
 - 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 - 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 - 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

- 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 at any time.
 - 11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Rev. 04/02/2012

- 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 Tamiami 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 keld on May 23, 2018.

no Fian

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION COORDINATOR:

Collier County Board of County Commissioners

Collier Area Transit

Chairman

Title:

Agency Name Andy Solis zed Individ Printed Name of Signature:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

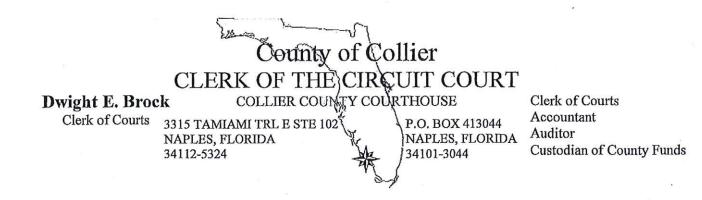
Steven Holmes Printed Name of Authorized Individual

Signature: Solow Colomos

Title: Executive Director

Approved as to form and legality Jeffrey A. Klatzkow County Attorney DWIGHTF Rev. 04/02/2012 Page 27 Attest as to Chain signaturo Ahh.





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

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Phone- (239) 252-2646 Website- www.CollierClerk.com Fax- (239) 252-2755 Email- <u>CollierClerk@collierclerk.com</u>



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>13</u> day of <u>December</u>, <u>2022</u>:

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
 - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
 - Section 341.061 (2)-Transit Safety Standards; Inspections and System Safety Reviews
 - Section 252.42 Government equipment, services and facilities: In the event of any
 emergency, the division may make available any equipment, services, or facilities
 owned or organized by the state or its political subdivisions for use in the affected area
 upon request of the duly constituted authority of the area or upon the request of any
 recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code (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 (<u>FDOTSingleAudit@dot.state.fl.us</u>), 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 13th, 2022 Date

_____ Signature of Authorized Representative

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

Standard Lobbying Certification Form

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.
- 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 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 <u>FDOT's website</u>) 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 13th, 2022______ Date

___ Signature of Contractor's Authorized Official

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

Leasing Certification

MEMORANDUM for FTA 5339

_December 13 th , 2022	
William L. McDaniel, Jr., Chairman	(Signature)
<u>Collier County Board of County Comm</u> (Typed or printed agency name)	<u>iissioners</u>
Florida Department of Transportation, Modal Development Office / Public Trar	
FFY 2023 GRANT APPLICATION TO THE I CAPITAL GRANTS FOR NON-URBANIZED 49 UNITED STATES CODE SECTION 5339	AREAS PROGRAM,
	William L. McDaniel, Jr., Chairman (Typed name and title) Collier County Board of County Comm (Typed or printed agency name) Florida Department of Transportation, Modal Development Office / Public Transportation FFY 2023 GRANT APPLICATION TO THE INCAPITAL GRANTS FOR NON-URBANIZED

Leasing

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit

Administration Section 5339 Program, lease the proposed vehicle(s) (or any other equipment

that may be awarded to the Applicant) to a third-party?

 \Box Yes \boxtimes No

If yes, specify to whom: ______

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

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:

- 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; 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, 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 13 day of December, 2022

William L. McDaniel, Jr. - Chairman Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assista	ince SF-424			
 * 1. Type of Submission: Preapplication Application Changed/Corrected Application 	New	If Revision, select appropriate letter(s): Other (Specify):		
* 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 Id	dentifier: 1001		
8. APPLICANT INFORMATION:				
* a. Legal Name: Collier County	Board of County Commis	sioners		
* b. Employer/Taxpayer Identification Nur	mber (EIN/TIN):	* c. UEI:		
56-6000558		JWKJKYRPLLU6		
d. Address:				
* Street1: 3299 Tamiami	Trail East, Suite 700			
Street2:				
* City: Naples				
County/Parish:				
* State: FL: Florida				
Province:				
* Country: USA: UNITED STATES				
* Zip / Postal Code: 34112-5746				
e. Organizational Unit:				
Department Name:		Division Name:		
Transportation Management Sv	'CS	PTNE		
f. Name and contact information of p	erson to be contacted on ma	tters involving this application:		
Prefix: Mr.	* First Name:	Omar		
Middle Name:	<u></u>			
* Last Name: DeLeon				
Suffix:	7			
Title: Transit Manager	<u></u>			
Organizational Affiliation:				
Collier County				
* Telephone Number: 239-252-4996		Fax Number:		
* Email: Omar.DeLeon@colliercom				

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:
20.526
CFDA Title:
Bus and Bus Facilties Program
* 12. Funding Opportunity Number:
* Title:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
5339_Areas_Affected.pdf Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Capital Funding request to purchase one replacement 35ft fixed route bus to support bus service in
the rural areas of Collier County.
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application	Application for Federal Assistance SF-424						
16. Congressi	ional Districts Of:						
* a. Applicant	19/26			* b. Pro	gram/Project 19/26		
Attach an addit	ional list of Program/Project C	ongressional Distric	cts if needed.				
			Add Attachmen	t Delete	Attachment	w Attachment	
17. Proposed	Project:						
* a. Start Date:	10/01/2023			*	b. End Date : 09/30	/2024	
18. Estimated	18. Estimated Funding (\$):						
* a. Federal		497,410.00					
* b. Applicant							
* c. State		124,353.00					
* d. Local			1				
* e. Other							
* f. Program In	come						
* g. TOTAL		621,763.00					
* 19. Is Applic	ation Subject to Review By	State Under Exe	cutive Order 12372	2 Process?			
a. This ap	plication was made availabl	e to the State und	er the Executive O	rder 12372 Pro	cess for review on		.
	n is subject to E.O. 12372 b						
C. Program	m is not covered by E.O. 123	372.	-				
* 20. Is the Ap	plicant Delinquent On Any	Federal Debt? (I	f "Yes," provide ex	planation in a	ttachment.)		
Yes	No						
lf "Yes", provi	de explanation and attach						
			Add Attachmen	t Delete	Attachment	w Attachment	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
** 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 Re	Authorized Representative:						
Prefix:	Mr.	Fir	st Name: Willia	.m			
Middle Name:	L						
* Last Name:	McDaniel						
Suffix:	Jr.]					
* Title: Chairman, Board of County Commissioners							
* Telephone Nu	umber: 239-252-8605			Fax Number:			
	.McDaniel@colliercour	ntyfl.gov		·			
* Signature of A	Authorized Representative:					* Date Signed:	12/13/2022
						Ŭ	

COUNTY OF COLLIER | COLLIER COUNTY | 1032

Summary A

Applications/Awards TrAMS Users Locations Designated Recipient

Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details	
Recipient ID	Recipient Name
1032	COUNTY OF COLLIER
Certification and Assurance Information	
Fiscal Year 2022	Original Certification Date 2/17/2022
Assigned Date 2/3/2022	Latest Certification Date 2/17/2022
Due Date 5/4/2022	
Published Certifications and Assurances	
FTA CERTIFICATIONS AND ASSURANCES	
Public Transportation Agency Safety Plan (PTASE	P)
for certification was July 20, 2020, however, in light of the extraordinary challenge	e subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline es presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are

encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain

eligible for Chapter 53 grant funds. List of All Applicable Agencies

PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 Official: Trinity Scott Attorney: Scott Teach			
Category 1	Title	Cer	
01	Certifications and Assurances Required of Every Applicant	¢	
02	Public Transportation Agency Safety Plans	6	

Pick FY - TrAMS Recipients

Category 1 03	Title Tax Liability and Felony Convictions	Cer
04	Lobbying	S
05	Private Sector Protections	¢
06	Transit Asset Management Plan	¢
07	Rolling Stock Buy America Reviews and Bus Testing	¢
08	Urbanized Area Formula Grants Program	¢
09	Formula Grants for Rural Areas	¢
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	¢
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	¢
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	¢
13	State of Good Repair Grants	¢
14	Infrastructure Finance Programs	¢
15	Alcohol and Controlled Substances Testing	¢
16	Rail Safety Training and Oversight	¢
17	Demand Responsive Service	¢
18	Interest and Financing Costs	\$
19	Cybersecurity Certification for Rail Rolling Stock and Operations	¢
20	Tribal Transit Programs	¢
21	Emergency Relief Program	¢
	1 - 21 of 21	I

~Documents

- · · -

11/10/22, 11:23 AM

Pick FY - TrAMS Recipients

Existing Documents

L, 11.25 AW						
existing Documents						
Document		Description	Uploaded By	Date	Ļ	
		Ν	lo items available			
Affirmation of Applica						
Affirmation of Applica						
Affirmation of Applicant		OW, on behalf of the Applicant, I declare that it ederal laws, regulations, and requirements, foll	-			
	page applicable t	o each application its Authorized Representati	ve makes to the Federal Transit Administ			
	that acted on his or her Applicant's behalf continues to represent it.					
	The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal					
	fiscal year.					
	The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil					
	Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or					
	submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.					
	0 0	cument, I declare under penalties of perjury th	nat the foregoing Certifications and Assur	ances, and any other statements made by	me on behalf of the Applicant are	
	true and accurate.					
Official's Name						
	I accept the al	bove				
Certification Date	,					
Affirmation of Attorne	ey					
		ed Attorney for the above-named Applicant, I h the Certifications and Assurances as indicated				
Attorney		tute legal and binding obligations on it.	on the loregoing pages. Further animit	that, in my opinion, the certifications and	Assulatives have been legally	
	l further affirm t	nat, to the best of my knowledge, there is no le	gislation or litigation pending or immined	nt that might adversely affect the validity o	of these Certifications and	
		f the performance of its FTA assisted Award.	Bisiation of inigation perioding of infinities			
Attorney's Name	Scott Teach					
	📝 l accept the al	bove				
Certification Date	Feb 17, 2022					

CANCEL

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 (<u>see FTA Circular C 9040.1G</u>, <u>Chapter VIII</u>); (2) agreeing to alternative comparable arrangements approved by the <u>Department of Labor (DOL)</u>; or (3) obtaining a waiver from the DOL.

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

December 13, 2022 Date

<u>William L. McDaniel, Jr. – Chairman, Board of County Commissioners</u> Name and title of authorized representative

Signature of authorized representative

Note: All applicants must complete the following form and submit it with the above Assurance. LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

(See Appendix for Example)

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5339 Funding of FY23/24 for Collier Area Transit to purchase a replacement bus to provide service to residents of the non- urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

returning domicile.	to	rural		
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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	Digitally signed by: Dale Hanson DN: CN = Dale Hanson email = dale.hanson@dot.state.fl.us C =
Hanson	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



RON DESANTIS GOVERNOR

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.

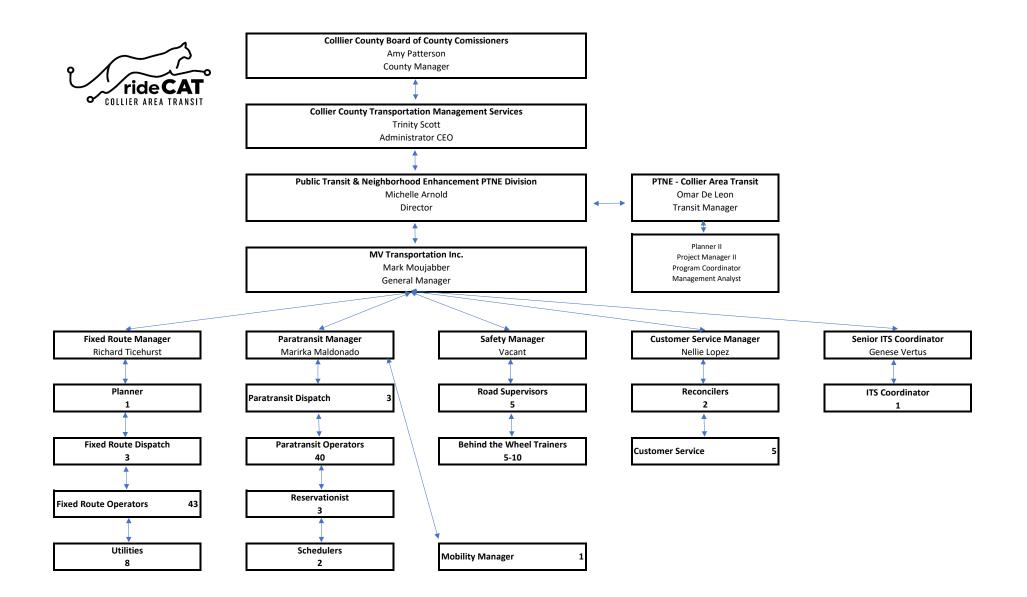
Sincerely,



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

> Improve Safety, Enhance Mobility, Inspire Innovation www.fdot.gov



PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

(1) 33 BOD	GETART DIESEL LOW FLOOR	,	
ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
STYLING PACKAGE	STANDARD LOW FLOOR	BRT FRONT CAP W/ FRONT AND REAR ROOF FAIRINGS	16,350.00
ENGINE (DIESEL)	CUMMINS L9, 280 HP	CUMMINS L9, 280 HP	-
2021 EPA MANDATED EMISSIONS CHANGE	NOT INCLUDED IN BASE	REQUIRED	2,900.00
ENGINE FUEL FILTER	STD FLEETGUARD	DAVCO 384, NON-HEATED	375.00
STARTER	DELCO MT-42	DELCO MT-42	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER	DONALDSON INFORMER	_
	RBX00-2277	RBX00-2277	_
RADIATOR	EMP GEN IV MH4 (ELECTRIC)	EMP GEN IV MH4 (ELECTRIC)	-
ALTERNATOR	EMP P450 (450 AMP)	EMP P450 (450 AMP)	-
ENGINE OIL DRAIN	MAGNETIC DRAIN PLUG	FEMCO AUTO DRAIN	55.00
TRANSMISSION	VOITH D864.6 (4 SPEED)	ALLISON B400R	5,459.00
BRAKES	DRUM, W/S-CAM	DRUM, W/S-CAM	-
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
SYNTHETIC REAR AXLE GEAR OIL	INCLUDED	REQUIRED	-
HUBODOMETER	INCLUDED	REQUIRED	-
WHEELS	(6) POLISHED ALUMINUM, W/DURA-BRIGHT	REQUIRED	-
TIRES	CUSTOMER FURNISHED	CUSTOMER FURNISHED	-
ELECTRIC STEERING ASSIST	NOT INCLUDED IN BASE	REQUIRED	2,650.00
STEERING WHEEL	20" NON-PADDED	20" NON-PADDED	
FUEL FILL	EMCO WHEATON, POSI-LOCK FLIP CAP	GRAVITY FILL - FLIP CAP	(475.00)
FUEL GAUGE	NOT INCLUDED IN BASE	REQUIRED	50.00
OIL PRESSURE & COOLANT TEMPERATURE GAUGES LOCATED IN ENGINE COMPARTMENT	ELECTRICAL	ELECTRICAL	-
REAR HAND THROTTLE	NOT INCLUDED IN BASE	REQUIRED	156.00
BATTERIES	(2) DEKA 8D	(2) DEKA 8D TOP POST CONNECTIONS	-
REAR JUMP START CONNECTOR	INCLUDED	REQUIRED	-
WHEELCHAIR RAMP	LIFT-U, LU-18 (6:1)	LIFT-U, LU-18 (6:1)	-
HVAC MOTORS (THERMO KING T14)	EBM BRUSHLESS	EBM BRUSHLESS	-
HVAC COMPRESSOR (THERMO KING)	T14 W/X430 COMPRESSOR	REQUIRED	-
REFRIGERANT	R407C	R407C	-
DRIVERS HEATER MOTORS	MCC BRUSHLESS	MCC BRUSHLESS	-
FRONT DOOR OPERATION	AIR OPEN / SPRING CLOSE	AIR OPEN / AIR CLOSE	-
REAR DOOR ACTIVATION	V-TOUCH CONTROL	VAPOR 5 POSITION	-
ELECTRICAL EQUIPMENT CABINET	44" H X 22.5" W X 20" D, 1 DOOR	ANALOG CONTROL 44" H X 22.5" W X 20" D, 1 DOOR	-
PASSENGER SEATS &	USSC GEMINI, W/T2C INSERTS	AMSECO INSIGHT PRIME PLUS	6,000.00
WHEEL CHAIR RESTRAINTS WHEELCHAIR SECUREMENT	V-PRO W/Q'STRAINT BELTS	ADVANCED RESTRAINT MODULE W/Q'STRAINT BELTS	-
USB CHARGING PORTS AT PASSENGER LOCATIONS	NOT INCLUDED IN BASE	REQUIRED	3,056.00
VERTICAL STANCHIONS AT FRONT WHEEL WELLS	NOT INCLUDED IN BASE	REQUIRED (EACH SIDE)	100.00
DRIVERS SEAT	USSC G2A, W/ HEADREST & 3-POINT BLACK BELT	USSC 9100 ALX, W/FABRIC & 2-POINT BELT (LAP)	
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	-
STANCHIONS AND GRAB RAILS	SSTL	SSTL	-
STOP REQUEST LAMP (DASH MOUNTED)	NOT INCLUDED IN BASE	REQUIRED	35.00

PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
DRIVERS BARRIER	WRAPROUND W/OUT	WRAPROUND W/OUT	_
	SCHEDULE HOLDERS	SCHEDULE HOLDERS	_
DRIVERS SECURITY ENCLOSURE	NOT INCLUDED IN BASE	ARROW DRIVERS BARRIER W/ EXTENDED GLASS	5,263.00
PASSENGER INFO STATION	NOT INCLUDED IN BASE	TRANSIT INFORMATION PRODUCTS - 19" X 21" OBIC 19/21 4P 1LRT MC	245.00
NYLON GRAB STRAPS	NOT INCLUDED IN BASE	(10) VINYL COATED NYLON GRAB STRAPS (\$20 X 10 = \$200)	200.00
PASSENGER WINDOWS	FULL-FIXED, W/BONDED FRAME	FULL-FIXED, W/BONDED FRAME	-
WINDOW GLAZING GUARDS	NOT INCLUDED	REQUIRED	1,313.00
HEADLAMPS	(4) LED	(4) LED	-
REAR TAIL LIGHTS (STOP, TAIL, TURN)	4" LED	7" LED	-
RED LED "STOP SIGN	NOT INCLUDED IN BASE	REQUIRED	470.00
UPPER REAR CAP GILLE AUX LAMPS	NOT INCLUDED IN BASE	(2) 7" LED BRAKE LIGHTS	160.00
AMBER TRIANGLE LED "YIELD" SIGN	NOT INCLUDED IN BASE	REQUIRED	640.00
INTERIOR LIGHTS	PRETORIA (LED)	I/O CONTROLS	-
2-WAY RADIO	NOT INCLUDED	HARRIS XG-25M	3,155.00
2-WAY ANTENNA	INCLUDED	ASP931	70.00
OUTSIDE SPEAKERS	(1) INCLUDED	REQUIRED	-
BOOM MICROPHONE	NOT INCLUDED IN BASE	REQUIRED	100.00
DESTINATION SIGNS	HANOVER WHITE LED (FRONT, SIDE, REAR)	LUMINATOR GEN 4 HORIZON 100% SILVER LED SIGN (16 X 160) FRONT & SIDE	(800.00)
FAREBOX GRABRAIL	INCLUDED	REQUIRED	-
CEILING MTD FAREBOX LAMP	NOT INCLUDED IN BASE	REQUIRED	25.00
FLOORING MATERIAL	TRANSITFLOR RUBBER (RCA)	ALTRO TRANSFLOR	400.00
ROOF HATCHES	(2) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	-
EXTERIOR MIRRORS	SAFE FLEET, 10X11, 2-PC, W/MANUAL CONTROL	B&R 8"X10", 2-PIECE, HEATED, REMOTE CONTROL (BOTH SIDES)	-
TURN SIGNAL INDICATOR ON EXTERIOR MIRROR HEAD PER SIDE	NOT INCLUDED IN BASE	REQUIRED (\$100 PER SIDE X 2 = \$200)	200.00
DRIVERS WINDOW SUN SHADE	AUTO-MOTION, FLEXI VISOR	ROLLER STYLE	(50.00)
FIRE SUPPRESSION SYSTEM	FOGMAKER	AMEREX V-25	(369.00)
VIDEO SURVEILLANCE SYSTEM	APOLLO (STATE OF FLORIDA BASE SPEC)	ANGELTRAX - (PER COLLIER SPEC) (BUDGETARY *)	5,000.00
BIKE RACK	BYK-RAK 2-POSITION, BLK PC	SPORTWORKS MOUNTING BRACKET ONLY	(700.00)
BIKE RACK DEPLOYED LAMP	INCLUDED	REQUIRED	-
DRIVERS DASH GAUGES	AIR GAUGE, SPEEDOMETER, OIL PRESSURE, COOLANT TEMPERATURE & (2) VOLTMETERS	REQUIRED	-
APC/ITS SYSTEM	CLEVER DEVICES (STATE OF FLORIDA BASE SPEC)	AVAIL (COLLIER SPEC) (BUDGETARY *)	18,000.00
EXTERIOR PAINT	1-COLOR, W/ BLACK MASK AT WINDOWS	REQUIRED	-
EXTERIOR GRAPHICS	BUS #'S ONLY	BUS #'S ONLY	-
ROOF NUMBERS	NOT INCLUDED	REQUIRED	100.00
WHEELCHAIR SECUREMENT DECALS	NOT INCLUDED	(1) ONE	15.00
WARRANTY (BASIC BUS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (BODY STRUCTURE)	36 MONTHS / 150,000 MILES	36 MONTHS / 150,000 MILES	-
WARRANTY (STRUCTURAL INTEGRITY DUE TO CORROSION)	84 MONTHS / 350,000 MILES	84 MONTHS / 350,000 MILES	-

PRICE VARIANCE 11/14/2022 COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005 (1) 35' BUDGETARY DIESEL LOW FLOOR BRT BUS , SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE		
WARRANTY (WATER LEAKS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-		
WARRANTY (ENGINE L9)	24 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	5,202.00		
WARRANTY (TRANSMISSION)	-				
WARRANTY (WHEELCHAIR RAMP)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-		
WARRANTY (HVAC UNIT)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-		
GILLIG MANUAL (CD)	(1) ONE PER ORDER	(2) TWO PER ORDER	-		
DRIVER MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-		
SERVICE MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-		
ELECTRICAL MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-		
PARTS MANUAL (PAPER)	(1) ONE PER ORDER	(2) TWO PER ORDER	-		
TOTAL COLLIER COUNTY, FL VARIANCES			75,350.00		
STATE OF FLORIDA 35' DIESEL LOW FLOOR B	BASE PRICE MAY 2019		435,525.00		
DELIVERY			INCL		
COLLIER COUNTY, FL 35' LF DIESEL BASE PR	ICE MAY 2019		510,875.00		
PPI 1413 ADJUSTMENT 259.3 (APR '20) / 255.9	(MAY '19) = 1.32%		6,744.00		
PPI 1413 ADJUSTMENT 269.5 (MAY '21) / 259.3 (APR '20) = 3.93%					
PPI 1413 ADJUSTMENT 303.6 (APR '22) / 269.5 (MAY '21) = 12.65% (ADJUSTED TO 7.90%)					
BUDGETARY PPI 1413 ADJUSTMENT 330.5 (JI	JL'22) / 303.6 (APR '22) = 8.86% (CAP 7.0%	UNTIL MAY '23)	35,761.00		
CURRENT COLLIER COUNTY, FL 35' LOW FLO	OOR BRT DIESEL BASE UNIT PRICE		613,816.00		

CONFIDENTIAL

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EXECUTIVE SUMMARY REPORTS AND PRESENTATIONS ITEM 6A

Community Transportation Coordinator (CTC) Quarterly Report

<u>OBJECTIVE</u>: 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.

<u>STAFF RECOMMENDATION</u>: For the Board to review and discuss the CTC Quarterly Report.

Prepared By: Anne McLaughlin, MPO Director

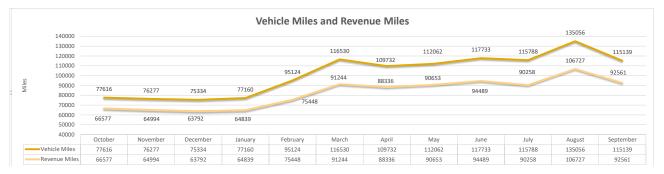
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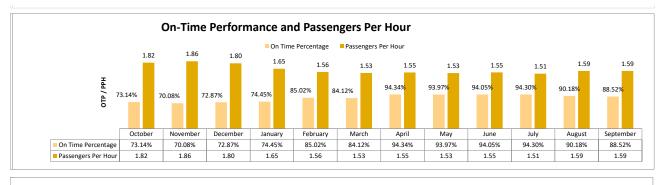
1. CTC Quarterly Report

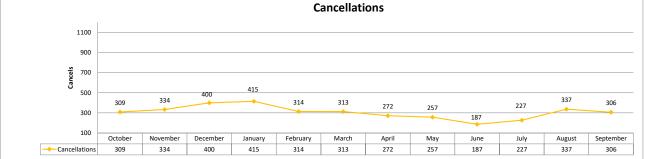
					JULY 1 - 3	1, 2022					
Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	20	6110	5515	4205	99453	77730	206	436		214	130
Saturday	5	593	580	434	10517	7963	16	49		12	21
Sunday	5	312	359	267	5818	4565	5	30		15	18
Total	30	7015	6454	4907	115788	90258	227	515		241	169
Average		One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday		306	276	210	4973	3886	10	22	323	11	-
Saturday		119	116	87	2103	1593	3	10	125	2	4
Sunday		62	72	53	1164	913	1	6	69	3	
Fares to Collect	Fares Deposit	Balance				% Cancel of Total Trips	% No Shows of Total Trips		Prior Year On-Time Performance	On-Time Performance	Increase
\$ 14,356.00	\$14,278.00	(\$78.00)				3%	7%		84.69%	94.30%	9.61%
Ticket Sales	Sales Deposit	Balance \$0.00									
Total Deposit	\$14,278.00			Prior Year PPH				No S	hows Day Suspens	sions	
					PPH	Difference		7	14	30	
	Accidents (Prev)			1.69	1.51	-0.18		0	0	0	
				/	August 1 -	31.2022					
Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	0	,	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	23	7817	6854	5264	121749	96239	305	575	8479	433	229
Saturday	4	504	468	360	8628	6801	17	40	549	36	
, Sunday	4	249	283	216	4679	3687	15	29	257	7	:
Total	31	8570	7604	5839	135056	106727	337	644	9285	476	239
Average		One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday		340	298	229	5293	4184	13	25	369	19	10
Saturday		126	117	90	2157	1700	4	10	137	9	:
					2107	1,00				5	
Sunday		62	71	54	1170	922	4	7		2	
Sunday Fares to Collect	Fares Deposit		71								
	Fares Deposit \$17,657.00	62	71			922 % Cancel of Total	4 % No Shows of Total		64 Prior Year On-Time	2 On-Time	Increase
Fares to Collect \$ 17,796.00		62 Balance (\$139.00) Balance	71			922 % Cancel of Total Trips	4 % No Shows of Total Trips		Prior Year On-Time Performance	On-Time Performance	Increase
Fares to Collect \$ 17,796.00 Ticket Sales	\$17,657.00	62 Balance (\$139.00)	71	54		922 % Cancel of Total Trips	4 % No Shows of Total Trips	7	Prior Year On-Time Performance	2 On-Time Performance 90.18%	Increase
Fares to Collect \$ 17,796.00 Ticket Sales	\$17,657.00 Sales Deposit	62 Balance (\$139.00) Balance	71			922 % Cancel of Total Trips	4 % No Shows of Total Trips	7	64 Prior Year On-Time Performance 777.00%	2 On-Time Performance 90.18%	Increase
Fares to Collect \$ 17,796.00 Ticket Sales	\$17,657.00 Sales Deposit	62 Balance (\$139.00) Balance	71	54	1170	922 % Cancel of Total Trips 4%	4 % No Shows of Total Trips	7 	64 Prior Year On-Time Performance 77.00% hows Day Suspense	2 On-Time Performance 90.18%	Increase
Fares to Collect \$ 17,796.00 Ticket Sales	\$17,657.00 Sales Deposit \$17,657.00	62 Balance (\$139.00) Balance	71	54 Prior Year PPH 1.75	<u>ррн</u> 1.59	922 % Cancel of Total Trips 4% Difference	4 % No Shows of Total Trips 8%	7 No S 7	64 Prior Year On-Time Performance 77.00% hows Day Suspens 14	2 On-Time Performance 90.18% sions 30	Increase
Fares to Collect \$ 17,796.00 Ticket Sales	\$17,657.00 Sales Deposit \$17,657.00	62 Balance (\$139.00) Balance		54 Prior Year PPH 1.75	<u>ррн</u> 1.59 ptember 1	922 % Cancel of Total Trips 4% Difference -0.16 - 30, 2022	4 % No Shows of Total Trips 8%	7 No S 7	64 Prior Year On-Time Performance 77.00% hows Day Suspens 14	2 On-Time Performance 90.18% sions 30	Increase
Fares to Collect \$ 17,796.00 Ticket Sales Total Deposit Total	\$17,657.00 Sales Deposit \$17,657.00 Accidents (Prev)	62 Balance (\$139.00) Balance \$0.00		54 Prior Year PPH 1.75 Se	<u>ррн</u> 1.59 ptember 1	922 % Cancel of Total Trips 4% Difference -0.16 - 30, 2022	4 % No Shows of Total Trips 8%	7 No 5 7 0	64 Prior Year On-Time Performance 77.00% hows Day Suspens 14 0	2 On-Time Performance 90.18% sions 30 0	Increase 13.189 Guest
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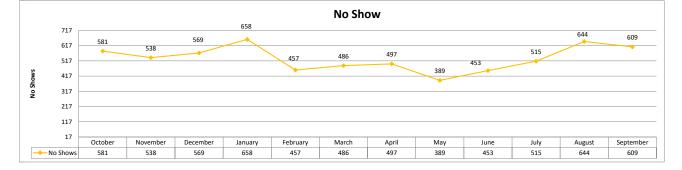
JULY 1 - 31, 2022

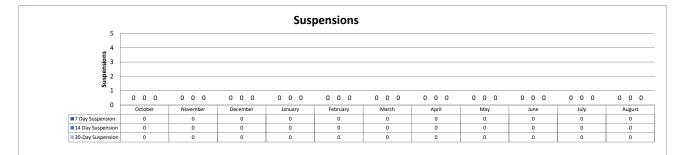


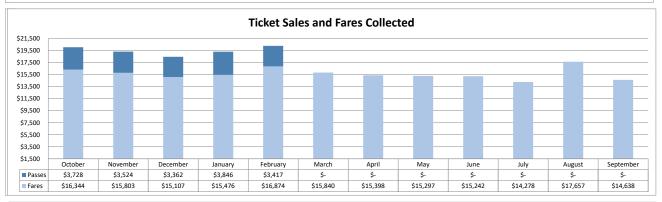


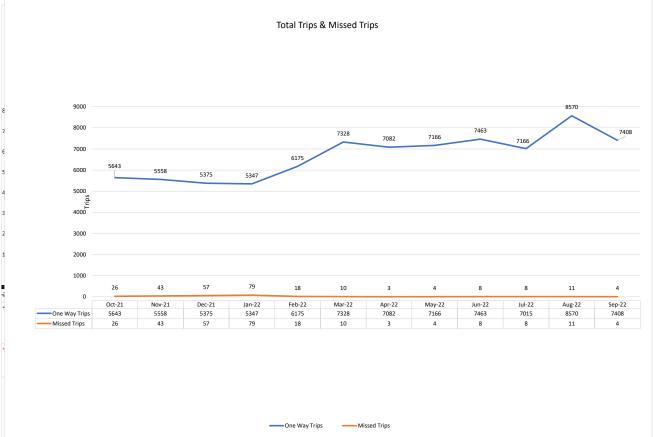




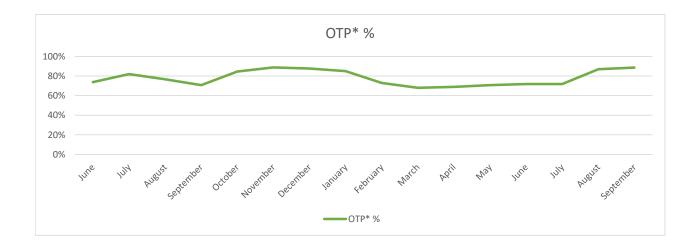








	Work/Medical Trips	- On Time Performance (OTP)	
Months	Work/Med Trips	Outside the 30Min Window	OTP* %
June	2186	572	74%
July	2085	376	82%
August	1778	414	77%
September	2007	586	71%
October	1845	284	85%
November	2701	302	89%
December	2607	322	88%
January	1890	282	85%
February	1895	511	73%
March	2188	700	68%
April	2284	711	69%
May	2251	657	71%
June	2366	667	72%
July	2049	576	72%
August	4665	609	87%
September	3885	441	89%



Row Labels	Total Complaints
July	
Late	1
No Show/Missed Trip	1
Safety	2
August	
Late	1
No Show/Missed Trip	1
Safety	2
Other	1
September	
Early	1
(blank)	
(blank)	
Grand Total	10

Date Received	Month	Service ID	Date of Incident	Type	Valid/Non-Valid	Description Resolution	Complete Date Days	to Respond
7/1/2022	July	Paratransit P 07-01-22 #581	7/1/2022	No Show/Missed Trip	Valid	The Customer called frantic crying not understanding why the CSR was very rude again and cancelled her husbands trip to the adult day care center today. She stated she called on the 29th and specifically said over and over that allow cancelling another day next week but not this Friday. Her fulled and spoke with the Customer and goologized for her experience, reassure her that allow cancelling another day next week but not this Friday. Her fulled and spoke with the Customer and goologized for her experience, reassure her that allow cancelling another day next week but not this Friday. Her fulled and spoke with that and that the Customer asked for the subscription to be updated and the mobility manager in the Riders and their wives that have to work and depend on the system to help them so she can go to work. Especially since the mistake was made by CSR.	7/5/2022	4
7/5/2022	July	Paratransit P 07-05-22 #582	7/5/2022	Safety	Valid	The Customer stated she normally doesn't complain, but today she had to due to her being over 45 minutes late for her Dialysis appt at 6:00am. She was lick and dispatcher was trying to be she was complexed up at 5:45am and the driver drove "lost" looking for an address in the Naples Manor area later after locating the address it was a no show! The or bialysis. She appreciated that we call her back. Yesterday we had three called outs due to ther delivers it was a no show! The or bialysis. She appreciated that we call her back. Yesterday we had three called outs due to the drivers been pricked up at 5:45am and the driver drove "lost" looking for an address in the Naples Manor area later after locating the address it was a no show! The or bialysis. The bus Driver drove "lost" looking stetchy read new a traiter park and sended to be lost bring other drivers is a new driver, is learning all routes. Action taken: Call/Email for Dialysis, "In her very little English language and the Bus Driver said "No Spanish". Mrs. Vargas doesn't speak English and the Bus Driver didn't speak Spanish. Please understand when she is late to be Tolaysis, she lostes the most here which causes the patient to be sick and weak. She wants a call back to fix this and to better communicate with the None - English speaking riders.	7/6/2022	1
7/8/2022	July	Paratransit P 07-08-22 #583	7/8/2022	Late	Vəlid	Mrs. Martinez called on behalf of Mr. Jorge Martinez because they are experiencing delays in their drop off times. They were supposed to be picked up at 10:30 am and were no where close to their drop off at their medical appointment at 11 am, and instead they were picked up at 10:30 am and were no where close to their drop off to their previous trips were late. Action taken: Called to the revious tri	7/18/2022	-44750
7/20/2022	July	Paratransit P 07-20-22 #594	7/20/2022	Safety	Vəlid	Mr. Danny stated the Para Transit bus was speeding at least 55 plus on a 45 mph zone on Immokalee Road passing Collier Blvd (cross road) - this is not frame and it shows top speed on that route was 60 mph. I brought the Customer into my office yesterday and had a talk about the incident. He did state there is a stretch of road that is 60 mph. I brought the Customer today Action taker. Spoke with the operator	9/9/2022	51
8/3/2022	August	Paratransit P 08-01-22 #612	8/1/2022	Late	Valid	Ms. Baggetta stated she has ridden the CAT Connect bus 3 times and all three times she is always late. On August 1, 2022 she was picked up at 2-25pm when her Radiology appt. was at 2:30pm. The Radiology office squeezed her in at 2:15pm (she arrived at her Radiology appt at 3:30pm appt took 15 minutes and she began calling Cat Connect for a ride back to her home at that time. She stated she had a terrible time getting through to anyone to request for a pickup. She finally got through and got picked up at almost 5pm. She stated she had a terrible time getting through to anyone to lives 1 mile away from her home to her destination back home. FYI: I transferred the directly to Mari.	8/3/2022	0
8/9/2022	August	Paratransit P 08-09-22 #618	8/9/2022	Safety	Valid	A bystandard is a Collier County School Driver and stated if she sees something that is going to harm a rider, it is her duty / bound to call it out before someone gets hurt. She stated she saw a Para Transit Driver taking a chance on the safety of the Rider. The Para Transit driver did not put a safety bet rider would have fallen and gotten hurt.	8/18/2022	9
						FYI: I transferred the call directly to the Para Manager as it was happening.		
8/17/2022	August	Paratransit P 08-17-22 #628	6/17/2022	No Show/Missed Trip	Valid	The Customer called because the paratransit bus never picked her up this morning. She was scheduled for a 6:30 am pickup to get to work at 7 am. When the bus didn't show up she called CAT and they told her they would investigate the issue, but no bus ever arrived after. The Customer was not able to go to work today and wants to make sure she gets picked up on Friday. The Customerity spaces Spanish. PS - transferred The Customer to dispatch to cancel the scheduled trip back for today, and to verify that she has a scheduled trip for Friday	8/17/2022	0
8/17/2022	August	Paratransit P 08-17-22 #630	8/17/2022	Other	Valid	No Name called because he saw a PT bus parked perpendicular to the parking spots, taking up three spots at once and blocking the front of the RaceTrac building. Bus number was CC2-2345	9/8/2022	22
8/31/2022	August	Paratransit P 08-15-22 #640	8/15/2022	Safety	Valid	The Customer called and left message on voice mail on 8/15/22 (while I was out) He stated he was picked up on 8/15/22 at 10:15 am and didn't realize the driver. who is an eva one, didn't attempt the 0/15/2022 (who, we can confirm that what: the Customer described is accurate; the driver, who is as it passages to assist passages to assist passages and applicies; I also explained that we would soon to assist passages to assist passages the didn't attempt the 0/15/202 (who, we can confirm that what: the Customer described is accurate; the driver, who is assist passages to assist passages to assist passages and applicies; I also explained that we would soon to assist passages the didn't attempt the didn't attempt the distret, and the Customer base walling down the driverway and had to cross across the road to get in the bas. He didn't attempt the disse are specially because of his disability. The Customer bagen walking down the driverway and had to cross across the road to get in the bas. He did didn't attempt the disse are assistance from the Driver to get in the Para Transit bus either. He just wants to make sure this does not happen to the totally blind riders. FYI: I called The Customer back, because Para Transit records only show him being picked up on 8/22/22 in the system (so I could not get a vehicle #) and he is adamant he got pick up on 8/15/22 at 0.122 massages well.	9/2/2022	2

she said the bus has never arrived that early before. When The Customer called to explain to dispatch that the bus arrived too early and that it was before their pickup window, dispatch toid her that pickup window was wrong. The Customer did not want me to transfer her to a CSR or dispatch when she called, but would like a call back today.	9/20/2022	September	Paratransit	P 09-20-22 #643	9/20/2022	Early		before their pickup window, dispatch told her that pickup window was wrong. The Customer did not want me to transfer her to a CSR or dispatch when	9/20/2022
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EXECUTIVE SUMMARY REPORTS AND PRESENTATIONS ITEM 6B

Metropolitan Planning Organization (MPO) Quarterly Progress Report

<u>OBJECTIVE</u>: To review and discuss the MPO Quarterly Progress Report.

<u>CONSIDERATIONS</u>: 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.

<u>STAFF RECOMMENDATION</u>: For the Board to review and discuss the MPO Quarterly Progress Report.

Prepared By: Anne McLaughlin, Collier MPO Director

ATTACHMENT(S):

1. MPO Quarterly Progress Report



SERVICE AREA/COUNTIES:

Collier

INVOICE NUMBER: G2926 Q1 INVOICE DATE: October 27, 2022

QUARTER SERVICE DATES: July 1 - September 30, 2022

6B Attachment 1

AGENCY

Collier MPO

ı	PROGRAM MANAGEMENT	PROGRESS
Α.	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)	Coordinated with Collier County to begin redesignation process. Resolution was approved by Collier County Board of County Commissioners on October 11, 2022. Anticipated to go to MPO Board on December 9, 2022.
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</i> Planning Agency Operating Guidelines . (Task 3)	The agenda for the 9/7/22 LCB meeting 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 9/7/22 LCB meeting are enclosed.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring 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)	No activity this quarter. The only committee of the LCB is the grievance committee. No grievances were files, 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 is enclosed. The list will be presented to the LCB at the 12/7/22 meeting.
J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the Coordinating Board and Planning Agency Operating Guidelines . (Task 3)	LCB meetings are advertised in the Naples Daily News. The ad for the 9/7/22 meeting is enclosed.
К.	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 Planning Agency reviewed and provided comments to the CTC. The LCB reviewed the AOR at their 9/7/22 meeting. The final will be brought for approval to the 12/7/22 LCB meeting.
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 9/6/22.

н.	SERVICE DEVELOPMENT	PROGRESS
Α.	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.

Ш.	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 9/7/22 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)	Attended CTD Planners Roundtable held in coordination with CTD Conference, in Orlando, on 8/31/22.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	Attended CTD Business meeting held in Orlando on 8/29/22.
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)	Provided orientation for Gabrielle Galanti, representative of the medical community on July 20, 2022.
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.	This task is continual and ongoing.
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 <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (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)	No activity this quarter.
Ι.	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.

к	Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.					
Otl	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.

s/Anne McLaughlin

Representative Date: <u>10/27/2022</u>

Revised: 06/30/2021

EXECUTIVE SUMMARY REPORTS AND PRESENTATIONS ITEM 6C

Florida Department of Transportation (FDOT) Report

<u>OBJECTIVE:</u> To receive an update from FDOT.

<u>CONSIDERATIONS</u>: FDOT will provide a status report to the LCB at each meeting.

<u>STAFF RECOMMENDATION</u>: For the Board to receive the update.

Prepared By: Anne McLaughlin, MPO Director

ATTACHMENT(S):

None.

EXECUTIVE SUMMARY DISTRIBUTION ITEMS ITEM 8A

Draft 2023 MPO Meeting Calendar

<u>OBJECTIVE</u>: To distribute the draft 2023 MPO Meeting Calendar to LCB members.

<u>CONSIDERATIONS</u>: The MPO Board is expected to approval the 2023 MPO Meeting Calendar shown in **Attachment 1** at their meeting on December 9, 2022.

<u>STAFF RECOMMENDATION</u>: Provide distribution item for informational purposes.

Prepared By: Anne McLaughlin, Collier MPO Executive Director

Attachments:

1. Draft 2023 MPO Meeting Calendar

Item 8A Attachment 1



2023 Meeting Schedule

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

(239) 252-5814

Pending MPO Board Approval on 12/9/22

STRIKETHROUGH = CANCELLED MEETING DATES IN RED = ADDED MEETING

*Note that locations have changed for meetings previously held in Conference Room 609/610, Collier County Growth Management Division, Planning & Regulation Bldg., 2800 North Horseshoe Drive, Naples, FL, due to unavailability of the Conference Room.

Metropolitan Planning Organization (MPO) – Monthly at 9:30 a.m. MPO Board Meetings are held on the second Friday of the month at the Board of County Commissioners Chambers, Admin. Bldg. F, 3299 Tamiami Trail East, Naples, FL, 34112, unless otherwise noted.			
February 10, 2023	March 10, 2023	April 14, 2023	May 12, 2023
June 9, 2023	September 8, 2023	October 13, 2023	*November 17, 2023
December 8, 2023			
*TENTATIVE JOINT MEETING with Lee County MPO, location and time TBD. Date subject to change.			

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m. TAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., Main Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.			
January 23, 2023	February 27, 2023	March 27, 2023	April 24, 2023
May 22, 2023	August 28, 2023	September 25, 2023	*October 23, 2023
November 27, 2023			
* TENTATIVE JOINT MEETING with Lee County TAC location and time TBD. Date subject to change			

* TENTATIVE JOINT MEETING with Lee County TAC, location and time TBD. Date subject to change.

Citizen Advisory Committee (CAC) – Monthly at 2:00 p.m.

 CAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., Main Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

 January 23, 2023
 February 27, 2023
 March 27, 2023
 April 24, 2023

 May 22, 2023
 August 28, 2023
 September 25, 2023
 *October 23, 2023

November 27, 2023

* TENTATIVE JOINT MEETING with Lee County CAC, location and time TBD. Date subject to change.

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m.

		n at the Collier County Governme	
Training Ro	om, 5th Floor, 3299 Tamiami Tra	il East, Naples, 34112, unless oth	erwise noted.
January 17, 2023	February 21, 2023	March 21, 2023	April 18, 2023
May 16, 2023	August 15, 2023	September 19, 2023	*October 17, 2023
November 21, 2023			

* TENTATIVE JOINT MEETING with Lee County BPCC, location and time TBD. Date subject to change.

Congestion Management Committee (CMC) – Bi-Monthly at 2:00 p.m.				
	CMC Meetings are held on the third Wednesday of every other month at the Collier County Transportation Management			
Services Bldg., South Co	nference Room, 2885 South Hors	eshoe Drive, Naples, FL, 34104	 unless otherwise noted. 	
January 18, 2023	March 15, 2023	May 17, 2023	July 19, 2023	
September 20, 2023	November 15, 2023			

Local Coordinating Board (LCB) for the Transportation Disadvantaged – Quarterly at 1:30 p.m.LCB Meetings are held quarterly on the first Wednesday of the corresponding month at the Collier County Government
Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.March 1, 2023May 3, 2023September 6, 2023December 6, 2023

EXECUTIVE SUMMARY DISTRIBUTION ITEMS ITEM 8B

Updated LCB Grievance Subcommittee

<u>OBJECTIVE</u>: To distribute the updated Grievance Subcommittee roster to LCB members.

<u>CONSIDERATIONS</u>: MPO staff updated the LCB Grievance Subcommittee following the MPO Board's appointment of Tony Pernas to serve as Chair of the LCB beginning in December, 2022. The revised LCB Grievance Subcommittee roster is shown in **Attachment 1**.

<u>STAFF RECOMMENDATION</u>: Provide distribution item for informational purposes.

Prepared By: Anne McLaughlin, Collier MPO Executive Director

Attachments:

1. Updated Grievance Subcommittee Roster 12-1-22

Last Updated November 7, 2022 3 LCB Member Appointees

Local Coordinating Board for the Transportation Disadvantaged Grievance Subcommittee Location: Collier County Government Center Information Technology Training Room, 5th Floor 3299 Tamiami Trail E (Bldg F) Naples, FL 34112

A Representative of:	Voting Member	Alternate
1. Chair	Council Member Tony Pernas City of Everglades City 410 Storter Ave Everglades City, FL 34102 tpernas@cityofeverglades.org	
2. Southwest Florida Regional Workforce Development Board – VICE CHAIRPERSON	Ms. Susan Corris 1 Lely High School Boulevard Naples, Florida 34113 Phone: 239-377-2672 Fax: 239-436-4340 Email: <u>scorris@careersourcesouthwestflorida.com</u> <u>corris@collierschools.com</u>	
3. Florida Agency for Health Care Administration	Alana Watson AHCA 2295 Victoria Ave., Suite 319 For Myers FL 33901 (239) 335-1275 Alana.Watson@ahca.myflorida.com	

EXECUTIVE SUMMARY DISTRIBUTION ITEMS ITEM 8C

Updated LCB Membership Roster

<u>OBJECTIVE</u>: To distribute the updated LCB Membership Roster to LCB members.

<u>CONSIDERATIONS</u>: MPO staff updated the LCB Membership Roster following the MPO Board's reappointment of Dylan Vogel as Citizen/Advocate User of the paratransit system, the Board's new appointment of Rick Hart to represent persons with disabilities, and the Board's appointment of Tony Pernas to serve as Chair of the LCB beginning in December 2022. The revised LCB Membership Roster is shown in **Attachment 1**. The appointments took place at the October 14, 2022, Board meeting.

<u>STAFF RECOMMENDATION</u>: Provide distribution item for informational purposes.

Prepared By: Anne McLaughlin, Collier MPO Executive Director

Attachments:

1. Updated LCB Membership Roster 10-14-22

Local Coordinating Board for the Transportation Disadvantaged MEMBERSHIP ROSTER

Location: Collier County Government Center Information Technology Training Room, 5th Floor 3299 Tamiami Trail E (Bldg. F) Naples, FL 34112

A R	epresentative of:	Voting Member	Alternate
1.	CHAIRPERSON	MPO Council Member Tony Pernas City of Everglades City 410 Storter Ave. Everglades City, FL 34139 Mobile: (305) 815-8849 tpernas@cityofeverglades.org	No alternate pursuant to Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. Appointed by MPO Board on 10/14/2022.
2.	Elderly	Anne Chernin 5025 Castello Drive Naples, Fl 34103 (239) 325-4444 achemin@naplesseniorcenter.org	Exp 3/12/2024
З.	Citizens Advocate/Non- User	Eileen Streight 16113 Caldera Ln. Naples, FL 34110 (239) 260-7312 (office) (239) 770-8909 (cell) <u>eileen@namicollier.org</u>	Exp 3/12/2024
4.	Citizens Advocate/User	Mr. Dylan Vogel 168 North Street Naples, FL 34108 Phone Number: 239-594-1759 <u>Dylan.m.vogel@gmail.com</u> <u>Dylanvogel@me.com</u>	Re-Appt.: 10/14/22 Term Expires: 10/14/25
5.	Veteran Services	Oscar Gomez 3339 Tamiami Trail East, Suite 212 Naples, FL 34112 (239)252-8266 Oscar.gomez@colliercountyfl.gov veteranservices@colliercountyfl.gov	Lilith Sileika 3339 Tamiami Trail East, Suite 212 Naples, FL 34112 (239)252-8266 lilith.sileika@colliercountyfl.gov veteranservices@colliercountyfl.gov

A Re	epresentative of:	Voting Member	Alternate
6.	Florida Association for Community Action	Ms. Cheryl Burnham, Community Services Director The Agricultural and Labor Program, Inc. 300 Lynchburg Road Lake Alfred, FL 33850-2576 (863)956-3491 x 224 CBurnham@alpi.org	Ms. Pa Houa Lee-Yang The Agricultural and Labor Program, Inc. 300 Lynchburg Road Lake Alfred, FL 33850-2576 <u>PYang@alpi.org</u>
7.	Public Education	Waiting for replacement	Mr. Dan Lammers Collier County School Board 5700 Cougar Lane Naples, FL 34109 (239) 377-0695 Iammersda@collierschools.com
8.	FDOT	Dale Hanson Transit Project Coordinator FDOT 801 North Broadway Avenue Bartow, FL 33830 (863)519-2321 Dale.Hanson@dot.state.fl.us	Candice Monroy Transit Programs Administrator FDOT SWIFT SunGuide Center 10041 Daniels Pkwy. Fort Myers, Florida 33913 (239) 225-1982 – Desk (239) 398-3007 – Cell Candice.Monroy@dot.state.fl.us
9.	Florida Department of Children and Family Services	Tabitha Larrauri 2295 Victoria Avenue, #332 Ft Myers, FL 33901 (239)895-0161 <u>Tabitha.Larrauri@myflfamilies.com</u>	
10.	Florida Department of Education Division of Vocational Rehabilitation Services	Mr. Robert Richards Dept. of Education/Division of Vocational Rehab Services 10681 Airport Pulling Rd. N, Ste 19 Naples, FL 31409 (239) 260-6307 Fax (239) 593-2548 <u>Robert.Richards@vr.fldoe.org</u>	Ms. Lisa O'Leary Dept. of Education/Division of Vocational Rehab Services 10681 Airport Pulling Rd. N, Ste 19 Naples, FL 31409 (239) 260-6306 Fax (239) 593-2548 Lisa.Oleary@vr.fldoe.org
11.	Area Agency on Aging SWFL – Florida Department of Elder Affairs	Maricela Morado Area Agency on Aging 15201 North Cleveland Avenue, ste 1100 North Fort Myers, FL 33903 Office: 239-652-6900 ext. 58282 Fax: 239-652-6954 Maricela.Morado@aaaswfl.org	Sonia Maldonado Area Agency on Aging 15201 North Cleveland Avenue, ste. 1100 North Fort Myers, FL 33903 Office: 239-652-6900 Sonia.Maldonado@aaaswfl.org

A Re	presentative of:	Voting Member	Alternate
12.	Florida Agency for Health Care Administration	Michael Stahler AHCA 2295 Victoria Ave., Suite 319 For Myers FL 33901 (239) 335-1251 Michael.Stahler@ahca.myflorida.com	Signe Jacobson Medical/Health Care Prog Analyst AHCA 2295 Victoria Ave., Suite 319 Fort Myers, Florida 33901 (239) 335-1282 Signe.Jacobson@ahca.myflorida.com
13.	Representative for Children at Risk	Brett Nelson CCPS 5775 Osceola Trail Naples, FL 34109 (239) 377-0001 <u>Nelsonb2@collierschools.com</u>	
14.	Private Transportation Industry	Vacant	
15.	Disabled	Rick Hart 1100 Diamond Circle, Unit 1104 Naples, FL, 34110 Phone: 708-642-6793 <u>rick@lighthouseofcollier.org</u>	Appt.: 10/14/22 Term Expires: 10/14/25
16.	Local Medical Community	Gabrielle Galanti 2806 Horseshoe Drive S Naples, FL 34104 <u>gabbyg@dlcenters.org</u> (239) 398-9647	
17.	Southwest Florida Regional Workforce Development Board – VICE CHAIRPERSON	Ms. Susan Corris 1 Lely High School Boulevard Naples, Florida 34113 Phone : 239-377-2672 Fax : 239-436-4340 Email : <u>scorris@careersourcesouthwestflorida.co</u> <u>mcorris@collierschools.com</u>	
18.	Agency for Persons with Disabilities	Leah Watson 2295 Victoria Ave. Fort Myers, FL 33901 Phone: 338-1378 Cell: 239-218-7217 Email: <u>Leah.watson@apdcares.org</u>	

Technical Assistance for the Collier County Local Coordinating Board for the Transportation Disadvantaged

Advisory Members

None at present

Community Transportation Coordinator

Collier County Board of County Commissioners C/O Michelle Arnold Main (239) 252-5840 Direct (239) 252-5841

Collier Area Transit

Braian Morales - MV General Manager (239) 252-4983

<u>Medicaid Transportation Provider</u> Medical Transportation Management (MTM) Lisa Sanders

789 South Federal Highway, #201 Stuart, Florida 34994 772-266-4971

Commission for the Transportation Disadvantaged (CTD):

Commission for the Transportation Disadvantaged 605 Suwannee Street, MS-49 Tallahassee, Florida 32399-0450 (850) 488-6036 sun/com 292-7279

Designated Official Planning Agency

Collier Metropolitan Planning Organization 2885 South Horseshoe Drive Naples, Florida 34104 (239) 252-8192