



AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged

**NOTE: THIS IS AN IN-PERSON MEETING
IN-PERSON COMMITTEE QUORUM REQUIRED**

Collier County Government Center
Admin. Bldg. F, IT Training Room, 5th Floor
3299 Tamiami Trail East
Naples, FL 34112

REGULAR MEETING

Wednesday – December 4, 2024
1:30 p.m.

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

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

3. APPROVAL OF AGENDA

4. APPROVAL OF MEETING MINUTES

- A. September 4, 2024, Regular Meeting Minutes

5. BOARD ACTION

- A. Approve Annual Update to LCB Grievance Policy/Procedures
- B. Review and Approve the CTC's Final FY 2023-24 Annual Operating Report
- C. Endorse the submittal of Federal Transit Administration Sections 5310, 5311 and 5339 grant applications and the associated projects to support Collier Area Transit

6. REPORTS & PRESENTATIONS

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

7. OTHER BUSINESS

- A. 2025 CTC Evaluation – Opportunities for LCB Members to Participate

8. DISTRIBUTION ITEMS

- A. Proposed 2025 Collier MPO Meeting Schedule

9. BOARD MEMBER COMMENTS

10. NEXT MEETING DATE

March 5, 2025, at 1:30 p.m., Annual Public Workshop, Regular Meeting to immediately follow

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. Suzanne Miceli (239) 252-5814 or by email at: Suzanne.Miceli@colliercountyfl.gov or in writing to the Collier MPO, attention: Ms. Miceli, at 2885 South Horseshoe Dr., Naples, FL 3104.

MEETING MINUTES

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

Collier County Government Center
Admin Building “F”, IT Training Room, 5th Floor
3299 Tamiami Trail East, Naples, FL 34112
September 4, 2024 | 1:30 p.m.

1. CALL TO ORDER

A. Roll Call

Chair Pernas called the meeting to order at approximately 1:30 p.m.

Ms. Miceli called the roll and confirmed a quorum was present.

Members Present

Carmen Henry, Southwest Florida Regional Workforce Development Board, Vice-Chair
Dylan Vogel, Citizens Advocate/User
Gabrielle Galanti, Local Medical Community
Tony Pernas, MPO Board member, Everglades City, LCB Chair
Todd Engala, Florida Dept. of Transportation
Charles Lascari, Rep. of Disabled
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs

Members Absent

Brett Nelson, Children at Risk
Cheryl Burnham, Florida Association for Community Action
John Lambcke, Collier Schools Transportation Director
Leah Watson, Agency for Persons with Disabilities
Michael Stahler, Florida Agency for Health Care Administration
Oscar Gomez, Veterans Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services
Lisa O’Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services

MPO Staff

Dusty Hansen, Senior Planner
Suzanne Miceli, Operations Support Specialist II
Anne McLaughlin, Executive Director (*arrived during Item 5.B.*)

Others Present

Brian Wells, Director, Collier County Public Transit & Neighborhood Enhancement
Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit
Mari Maldonado, Paratransit Manager, Collier Area Transit
Omar De Leon, Public Transit Manager, Collier Area Transit
Alexander Showalter, Senior Planner, Collier Area Transit
Victoria Upthegrove, Florida Dept. of Transportation

B. Pledge of Allegiance

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

None.

3. APPROVAL OF AGENDA

Ms. Gualco moved to approve the agenda. Ms. Galanti seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

Approval of May 1, 2024 Meeting Minutes

Ms. Henry moved to approve the Meeting Minutes for May 1, 2024. Mr. Vogel seconded. Passed unanimously.

5. BOARD ACTION

A. Review and Approve an Amendment to the 2023 Transportation Disadvantaged Service Plan, Major Update (Roll Call Vote)

Ms. Hansen explained that the Transportation Disadvantaged Service Plan (TDSP) is a multi-year document that looks at development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. The TDSP was approved by LCB on October 4, 2023, and ratified by the MPO Board on December 8, 2023. The proposed Amendment to the TDSP includes the addition of the of the FY25 Rate Model, which was approved at the March 2024 LCB meeting, and sets forth the reimbursement rate to the Community Transportation Coordinator (CTC) for TD trips under the CTC's Trip & Equipment grant, as well as an update to the Quality Assurance section to include the most recent CTC evaluation. The TDSP Amendment had been advertised for a 14-day public comment period as set forth in Collier MPO's Public Participation Plan, and the MPO had not received any comments from the public.

Ms. Hansen reviewed the updated rate model (which can be viewed in the September 4, 2024 Agenda). **Mr. Lascari** asked why Group Trip individual reimbursement rates had gone down while Group Trip group reimbursement rates had gone up and requested more information about the Grievance Procedure process.

A group discussion followed, regarding individual reimbursements and some possible factors for rate differences. **Mr. De Leon** said he would look into the matter further and follow-up with **Mr. Lascari** at later date. **Mr. De Leon** explained the process of the Grievance Procedures in regard to Collier Area Transit (CAT), which can be viewed on the Collier Area Transit website, and advised that those who wish to make a complaint, clarify that when contacting CAT.

Ms. Galanti moved to approve an Amendment to the 2023 Transportation Disadvantaged Service Plan, Major Update. Ms. Henry seconded.

Roll Call Vote:

Brett Nelson - Yes

Carmen Henry - Yes

Dylan Vogel - Yes

Gabrielle Galanti - Yes

Tony Pernas - Yes

Todd Engala - Yes

Charles Lascari - Yes

Sarah Gualco - Yes

Passed unanimously.

B. Review and Approve the Draft FY 2023-24 Annual Operating Report

Ms. Hansen said that like all designated CTCs, Collier County must submit an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (CTD). The CTD uses the AOR to determine the operating data of a CTC, provide a statewide operational profile, evaluate performance aspects of coordinated systems, and substantiate if the CTC requires additional funds. The AOR will be submitted to the CTD by the Collier County Public Transit and Neighborhood Enhancement Division (PTNE), and the finalized AOR would be presented to the LCB at the December 2024 meeting for approval, after being reviewed by the CTD.

Mr. De Leon reviewed the draft AOR (which can be viewed in the September 4, 2024 Agenda).

Ms. Gualco moved to approve the Draft FY 2023-24 Annual Operating Report. **Ms. Henry** seconded. *Passed unanimously.*

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. De Leon said CAT had started utilizing business intelligence software (Power BI) to streamline the CTC Quarterly reporting process, and reviewed the CTC report (which can be viewed in the September 4, 2024 Agenda).

A group discussion followed, regarding the possibilities of improving CATConnect travel times. **Mr. De Leon** said that CAT continues to work toward more efficient pick-up, drop-off, and travel times for all paratransit users.

Mr. De Leon reported that CAT continues to face increasing demand for TD trips and budget constraints. The CTC exceeded the amount of TD trip allocations by 139 in August. There may need to be discussion and action by LCB in the future to modify the Transportation Disadvantaged Service Plan in terms of income eligibility, or to seek guidance from LCB in terms advance reservation timeframes for lower-tier priority trips.

B. MPO Quarterly Progress Report

Ms. Hansen said that during the last quarter, the MPO Board approved the appointment of newest LCB member, Charles Lascari, as the representative for the disabled at its April 12, 2024 meeting. At the

May 1, 2024 LCB meeting, the LCB endorsed the FY24-25 TD Planning Grant application and associated MPO Resolution. The annual update to the LCB Bylaws had been approved and endorsed by the LCB, and adopted by the MPO Board at its May 10, 2024 meeting. The CTC evaluation had been completed, reviewed, and approved by the LCB. The report included data provided by coordination contractors, as shown in the AOR. **Ms. Hansen** had attended a virtual training hosted by the CTD and CUTR, "Changing Demographics and Mobility Management Transformation," on April 29, 2024, and the CTD business meeting virtually on June 3, 2024.

C. FDOT Report

Ms. Upthegrove said she would be taking over Mr. Engala's role as the primary LCB member on behalf of FDOT, as well as providing FDOT District 1 (D1) updates. FDOT had received 36 applications from Easter Seals Naples and CAT for Section 5310 grants, as well as applications for Sections 5311 and 5339 grants from CAT. Award recommendations had gone to FDOT Central Office for CAT for the 5310 and 5339 programs and Easter Seals for the 5310. FDOT D1 was still awaiting the 5311. FDOT would hold a virtual grant workshop on September 19, 2024, and the 2024 Florida Public Transportation (FTPA) Conference would be held September 22-25, 2024 in West Pam Beach. Round three of FDOT triennial reviews began in 2024 for 29 agencies throughout District 1. Upcoming reviews would be Sunrise Community of Southwest Florida and Easter Seals of Naples. Mobility week would be occurring October 25 through November 2, 2024. FDOT's Transit Unit was fully staffed.

Mr. Engala added that FDOT Central Office had received confirmation that CAT was awarded a Section 5339 program grant.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

None.

9. BOARD MEMBER COMMENTS

Mr. Vogel announced that it would be his last LCB meeting, as he would be moving out of state.

Mr. Lascari commended CAT staff member, Alma, for her professionalism and excellent customer service.

Mr. Engala announced that as Ms. Upthegrove would be replacing him as primary member on behalf of FDOT on the LCB, it could be his last meeting as well. He thanked the LCB for the positive experience he had as a Board member.

10. NEXT MEETING DATE

December 4, 2024, at 1:30 p.m., Regular Meeting, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

11. ADJOURNMENT

*No further business being conducted, **Chair Pernas** adjourned the meeting at 2:43 p.m.*

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5A

Approve Annual Update to the Local Coordinating Board Grievance Policy/Procedures

OBJECTIVE: For the Board to review and approve the updated Local Coordinating Board for the Transportation Disadvantaged (LCB) Grievance Process Policy/Procedures.

CONSIDERATIONS: In accordance with the Transportation Disadvantaged (TD) Planning Grant, the Local Coordinating Board (LCB) must review and update its Grievance Policy on an annual basis. The Grievance Policy provides guidance for those who have unresolved complaints related to administration of the transportation disadvantaged program in Collier County.

This year's update to the Grievance Policy includes the following:

- Revisions to enhance clarity;
- Revisions to Definitions (Section 2) to more closely track the language contained in TD program definitions set forth in Section 427.011, Florida Statutes; and
- Revisions to more closely track language related to TD program grievances set forth in 41-2.012(5)(c), Florida Administrative Code (revisions to paragraph 3.1).

The proposed changes are included as **Attachment 1** in ~~striketrough~~/underline format. A clean version of the updated Grievance Policy is included as **Attachment 2**.

STAFF RECOMMENDATION: That the Board review, comment on, and approve the updated LCB Grievance Policy/Procedures.

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENTS:

1. Updated LCB Grievance Procedures – Strikethrough and underline track changes version
2. Updated LCB Grievance Procedures – Clean version
3. Section 427.011, Florida Statutes
4. 41-2.012, Florida Administrative Code
5. Current LCB Grievance Committee Roster

GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED
[\(LCB\)](#)**

Approved by the Collier LCB: December ~~64, 2023~~[2024](#)

COLLIER COUNTY LOCAL COORDINATING BOARD ~~(LCB)~~ GRIEVANCE

PROCESS POLICY

SECTION 1: INTRODUCTION

The Florida Commission for the Transportation Disadvantaged (CTD) requires ~~all local systems~~the LCB to have written procedures for addressing/resolving complaints and grievances related to the transportation disadvantaged program in Collier County. -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 process for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statutes, 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(~~42~~), 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

Collier County is the Collier County Board of County Commissioners (BCC).

- (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the CTC to fulfill the functions of transportation disadvantaged planning (also uniformly referred to as the Planning Agency). The [Collier Metropolitan Planning Organization \(Collier MPO\)](#) 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 ~~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 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 service~~ ~~providings as all or part of its charter agency~~.
- (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~~Hearing Process:** The process titled “Administrative Procedure Act” set forth in Chapter 120, Florida Statutes.
- (i) **Ombudsman Program:** A toll-free telephone number established and administered by the CTC 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-Grievance process-Process~~ shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances ~~that are not resolved from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area~~between individual agencies/entities and the customer. It is not the objective of the ~~grievance-Grievance process-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-Grievance process-Process~~ will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the ~~grievance-Grievance procedure-Procedures~~ shall be available to anyone upon request.

- 3.5 Apart from this ~~grievance~~Grievance process~~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 DOPA TD Program Administrator (Collier 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~~Hearing 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

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6.4 Formal Grievance: The ~~complainant~~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.,

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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 [complainantcustomer](#) to resolve the complaint.
- An explanation of the relief desired by the [complainantcustomer](#).

If the [complainantcustomer](#) does not supply the above information to substantiate the grievance, no further action will be taken.

The following steps constitute the formal [grievance](#) ~~Grievance process~~ [Process](#):

6.6 **Step 1:** The [complainantcustomer](#) shall first contact the PTNE Division Director ([contact information below](#)) 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 [complainantcustomer](#) 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 CTDOmbudsman@dot.state.fl.us.

Public Transit and Neighborhood Enhancement [Division](#) Director
8300 Radio Road
Naples, FL 34104
Phone: 239-252-5841
Email: rideCAT@colliercountyfl.gov

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

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

Collier MPO
Attn: Executive Director
2885 Horseshoe Drive South
Naples, FL 34104
(239) 252-5884
collier.mpo@colliercounty.fl.gov

6.8 Step Three: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The [complainantcustomer](#) 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 [complainantcustomer](#).

6.9 **Step Four:** Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The ~~Local Coordinating Board~~ Grievance Committee must review all grievances and report accordingly to the ~~full~~ Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the ~~complainantcustomer~~ 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 ~~complainantcustomer~~ will be informed of his/her right to file a formal grievance with the CTD. The ~~complainantcustomer~~ 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 ~~complainantcustomer~~, the CTD will provide the ~~complainantcustomer~~ with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the ~~complainantcustomer~~ 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 ~~complainantcustomer~~ should be sure to try and have as many details as possible, when filing a complaint,

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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 [complainantcustomer](#), file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the [complainantcustomer](#) has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the [complainantcustomer](#) with the next step in the complaint or grievance process. The [complainantcustomer](#) 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.

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GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED
(LCB)**

Approved by the Collier LCB: December 4, 2024

COLLIER COUNTY LOCAL COORDINATING BOARD

GRIEVANCE PROCESS POLICY

SECTION 1: INTRODUCTION

The Florida Commission for the Transportation Disadvantaged (CTD) requires the LCB to have written procedures for addressing/resolving complaints and grievances related to the transportation disadvantaged program in Collier County. 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 process for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statutes, 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(2), 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 Collier County is the Collier County Board of County Commissioners (BCC).

- (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the CTD to fulfill the functions of transportation disadvantaged planning (also uniformly referred to as the Planning Agency). The Collier Metropolitan Planning Organization (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 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 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 transportation service-providing agency.
- (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 Hearing Process:** The process titled “Administrative Procedure Act” set forth in Chapter 120, Florida Statutes.
- (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 from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area. 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 Procedures 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 DOPA TD Program Administrator (Collier 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 Hearing 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 complainant, 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 complainant to resolve the complaint.
- An explanation of the relief desired by the complainant.

If the complainant 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 complainant shall first contact the PTNE Division Director (contact information below) 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 complainant 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 CTDOmbudsman@dot.state.fl.us.

Public Transit and Neighborhood Enhancement Division Director
8300 Radio Road
Naples, FL 34104
Phone: 239-252-5841

Email: rideCAT@colliercountyfl.gov

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

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

Collier MPO

Attn: Executive Director

2885 Horseshoe Drive South

Naples, FL 34104

(239) 252-5884

collier.mpo@colliercounty.fl.gov

6.8 Step Three: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The complainant 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 complainant.

6.9 Step Four: Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Grievance Committee must review all grievances and report accordingly to the Local

Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the complainant 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 complainant will be informed of his/her right to file a formal grievance with the CTD. The complainant 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 complainant, the CTD will provide the complainant with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the complainant 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 complainant 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 complainant, file the complaint with the local CTC on the customer's

behalf, to begin the local complaint process. If the complainant has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the complainant with the next step in the complaint or grievance process. The complainant 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.

Select Year: 2024 ▼ Go

The 2024 Florida Statutes

[Title XXX](#)

[Chapter 427](#)

[View Entire Chapter](#)

SOCIAL WELFARE SPECIAL TRANSPORTATION AND COMMUNICATIONS SERVICES

427.011 Definitions.—For the purposes of ss. [427.011-427.017](#):

(1) “Transportation disadvantaged” means those persons who because of physical or mental disability, income status, or age 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 or at-risk as defined in s. [411.202](#).

(2) “Metropolitan planning organization” means the organization responsible for carrying out transportation planning and programming in accordance with the provisions of 23 U.S.C. s. 134, as provided in 23 U.S.C. s. 104(f) (3).

(3) “Agency” means 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 transportation service-providing agency.

(4) “Transportation improvement program” means a staged multiyear program of transportation improvements, including an annual element, which is developed by a metropolitan planning organization or designated official planning agency.

(5) “Community transportation coordinator” means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in ss. [427.011-427.017](#) in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

(6) “Transportation operator” means one or more public, private for-profit, or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated system service plan.

(7) “Coordinating board” means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

(8) “Purchasing agency” means a department or agency whose head is an ex officio, nonvoting adviser to the commission, or an agency that purchases transportation services for the transportation disadvantaged.

(9) “Paratransit” means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and provider of the service. Paratransit service is provided by taxis, limousines, “dial-a-ride,” buses, and other demand-responsive operations that are characterized by their nonscheduled, nonfixed route nature.

(10) “Transportation disadvantaged funds” means any local government, state, or available federal funds that are for the transportation of the transportation disadvantaged. Such funds may include, but are not limited to, funds for planning, Medicaid transportation, administration, operation, procurement, and maintenance of vehicles or equipment and capital investments. Transportation disadvantaged funds do not include funds for the transportation of children to public schools.

(11) “Coordination” means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services.

(12) “Nonsponsored transportation disadvantaged services” means transportation disadvantaged services that are not sponsored or subsidized by any funding source other than the Transportation Disadvantaged Trust Fund.

History.—ss. 1, 9, ch. 79-180; s. 4, ch. 80-414; ss. 1, 3, ch. 84-56; ss. 1, 14, ch. 89-376; s. 57, ch. 90-306; s. 5, ch. 91-429; s. 82, ch. 92-152; s. 63, ch. 94-237; s. 2, ch. 2008-203.

41-2.012 Coordinating Board Structure and Duties.

The purpose of the Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS). Each Coordinating Board is recognized as an advisory body to the Commission in its service area. The members of the Coordinating Board shall be appointed by the Metropolitan Planning Organization or the Designated Official Planning Agency. A Coordinating Board shall be appointed in each county. However, when agreed upon in writing, by all Boards of County Commissions in each county to be covered in the service area, multi-county Coordinating Boards may be appointed. The structure and duties of the Coordinating Board shall be as follows:

(1) The Metropolitan Planning Organization or Designated Official Planning Agency shall appoint one elected official to serve as the official chairperson for all Coordinating Board meetings. The appointed chairperson shall be an elected official from the county that the Coordinating Board serves. For a multi-county Coordinating Board, the elected official appointed to serve as Chairperson shall be from one of the counties involved.

(2) The Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

(3) In addition to the Chairperson, except for multi-county Coordinating Boards which shall have as a representative an elected official from each county, including the Chairperson, one of whom shall be elected Vice-Chairperson, the following agencies or groups shall be represented on the Coordinating Board, in every county as voting members:

- (a) A local representative of the Florida Department of Transportation;
- (b) A local representative of the Florida Department of Children and Family Services;
- (c) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- (d) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (e) A person recommended by the local Veterans Service Office representing the veterans of the county;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over sixty representing the elderly in the county;
- (h) A person with a disability representing the disabled in the county;
- (i) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (l) A local representative of the Florida Department of Elderly Affairs;
- (m) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;

- (n) A local representative of the Florida Agency for Health Care Administration;
- (o) A local representative of the Agency for Persons with Disabilities;
- (p) A representative of the Regional Workforce Development Board established in chapter 445, F.S.; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(4) Except for the Chairperson, the non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the Designated Official Planning Agency. No employee of a community transportation coordinator shall serve as a voting member of the coordinating board in an area where the community transportation coordinator serves. However, community transportation coordinators and their employees are not prohibited from serving on a coordinating board in an

area where they are not the coordinator. However, an elected official serving as Chairperson of the coordinating board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the community transportation coordinator shall not be precluded from serving as voting members of the coordinating board.

(5) The Board shall meet at least quarterly and shall perform the following duties in addition to those duties specifically listed in section 427.0157, F.S.:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

(b) Annually, provide the Metropolitan Planning Organization or Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the local Coordinating Board to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission upon approval by the local coordinating board.

(c) Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The Coordinating Board shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Coordinating Board.

(d) All coordinating board members should be trained on and comply with the requirements of section 112.3143, F.S., concerning voting conflicts of interest.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 11-16-93, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 4-8-01, 12-17-02, 7-3-03, 6-14-18.

Last Updated October 31, 2024
3 LCB Member Appointees

5A Attachment 5
LCB 12/4/24

**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

<i>A Representative of:</i>	<i>Voting Member</i>	<i>Alternate</i>
1. <i>Chair/MPO Board</i>	Council Member Tony Pernas City of Everglades City 410 Storter Ave Everglades City, FL 34102 Phone: 239-695-3781 tpernas@cityofeverglades.org	
2. <i>Agency for Persons with Disabilities</i>	Leah Watson 2295 Victoria Ave. Fort Myers, FL 33901 Phone: 239-338-1378 Email: Leah.watson@apdcares.org	
3. <i>Southwest Florida Regional Workforce Development Board</i>	Carmen Henry CareerSource Southwest Florida 6800 Shoppes at Plantation Drive, Suite 170 Fort Myers, FL 33912 239-931-8200 ext. 1803 CHenry@careersourcesouthwestflorida.com	

<i>Advisory Member</i>	<i>Primary</i>	<i>Alternate</i>
<i>Collier Metropolitan Planning Organization (as Designated Official Planning Agency)</i>	Anne McLaughlin, Executive Director 2885 South Horseshoe Drive Naples, FL 34104 Phone: 239-252-5884 Anne.Mclaughlin@colliercountyfl.gov	Dusty Hansen, Planner 2885 South Horseshoe Drive Naples, FL 34104 Phone: 239-252-5850 Dusty.Hansen@colliercountyfl.gov

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5B

Review and Approve the CTC's Final FY 2023-24 Annual Operating Report

OBJECTIVE: For the Board to review and approve the final FY 2023-2024 Annual Operating Report (AOR).

CONSIDERATIONS: Pursuant to Chapter 427, Florida Statutes, each Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR). Collier County is the designated CTC. The Public Transit and Neighborhood Enhancement Director submitted the report electronically to the Florida Commission for the Transportation Disadvantaged (CTD).

The CTD uses the information to determine each CTC's operating data, provide a statewide operational profile of the Florida Coordinated Transportation System, and to evaluate certain performance aspects of the coordinated systems individually and as a whole. The CTD also uses the data collected in the Report to substantiate the need for the CTC to request additional funds.

The draft AOR was brought to the LCB in September for review and approval prior to submission to the CTD. The CTD has reviewed and approved the final AOR (**Attachment 1**).

STAFF RECOMMENDATION: For the Board to review the final FY 2023-2024 AOR and authorize the Chair to sign the AOR certifying that the LCB has reviewed the Report and that a copy has been received by the Planning Agency (the MPO).

Prepared By: Dusty May Hansen, MPO Senior Planner

ATTACHMENTS:

1. Final FY 23-24 CTC Annual Operating Report



CTC Organization

5B Attachment 1
LCB 12/4/24

County: Collier

CTC Status: Complete

Fiscal Year: 7/1/2023 - 6/30/2024

CTD Status: Complete

Date Initiated: 7/19/2024

CTC Organization Name: Collier County Board of County Commissioners

Address: 3299 Tamiami Trl E Suite 103

City: Naples

State: FL

Zip Code: 34112

Organization Type: County

Network Type: Complete Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 1

Coordination Contractors: Yes

Number of Coordination Contractors: 2

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Tony Pernas

CTC Contact: Brian Wells

CTC Contact Title: Director

CTC Contact Email: brian.wells@colliercountyfl.gov

Phone: (239) 252-5841

CTC Certification

I, Brian Wells, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Tony Pernas, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2023 - 6/30/2024

Upload Date: 8/5/2024

Coordination Contractor Name: Sunrise Community of S.W. Florida - Naples
Address: 4227 Exchange Ave
City: Naples
State: FL
Zip Code: 34104
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: No
Who Do You Serve: Adults with Disabilities
Contact Person: Cassandra Beaver
Contact Title: Director of Day and Community Services
Contact Email: cassandrabeaver@sunsrisegroup.org
Phone: (239) 643-5338

Coordination Contractor Certification

By submission of this form, I, Cassandra Beaver, as the authorized representative of Sunrise Community of S.W. Florida - Naples , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2023 - 6/30/2024

Upload Date: 8/5/2024

Coordination Contractor Name: Easter Seals Florida, Inc
Address: 8793 Tamiami Trail East, Unit 111
City: Naples
State: FL
Zip Code: 341133300
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: No
Who Do You Serve: Individuals with disabilities and seniors
Contact Person: Rikeshia Blake
Contact Title: Chief Financial Officer
Contact Email: rblake@fl.easterseals.com
Phone: (561) 881-2822

Coordination Contractor Certification

By submission of this form, I, Rikeshia Blake, as the authorized representative of Easter Seals Florida, Inc , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2023 - 6/30/2024

Upload Date: 8/5/2024

Coordination Contractor Name: Hope Hospice and Community Services, INC DBA Hope
Address: 9470 Health Park Cir
City: Fort Myers
State: FL
Zip Code: 33908
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: No
Who Do You Serve: Elderly Population over 60 years of age in Collier County
Contact Person: Jill Lampley
Contact Title: CFO
Contact Email: lampleyj@chaptershealth.org
Phone: (239) 489-9163

Coordination Contractor Certification

By submission of this form, I, Jill Lampley, as the authorized representative of Hope Hospice and Community Services, INC DBA Hope , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



CTC Trips

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	89,647	N/A	89,647	79,514	N/A	79,514
Paratransit						
Ambulatory	22,522	39,732	62,254	20,017	28,862	48,879
Non-Ambulatory	3,151	1,386	4,537	4,494	912	5,406
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	115,320	41,118	156,438	104,025	29,774	133,799
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	115,320	N/A	115,320	104,025	N/A	104,025
Total - Contracted Transportation Operator Trips	115,320	0	115,320	104,025	0	104,025
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	7,491	7,491	0	0	0
Agency for Persons with Disabilities (APD)	0	23,405	23,405	0	26,724	26,724
Comm for the Transportation Disadvantaged (CTD)	25,646	N/A	25,646	24,306	N/A	24,306
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	27	0	27	45	0	45
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	6,277	7,850	14,127	7,640	632	8,272
Local Government	61,621	0	61,621	54,484	0	54,484
Local Non-Government	5,368	2,372	7,740	3,684	2,399	6,083
Other Federal & State Programs	16,381	0	16,381	13,866	19	13,885
Total - Revenue Source	115,320	41,118	156,438	104,025	29,774	133,799



CTC Trips (cont'd)

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	4,589	14,462	19,051	6,414	0	6,414
Children At Risk	89	0	89	346	0	346
Persons With Disabilities	49,720	26,136	75,856	45,512	29,774	75,286
Low Income	60,922	520	61,442	51,753	0	51,753
Other	0	0	0	0	0	0
Total - Passenger Type	115,320	41,118	156,438	104,025	29,774	133,799
Trip Purpose - One Way						
Medical	26,317	3,120	29,437	30,953	0	30,953
Employment	16,773	0	16,773	20,987	0	20,987
Education/Training/Daycare	32,018	37,998	70,016	32,523	29,774	62,297
Nutritional	86	0	86	271	0	271
Life-Sustaining/Other	40,126	0	40,126	19,291	0	19,291
Total - Trip Purpose	115,320	41,118	156,438	104,025	29,774	133,799
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,349	268	1,617	1,337	175	1,512
Total - UDPHC	1,349	268	1,617	1,337	175	1,512
Unmet & No Shows						
Unmet Trip Requests	248	N/A	248	182	N/A	182
No Shows	8,925	N/A	8,925	9,047	N/A	9,047
Customer Feedback						
Complaints	96	N/A	96	49	N/A	49
Commendations	15	N/A	15	24	N/A	24



Coordination Contractor Trips

County: Collier **CTC Status:** Complete **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 8/5/2024 **Coordination Contractor:** Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	23,251	26,349
Non-Ambulatory	866	912
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	24,117	27,261
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	23,405	26,724
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	712	518
Other Federal & State Programs	0	19
Total - Revenue Source	24,117	27,261

Coordination Contractor Trips (cont'd)

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	24,117	27,261
Low Income	0	0
Other	0	0
Total - Passenger Type	24,117	27,261
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	24,117	27,261
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	24,117	27,261
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	54	62
Total - UDPHC	54	62
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips

County: Collier **CTC Status:** Complete **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 8/5/2024 **Coordination Contractor:** Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	2,019	2,513
Non-Ambulatory	0	0
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	2,019	2,513
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	359	632
Local Government	0	0
Local Non-Government	1,660	1,881
Other Federal & State Programs	0	0
Total - Revenue Source	2,019	2,513



Coordination Contractor Trips (cont'd)

County: Collier **CTC Status:** Complete **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 8/5/2024 **Coordination Contractor:** Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	2,019	2,513
Low Income	0	0
Other	0	0
Total - Passenger Type	2,019	2,513
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	2,019	2,513
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	2,019	2,513
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	128	113
Total - UDPHC	128	113
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips

County: Collier **CTC Status:** Complete **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 8/5/2024 **Coordination Contractor:** Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	14,462	0
Non-Ambulatory	520	0
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	14,982	0
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	7,491	0
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	7,491	0
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
Total - Revenue Source	14,982	0

Coordination Contractor Trips (cont'd)

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	14,462	0
Children At Risk	0	0
Persons With Disabilities	0	0
Low Income	520	0
Other	0	0
Total - Passenger Type	14,982	0
Trip Purpose - One Way		
Medical	3,120	0
Employment	0	0
Education/Training/Daycare	11,862	0
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	14,982	0
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	86	0
Total - UDPHC	86	0
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



CTC Vehicles & Drivers

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	977,287	N/A	977,287	861,946	N/A	861,946
Paratransit Miles	406,525	283,255	689,780	401,037	176,887	577,924
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,383,812	283,255	1,667,067	1,262,983	176,887	1,439,870
Roadcalls & Accidents						
Roadcalls	58	0	58	33	0	33
Chargeable Accidents	52	0	52	28	0	28
Vehicle Inventory						
Total Number of Vehicles	33	10	43	35	7	42
Number of Wheelchair Accessible Vehicles	33	3	36	35	0	35
Drivers						
Number of Full Time & Part Time Drivers	49	21	70	40	16	56
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	158,639	174,265
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	158,639	174,265
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	6	6
Number of Wheelchair Accessible Vehicles	0	0
Drivers		
Number of Full Time & Part Time Drivers	14	14
Number of Volunteer Drivers	0	0



Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 8/5/2024

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	1,243	2,622
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	1,243	2,622
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	1	1
Number of Wheelchair Accessible Vehicles	0	0
Drivers		
Number of Full Time & Part Time Drivers	4	2
Number of Volunteer Drivers	0	0



Coordination Contractor Vehicles & Drivers

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	123,373	0
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	123,373	0
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	3	0
Number of Wheelchair Accessible Vehicles	3	0
Drivers		
Number of Full Time & Part Time Drivers	3	0
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 225,726	\$ 225,726	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 476,614	\$ 476,614	\$ 0	\$ 565,139	\$ 565,139
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 2,552	\$ 0	\$ 2,552	\$ 6,194	\$ 0	\$ 6,194
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 744,198	N/A	\$ 744,198	\$ 768,742	N/A	\$ 768,742
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 13,093	\$ 13,093	\$ 0	\$ 25,128	\$ 25,128
49 USC 5311	\$ 367,694	\$ 0	\$ 367,694	\$ 508,191	\$ 0	\$ 508,191
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 3,609,670	\$ 0	\$ 3,609,670	\$ 3,624,088	\$ 0	\$ 3,624,088
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 243,483	\$ 0	\$ 243,483	\$ 196,192	\$ 0	\$ 196,192
Donations/Contributions	\$ 0	\$ 14,490	\$ 14,490	\$ 0	\$ 18,871	\$ 18,871
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 70,981	\$ 92,161	\$ 163,142	\$ 48,815	\$ 87,978	\$ 136,793
Other Federal & State Programs						
Other Federal Programs	\$ 959,559	\$ 0	\$ 959,559	\$ 922,339	\$ 0	\$ 922,339
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 16,657	\$ 16,657
Total - Revenue Sources	\$ 5,998,137	\$ 822,084	\$ 6,820,221	\$ 6,074,561	\$ 713,773	\$ 6,788,334



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 8/5/2024

Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 476,614	\$ 565,139
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 14,490	\$ 18,871
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 16,657
Total - Revenue Sources	\$ 491,104	\$ 600,667

Coordination Contractor Revenue Sources

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 13,093	\$ 25,128
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 92,161	\$ 87,978
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 105,254	\$ 113,106



Coordination Contractor Revenue Sources

County: Collier **CTC Status:** Complete **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2023 - 06/30/2024 **Upload Date:** 8/5/2024 **Coordination Contractor:** Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 225,726	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 225,726	\$ 0



CTC Expense Sources

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 73,553	\$ 568,962	\$ 642,515	\$ 67,330	\$ 415,032	\$ 482,362
Fringe Benefits	\$ 29,902	\$ 105,786	\$ 135,688	\$ 27,025	\$ 94,800	\$ 121,825
Services	\$ 281,981	\$ 652	\$ 282,633	\$ 428,978	\$ 11,157	\$ 440,135
Materials & Supplies Consumed	\$ 773,481	\$ 57,553	\$ 831,034	\$ 944,429	\$ 18,935	\$ 963,364
Utilities	\$ 61,831	\$ 16,252	\$ 78,083	\$ 61,317	\$ 15,587	\$ 76,904
Casualty & Liability	\$ 26,000	\$ 16,801	\$ 42,801	\$ 15,600	\$ 17,149	\$ 32,749
Taxes	\$ 0	\$ 21,008	\$ 21,008	\$ 0	\$ 21,277	\$ 21,277
Miscellaneous	\$ 3,995	\$ 171	\$ 4,166	\$ 6,449	\$ 0	\$ 6,449
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 1,638	\$ 33,021	\$ 34,659	\$ 2,119	\$ 26,294	\$ 28,413
Capital Purchases	\$ 357,470	\$ 1,472	\$ 358,942	\$ 410,170	\$ 0	\$ 410,170
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 105,102	\$ 0	\$ 105,102	\$ 102,995	\$ 0	\$ 102,995
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 4,745,756	N/A	\$ 4,745,756	\$ 4,521,314	N/A	\$ 4,521,314
Total - Expense Sources	\$ 6,460,709	\$ 821,678	\$ 7,282,387	\$ 6,587,726	\$ 620,231	\$ 7,207,957

Coordination Contractor Expense Sources

County: Collier CTC Status: Complete CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024 Upload Date: 8/5/2024 Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 351,175	\$ 358,729
Fringe Benefits	\$ 53,227	\$ 86,431
Services	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 16,425	\$ 16,425
Utilities	\$ 13,179	\$ 12,352
Casualty & Liability	\$ 10,724	\$ 11,911
Taxes	\$ 20,887	\$ 21,277
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 465,617	\$ 507,125



Coordination Contractor Expense Sources

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 8/5/2024

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 50,702	\$ 56,303
Fringe Benefits	\$ 7,596	\$ 8,369
Services	\$ 202	\$ 11,157
Materials & Supplies Consumed	\$ 2,819	\$ 2,510
Utilities	\$ 3,073	\$ 3,235
Casualty & Liability	\$ 6,077	\$ 5,238
Taxes	\$ 121	\$ 0
Miscellaneous	\$ 171	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 33,021	\$ 26,294
Capital Purchases	\$ 1,472	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 105,254	\$ 113,106



Coordination Contractor Expense Sources

County: Collier

CTC Status: Complete

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2023 - 06/30/2024

Upload Date: 8/5/2024

Coordination Contractor: Hope Hospice and
Community Services,
INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 167,085	\$ 0
Fringe Benefits	\$ 44,963	\$ 0
Services	\$ 450	\$ 0
Materials & Supplies Consumed	\$ 38,309	\$ 0
Utilities	\$ 0	\$ 0
Casualty & Liability	\$ 0	\$ 0
Taxes	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 250,807	\$ 0

County: Collier
 CTC: Collier County Board of County Commissioners
 Contact: Brian Wells
 3299 Tamiami Trl E Suite 103
 Naples, FL 34112
 239-252-5841

Email: brian.wells@colliercountyfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	1,617



Trips By Type of Service	2022	2023	2024
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	55,292	79,514	89,647
Paratransit	53,752	54,285	66,791
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	109,044	133,799	156,438

Passenger Trips By Trip Purpose			
Medical	34,708	30,953	29,437
Employment	16,632	20,987	16,773
Ed/Train/DayCare	47,968	62,297	70,016
Nutritional	337	271	86
Life-Sustaining/Other	9,399	19,291	40,126
TOTAL TRIPS	109,044	133,799	156,438

Passenger Trips By Revenue Source			
CTD	19,602	24,306	25,646
AHCA	0	0	7,491
APD	23,274	26,724	23,405
DOEA	92	45	27
DOE	0	0	0
Other	66,076	82,724	99,869
TOTAL TRIPS	109,044	133,799	156,438

Trips by Provider Type			
CTC	0	0	0
Transportation Operator	74,986	104,025	115,320
Coordination Contractor	34,058	29,774	41,118
TOTAL TRIPS	109,044	133,799	156,438

Vehicle Data	2022	2023	2024
Vehicle Miles	1,101,252	1,439,870	1,667,067
Roadcalls	17	33	58
Accidents	15	28	52
Vehicles	47	42	43
Drivers	53	56	70

Financial and General Data			
Expenses	\$5,914,126	\$7,207,957	\$7,282,387
Revenues	\$5,203,820	\$6,788,334	\$6,820,221
Commendations	20	24	15
Complaints	70	49	96
Passenger No-Shows	6,447	9,047	8,925
Unmet Trip Requests	347	182	248

Performance Measures			
Accidents per 100,000 Miles	1.36	1.94	3.12
Miles between Roadcalls	64,780	43,632	28,743
Avg. Trips per Passenger	86.75	88.49	96.75
Cost per Trip	\$54.24	\$53.87	\$46.55
Cost per Paratransit Trip	\$54.24	\$53.87	\$46.55
Cost per Total Mile	\$5.37	\$5.01	\$4.37
Cost per Paratransit Mile	\$5.37	\$5.01	\$4.37

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5C

Endorse the submittal of Federal Transit Administration Sections 5310, 5311 and 5339 grant applications and the associated projects to support Collier Area Transit

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

CONSIDERATIONS: Pursuant to 49 U.S.C., the FTA programs 5310, 5311 and 5339 enables Collier County, a designated Community Transportation Coordinator and provider of mass transportation to the elderly, individuals with disabilities, and those residing in non-urbanized areas of the County, to apply for annual funding to support these Collier County residents. There are three (3) grant applications required to support these services: FTA 5310 to provide capital support to the elderly and individuals with disabilities; FTA 5311 to provide operational funding to support non-urbanized areas; and FTA 5339 to replace, rehabilitate, and purchase buses, vans, and related equipment, as well as construct bus-related facilities in the non-urbanized areas.

FTA Section 5310 Grant Request

The 5310 capital and operating grant application requests in FY25 support the Collier Area Transit (CAT) System's purchase of replacement vehicles and operating expenses to support the paratransit service. Funding in the amount of \$625,766 will be used to purchase four replacement paratransit vehicles and equipment that have met their useful life. The purchase of the replacement vehicles will not be an increase the overall paratransit fleet inventory. Additionally, \$800,000 requested will be utilized to provide paratransit services in the urbanized areas of Collier County. This operations funding requires a 50% local match. If the grant is approved for the full operating amount requested, the funding allocation will be \$400,000 of Federal funds and \$400,000 of Local funds. 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.

FTA Section 5311 Grant Request

The 5311 grant application request in FY24 supports the CAT System to offset operational costs to support fixed route service in the rural areas of Collier County. Funding in the amount of \$1,444,000 will be used to maintain fixed route bus service in the rural areas of Collier County. The funding and match requirements are outlined in the chart below.

FTA Section 5339 Grant Request

The 5339 capital grant application request in FY24 supports the CAT System to purchase a replacement vehicle to support fixed route service and the construction of four bus stop improvements in the rural areas of Collier County. Funding in the amount of \$871,531 will be used to purchase one 40 ft. fixed route bus to replace an existing bus that has met its useful life. Additionally, funding in the amount of \$284,071 will be used for the purchase and construction of

four bus stop improvements including shelters. The funding and match requirements are outlined in the chart below.

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	\$ 900,613	\$ 62,577	\$ 462,577	\$ 1,425,766
5311 Rural	\$ 722,000	\$ 0	\$ 722,000	\$ 1,444,000
5339 Rural	\$ 924,481	\$ 231,120	\$ 0	\$ 1,155,602
Total	\$2,547,094	\$ 293,697	\$ 1,184,577	\$ 4,025,368

STAFF RECOMMENDATION: That LCB endorse the submittal of the grant applications.

Prepared By: Omar De Leon, Transit Manager, Collier Area Transit

Edited By: Dusty Hansen, MPO Senior Planner

ATTACHMENTS:

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

Florida Department of Transportation Capital & Operating Assistance Application



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

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

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop-down to select or type to enter
Project Type(s):	Capital	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop-down to select

Revenue Vehicle Inventory Certification

Instructions:

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.

Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2025 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:	Corene Sanger
Date:	11/14/2024

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:			Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:		
1-digit Level: Not applicable			1-digit Level: For example, 4100 Directly Generated Fares		
2-digit Level: For example, 5010 Labor			2-digit Level: For example, 4110 Passenger Fares		
3-digit Level: For example, 5011 Operators Salaries and Wages			3-digit Level: 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 fringe benefits. 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: <ul style="list-style-type: none"> · 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: <ul style="list-style-type: none"> · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing 	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: <ul style="list-style-type: none"> · 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: <ul style="list-style-type: none"> · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general 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: <ol style="list-style-type: none"> Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) Directly at the point of service (e.g., fare box, turnstile) 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 cases, 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 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 Government sources of funds.
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	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: <ol style="list-style-type: none"> 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 prescribed age limit. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 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 ferryage fees are not included in 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 out-of-pocket costs. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 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). Non-chow Fares: revenues earned from fares for demand response passengers who do not show up for a scheduled pickup. 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: <ol style="list-style-type: none"> 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 senior center that pays part of the cost of a route serving the 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).
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	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: <ol style="list-style-type: none"> 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 senior center that pays part of the cost of a route serving the 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).
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	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	<p>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 can be divided into the following four categories:</p> <ol style="list-style-type: none"> Employment Taxes: federal, Medicare, and Social Security taxes. 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. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 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 listed above. <p>Other Postemployment Benefits (OPEB)</p> <p>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.</p>	Non-Public Transportation Revenues	4130	<p>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:</p> <ol style="list-style-type: none"> Charter Service Revenues: revenues earned 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 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). 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. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	<p>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 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 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 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 cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies.</p> <p>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.</p>	Auxiliary Transportation Funds	4140	<p>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:</p> <ol style="list-style-type: none"> Advertising revenues Concessions 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	<p>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.</p> <p>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.</p> <p>Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.</p>	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, 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 tires and tubes, whether they are rented, leased 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 without going through inventory).	Other Agency Revenues	4150	<p>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:</p> <ol style="list-style-type: none"> 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 vehicles to other operators. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property 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 different from student fares, which are amounts paid by the students for transit service. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). Donations: funds from donations and grants from private foundations. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations, and other revenues.
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	<p>Expenses related to loss protection and losses incurred by the transit agency. These expenses include:</p> <ul style="list-style-type: none"> · 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. <p>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.</p> <p>Casualty and Liability Costs include the following:</p> <ol style="list-style-type: none"> 1. Premiums 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, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. 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. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. <p>The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.</p>	Subsidy from Other Sectors of Operations	4170	<p>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 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 may include:</p> <ul style="list-style-type: none"> · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	<p>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.</p> <p>Reimbursement of Taxes Paid</p> <p>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.</p>	Extraordinary and Special Items	4180	<p>Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <ol style="list-style-type: none"> 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. <p>Special items are events or transactions that are either unusual in nature or infrequent, but not both.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 insurance recoveries for property damaged in a natural disaster in this object class.</p>
Purchased Transportation Expenses	5100	<p>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.</p> <p>Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.</p>	Total Recoveries	4190	<p>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.</p>
Purchased Transportation in Report	5101	<p>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 (5102).</p> <p>Please refer to Reporting Contractor Expenses for more information.</p>	Directly Generated Dedicated Funds	4200	<p>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 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).</p>
Purchased Transportation Filing Separate Report	5102	<p>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).</p> <p>Reporting Contractor Expenses</p> <p>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.</p>	Income Taxes	4210	<p>Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.</p>

Miscellaneous Expenses	5090	<p>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.</p> <p>Some common miscellaneous expenses are listed below.</p> <ol style="list-style-type: none"> 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. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. Charitable Donations: Contributions to charitable organizations made by the transit agency. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable. 	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 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 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 Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).	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	<p>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.</p> <ol style="list-style-type: none"> 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. 	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.
Operating Lease Expenses	5220	<p>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.</p> <p>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).</p>	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.
Capital Leases	5230	<p>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):</p> <ol style="list-style-type: none"> 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). 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. 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. <p>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).</p>	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 authority of the transit agency, belongs to this object class.
Related Parties Lease Agreements	5240	<p>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:</p> <ul style="list-style-type: none"> A state government's department of transportation purchases buses and leases 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. 	Other Dedicated Funds	4290	<p>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:</p> <ol style="list-style-type: none"> Vehicle licensing and registration fees Driver's license fees Communications access fees and surcharges Lottery and casino proceeds

Voluntary Non-Exchange Transactions	5250	<p>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 result from legislative or contractual agreements, other than exchanges, 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 transactions include certain grants and private donations.</p> <p>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).</p> <p>Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transactions (5250).</p>	Local Government Funds	4300	These are funds received from municipal and county governments.
Depreciation	5260	<p>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.</p> <p>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.</p>	General Revenues of the Local Government	4310	<p>There are essentially two common ways a local government can provide funds to a transit agency.</p> <ol style="list-style-type: none"> 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. 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 during the reporting period as an operating expense/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	<p>Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <p>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.</p> <p>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 separately.</p>	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-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 (5220) and \$1,000 under ADA Related Reconciling Items (5920).	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 rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	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	<p>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:</p> <ol style="list-style-type: none"> 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 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	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	<p>There are essentially two common ways a state government can provide funds to a transit agency.</p> <ol style="list-style-type: none"> 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	<p>Federal funds generally fall into three categories:</p> <ol style="list-style-type: none"> 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. 3. 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. <p>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 (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.</p>
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	<p>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.</p> <p>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.</p> <p>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).</p> <p>Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).</p>
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, 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 toll 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.


Please limit your response to the space provided.


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 in order to replace four vehicles the associated equipment including (4) wireless routers, (4) radios and (4) tablets that have met their useful life.

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.

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

Enable adding rows: 

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Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$5,634,000
Use drop-down to select	Fuel and Lubricants	5031	\$1,053,300
Use drop-down to select	Miscellaneous Expenses	5090	\$801,600
Use drop-down to select	Other Salaries and Wages	5013	\$632,100
Use drop-down to select	Other Materials and Supplies	5039	\$85,000

Use drop-down to select		-	
Use drop-down to select		-	
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Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			\$8,206,000

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	\$6,971,000
Use drop-down to select	Other Agency Revenues	4150	\$85,000
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
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Use drop-down to select		-	
Use drop-down to select		-	
			\$8,206,000

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	
Instructions: The 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 uploaded to TransCIP.	
Question:	Response
Please provide a brief general overview of the organization structure and type (i.e., government authority, private non-profit, etc.)	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.
Program mission, goals, and/or objectives	The mission of CATConnect is to identify and safely meet the transportation needs of Collier County, through a courteous, dependable, cost effective and environmentally sound team commitment. CATConnect's goals are committed to implementing a fully integrated transportation system by enhancing the effectiveness of transfers between paratransit and fixed-route services. To deliver a seamless and efficient coordinated transportation service, CATConnect educates and publicizes fixed-route and paratransit services to current riders, the general public, agency-sponsored clients, visitors, and other potential customers. Moreover, CATConnect prioritizes safety in its operations and ensures the provision of high-quality transportation services.
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.
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.

<p>How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service?</p> <p>What proportion of passengers/clientele are seniors and/or individuals with disabilities?</p>	<p>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. 98% of the trips provided between 10/01/2023 - 9/30/2024 were provided to individuals that are seniors and/or individuals with disabilities.</p>
<p>To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.</p>	<p>Collier Area Transit operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. CAT operates services to, from, and within areas identified with large minority populations. All of CAT routes serve a minority census block group, while 50 percent of the service provided has the majority (50 percent or more) of the service within minority census block groups. In addition, CAT provides over 700,000 Fixed Route trips each year within the Collier County area. CAT is continually providing information to LEP residents of the community.</p>
<p>Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.</p>	<p>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.</p>

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	Expansion vehicles are defined as the acquisition of revenue vehicles for expansion of transit service. Whereas, replacement vehicles are the replacement of revenue vehicles who have reached the end of a minimum normal service life. If replacing a vehicle, agencies must identify the vehicle from the existing fleet that will be replaced and identify the age and mileage of the vehicle. —Large heavy- duty transit buses 35’-40’ —Small heavy-duty transit buses 30’ —Minibus —Standard Cutaway —Minivan
Replacement Vehicles	

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area
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Project Description	
Instructions:	Describe the project being requested within the application.
The grant application is to purchase Four (4) Replacement Vehicles for paratransit service. The new vehicles will replace vehicles that will meet their useful life in 2025. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.	

Project-Related Improvements	
Instructions:	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 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? How many more drivers will be available to your system with the addition of the requested vehicle(s)?	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 within the District? Please specify zip codes, or communities.	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.

<p>Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?</p> <p><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.</p>	<p>The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.</p>
<p>Address projected vulnerabilities?</p> <p>Examples of vulnerabilities related to the purchase of fleet vehicles include, but are not limited to:</p> <p>1. Vehicle failure: Public transportation fleets rely on a variety of vehicle components. Shortages for vehicle components can lead to service disruptions, delays, and potential safety risks for passengers.</p> <p>2. Lack of maintenance: Inadequate maintenance practices can result in breakdowns, accidents, and service disruptions. Regular maintenance and inspections are crucial to ensure the safety and reliability of the fleet.</p>	<p>Grant funding will be used to purchase four vehicles that have met their useful life. By replacing these vehicles it reduces chances of vehicles breaking down, and disrupting transit service, as well as reduce the overall vehicle maintenance costs.</p>
<p><u>Expand</u> access to essential services?</p> <p>Examples of essential services expansion include transportation to medical appointments, community engagement activities or transportation to individuals with disabilities or special needs.</p>	<p>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.</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring four vehicles that have met their useful life.</p>

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?	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.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. 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.?	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.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider how to reduce the size of the project to be consistent with the funding awarded.	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 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.
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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 TRIPS contract
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.

<p>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?</p>	<p>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.</p>
<p>Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan?</p> <p>Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants <i>will</i> have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).</p>	<p>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.</p>

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.

Required Match (10%):	\$60,365	
Revenue Type <i>Use dropdown to select</i>	Description	Amount
Federal Government	80% federal funds	\$482,918
State Government	10% state funds provided by FDOT	\$60,365
Local Government	10% local cash match	\$60,365
Total	-	\$603,648

Vehicle and Equipment Request

Instructions:

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. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Order Form

If not using the TRIPS contract, 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.

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Enable adding rows

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Vehicle Request														
Instructions:	Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.													
	Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.													
Instructions	Description	Detail	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'	2025 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Unleaded	5	12	2	1	\$150,912	\$150,912	\$120,729	\$15,091	\$15,092	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2025 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Unleaded	5	12	2	1	\$150,912	\$150,912	\$120,729	\$15,091	\$15,092	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2025 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Unleaded	5	12	2	1	\$150,912	\$150,912	\$120,729	\$15,091	\$15,092	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2025 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Unleaded	5	12	2	1	\$150,912	\$150,912	\$120,729	\$15,091	\$15,092	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input checked="" type="checkbox"/>
Total		-	-	-	-	48	8	4	-	\$603,648	\$482,916	\$60,364	\$60,368	-

Vehicles to be Replaced											
Instructions:	Vehicles listed for replacement must be included in the TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.										
FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
10065	1FDES8PV1KKA49971	Ford	Transit	Transit	2019	Unleaded	Lift	8	2	Active	191161
10064	1FDES8PV3KKA49972	Ford	Transit	Transit	2019	Unleaded	Lift	8	2	Active	227186
10063	1FDES8PV5KKA49973	Ford	Transit	Transit	2019	Unleaded	Lift	8	2	Active	201541
10062	1FDES8PV7KKA49974	Ford	Transit	Transit	2019	Unleaded	Lift	8	2	Active	220194
Total/Average								32	8		210,021

Service Characteristics		
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	117,166	Paratransit Software
Unduplicated Passengers per Year	1,369	Paratransit Software

Equipment Request	
<div><div>Instructions:</div><div>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.</div></div>	
Project Type	Examples
Equipment	<div><div>—</div><div>Eare boxes</div><div>—</div><div>Communications equipment</div><div>—</div><div>Security/surveillance equipment for vehicles and/or buildings</div><div>—</div><div>Shop equipment (alignment machines, bus washing machines, tire changers, etc.)</div><div>—</div><div>Bus shelters</div><div>—</div><div>Bus stop signage</div><div>—</div><div>Wheelchair lifts</div><div>—</div><div>Other miscellaneous equipment</div></div>

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area
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Project Description	
Instructions:	Describe the project being requested within the application.
General Project Description:	Purchase of needed eletronic equipment including (4) wireless routers, (4) radios and (4) tablets for new replacement vehicles for a total of \$31,496.

Project-Related Improvements	
Instructions:	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 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 within the District?	The Funding will not expand service.

Reduce headways/increase frequency?

Grant funding will not reduce headways/nor increase frequency.

<p>Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?</p> <p><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.</p>	<p>The equipment is part of the vehicle replacement, which has been identified within the TAM Plan.</p>
<p>Address projected vulnerabilities?</p>	<p>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.</p>
<p>Expand access to essential services?</p>	<p>No the access will not be expanded.</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>Yes, passengers will experience highten reliability by the utiliziation of technology to maintian operations on time.</p>
<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>Reduction of cost to transporation is captured by the technology on the tablets that maximazes operational effiency and radio will allow for safe communication with the operator.</p>

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.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services.Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	The funding will be utilized to ensure that the bus service continues to operate at its current level. This will be achieved by using technology to track the buses and keep them on schedule. Additionally, radios will be used to maintain a reliable and secure means of communication with the bus drivers and dispatchers.
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.

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 quote for vendor.

<p>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.</p> <p>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.</p>	<p>Grant award and acceptance process about 2 to 3 months</p> <p>PO Request about a month</p> <p>equipment delivery about 9 months</p> <p>Post Deliver 3 months for final invoice</p>
<p>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?</p>	<p>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 technology on the bus are being used for their intended purpose.</p>
<p>Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan?</p> <p>Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants <i>will</i> have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).</p>	<p>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.</p>

Proof of Local Match – Capital Projects

Instructions:

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.

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.

Required Match (10%):	\$2,212	
Revenue Type	Description	Amount
Use dropdown to select		
State Government	10% State funds provided by FDOT	\$2,212
Local Government	10% required local cash match	\$2,212
Federal Government	80% Federal funds	\$17,695
Total	-	\$22,118

Equipment Request

Instructions:

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>:

- Select Desired Equipment
- Choose Vendor (use drop down arrow next to vendor name to see information)
- Select Order Packet
- Complete Order Form

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

+

Enable adding rows

-

Disable adding rows

Equipment Request										
Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (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. Unit costs must be listed in whole numbers only.									
	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	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	OnBoard Tablet w/Accessories (case/mount etc.)	5	4	\$249	\$997	\$797	\$99	\$101
Use drop-down to select request description	Radios Acquisition	11.62.03	Vehicle Radio System	5	4	\$2,259	\$9,036	\$7,228	\$903	\$905
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/WiFi equipment	5	4	\$3,021	\$12,086	\$9,668	\$1,208	\$1,210
Use drop-down to select request description							\$0	\$0	\$0	\$0
Use drop-down to select request description							\$0	\$0	\$0	\$0
	Total						\$22,118	\$17,693	\$2,210	\$2,215

Service Characteristics		
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	117,166	Paratransit Software
Unduplicated Passengers per Year	1,369	Paratransit Software

Operating Award 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.

Operating Award Requests should be entered in whole, even numbers only.

Operating Award Request			
Budget Category	Total	Federal	Local
Salaries		\$0	\$0
Fringe Benefits		\$0	\$0
Contractual Services		\$0	\$0
Other Direct Costs	\$800,000	\$400,000	\$400,000
a.		\$0	\$0
b.		\$0	\$0
c.		\$0	\$0
d.		\$0	\$0
e.		\$0	\$0
f.		\$0	\$0
g.		\$0	\$0
h.		\$0	\$0
i.		\$0	\$0
j.		\$0	\$0
k.		\$0	\$0
l.		\$0	\$0
m.		\$0	\$0
n.		\$0	\$0
o.		\$0	\$0
p.		\$0	\$0
Indirect Costs		\$0	\$0
Total	\$800,000	\$400,000	\$400,000

The above information should be transferred to Form 424.

The total should match 18g within Form 424.

The total should match 18a within Form 424.

The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions:	<p>The Section 5310 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required 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.</p>	
	<p>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.</p>	
	<p>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.</p>	
	<p>Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state</p> <p>The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution.</p>	
	<p>Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:</p> <ol style="list-style-type: none"> (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. 	

Required Match (50%):		\$400,000
Revenue Type	Description	Amount
Local Government	General Fund	\$400,000
Operating Match Total:		\$400,000

Instructions:	Identify the geographic area(s) within which the proposed project will operate. Section 5310 operating projects may traverse urbanized area boundaries. Recipients must develop a method of allocating costs between disparate urbanized and non-urbanized areas. The availability of the information needed in any allocation method should be a factor in the selection of the method.
	Three methodologies are illustrated below: (1) by unique passengers, (2) by passenger miles, and (3) by passenger hours.
	Only one methodology may be selected, and the same methodology must be applied to all areas. Space is provided for three areas, though applicants may use fewer as needed. If electing to use another method, the applicant must attach documentation in TransCIP. Regardless of the number of areas served, complete the "Area 1" section FIRST. The dropdown list of areas will display options within the district selected on the Application Cover Sheet.
	A map of urban areas in Florida as defined by the 2020 Census is available at this link.

Large Urban - Bonita Springs- Estero			
Area 1:	an - Bonita Springs Use drop-down to select service area		
Instructions:	Demand response service providers often know the addresses of all passengers. If 60% of all passengers live in a specified area, it is fair to say that 60% of all costs are eligible for funding within that area.		
Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)	Distribution of Operating Request Total by Area
1369	1123	82%	\$ 328,122.72
Instructions:	Drivers' logs or client trip records can be maintained to segregate mileage or hours within the urbanized area and costs may be allocated accordingly.		
Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)	Distribution of Operating Request Total by Area
1765903	644884	37%	\$ 146,074.61
Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)	Distribution of Operating Request Total by Area
5177264	2323779	45%	\$ 179,537.22

Area 2			
Area 2:		Use drop-down to select service area	
Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)	Distribution of Operating Request Total by Area
1369		0%	\$ -
Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)	Distribution of Operating Request Total by Area
1765903		0%	\$ -

Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)	Distribution of Operating Request Total by Area
5177264		0%	\$ -
Area 3			
Area 3:		Use drop-down to select service area	
Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)	Distribution of Operating Request Total by Area
1369		0%	\$ -
Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)	Distribution of Operating Request Total by Area
1765903		0%	\$ -
Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)	Distribution of Operating Request Total by Area
5177264		0%	\$ -

Project Description

Instructions:

Describe the project being requested within the application.

Funding is sought to sustain paratransit service for individuals with disabilities in Collier County, Florida, within the urbanized area. This service facilitates access to vital services for the eligible riders.

Project-Related Improvements	
Instructions:	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 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 assist with the ongoing growth of the service in the current area, it will not extend hours of service.
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 is maintained.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.
Expand access to essential services	The funding will maintain the existing and continued growth of services, providing access to essential services for individuals with disabilities or those without access to transportation services.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities	The grant does not directly decrease transportation costs. However, it does improve access to mobility options by providing essential services to individuals with disabilities or those without access to transportation services. This increased access can indirectly spur economic activity by allowing individuals to reach employment opportunities, healthcare services, and other essential destinations.
Overcome any challenges or difficulties your agency is experiencing	Yes, the grant will assist in overcoming the challenges faced by our agency due to the increasing demand for transportation services. This increased demand puts a strain on our resources and capacity to meet the needs of all individuals, particularly those with disabilities or limited transportation options.

<p>If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service.</p> <p>In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. 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.</p>	<p>The grant award will be utilized to both maintain existing transportation services and accommodate increased demand. To maintain existing services, funds will be allocated for operational costs. This will ensure the continued reliability and efficiency of the current service. This will enhance service capacity, improve passenger experience, and meet the evolving needs of the community. To ensure financial accountability and regulatory compliance, Collier County will leverage SAP for financial management, the Faster system for maintenance records, and dedicated staff for grant compliance. Operational statistics captured in the Paratransit software Ecolane will be used to generate reports for annual reporting, providing valuable insights into service performance.</p>
<p>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.</p>	<p>Yes, even if the grant is not fully funded, we can still proceed with our transportation program. Our project is scalable, allowing us to provide a range of service based on available funding.</p>
<p>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, and/or other Transit Supportive Plans.</p> <p>Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.</p>	<p>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.</p>

Service Characteristics		
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	117,166	Paratransit Software
<u>Unduplicated Passengers per Year</u>	1,369	Paratransit Software
<u>Vehicles Operated in Annual Maximum Service (VOMS)</u>	36	Paratransit Software
<u>Vehicle Revenue Miles</u>	1,400,463	Paratransit Software
<u>Daily Service Span (hours)</u>	17	Paratransit Software
<u>Annual Days of Service</u>	359	Paratransit Software

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.

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 (TOP)/System Safety Program Plan (SSPP) - Most FDOT subrecipients 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 subrecipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning subrecipient 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 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. ☒

Resources

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 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 individuals with disabilities and seniors on Section 5310-supported vehicles and services as a result of the traditional Section 5310 project
Subtotal: Maximum 40 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.
20 Points	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: Maximum 40 Points	
Total: 100 Points	

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>)

Navigate to: 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 Life of Transit Buses - 2007)						Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus		Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus					
Vehicle Type (Source: NTD)		Equipment (non-revenue)				Automobile (AO)				Van (VN)		Van (VN)		Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)		Cutaway (CU)		Bus (BU)			
		Formerly Type "G"				Formerly Type "F"				Formerly Type "E"		Formerly Type "E"		Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"		Formerly Type "B"		Formerly Type "A"			
Vehicle Description (Source: TRIPS/DMS Contracts)		Service Trucks				Sedans/Station Wagons				Vans/Commuter Van (Unmodified)		Mini Vans (Modified)		Minibus (Modified)		Transit Bus - Standard Cutaway		Small Cutaway		Transit Bus - Small Cutaway (Low Floor)		Medium Duty Bus (Arboc)		Medium Duty Bus (Champion)		Medium Duty Bus (El Dorado)		Heavy Duty	
Year	Age	Mileage		kg	Mileage		Age	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	7	250,000			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	7	250,000			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	7	250,000			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 Requirements

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 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	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
Performance management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radio's, 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 sheltering 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	GA5B
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Local Clearinghouses / Regional Planning Councils (RPC)		
Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081 -A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@theaprpc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eranderson@nefrpc.org (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@ctrpc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@trcpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrcpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District 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	District Modal Development Manager
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: <i>Highlands, Hardee, Okeechobee, DeSoto, Polk</i>
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Charlotte, Lee, Glades, Hendry</i>
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Sarasota, Manatee, Collier</i>
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
District 2		2198 Edison Ave. MS 2806 Jacksonville, FL 32204
Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Modal Development Manager
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Transit Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Angela Gregory	(904) 360-5667 Angela.Gregory@dot.state.fl.us	Transportation Coordinator
District 3		P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Prough	(850) 330-1558 Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.us	Senior Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5		420 W. Landstreet Road Orlando, FL 32824
Brian M. Stanger, P.E.	(386) 943-5543 Brian.Stanger@dot.state.fl.us	District Modal Development Administrator
Libertad Acosta-Anderson, P.E.	(386) 219-2470 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		1000 N.W. 111 Avenue Miami, Florida 33172
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
District 7		11201 N McKinley Dr. MS-7500 Tampa, FL 33612
Ming Gao	(813) 975-6923 Ming.Gao@dot.state.fl.us	District Modal Development Administrator
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	Transit Coordinator

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 341.051, 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 procurement activities under the Section 5310 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 Agreement is executed.

Eligible expenses - Section 5310 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 buses, vans or other paratransit 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 procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section 5310-funded vehicles, support facilities and equipment for Section 5310-funded vehicles, operating costs associated with providing transit service, costs associated with transit service that exceeds the requirements of the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternative to public transportation that assist seniors and individuals with disabilities with transportation. An applicant applying for preventative 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 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, 5310 - For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (CTCs), private-non-profit CTCs, and to private non-profit organizations providing transportation to seniors 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 5310 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 5310 Program. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible sub-recipients. "Shared-ride" means two 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 urban and rural areas to suburban employment opportunities.

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 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 population. A locally developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most instances. All stakeholders identified in the circular must be 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 urban areas.

Minority persons include the following: (1) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. (2) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (3) Black or African American, which refers to people having origins in any of the Black racial groups of Africa. (4) Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (5) Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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 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 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 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 urban area by the Secretary of Commerce.

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

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 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 handicapped or high-risk as defined in Chapter 411.202 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-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.

Urban 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 urban area by the Secretary of Commerce.

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"
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/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization's UEI 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	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 Transit Agencies \(June 2024\)](#)

[Section 5810 FTA Circular](#)

[State Management Plan](#)

[Congressional Districts](#)

[Department of Management Services](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

[TransCIP – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

[FTA Mobility Management Brochure](#)

[Florida UZA Map](#)



**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION**

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 10th day of December, 2024 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 Board of County Commissioners

Agency Name

Signature of Contractor's Authorized Official

Chris Hall – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

12/10/2024_____

Date



RESOLUTION NO. 2024 - _____

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY, FLORIDA, AUTHORIZING ITS CHAIRMAN TO SIGN AND APPROVE THE SUBMITTAL OF A SECTION 5310 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT GRANT AWARDS FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE PURCHASE OF FOUR REPLACEMENT BUSES, AND AUTHORIZE THE EXPENDITURE OF GRANT FUNDS FOR THE PARATRANSIT OPERATING SERVICES.

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

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

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. Chris Hall, 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 (d) authorize the purchase of four replacement vehicles and (e) authorize the expenditure of grant funds for the paratransit operating services pursuant to the grant awarded, unless specifically rescinded.
4. The Board’s Registered Agent in Florida is Jeffrey A. Klatzkow, County Attorney. The Registered Agent’s address is 3299 Tamiami Trail East, Suite 800, Naples, FL 34112.
5. This Resolution shall be effective immediately upon signature by the Chairman.

Public Hearing Notice and Publisher's Affidavit (public agencies only)

Upload a copy of the notice of public hearing and an affidavit of publication within TransCIP with other application documentation.

Public Notice–Sample

All interested parties within **(Counties Affected)** are hereby advised that **(Public Agency Name)** is applying to the Florida Department of Transportation for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of **Description of Equipment** to be used for the provision of public transit services within **(Defined Area of Operation)**

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by **(Specify Due Date)**.

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

All public notices must include the following language:

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

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

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

(b) The agency that adopted this coordinated plan:

Local Coordinating Board

(c) The date the coordinated plan was adopted:

10/4/2023

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

Page 38 under Needs Assessment

Signature

Chris Hall, Chairman

Typed Name and Title of Authorized Representative

12/10/2024

Date

CTC Agreement or Certification

If the applicant is a CTC, a copy of the CTC's certification must be uploaded within TransCIP.

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 within TransCIP. 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 included in the application.**

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.

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.

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 10th day of **December, 2024**:

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statutes:
 - 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
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(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 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 agency receiving Department funding.

12/10/2024 Date

Signature of Authorized Representative

Chris Hall - 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.

12/10/2024 Date

Signature of Contractor's Authorized Official

Chris Hall, Chairman Typed Name and Title of Authorized Representative

Leasing Certification

Memorandum for FTA 5310

12/10/2024

Date:

From:

Signature

Chris Hall - Chairman

Typed Name and Title of Authorized Representative

Collier County Board of County Commissioners

Typed Agency Name

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

Subject: FFY25/SFY26 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 10th day of **December**, **2024**

Chris Hall, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:** Collier County Board of County Commissioners

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

56-6000558

*** c. UEI:**

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:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:** De Leon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

*** Telephone Number:** 239-252-4996

Fax Number:

*** Email:** omar.deleon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

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 Operating Application for operating expenses to provide transportation to individuals with disabilities. In the Bonita Springs-Estero UZA.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19&26

* b. Program/Project 19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2025

* b. End Date: 09/30/2026

18. Estimated Funding (\$):

* a. Federal	400,000.00
* b. Applicant	400,000.00
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	800,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 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 Representative:

Prefix: Mr. * First Name: Chris

Middle Name:

* Last Name: Hall

Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8602 Fax Number:

* Email: Chris.Hall@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:** Collier County Board of County Commissioners

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

56-6000558

*** c. UEI:**

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:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:** De Leon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

*** Telephone Number:** 239-252-4996

Fax Number:

*** Email:** omar.deleon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

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. In addition , (4) radios, (4) tablets, (4) routers for the use of those vehicles. In the Bonita Springs-Estero UZA.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19&26

* b. Program/Project 19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2025

* b. End Date: 09/30/2026

18. Estimated Funding (\$):

* a. Federal	500,613.06
* b. Applicant	62,576.63
* c. State	62,576.63
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	625,766.32

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Chris

Middle Name:

* Last Name: Hall

Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8602 Fax Number:

* Email: Chris.Hall@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed:

PLACEHOLDER

Federal Certifications and Assurances

Please upload Federal Certifications and Assurances signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that 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 Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable

Protection of the Environment

Required if the proposed project is for the construction of facilities. Please see below for supplementary information.

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. ***The CE worksheet is provided for reference only and not required for application submittal.***

**FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET**

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's [Grantee Resources: Environment](#) site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: <ul style="list-style-type: none">• Project Vicinity• Project Site Plan• USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

- ☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

- ☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)
- ☐ Utility installations along or across a transit facility
- ☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way
- ☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
<input type="checkbox"/>	Emergency repairs under 23 USC 125
<input type="checkbox"/>	Acquisition of scenic easements
<input type="checkbox"/>	Ridesharing activities
<input type="checkbox"/>	Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
<input type="checkbox"/>	Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
<input type="checkbox"/>	Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
<input type="checkbox"/>	Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
<input type="checkbox"/>	Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
<input type="checkbox"/>	Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
<input type="checkbox"/>	Mitigation banking
<input type="checkbox"/>	Resurfacing and restriping
<input type="checkbox"/>	Routine maintenance

D.	Does the project appear on the following list of potential documented Categorical Exclusions?
	<p>These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.</p> <p><input type="checkbox"/> YES (Check and continue to Part III)</p> <p><input type="checkbox"/> NO (Contact FTA Regional Office)</p>
<input type="checkbox"/>	Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
<input type="checkbox"/>	Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
<input type="checkbox"/>	Carpool programs and activities requiring land acquisition and construction

- ☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards
- ☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic
- ☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users
- ☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic
- ☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community
- ☐ Area-wide coordination of multiple ITS elements
- ☐ Advance land acquisition including:
 - Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
 - Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic
Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics
Will the project have an adverse effect on a scenic vista?
☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
☐ No
☐ Yes, describe

E. Air Quality
Does the project have the potential to impact air quality?
☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?
☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O₃)
☐ Particulate Matter (PM₁₀)

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
☐ NO
☐ YES
Date of USDOT conformity finding

F. Coastal Zone
Is the proposed project located in a designated coastal zone management area?
☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

☐ No

☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

☐ No

☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

☐ NO

☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

☐ No

☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

☐ No

☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No

☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over \$250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

- ☐ Corps of Engineers (Section 10, Section 404)
- ☐ Coast Guard Permit
- ☐ Coastal Zone Management Certification
- ☐ Critical Area Ordinance Permit
- ☐ ESA and EFH Compliance
- ☐ Flood Plain Development Permit
- ☐ Forest Practice Act Permit
- ☐ Hydraulic Project Approval
- ☐ Local Building or Site Development Permits
- ☐ Local Clearing and Grubbing Permit
- ☐ National Historic Preservation Act-Section 106
- ☐ National Pollutant Discharge Elimination System Baseline General for Construction
- ☐ Shoreline Permit
- ☐ Solid Waste Discharge Permit
- ☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
- ☐ Section 106 (Historic Properties)
- ☐ Stormwater Site Plan (SSP)
- ☐ Temporary Erosion and Sediment Control Plan (TESC)
- ☐ Water Rights Permit
- ☐ Water Quality Certification—Section 401
- ☐ Tribal Permits (if any, describe below)
- ☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix: Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
<http://www.epa.gov/oar/oaqps/greenbk/> for a listing of non-attainment areas.

Coastal Zone Management

<http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html> for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
<http://environment.fhwa.dot.gov/guidebook/gaimpact.htm>

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to <http://www.nwr.noaa.gov/1salmon/salmesa/index.htm>, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to <http://offices.fws.gov/directory/>.

Environmental Justice

<http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html>
<http://www.fhwa.dot.gov/environment/ej2.htm>

Farmlands

<http://www.info.usda.gov/nrcs/fpcp/fppa.htm>

Floodplain

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html>

Hazardous Materials

<http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html>

Historic, Archaeological and Cultural Resources

<http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html>

Magnuson-Stevens Fishery Conservation and Management Act

<http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html>
<http://www.nmfs.noaa.gov/sfa/magact>

Navigable Waterways

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html>

NEPA

<http://www.fhwa.dot.gov/legregs/directives/fapg/cfr0771.htm>

http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm

<http://environment.fhwa.dot.gov/guidebook/index.htm>

<http://www.fta.dot.gov/office/planning/ep/index.html>

Noise and Vibration

<http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html>

Property Acquisition

<http://www.fhwa.dot.gov/hep/49cfr24.htm>

Tribal Consultation

<http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm>

Section 4(f)

<http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd>

<http://www.section4f.com/>

http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

<http://www.nps.gov/ncrc/programs/lwcf/protect.html>

Sole Source Aquifer

<http://www.epa.gov/safewater/ssanp.html>

Water Quality

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html>

not applicable

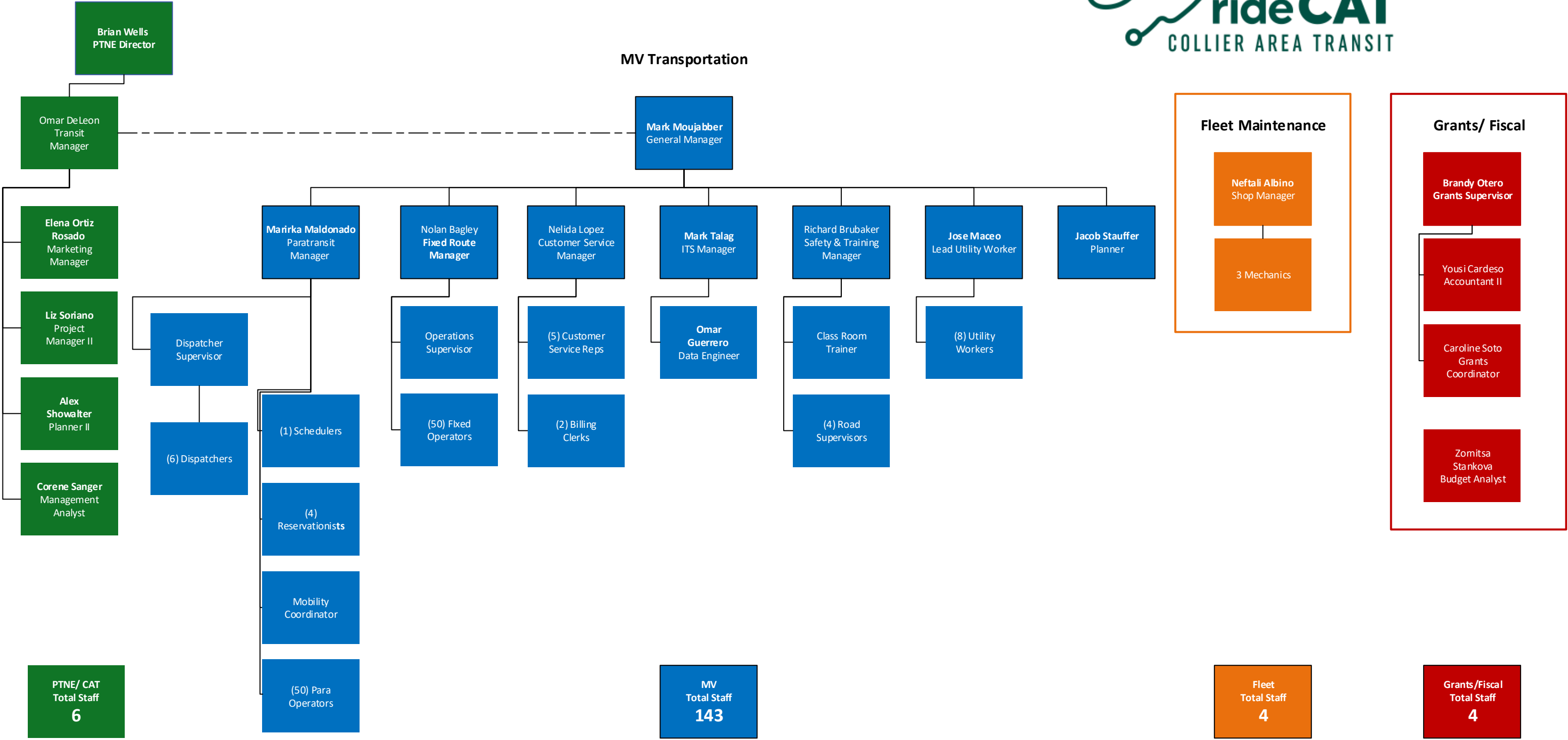
Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.



PTNE

MV Transportation



[County Manager Letterhead]

[Date]

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

Re: 5310 Match Commitment

Dear Ms. Upthegrove,

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 \$462,576.63 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager

Not applicable

Proof of Non-Profit Status

All private non-profit applicants must upload proof of non-profit status within TransCIP .

not applicable

Certification of Incorporation

All first-time private non-profit applicants must upload a copy of their certification of incorporation within TransCIP.

EXHIBIT 8
ORDER FORM
CONTRACT #TRIPS-22-CA-MB-LF-NBC
Standard Cutaway and Minibus Chassis Type Transit Vehicles
Nations Bus Corporation

Contact Information		For Grant Funded Vehicles Only			
Agency Name:	Collier County	FFY:			
Date:		Project:	Select One		
PO Number:		UZA:			
Name:	Corene Sanger				
Telephone Number:	239-252-4995				
Email Address:	corene.sanger@colliercountyfl.gov				
Form Effective Date:					
Chassis Make	Chevy 4500				
Chassis Model Year	2023				
Model	Turtle Top Terra Transit MD				
Vehicle Style	Cutaway				
GVWR	14,200				
Length in feet	23				
Useful Life	5 Years/200,000 Miles				
Description	Quantity	UOM	Unit Cost	Extended Cost	
Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	4	EA	\$ 119,527.00	\$ 478,108.00	
Chevy 4500, Turtle Top Terra Transit MD, Cutaway 25'		EA	\$ 123,057.00	\$ -	
Standard Seats	40	Per Person	\$ 650.00	\$ 26,000.00	
Fold-Away Seats	8	Per Person	\$ 825.00	\$ 6,600.00	
Children's Seat		Per Person	\$ 868.00	\$ -	
Paint Scheme 1		EA	\$ 950.00	\$ -	
Paint Scheme 2	8	EA	\$ 975.00	\$ 7,800.00	
Paint Scheme 3		EA	\$ 4,225.00	\$ -	
Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.1.2.7	XLH Parallel Hybrid Electric Drive by A-1, requires roof mt ac option		Per Vehicle	\$ 19,996.00	\$ -
3.1.2.11	Zero Emission Electric chassis, includes dash ac/heat and roof top ac/heat system with electric compressor, 113 Kwh lithium battery, Optimal, 2 day onsite training included - THIS LINE ITEM IS CURRENTLY NOT AVAILABLE UNDER THIS CONTRACT		Per Vehicle	\$ 148,316.00	\$ -
3.1.2.12	Bi-fuel 36GGE LPG system, A-1		Per Vehicle	\$ 14,070.00	\$ -
3.2.1	MoRYde RSX rear suspension system		Per Vehicle	\$ 1,895.00	\$ -
3.2.2	Kelderman 2-Stage Rear Air Suspension		Per Vehicle	\$ 6,295.00	\$ -
3.3.2	Stainless steel wheel liners / inserts, front and rear wheels		Per Vehicle	\$ 350.00	\$ -
3.4.1	Freedman Featherweight High Back rigid frame seats (per seat)		Per Person	\$ 625.00	\$ -
3.4.2	DIMENSIONS anti-microbial vinyl, Late Evening Blue, or Charcoal Grey, per passenger		Per Person	\$ 44.00	\$ -
3.4.3	FTA docket 90 A vinyl, per passenger		Per Person	\$ 44.00	\$ -
3.4.4	Kiel 3-point Standard Seat		Per Person	\$ 680.00	\$ -
3.4.5	Kiel 3-point Foldaway Seat		Per Person	\$ 1,115.00	\$ -
3.4.6.1	Upgrade interior side wall panels with Nanocide		EA	\$ 1,360.00	\$ -

Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.4.6.2	Upgrade interior side wall panels with docket 90 vinyl		EA	\$ 1,835.00	\$ -
3.4.7	Extend the length of the standard seat belts provided, 12"		EA	\$ 44.00	\$ -
3.5.1	USSC Evolution G2E with pedestal		Per Vehicle	\$ 2,650.00	\$ -
3.5.2	Freedman Sport Driver seat with Relaxor		Per Vehicle	\$ 1,990.00	\$ -
3.5.3	Recaro Ergo LXS driver's seat.		Per Vehicle	\$ 2,300.00	\$ -
3.6.1	A Flat-Floor option			Standard	
3.7.1	Alternate slip resistant sheet vinyl flooring, Altro Storm Grey or Radial Blue	4	Per Vehicle	\$ 94.00	\$ 376.00
3.7.1.1	Altro Faux Wood vinyl floor covering, Oak Richie, Heritage Maple, Iron Bamboo or Manor Oak.		Per Vehicle	\$ 475.00	\$ -
3.8.1	Driver Safety Partition, in addition to std stanchion and modesty panel	4	Per Vehicle	\$ 143.00	\$ 572.00
3.9.1	Powder-Coated handrails and stanchions black or yellow powder coat		EA	\$ 412.00	\$ -
3.10.1	Remote controlled exterior mirrors, with heat, OEM		Per Vehicle	\$ 380.00	\$ -
3.11.1	Romeo Rim rear HELP bumper	4	Per Vehicle	\$ 995.00	\$ 3,980.00
3.11.2	Hawkeye Reverse Assistance System, includes HELP bumper		Per Vehicle	\$ 1,555.00	\$ -
3.11.3	OEM back-up camera is standard on minibus		Per Vehicle	\$ 475.00	\$ -
3.11.3.1	7" windshield mount monitor, 3 cameras, blindspot assist system, replaces OEM rear-view mirror	4	Per Vehicle	\$ 655.00	\$ 2,620.00
3.11.4	Blind spot detection system. Includes 58B SYNC, with AM/FM/BT and 12" screen		Per Vehicle	\$ 630.00	\$ -
3.11.5.1	RVS-130 MobileEye collision avoidance system, forward collision and lane departure warning, does not provide active braking		Per Vehicle	\$ 2,265.00	\$ -
3.13.1	Ricon Klear-View lift on cutaway buses Replaces std NVL lift		Per Vehicle	\$ 1,512.00	\$ -
3.13.2	Braun model NVL917IB lift on cutaway buses Replaces std NCL lift		Per Vehicle	\$ 517.00	\$ -
3.13.2.1	Braun 1000# lift, replaces std NCL lift	4	Per Vehicle	\$ 489.00	\$ 1,956.00
3.14.2	Q'straint QRT Max restraint system (Two sets standard per vehicle)		Per Set	\$ 795.00	\$ -
3.14.3	AMF Bruns, Silver Series (Two sets standard per vehicle)		Per Set	\$ 840.00	\$ -
3.14.3	AMF Bruns, Platinum Series (Two sets standard per vehicle)		Per Set	\$ 1,045.00	\$ -
3.15.1	Fogmaker complete turn-key automatic fire suppression system.			Standard	
3.15.2	Amerex Small Vehicle System (SMVS) complete turn-key automatic fire suppression powder system.		Per Vehicle	\$ (1,840.00)	\$ -
3.15.3	Kidde complete turn-key automatic fire suppression system		Per Vehicle	\$ (1,545.00)	\$ -
3.15.4	Safety Vision 2 Camera System (maximum of 4 cameras), includes Model 4401-HVR with 2 Cameras, 128GB SD cardRD, Panic Button and wiring		EA	\$ 1,880.00	\$ -
3.15.4.1	Safety Vision 4 Camera System (maximum of 12 cameras) includes Model 4112-HVR with 4 Cameras, 1TB hard drive, panic button and wiring		EA	\$ 4,101.00	\$ -
3.15.4.2	Angel Trax 2 camera system, Includes 5 channel MDVR, (1) HD Driver's View Camera w/ Bracket, (1) Camera, Passive GPS and all Cables & Wiring		EA	\$ 2,876.00	\$ -

Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.15.4.7	Angel Trax 4 Camera System (maximum of 8 cameras) includes Vulvan Model V862HC with 4 cameras, 1TB hard drive, 64GB SD card, panic button and wiring	4	EA	\$ 3,210.00	\$ 12,840.00
3.15.4.8	Angel Trax 4 Camera System (maximum of 12 cameras) includes Vulvan Model V1284HC with 4 cameras, 1TB hard drive, 64GB SD card, panic button and wiring		EA	\$ 4,576.00	\$ -
3.15.4.11	REI 2 Camera System (maximum of 6 cameras) includes REI HD6 with 2 cameras, 500GB hard drive, wiring & VMS software		EA	\$ 3,392.00	\$ -
3.15.4.12	REI 5 Camera System (maximum of 12 cameras) includes REI HD12 with 5 cameras, 1TB hard drive, wiring & VMS software		EA	\$ 5,774.00	\$ -
3.15.4.26	TSI 2 Camera System (maximum of 8 cameras) includes TSI NEXUS NVR with 2 cameras, 1TB hard drive, event button and wiring		EA	\$ 6,528.00	\$ -
3.15.4.27	Luminator/Apollo 2 Camera system (maximum of 8 cameras) includes Roadrunner Model AHDR08 with 2 cameras, 2TB hard drive, event switch and wiring		EA	\$ 5,521.00	\$ -
3.15.4.28	Luminator/Apollo 4 Camera System (maximum of 8 cameras) includes Roadrunner Model AHDR08 with 4 cameras, 2TB hard drive, event switch and wiring		EA	\$ 6,380.00	\$ -
3.15.4.29	Luminator/Apollo 8 Camera System (maximum of 8 cameras) includes Roadrunner Model AHDR08 with n8 cameras, 2TB HARD DRIVE, event switch and wiring		EA	\$ 8,364.00	\$ -
3.15.4.30	Lumintor/Apollo 12 Camera System (maximum of 16 cameras) includes Roadrunner Model AHDR16 with 12 cameras, 2TB hard drive, event switch and wiring		EA	\$ 10,728.00	\$ -
3.15.4.31	Safe Fleet/Seon 4 Camera System (maximum of 4 cameras) includes Seon Model DH4 with 4 cameras, 1TB hard drive, panic button and wiring		EA	\$ 3,576.00	\$ -
3.15.4.32	Safe Seon Fleet/Seon 8 Camera System (maximum of 8 cameras) includes Seon Model DH8 with 8 cameras, 2TB hard drive, panic button and wiring		EA	\$ 6,720.00	\$ -
3.15.4.33	Safe Fleet/Seon 12 Camera System (maximum of 12 cameras) includes Seon Model DH8 & DH4 with 8 cameras, 2TB hard drive, panic button and wiring		EA	\$ 9,214.00	\$ -
3.15.5	Safety Vision camera		EA	\$ 335.00	\$ -
3.15.5.1	Angel Traxx camera	16	EA	\$ 495.00	\$ 7,920.00
3.15.5.2	TSI camera		EA	\$ 850.00	\$ -
3.15.5.3	REI camera		EA	\$ 690.00	\$ -
3.15.5.5	Apollo camera		EA	\$ 525.00	\$ -
3.15.5.6	Seon camera		EA	\$ 525.00	\$ -
3.15.6	Avail, System-1, IVU3 Control Module, 10" Operator Display, WR54 Mobile Gateway Router, 4-in-1 Antenna, PA Amplifier, 16 Character LED Sign, APC Module, Passenger Door Sensor and Farebox Interface		EA	\$ 46,015.00	\$ -
3.15.6.1	Avasil System-2, IVU3 Control Module, 10" Operator Display, WR54 Mobile Gateway Router, 4-in-1 Antenna		EA	\$ 35,541.00	\$ -
3.15.6.2	Avail System-3, IVU3 Control Module, 10" Operator Display, WR54 Mobile Gateway Router, Kenwood Radio, 5-in-1 Antenna		EA	\$ 36,852.00	\$ -
3.16.1.1	Hand-held PA system, requires speaker package		EA	\$ 335.00	\$ -

Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.16.1.2	Hands free PA system, requires speaker package		EA	\$ 575.00	\$ -
3.16.1.3	Speaker package		EA	\$ 140.00	\$ -
3.16.2	Motorola APX, 700-800 Mhz, WiFi antenna, smart visor mic and foot switch		EA	\$ 6,444.00	\$ -
3.16.3	AM/FM radio with clock		EA	\$ 535.00	\$ -
3.17.1	TranSign manually operated front and side destination sign		EA	\$ 4,210.00	\$ -
3.17.2.1	Transig Destinator, Front and Side includes Controller & Software - FrontT: 31/4" x 37 7/8" single line display (n/a with front A/C) SignCasing is 6.38" X 39.38", Window size 8.63" x 47" curved, SideE: 3 1/4" x 37 7/8" single line display. Sign Casing is 6.38" X 39.38", Side Window size 6" x 44.75" flat		EA	\$ 5,875.00	\$ -
3.17.2.2	Luminator Mobilite, Front and Side includes Controller & Software, Front: 42.13 x 4.10 single line display (n/a on front A/C) Sign casing is 6.85" x 44.90", Window size 8.63" x 47" curved, Side: 27.95 x 4.10 single line. Sign casing is 6.85" x 30.72", Window size 6.38" x 35" flat		EA	\$ 5,864.00	\$ -
3.17.2.3	Luminator Smart Series 3 amber, Front and Side includes Controller & Software, Sign Casings and Windows sizes to be defined later		EA	\$ 7,551.00	\$ -
3.17.2.4	Hanover Amber LED Front (112x15) & Side (96x15) Destination Signs		EA	\$ 6,078.00	\$ -
3.21.1	Pro Air HEPA 3 UV Filter system without rocker switch		EA	\$ 1,889.00	\$ -
3.21.2	Pro Air HEPA 6 UV Filter system		EA	\$ 4,138.00	\$ -
3.21.3	Valeo Stand Alone UV light purifier		EA	\$ 3,684.00	\$ -
3.21.4	ProAir HEPA2 filter with UV light		EA	\$ 1,190.00	\$ -
3.21.5	BS1000RM-CA 12vdc System - For Cutaway/Paratransit Vehicles with Overhead Rear and/or Front mount Ceiling HVAC (ACC/Valeo, ACT/ProAir, etc.) – (1) System per HVAC		EA	\$ 5,039.00	\$ -
3.21.6	BS2000RT-CA 12vdc System - For Cutaway/Paratransit Vehicles with Roof top Insert HVAC (ACC/Valeo, ACT/ProAir, etc.) – (2) Systems per HVAC		EA	\$ 5,039.00	\$ -
3.21.10	USSC 25ft and smaller Paratransit Van UVPHI-Photo Hydro Ionization		EA	\$ 3,170.00	\$ -
3.21.12	Code 3 Antimicrobial Lighting - 6 Lights 7" diameter lights on separate switch mounted in Driver's area		EA	\$ 1,690.00	\$ -
3.22.1	Rotating Hinge Side Barrier (E350, E450, Chevy 3500 and Chevy 4500)		EA	\$ 960.00	\$ -
3.22.2	Rotating Hinge Side Barrier with Reverse F Stanchion (F550 and Freightliner)		EA	\$ 960.00	\$ -
Other Additional Options					
3.23.22	Freedman GoES 3PT XL Bariatric Seat		EA	\$ 2,570.00	\$ -
3.23.23	Freedman GoES single 3PT foldaway		EA	\$ 1,526.00	\$ -
3.23.24	Freedman SeatLink system, module and bracket only, requires sensors		EA	\$ 1,125.00	\$ -
3.23.25	Freedman SeatLink single seat sensor		EA	\$ 390.00	\$ -
3.23.26	Freedman SeatLink double seat sensor		EA	\$ 510.00	\$ -
3.23.27	Sportworks DL 2 bike rack		EA	\$ 3,642.00	\$ -
3.23.29	Lift pad kit		EA	\$ 330.00	\$ -
3.23.30	Lift pendant hanger on inside of door		EA	\$ 110.00	\$ -

Item No	Description	Quantity	UOM	Unit Cost	Extended Cost
3.23.31	TDSS tie-down storage on bottom of foldaway seat		EA	\$ 110.00	\$ -
3.23.32	Shallco current sensing battery disconnect switch		EA	\$ 804.00	\$ -
3.23.33	"Blue Sea" manual battery disconnect switch in battery box		EA	\$ 110.00	\$ -
3.23.34	Trapeze Kit, includes Ranger 4.4 Trapeze Verizon Evdo Octopus, Ram mount & 5" extension, plus software for Ranger Mobility, Xgate, Xmobile Manager & FaxtNav		EA	\$ 7,226.00	\$ -
3.23.35	Trapeze Drive Cam Pre Wire		EA	\$ 545.00	\$ -
3.23.36	Front Help Bumper, Ford E-series only		EA	\$ 1,945.00	\$ -
3.23.37	Stop Request System, includes pull cord above windows, 3 push buttons, lghted sign and dual chime buzzer (chime is separate for pull cord vs. push button activation)		EA	\$ 1,050.00	\$ -
3.23.38	Extra Push button for Stop Request System		EA	\$ 105.00	\$ -
3.23.39	Technology Pre-wire package, 1. Pre-wire harness power cable fro drive cam, 2) Pre-wire harness power and control cables for Motorola 2-way radio, 3) Install low profile Phantom Disc Antenna for Motorola 2-way radio, 4) Pre-wire for tablet at dash (near Fogmaker display) - 1 Batter, 1 Ignition and 1 Ground wire (2 amp load expectation, 5) Install conduit and ull wire for agency to install SPX Genfare power cable and OCU cable		EA	\$ 1,000.00	\$ -
3.23.40	"Watch Your Step" die cut into entry step riser		EA	\$ 159.00	\$ -
3.23.41	Intermotive Idle Lock & Bob-E Module		EA	\$ 722.00	\$ -
3.23.42	Diamond Farebox NV One Vault - includes stanchion pole mounted near driver		EA	\$ 2,922.00	\$ -
3.23.43	Diamont Farebox SV one vault - includes stanchion pole mounted near driver		EA	\$ 3,444.00	\$ -
3.23.44	Diamond Farebox XV one vault, includes stanchion pole mounted near driver		EA	\$ 3,708.00	\$ -
3.23.45	Farebox pre-wire and mount, includes stanchion pole mopunted near driver and 12V power coiled near base of stanchion pole		EA	\$ 435.00	\$ -
3.23.46	Catrap mechanical catalytic converter theft prevention device in addition to standard intermotive catalert system		EA	\$ 1,330.00	\$ -
3.23.17	Q'Straint QRT360 with 30" L Track, Q-10007 with auto retractable belts (minimum 2 wheelchair positions required)		EA	\$ 1,000.00	\$ -
3.23.48	Q'STRAIINT QRT MAX with 30" L Track Q-83000-A1-L with auto retractable belts (minimum 2 wheelchair positions required)		EA	\$ 759.00	\$ -
3.23.49	Extra "L" Track, per inch, additional "L TRACK" mounted in floor to match floorplan request		EA	\$ 7.00	\$ -
3.23.50	Spheros roof mount ac, all-in-one T60 with heat, MDS controller and TM-21 compressor		EA	\$ 4,873.00	\$ -
3.23.53	TransAir ac system, includes TA77 HP Evaporator w/heat, R90 roof top mounted condenser, EC4.0 electronic controls and DUAL 10 CID compressors, for 338" gas or diesel		EA	\$ 2,640.00	\$ -
TOTAL					\$ 548,772.00
DEDUCTION TOTAL					\$ -
GRAND TOTAL					\$ 548,772.00

not applicable

Transportation Operating Procedure (TOP)

(Applies to Section 5310-only Applicants)

Upload the agency's most recent TOP within TransCIP, if not already on file with your District Office. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed 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.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

Mr. Daren Hutton, Interim Division Director
Collier Area Transit
8300 Radio Road
Naples, FL 34104

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2023 Triennial Review by the Florida Department of Transportation (FDOT) in partnership with Atkins North America and The University of South Florida / Center for Urban Transportation Research (CUTR).

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 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) 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 Tuesday, January 24, 2023. 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 all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

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,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411...
MISSIEL DA SILVA

Transit Projects Coordinator

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

Florida Department of Transportation
Capital & Operating Assistance Application



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

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop down to select or type to enter
Project Type(s):	Operating	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop down to select

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:

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

Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.

Certification: Omar DeLeon

Date: 10/29/2024

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:			Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:		
1-digit Level: Not applicable			1-digit Level: For example, 4100 Directly Generated Fares		
2-digit Level: For example, 5010 Labor			2-digit Level: For example, 4110 Passenger Fares		
3-digit Level: For example, 5011 Operators Salaries and Wages			3-digit Level: 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 fringe 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	<p>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:</p> <ul style="list-style-type: none"> · Report time · Platform time · Turn-in time · Accident reporting time <p>These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time.</p> <p>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.</p> <p>Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as:</p> <ul style="list-style-type: none"> · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing 	Passenger Fares	4110	<p>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.</p> <p>Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue.</p> <p>Agencies may collect passenger fares in any of the following ways:</p> <ol style="list-style-type: none"> 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) <p>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 cases, each agency reports its share of the revenues.</p> <p>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 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 Government sources of funds.</p>
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	<p>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:</p> <ol style="list-style-type: none"> 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 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 persons 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 ferryage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 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: 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). 10. No-show Fines: revenues earned from fines for demand response passengers who do not show up for a scheduled pickup. <p>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:</p> <ol style="list-style-type: none"> 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 a 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 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 center.
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	<p>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:</p> <ol style="list-style-type: none"> 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 a 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 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 center.
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	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	<p>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 can be divided into the following four categories:</p> <ol style="list-style-type: none"> Employment Taxes: federal, Medicare, and Social Security taxes. 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. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 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 listed above. <p>Other Postemployment Benefits (OPEB)</p> <p>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.</p>	Non-Public Transportation Revenues	4130	<p>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:</p> <ol style="list-style-type: none"> Charter Service Revenues: revenues earned 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 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). 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. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	<p>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 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 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 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 cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies.</p> <p>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.</p>	Auxiliary Transportation Funds	4140	<p>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:</p> <ol style="list-style-type: none"> Advertising revenues Concessions 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	<p>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.</p> <p>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.</p> <p>Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.</p>	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, 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 tires and tubes, whether they are rented, leased 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 without going through inventory).	Other Agency Revenues	4150	<p>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:</p> <ol style="list-style-type: none"> 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 vehicles to other operators. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property 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 different from student fares, which are amounts paid by the students for transit service. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). Donations: funds from donations and grants from private foundations. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations, revenue from other activities, and miscellaneous revenues.
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	<p>Expenses related to loss protection and losses incurred by the transit agency. These expenses include:</p> <ul style="list-style-type: none"> · 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. <p>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.</p> <p>Casualty and Liability Costs include the following:</p> <ol style="list-style-type: none"> 1. Premiums 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, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. 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. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. <p>The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.</p>	Subsidy from Other Sectors of Operations	4170	<p>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 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 may include:</p> <ul style="list-style-type: none"> · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	<p>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.</p> <p>Reimbursement of Taxes Paid</p> <p>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.</p>	Extraordinary and Special Items	4180	<p>Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <ol style="list-style-type: none"> 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. <p>Special items are events or transactions that are either unusual in nature or infrequent, but not both.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 insurance recoveries for property damaged in a natural disaster in this object class.</p>
Purchased Transportation Expenses	5100	<p>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.</p> <p>Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.</p>	Total Recoveries	4190	<p>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.</p>
Purchased Transportation in Report	5101	<p>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 (5102).</p> <p>Please refer to Reporting Contractor Expenses for more information.</p>	Directly Generated Dedicated Funds	4200	<p>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 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).</p>
Purchased Transportation Filing Separate Report	5102	<p>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).</p> <p>Reporting Contractor Expenses</p> <p>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.</p>	Income Taxes	4210	<p>Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.</p>

Miscellaneous Expenses	5090	<p>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.</p> <p>Some common miscellaneous expenses are listed below.</p> <ol style="list-style-type: none"> 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. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. Charitable Donations: Contributions to charitable organizations made by the transit agency. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable. 	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 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 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 Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).	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	<p>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.</p> <ol style="list-style-type: none"> 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. 	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.
Operating Lease Expenses	5220	<p>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.</p> <p>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).</p>	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.
Capital Leases	5230	<p>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):</p> <ol style="list-style-type: none"> 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). 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. 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. <p>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).</p>	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 authority of the transit agency, belongs to this object class.
Related Parties Lease Agreements	5240	<p>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:</p> <ul style="list-style-type: none"> A state government's department of transportation purchases buses and leases 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. 	Other Dedicated Funds	4290	<p>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:</p> <ol style="list-style-type: none"> Vehicle licensing and registration fees Driver's license fees Communications access fees and surcharges Lottery and casino proceeds

Voluntary Non-Exchange Transactions	5250	<p>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 result from legislative or contractual agreements, other than exchanges, 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 transactions include certain grants and private donations.</p> <p>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).</p> <p>Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transactions (5250).</p>	Local Government Funds	4300	These are funds received from municipal and county governments.
	Depreciation	5260	<p>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.</p> <p>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.</p>		
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 operating expense/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	<p>Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <p>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.</p> <p>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 separately.</p>	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-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 (5220) and \$1,000 under ADA Related Reconciling Items (5920).	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 rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	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	<p>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:</p> <ol style="list-style-type: none"> 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 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	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	<p>There are essentially two common ways a state government can provide funds to a transit agency.</p> <ol style="list-style-type: none"> 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	<p>Federal funds generally fall into three categories:</p> <ol style="list-style-type: none"> 1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. 2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. 3. 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. <p>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 (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.</p>
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	<p>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.</p> <p>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.</p> <p>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).</p> <p>Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).</p>
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, 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 toll 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).

Please limit your response to 250 words.

Section 5311 funding for operating assistance is essential if service is to continue for the non-urbanized areas of the County. The budget is reflective of the funds necessary to operate routes in the rural area, the routes are a key component of economic development in the areas they serve.

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.

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:



Current and Pending Section 5311 Awards					
Instructions: List all current and pending Section 5311 contracts.					
Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2B95	2/24/2023	12/31/2025	\$2,264,610	\$1,638,437	12/31/2025
G2W60	4/16/2024	12/31/2025	\$61,484	\$61,484	12/31/2025
G2W59	4/17/2024	12/31/2025	\$621,763	\$621,263	12/31/2025
G2T56	1/24/2024	12/31/2025	\$575,000	\$574,500	12/31/2025

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Services	5020	\$ 5,634,000
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 1,053,300
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 801,600
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 632,100

Use drop-down to select Object Class	Other Materials and Supplies	5039	\$ 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		-	\$ -
			\$ 8,206,000

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	\$ 6,971,000
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		-	\$ -

Current System Description			
<p>Instructions: 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.</p>			
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. Operating under the oversight of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) within the Collier County Transportation Management Services Department, Collier Area Transit (CAT) serves as the principal public transit provider for Collier County, catering to the areas of Naples, Marco Island, and Immokalee.	100	67
Program mission and goals:	To provide safe, accessible, reliable, convenient, and courteous mobility services to our customers. CAT aims to provide dependable, convenient, and affordable mobility services, ensuring the safety and efficiency of its workforce, residents, and visitors. We offer appealing and eco-friendly mobility alternatives to reduce carbon footprints and environmental effects. Building strategic partnerships that raise awareness and educate communities about mobility choices is integral to bolstering the viability of our services, fostering livability, and enriching economic and social well-being.	100	77
Please inform the Department of any major organizational or operational changes since the submittal of your last application, examples include: implementation of mobility on demand services or leadership changes.	Since the last submittal, there has been no substantial change to the agency operationaly nor leadership.	100	16
According to your Title VI Plan, what populations do you serve?	Based on 2020 ACS Estimates, approximately 14.6% of the population residing in the CAT service area speak a language other than English. The two major languages other than English are Spanish and Creole. As a large portion of the residents served are considered LEP persons, we have created services to accomodate the other languages commonly seen in Collier.	100	58

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

Service Characteristic	Value	Data Collection/ Calculation
<u>Unlinked Passenger Trips (UPT)</u> 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.	175,927	Data collected using APCs on-board Fixed Route buses.
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	175,927	Data collected using APCs on-board Fixed Route buses.

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

Operating Award 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. Operating Award Requests should be entered in whole numbers only.

Operating Award Request			
Budget Category	Total	Federal	Local
Salaries		\$0	\$0
Fringe Benefits		\$0	\$0
Contractual Services	\$1,444,000	\$722,000	\$722,000
Other Direct Costs		\$0	\$0
a.		\$0	\$0
b.		\$0	\$0
c.		\$0	\$0
d.		\$0	\$0
e.		\$0	\$0
f.		\$0	\$0
g.		\$0	\$0
h.		\$0	\$0
i.		\$0	\$0
j.		\$0	\$0
k.		\$0	\$0
l.		\$0	\$0
m.		\$0	\$0
n.		\$0	\$0
o.		\$0	\$0
p.		\$0	\$0
Indirect Costs		\$0	\$0
Total	\$1,444,000	\$722,000	\$722,000

The above information should be transferred to Form 424.

The total should match 18g within Form 424.

The total should match 18a within Form 424.

The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions: The Section 5311 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required 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 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 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.

Required Match (50%)	\$722,000	
Revenue Type	Description	Amount
Use dropdown to select		
Local Government	General Fund	\$722,000
Operating Match Total:		\$722,000

Project Description

Instructions: Describe the project being requested within the application.

Funding is sought to sustain rural transit routes in Collier County, Florida, including Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.

Project-Related Improvements

Instructions:

Describe how the grant funding will improve your agency’s transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Consider the below questions when identifying project related improvements. Will the project allow your agency to:

- Provide more hours of service and/or more trips?
- Expand service to a larger geographic area?
- Reduce headways/increase frequency?
- Expand access to essential services

Grant funding will not extend the current service but the funding will allow the agency to maintain the existing service.

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	175,927	175,927	Data collected using APCs on-board Fixed Route buses.
<u>Unduplicated Passengers per Year</u>	175,927	175,927	Data collected using APCs on-board Fixed Route buses.

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 vehicle) 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 C904.1G, 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 20.309. This code should be shown in Section 11 of the form followed by the title "Federal Grants for Rural Area; Section 5311." Further instructions for form 424 can be found on the "Resource" tab within 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 issued 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. 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 771.118. In 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 terms, 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 402 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 "Resource" tab for a link to the FTA Region 4 Categorical Exclusion checklist.

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 of 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 commissioners, state agencies, city managers, regional, town, county, organizations, accounting firms and financial institutions.

17 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://hiflorida.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.tripoflorida.org/contracts.html>

- 1.Select Desired Vehicle
- 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.myfloridatd.com/>)

18 - Triennial Review: Closeout/Concerns 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 corrective action 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.htm>.

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)
Navigate to: 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 Life of Transit Buses - 2007)		Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus	Light-Duty Mid-Size Bus	Light-Duty Mid-Size Bus	Light-Duty Mid-Size Bus	Medium-Duty Bus	Medium-Duty Bus	Medium-Duty Bus	Heavy-Duty Large Bus
Vehicle Type (Source: NTD)	Equipment (non-revenue)	Automobile (AO)	Van (VN)	Van (VN)	Van (VN)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Bus (BU)	Cutaway (CU)	Bus (BU)	Bus (BU)
Vehicle Description (Source: TRIPS/DMS Contracts)	Formerly Type "G"	Formerly Type "F"	Formerly Type "F"	Formerly Type "E"	Formerly Type "E"	Formerly Type "D"	Formerly Type "D"	Formerly Type "D"	Formerly Type "C"	Formerly Type "C"	Formerly Type "B"	Formerly Type "A"
	Service Trucks	Sedans/Station Wagons	Vans/Commuter Van (Unmodified)	Mini Vans (Modified)	MiniBus (Modified)	Transit Bus - Standard Cutaway	Small Cutaway	Transit Bus - Small Cutaway (Low Floor)	Medium Duty Bus (Arboc)	Medium Duty Bus (Champion)	Medium Duty Bus (El Dorado)	Heavy Duty
Year	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
2021	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2020	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2019	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2018	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2017	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2016	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2015	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2014	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2013	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2012	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2011	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	5	200,000
2010	5	150,000	4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2009	5	150,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000
2008	5	150,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000
2007	5	150,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000
2006	5	150,000	4	100,000	4	100,000	5	150,000	5	150,000	7	200,000

Useful Life Requirements		
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 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	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	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	GISB
men/men/men/men/men	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Local Clearinghouses / Regional Planning Councils (RPC)

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@theaprc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District 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	District Modal Development Manager
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: <i>Highlands, Hardee, Okeechobee, DeSoto, Polk</i>
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Charlotte, Lee, Glades, Hendry</i>
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Sarasota, Manatee, Collier</i>
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
District 2		2198 Edison Ave, MS 2806

District 2		Jacksonville, FL 32204
Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Modal Development Manager
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Transit Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Angela Gregory	(904) 360-5667 Angela.Gregory@dot.state.fl.us	Transportation Coordinator
District 3		P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Prough	(850) 330-1558 Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.us	Senior Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5		420 W. Landstreet Road Orlando, FL 32824
Brian M. Stanger, P.E.	(386) 943-5543 Brian.Stanger@dot.state.fl.us	District Modal Development Administrator
Libertad Acosta-Anderson, P.E.	(386) 279-5470 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		1000 N.W. 111 Avenue Miami, Florida 33172
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
District 7		11201 N McKinley Dr. MS-7500 Tampa, FL 33612
Ming Gao	(813) 975-6923 Ming.Gao@dot.state.fl.us	District Modal Development Administrator
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	Transit Coordinator

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"
8, a, b, c, d, e, and f	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 UEI 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.
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Transit Administration"
11	Catalog of Federal Domestic Assistance (CFDA) Number is: 20.509. CFDA Title should be: Formula Grants for Rural Areas, Section 5311
12	"Not Applicable"
13	"Not Applicable"

14	List the areas affected by project (cities, counties, states etc.). Can be submitted as a separate attachment.
15	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).
18	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind 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
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 \(June 2024\)](#)

[Section 5311 FTA Circular](#)

[State Management Plan](#)

[Congressional Districts](#)

[Department of Management Services \(DMS\)](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

[TransCIP – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

[Sunbiz](#)

[TRIPS Florida](#)



**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION**

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 10th day of December, 2024 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 Board of County Commissioners

Agency Name

Signature of Contractor's Authorized Official

Chris Hall – Chairman, Board of County Commissioners

Name and title of authorized representative

12/10/2024

Date

RESOLUTION NO. 2024 - _____

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY, FLORIDA, AUTHORIZING ITS CHAIRMAN TO SIGN AND APPROVE THE SUBMITTAL OF A SECTION 5311 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND AUTHORIZING THE EXPENDITURE OF GRANT FUNDS FOR THE FIXED ROUTE TRANSIT OPERATING SERVICES.

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

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

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. Chris Hall, 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 (d) authorize the expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
4. The Board’s Registered Agent in Florida is Jeffrey A. Klatzkow, County Attorney. The Registered Agent’s address is 3299 Tamiami Trail East, Suite 800, Naples, FL 34112.
5. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this _____ day of _____, 2024.

ATTEST:
CRYSTAL K. KINZEL, Clerk

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
_____, Deputy Clerk

By: _____
Chris Hall, Chairman

Approved as to form and legality:

Jeffrey A. Klatzkow, County Attorney

Public Hearing Notice and Publisher's Affidavit (public agencies only)

Upload a copy of the notice of public hearing and an affidavit of publication within TransCIP with other application documentation.

Public Notice–Sample

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

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by **(Specify Due Date)**.

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

All public notices must include the following language:

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

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

Not applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). Applicant must upload letter into TransCIP with other application documentation.

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 **10th** day of **December, 2024**:

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statutes:
 - 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.

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 10, 2024

Date

Signature of Contractor's Authorized Official

Chris Hall- Chairman

Name and title of authorized representative

FTA Section 5333 (b) Assurance

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

The Collier County Board of County Commissioners (hereinafter referred to as the “Recipient”) HEREBY 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 10, 2024

Date

Signature of Contractor's Authorized Official

Chris Hall- Chairman

Name and title of authorized representative

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

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

1	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance funding of FY25/26 for Collier Area Transit to provide continuing public transportation services to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to the rural domicile.	Collier Area Transit for the 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 10, 2024

Date:

Chris Hall- Chairman

From:

Signature

Collier County Board of County Commissioners

Typed or printed agency name

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

Subject: FFY24/SFY25 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

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 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 **10th** day of **December, 2024**

Chris Hall, Chairman

Name and title of authorized representative

Signature of authorized representative

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:**

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

56-6000558

*** c. UEI:**

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:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:**

DeLeon

Suffix:

Title:

Transit Manager

Organizational Affiliation:

Collier County

*** Telephone Number:**

239-252-4996

Fax Number:

*** Email:**

Omar.DeLeon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grants for Rural Area

* 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:

Operational funding request to 5311 to cover costs of operating in the identified rural parts of Collier County.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19&26

* b. Program/Project 19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2025

* b. End Date: 09/30/2026

18. Estimated Funding (\$):

* a. Federal	722,000.00
* b. Applicant	
* c. State	
* d. Local	722,000.00
* e. Other	
* f. Program Income	
* g. TOTAL	1,444,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 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 Representative:

Prefix: Mr. * First Name: Chris

Middle Name:

* Last Name: Hall

Suffix:

* Title: Chairperson, Board of County Commissioners

* Telephone Number: 239-252 Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: 12/10/2024

Place Holder

Federal Certifications and Assurances

Please upload [Federal Certifications and Assurances](#) signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that 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 Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not applicable

Protection of the Environment

Required if the proposed project is for the construction of facilities. Please see below for supplementary information.

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 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. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's [Grantee Resources: Environment](#) site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: <ul style="list-style-type: none">• Project Vicinity• Project Site Plan• USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

- ☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

- ☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)
- ☐ Utility installations along or across a transit facility
- ☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way
- ☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
<input type="checkbox"/>	Emergency repairs under 23 USC 125
<input type="checkbox"/>	Acquisition of scenic easements
<input type="checkbox"/>	Ridesharing activities
<input type="checkbox"/>	Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
<input type="checkbox"/>	Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
<input type="checkbox"/>	Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
<input type="checkbox"/>	Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
<input type="checkbox"/>	Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
<input type="checkbox"/>	Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
<input type="checkbox"/>	Mitigation banking
<input type="checkbox"/>	Resurfacing and restriping
<input type="checkbox"/>	Routine maintenance

D.	<p>Does the project appear on the following list of potential documented Categorical Exclusions?</p> <p>These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.</p> <p><input type="checkbox"/> YES (Check and continue to Part III)</p> <p><input type="checkbox"/> NO (Contact FTA Regional Office)</p>
<input type="checkbox"/>	Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
<input type="checkbox"/>	Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
<input type="checkbox"/>	Carpool programs and activities requiring land acquisition and construction

- ☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards
- ☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic
- ☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users
- ☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic
- ☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community
- ☐ Area-wide coordination of multiple ITS elements
- ☐ Advance land acquisition including:
 - Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
 - Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic
Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics
Will the project have an adverse effect on a scenic vista?
☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
☐ No
☐ Yes, describe

E. Air Quality
Does the project have the potential to impact air quality?
☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?
☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O₃)
☐ Particulate Matter (PM₁₀)

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
☐ NO
☐ YES
Date of USDOT conformity finding

F. Coastal Zone
Is the proposed project located in a designated coastal zone management area?
☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

☐ No

☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

☐ No

☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

☐ NO

☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

☐ No

☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

☐ No

☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No

☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over \$250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

- ☐ Corps of Engineers (Section 10, Section 404)
- ☐ Coast Guard Permit
- ☐ Coastal Zone Management Certification
- ☐ Critical Area Ordinance Permit
- ☐ ESA and EFH Compliance
- ☐ Flood Plain Development Permit
- ☐ Forest Practice Act Permit
- ☐ Hydraulic Project Approval
- ☐ Local Building or Site Development Permits
- ☐ Local Clearing and Grubbing Permit
- ☐ National Historic Preservation Act-Section 106
- ☐ National Pollutant Discharge Elimination System Baseline General for Construction
- ☐ Shoreline Permit
- ☐ Solid Waste Discharge Permit
- ☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
- ☐ Section 106 (Historic Properties)
- ☐ Stormwater Site Plan (SSP)
- ☐ Temporary Erosion and Sediment Control Plan (TESC)
- ☐ Water Rights Permit
- ☐ Water Quality Certification—Section 401
- ☐ Tribal Permits (if any, describe below)
- ☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix: Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
<http://www.epa.gov/oar/oaqps/greenbk/> for a listing of non-attainment areas.

Coastal Zone Management

<http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html> for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
<http://environment.fhwa.dot.gov/guidebook/gaimpact.htm>

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to <http://www.nwr.noaa.gov/1salmon/salmesa/index.htm>, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to <http://offices.fws.gov/directory/>.

Environmental Justice

<http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html>
<http://www.fhwa.dot.gov/environment/ej2.htm>

Farmlands

<http://www.info.usda.gov/nrcs/fpcp/fppa.htm>

Floodplain

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html>

Hazardous Materials

<http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html>

Historic, Archaeological and Cultural Resources

<http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html>

Magnuson-Stevens Fishery Conservation and Management Act

<http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html>
<http://www.nmfs.noaa.gov/sfa/magact>

Navigable Waterways

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html>

NEPA

<http://www.fhwa.dot.gov/legregs/directives/fapg/cfr0771.htm>

http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm

<http://environment.fhwa.dot.gov/guidebook/index.htm>

<http://www.fta.dot.gov/office/planning/ep/index.html>

Noise and Vibration

<http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html>

Property Acquisition

<http://www.fhwa.dot.gov/hep/49cfr24.htm>

Tribal Consultation

<http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm>

Section 4(f)

<http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd>

<http://www.section4f.com/>

http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

<http://www.nps.gov/ncrc/programs/lwcf/protect.html>

Sole Source Aquifer

<http://www.epa.gov/safewater/ssanp.html>

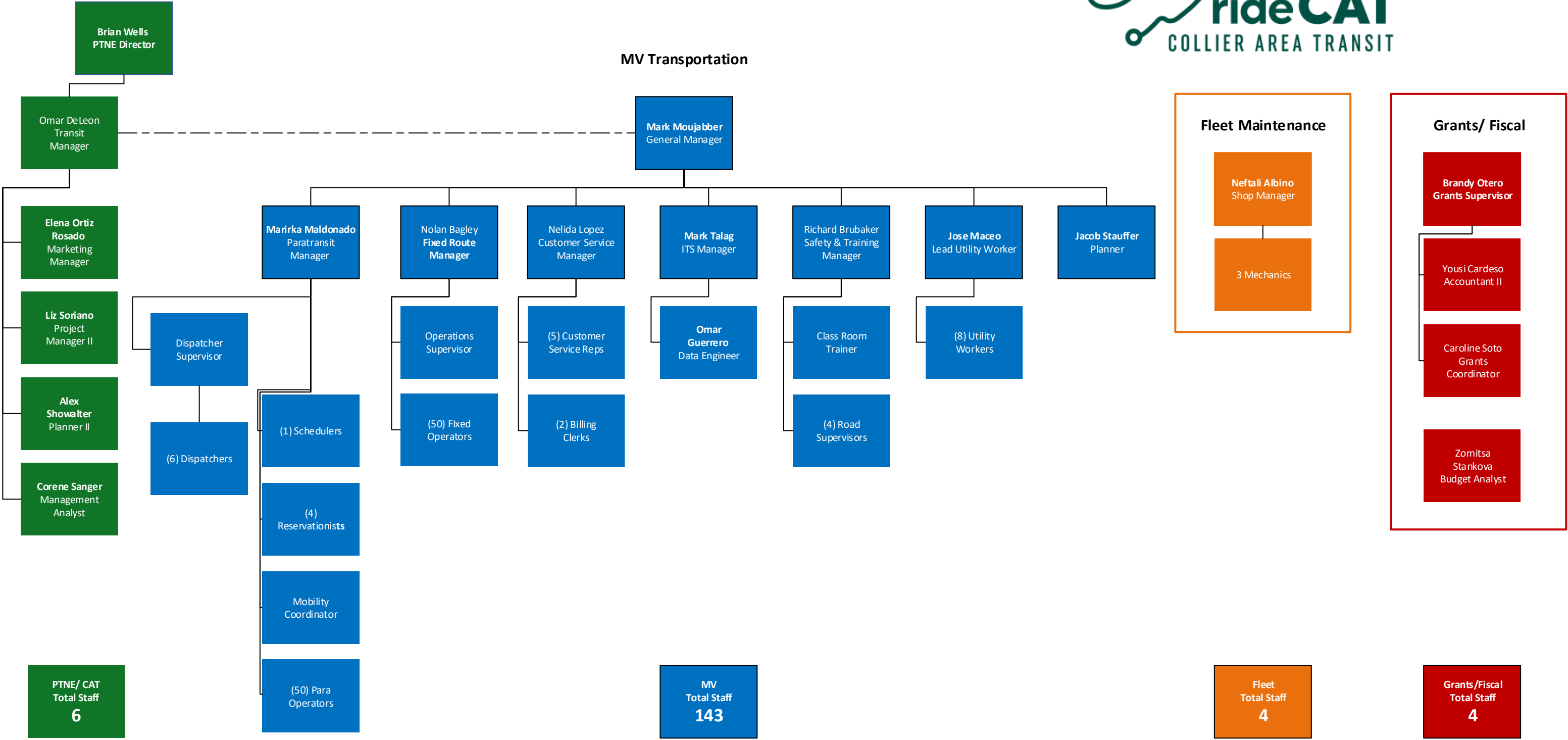
Water Quality

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html>



PTNE

MV Transportation



[County Manager Letterhead]

[Date]

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

Re: 5311 Match Commitment

Dear Ms. Upthegrove,

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 \$722,000 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

Mr. Daren Hutton, Interim Division Director
Collier Area Transit
8300 Radio Road
Naples, FL 34104

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2023 Triennial Review by the Florida Department of Transportation (FDOT) in partnership with Atkins North America and The University of South Florida / Center for Urban Transportation Research (CUTR).

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 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) 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 Tuesday, January 24, 2023. 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 all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

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,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411...
MISSIEL DA SILVA

Transit Projects Coordinator

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

Florida Department of Transportation
Capital Assistance Application



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula Capital Program for Rural Areas

STOP: Before beginning your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop-down to select or type to enter
FDOT District:	One	Use drop-down to select

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.

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2025 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

Instructions:

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

Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.

Certification:	Omar DeLeon
Date:	10/30/2024

Transportation Program Operating and Administrative Expenses					Transportation Program Operating and Administrative Revenues				
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:					Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:				
1-digit Level: Not applicable					1-digit Level: For example, 4100 Directly Generated Fares				
2-digit Level: For example, 5010 Labor					2-digit Level: For example, 4110 Passenger Fares				
3-digit Level: For example, 5011 Operators Salaries and Wages					3-digit Level: 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 fringe 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: <ul style="list-style-type: none">- 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: <ul style="list-style-type: none">- training time either as a student or instructor- revenue vehicle movement control as dispatchers or road supervisors- movement of revenue vehicles among maintenance and operating facilities- maintenance of bus stops and shelters- general 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: <ol style="list-style-type: none">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 cases, 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 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 Revenue category. 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: <ol style="list-style-type: none">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 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 persons 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 ferrage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130).7. Varpool Services: For publicly sponsored varpool (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: 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).				
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	Organization-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 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: <ol style="list-style-type: none">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 a transit agency to permit students to ride fee 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 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 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).		
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	Park-and-Ride Parking Revenue	4120	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: <ol style="list-style-type: none">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 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. 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.		
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	Non-Public Transportation Revenues	4130			
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 can be divided into the following four categories: <ol style="list-style-type: none">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 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 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					
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 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 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 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 cleaning 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	Advertising Revenues	4141	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: <ol style="list-style-type: none">1. Advertising revenues2. Concessions3. 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	Concessions	4142	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.	Concessions	4142	Other Auxiliary Transportation Revenues	4149	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, 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	Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities. This object class includes the cost of tires and tubes, whether they are rented, leased 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	Other Agency Revenues	4150	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 without going through 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: <ol style="list-style-type: none">1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency.2. Sales of Fuel: revenues earned from sales of fuel.3. 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.4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators.5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations.6. 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.7. Rental Car Fees: revenues earned from rental car services.8. 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.9. Interest Income: revenues earned by placing funds in an interest-bearing account.10. 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.11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120).12. Donations: funds from donations and grants from private foundations.13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,		

Utilities	5040	This object class includes expenses for electricity, gas, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Subsidy from Other Sectors of Operations	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: <ul style="list-style-type: none">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: <ol style="list-style-type: none">Premiums 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, theft, flood, earthquakes and other types of losses.Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others.Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance.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.Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance.Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance).Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off revenues deemed beyond repair are reported as Extraordinary or Special Items (4200) dependent on the circumstances of the insurance. 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.	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 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 may include: <ul style="list-style-type: none">Subsidies from utility rates where the transit agency is a utility companySubsidies from bridge and tunnel tolls owned and operated by the transit agencySubsidies from other sources provided by the same entity that operates the transit service	
Taxes	5060		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. <ol style="list-style-type: none">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.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 these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. 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 insurance recoveries for property damaged in a natural disaster in this object class. 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 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	4190	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 (5102). 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 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. Some common miscellaneous expenses are listed below. <ol style="list-style-type: none">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.Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities.Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities.Charitable Donations: Contributions to charitable organizations made by the transit agency.Fines and Penalties: Costs of fines and penalties incurred by the transit agency.	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 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 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 Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910). Recording items are expenses that are not included as capital expenses or as mode-specific operating expenses. If recording 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.	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Recording items are expenses that are not included as capital expenses or as mode-specific operating expenses. If recording 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. <ol style="list-style-type: none">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.	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.
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. 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).	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.
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): <ol style="list-style-type: none">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).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.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).	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 authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies 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: <ul style="list-style-type: none">- A state government's department of transportation purchases buses and leases 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.	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: <ol style="list-style-type: none">1. Vehicle licensing and registration fees2. Driver's license fees3. Communications access fees and surcharges4. 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 result from legislative or contractual agreements, other than exchanges, 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 transactions include certain grants and private donations. <p>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).</p> <p>Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (5250).</p>	Local Government Funds	4300
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. <p>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.</p>	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. <ol style="list-style-type: none">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 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 during the reporting period as an operating expense/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. 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. <p>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 separately.</p>	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-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 (5220) and \$1,000 under ADA Related Reconciling Items (5920).	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 rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	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: <ol style="list-style-type: none">1. Vehicle licensing and registration fees2. Driver's license fees3. Communications access fees and surcharges4. 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 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	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. <ol style="list-style-type: none">1. 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.2. 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: <ol style="list-style-type: none">1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match.2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match.3. 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. <p>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 (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.</p>
			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 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. <p>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.</p> <p>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).</p> <p>Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).</p>
			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, 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 toll 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.

Please limit your response to the space provided.

Collier Area Transit provides public transit services throughout Collier County, including regions like Naples, Marco Island, and Immokalee. The need is specific for the service provided in the rural portion of the county including Immokalee and Golden Gate Estates. The requested funding will be utilized for the purchase of a replacement bus and the associated equipment including a wireless router and . In doing so, Collier Area Transit will be addressing the goals set within the Transit Asset Management Plan to replace vehicles as they meet their useful life.

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.

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.

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Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$5,634,000
Use drop-down to select	Fuel and Lubricants	5031	\$1,053,300
Use drop-down to select	Miscellaneous Expenses	5090	\$801,600
Use drop-down to select	Other Salaries and Wages	5013	\$632,100
Use drop-down to select	Other Materials and Supplies	5039	\$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
			\$8,206,000

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	\$6,971,000
Use drop-down to select	Other Agency Revenues	4150	\$85,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
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Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$8,206,000

Current System Description

Instructions:

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:	<p>The Collier County Board of County Commissioners oversees the public transportation infrastructure in Collier County. The county's transit system, known as Collier Area Transit (CAT), functions under the guidance of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE), which is a part of the Collier County Transportation Management Services Department. CAT provides transit services throughout Collier County including urban and rural services. The service area includes regions like Naples, Marco Island, and Immokalee. The grant application is specific to the service in the rural portion of the county.</p>
Program mission	<p>It is the mission of CAT to provide safe, accessible and courteous public transportation services to our customers.</p>
Program goals	<p>Collier County aims to achieve several key objectives. These include operating dependable, user-friendly, and cost-efficient mobility services that effectively address the transportation requirements of our employees, residents, and guests while prioritizing safety and efficiency. We work towards this by bolstering the resilience of Collier County, safeguarding both our man-made and natural resources, offering appealing and convenient mobility alternatives that mitigate carbon emissions and environmental impacts in our communities. Additionally, we seek to foster significant partnerships that enhance awareness and education regarding mobility options and contribute to the vitality of mobility services, ultimately enhancing the livability and promoting economic and social well-being of our area.</p>

<p>Program objectives</p>	<p>Collier County's strategies for reaching its objectives include enhancing efficiency, service excellence, and the level of service to ensure a transit system that is well-structured. This emphasis is on affording job access to the workforce and ensuring mobility for those with limited access to private automobiles. The county also aims to establish an interconnected and optimized multimodal mobility network that accommodates a diverse array of needs and service market conditions. Additionally, Collier County is committed to implementing services and programs that reduce the total miles traveled by vehicles within the county. This will be achieved through coordinated efforts that integrate land use and transportation planning, incorporating transit needs into the development review and approval process.</p>
<p>Service, route, and trip types provided</p>	<p>The operating hours for these routes span from as early as 3:45 AM to as late as 8:20 PM. The service, which is part of the grant plan, aims to facilitate accessibility for individuals residing in the non-urbanized regions of Collier County. The grant funds will be allocated to sustain the operation of fixed routes, thereby granting access to essential services such as healthcare, shopping, education, employment, public services, and recreational opportunities for those living in non-urbanized areas.</p> <p>Since many of these vital services are unavailable in rural areas, a significant portion of the population is compelled to travel to urban areas in order to access them.</p>
<p>What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?</p>	<p>Funding for these operations is derived from multiple sources, including the Federal Transit Administration's 5307, 5310, and 5311 programs, the Florida Department of Transportation, the Agency for Persons with Disabilities, the Florida Commission for the Transportation Disadvantaged, and various local funding programs. These funding sources are instrumental in supporting individuals with disabilities, low-income individuals, and the elderly across both urbanized and non-urbanized areas within the county.</p>
<p>To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.</p>	<p>According to 2020 ACS Estimates, a large portion of Collier County's workforce lives in the rural area and the majority of activity centers which include major employers, health care, centers, and public services are within the urban area. All CAT routes serve a minority census block group, and about 50% of service miles are within a minority block. 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.</p>

Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.

The maintenance of all vehicles is the responsibility of the specialized Collier County Fleet Management Division team assigned to Transit, situated at the CAT Operations Center on 8300 Radio Road. This team diligently maintains a preventative maintenance schedule for all CAT vehicles, ensuring that maintenance is performed without causing any disruptions to transportation services. The spares ratio is evaluated regularly for peak service to ensure no interruptions occur to the service.

Service Characteristics

Instructions:

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

Service Characteristic	Value	Data Collection/ Calculation Method
<u>Unlinked Passenger Trips (UPT)</u> 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	175,927	Electronic farebox and Mobile Fare Application
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	175,927	Electronic farebox and Mobile Fare Application

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

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

Vehicle Request	
<p>Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format</p> <p>Instructions: 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.</p>	
Project Type	Examples
Expansion Vehicles	<ul style="list-style-type: none">—Large heavy- duty transit buses 35'-40'—Small heavy-duty transit buses 30'
Replacement Vehicles	<ul style="list-style-type: none">—Minibus—Standard Cutaway—Minivan

Project Description	
Instructions:	Describe the project being requested within this application.
<p>One replacement 40-foot bus for fixed-route services is the subject of the grant proposal. A fixed route bus, which has met its useful life, will be replaced with the new bus. Collier County will meet its TAM Goal of keeping rolling stock in good repair by replacing the vehicles.</p>	
Project-Related Improvements	
Instructions:	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 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.
<p>Will the project allow your agency to:</p> <p>Provide more hours of service and/or more trips?</p>	<p>While grant funding won't increase hours worked, it will enable the continuation of the current service and improve reliability by enabling the purchase of a replacement bus.</p>

Expand service to a larger geographic area within the same District?	The service area will remain the same, but the grant funding will be used to buy a replacement vehicle so, the current rural area service may continue to provide dependable service.
Reduce headways/increase frequency?	Funding from grants won't cause headways to decrease or frequency to rise.

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 financing will guarantee that buses are replaced when the life expectancy is reached, supporting Collier County's TAM plan.
Address projected vulnerabilities?	With useful life mileage overages of fleet still in use, the Grant funding will guarantee that vehicles are replaced as soon as possible, preventing service interruptions.
Expand access to essential services?	Although the program won't be expanded, it will keep low-income and rural residents connected to the important services they need. To ensure continuing access to vital services, maintaining a vehicle replacement plan is a crucial component.
Enhance passenger experience (e.g., added amenities)?	By offering a dependable service with a new replacement vehicle that will enable CAT to decrease breakdowns by retiring a vehicle that has reached the end of its useful life, the passenger experience will be improved.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	As a vehicle that has reached the end of its useful life is retired upon receiving a new vehicle, a decrease in cost will be reflected in vehicle maintenance.
Overcome any operations and administrative challenges or difficulties your agency is experiencing?	The funds will help satisfy the need for keeping capital assets in a satisfactory condition of repair. The cost of maintenance and part replacement rise dramatically as vehicles become older and wear out, placing a significant load on the operating budget. By easing part of that load, these capital grant funds will enable the transit organization to devote more resources to the actual providing of the service.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.	The grant proposal is not for operational costs, The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed.
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?	The transit program will indeed keep running. Nonetheless, since vehicles that need to be retired will continue to be in use for commercial purposes, the ongoing usage of older vehicles will lower system dependability and raise maintenance costs.

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 bus will be purchased using a contract; prices will be set for the contract base year and will be adjusted annually based on the Producer Price Index (PPI).
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: After being notified of the award, the rolling stock contract will be submitted to FDOT for approval. 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 assignments. A CDL license is necessary for all Fixed Route operators, and it is reviewed every month to make sure renewals are done on time.
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?	The vehicle will be operated by a single private operator, and maintenance is handled by Collier County employees (Fleet Management Division). To make sure the vehicles are being utilized for the correct purpose, the Operator is routinely observed.

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 Transit Development Plan, which underwent a thorough public engagement process, includes references to the projects. Additionally mentioned in Collier's Transit Asset Management Plan is the project. This project will not be delivered in collaboration with any other project parties.
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Vehicle and Equipment Request

Instructions:

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 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.

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Vehicle Request												
Instructions:	Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.											
	Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.											
Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share
Use drop-down to select request description	Bus - Replacement Over 30'	Bus - Replacement Over 30'	11.12.03	Diesel	12	38	2	1	\$681,663	\$681,663	\$681,663	\$170,416
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 request description										\$0	\$0	\$0
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 request description										\$0	\$0	\$0
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 request description										\$0	\$0	\$0
Total			-	-	-	38	2	1	-	\$681,663	\$681,663	\$170,416

Vehicles to be Replaced											
Instructions:	Vehicles listed for replacement must be included in TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.										
FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A	15GGB2710C1180509	Gillig	BU-Bus	G27B102N4	2011	Diesel	Ramp	32	2	Active	596939
Total/Average								32	2		596,939

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	175,927	175,927	Electronic Fareboxes and Mobile Ticketing System
<u>Unduplicated Passengers per Year</u>	175,927	175,927	Electronic Fareboxes and Mobile Ticketing System

Equipment Request	
<div><div>Instructions:</div><div>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.</div></div>	
Project Type	Examples
Equipment	<div><div>—</div><div>Eare boxes</div><div>—</div><div>Communications equipment</div><div>—</div><div>Security/surveillance equipment for vehicles and/or buildings</div><div>—</div><div>Shop equipment (alignment machines, bus washing machines, tire changers, etc.)</div><div>—</div><div>Bus shelters</div><div>—</div><div>Bus stop signage</div><div>—</div><div>Wheelchair lifts</div><div>—</div><div>Other miscellaneous equipment</div></div>

Project Description	
<div><div>Instructions:</div><div>Describe the project being requested within this application.</div></div>	
<div>Purchase of needed electronic equipment including wireless routers and electronic inspection systems for the new replacement vehicle. As well as the funding to construct (4) Bus Stop improvements including the amenities.</div>	
<div><div>Instructions:</div><div>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 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.</div></div>	
<div>Provide more hours of service and/or more trips?</div>	<div>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 a wireless router and electronic inspection system for the replacement vehicles.</div>

Expand service to a larger geographic area within the District?	The Funding will not expand service.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

<p>Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?</p> <p><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.</p>	<p>The equipment is part of the vehicle replacement, which has been identified within the TAM Plan. Additionally the completion of the bus stop improvements aligns with the goal of CAT's Transit Development Plan.</p>
<p>Address projected vulnerabilities?</p>	<p>Grant funding will be used to purchase a wireless router and electronic inspection system that have reached the end of their useful life. Replacing this equipment will address vulnerabilities related to the maintenance of vehicle reliability and safety.</p>
<p>Expand access to essential services?</p>	<p>No the access will not be expanded.</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>Yes, passengers will experience heighten reliability by the utilization of technology to maintain operations on time. Additionally, these funds will be used to construct bus stop improvements to add amenities to enhance safe access to the stops for passengers.</p>
<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>Reduction of cost to transportation is captured by the technology that maximizes operational efficiency. The bus stop improvements will improve access for ADA accessibility for our bus stops and increase the level of service for the area identified.</p>

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. The construction of bus stop improvements will allow us to be a step closer to improving ADA accessibility for bus stops and increasing level of service for passengers.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	The funding will be utilized to ensure that the bus service continues to operate at its current level. This will be achieved by using technology to track the buses and keep them on schedule.
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.

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 quote from vendor.

<p>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.</p> <p>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.</p>	<p>Grant award and acceptance process about 2 to 3 months</p> <p>PO Request about a month</p> <p>equipment delivery about 9 months</p> <p>Post Deliver 3 months for final invoice</p> <p>Bus Stop Improvements (4): Upon receiving notice of award.</p> <p>Procure construction - 2months</p> <p>Construction - 6 Months</p>
<p>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?</p>	<p>Collier County has a contract with MV Transportation Inc. who has drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the fixed route operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the technology on the bus are being used for their intended purpose.</p>
<p>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.</p> <p>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.</p>	<p>The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.</p>

Equipment Request

Instructions:

All equipment 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>:

- Select Desired equipment
- Choose Vendor (use drop down arrow next to vendor name to see information)
- Select Order Packet
- Complete Order Form

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

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Equipment Request									
Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide father details, which is required to complete (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. Unit costs must be listed in whole numbers only.								
	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	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/Wi-Fi		1	\$3,021	\$3,021	\$3,021	\$755
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	AVL System		1	\$12,540	\$12,540	\$12,540	\$3,135
Use drop-down to select request description	Bus Passenger Shelters Acquisition	11.32.10	Bus shelter post design services and construction with amenities including shelter, bench, bike rack, trash receptacle and ADA pad		4	\$56,814	\$227,257	\$227,257	\$56,814
Use drop-down to select request description							\$0	\$0	\$0
Use drop-down to select request description							\$0	\$0	\$0
	Total						\$242,818	\$242,818	\$60,705

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	175,927	175,927	Electronic Fareboxes and Mobile Ticketing System
<u>Unduplicated Passengers per Year</u>	175,927	175,927	Electronic Fareboxes and Mobile Ticketing System

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.

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 5310 award can be made.

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.

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 of 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 (TOP)/System Safety Program Plan (SSPP) - Most FDOT subrecipients 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 subrecipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning subrecipient 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 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. ☒

Resources

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 be 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

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>)

Navigate to: 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 Life of Transit Buses - 2007)		Light-Duty Van, Sedan or Bus				Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus	Light-Duty Mid-Size Bus	Light-Duty Mid-Size Bus	Light-Duty Mid-Size Bus	Medium-Duty Bus	Medium-Duty Bus	Medium-Duty Bus	Heavy-Duty Large Bus	
Vehicle Type (Source: NTD)	Equipment (non-revenue)				Automobile (AO)	Van (VN)	Van (VN)	Van (VN)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Bus (BU)	Cutaway (CU)	Bus (BU)	Bus (BU)	
	Formerly Type "G"				Formerly Type "F"	Formerly Type "F"	Formerly Type "E"	Formerly Type "D"	Formerly Type "D"	Formerly Type "D"	Formerly Type "C"	Formerly Type "C"	Formerly Type "B"	Formerly Type "A"		
Vehicle Description (Source: TRIPS/DMS Contracts)		Service Trucks				Sedans/Station Wagons		Vans/Commuter Van (Unmodified)	Mini Vans (Modified)	Transit Bus - Standard Cutaway		Transit Bus - Small Cutaway (Low Floor)	Medium Duty Bus (Arbock)	Medium Duty Bus (Champion)	Medium Duty Bus (El Dorado)	Heavy Duty
Year	Age	Mileage		lg	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	7	250,000
2021	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2020	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2019	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2018	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2017	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2016	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2015	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2014	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000
2013	5	150,000		4	100,000		4	100,000	5	200,000	5	200,000	5	200,000	7	250,000

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 Requirements		
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 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	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 scheduling)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- MASTIS	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 line cleaners	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	Industry Standards
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	Owner's experience
Asphalt parking lot	15 years	GAAP
Thermal demand control filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Local Clearinghouses / Regional Planning Councils (RPCs)		
Clearinghouse/RPC	Contact Information	Covered Counties
West Florida RPC 4081 -A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 3507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@theaprc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eandersonpm@nefrpc.org (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota

Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@trpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klersch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District 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	District Modal Development Manager
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS)
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Courties: <i>Highlands, Hardee, Okeechobee, DeSoto, Polk</i> Transit Projects Coordinator
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Courties: <i>Charlotte, Lee, Glades, Hendry</i> Transit Projects Coordinator
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Courties: <i>Sarasota, Manatee, Collier</i> Transit Support Consultant
District 2		
	2198 Edison Ave, MS 2806 Jacksonville, FL 32204	
Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Modal Development Manager
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Transit Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Angela Gregory	(904) 360-5667 Angela.Gregory@dot.state.fl.us	Transportation Coordinator
District 3		
	P.O. Box 607 Chipley, FL 32428-9990	
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Prough	(850) 330-1558 Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		
	3400 W Commercial Blvd. Ft. Lauderdale, FL 33309	
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.us	Senior Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5		
	420 W. Landstreet Road Orlando, FL 32824	
Brian M. Stanger, P.E.	(386) 943-5543 Brian.Stanger@dot.state.fl.us	District Modal Development Administrator
Libertad Acosta-Anderson, P.E.	(386) 279-5470 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		
	1000 N.W. 111 Avenue Miami, Florida 33172	
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
District 7		
	11201 N. McKinley Dr., MS-7500 Tampa, FL 33612	
Ming Gao	(813) 975-6923 Ming.Gao@dot.state.fl.us	District Modal Development Administrator
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	Transit Coordinator

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 5310 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section 341.051, 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 procurement activities under the Section 5310 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.

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 5339 funds may be used for the capital expense of public transportation services t. Eligible expenses are limited to buses, vans or other paratransit 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 procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities, support facilities and equipment.

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awarded to public agency Community Transportation Coordinators (CTCs), private-non-profit CTCs, and to private non-profit organizations providing transportation to seniors 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 5310 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 5310 Program. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible sub-recipients. "Shared-ride" means two 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.

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 persons.

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 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 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 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 non-profit 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 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 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 5339(b)(1), or a local government authority when Federal Highway Administration (FHWA) funds are flexed to Section 5339.

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.

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 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 handicapped or high-risk as defined in Chapter 411.202 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-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

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"
8.a, b, c, d, e, f	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 UEI 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.
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: 20.526 CFDA Title should be: Bus and Bus Facilities for Rural Areas
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.
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 \(June 2024\)](#)

[Section 5339 FTA Circular](#)

[State Management Plan](#)

[Congressional Districts](#)

[Department of Management Services \(DMS\)](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

[TransCIP – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

[Florida Urban Areas Map \(2020 Census\)](#)



Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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 **10th** day of **December, 2024** with an original resolution or certified copy of the original resolution authorizing **Chris Hall, Chairman** to sign this Application.

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

Collier County Board of County Commissioners

Agency Name

Signature

Chris Hall – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

12/10/2024

Date





Governing Board's Resolution

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE **Collier County Board of County Commissioners**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

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

Chris Hall, **Chairman** is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **December 10, 2024**

By

Signature of Contractor's Authorized Official

Chris Hall- Chairperson
Name and title of authorized representative

ATTEST:

Public Hearing Notice and Publisher's Affidavit (public agencies only)

Upload a copy of the notice of public hearing and an affidavit of publication within TransCIP with other application documentation.

Public Notice–Sample

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

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by **(Specify Due Date)**.

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

All public notices must include the following language:

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

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

Contract # TD2303

Effective: 7/01/2023 to 6/30/2028

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 Collier County Board of County Commissioners (Collier Area Transit), 3299 Tamiami Trail East, Naples, Florida, 34112, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Collier county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

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

E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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

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

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

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

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

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

II. The Commission Shall:

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

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

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

Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, 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 held on May 3, 2023.


Coordinating Board Chairperson, Tony Pernas

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Collier Co Board of County Commissioners
Agency Name

David Darm
Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: 

Signature: 

Title: Executive Director

Rick LoCastro, Chairman

Title:


Approved as to form and legality

Jeffery A. Klatzkov, County Attorney

ATTEST
CRYSTAL K. KINZEL, CLERK

BY: 

Attest as to Chairman's
signature only

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 10th day of December, 2024:

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

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

December 10, 2024 Date

Signature of Authorized Representative

Chris Hall - 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.
- 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 10, 2024 **Date**

Signature of Contractor's Authorized Official

Chris Hall - Chairman **Typed Name and Title of Authorized Representative**

Leasing Certification

MEMORANDUM for FTA 5339

Date: December 10, 2024

From: Chris Hall, Chairman _____
(Typed name and title) (Signature)

Collier County Board of County Commissioners
(Typed or printed agency name)

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

Subject: **FFY 25 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION,**
CAPITAL GRANTS FOR NON-URBANIZED AREAS PROGRAM,
49 UNITED STATES CODE SECTION 5339

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?

☐ Yes ☒ 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 **10th** day of **December, 2024**

Chris Hall, Chairman

Name and title of authorized representative

Signature of authorized representative

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:** Collier County Board of County Commissioners

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

56-6000558

*** c. UEI:**

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:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:** DeLeon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

*** Telephone Number:** 239-252-4996

Fax Number:

*** Email:** Omar.DeLeon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Bus and Bus Facilities 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 for 5339 to purchase one 40ft Fixed Route bus and associated equipment 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 for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant 19&26

* b. Program/Project 19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2025

* b. End Date: 09/30/2026

18. Estimated Funding (\$):

* a. Federal	924,481.32
* b. Applicant	
* c. State	231,120.33
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,155,601.65

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 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 Representative:

Prefix: Mr. * First Name: Chris

Middle Name:

* Last Name: Hall

Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8602 Fax Number:

* Email: Chris.Hall@colliercountyfl.gov

* Signature of Authorized Representative:



* Date Signed: 12/10/2024

Place holder, will upload FY25 Certification upon completion.

Federal Certifications and Assurances

Please upload [Federal Certifications and Assurances](#) signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.

FTA Section 5333 (b) Assurance

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

Collier County Board of County Commissioners (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 5339 Program.

December 10, 2024 **Date**

Signature of Contractor's Authorized Official

Chris Hall, Chairman **Typed Name and Title 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 FY24/25 for Collier Area Transit to purchase a 40’ 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. Additionally the application is to fund the construction of four (4) bus stop improvements.	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that 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 Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable.

Protection of the Environment

Required **if the proposed project is for the construction of facilities**. Please see below for supplementary information.

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 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. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's [Grantee Resources: Environment](#) site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: <ul style="list-style-type: none">• Project Vicinity• Project Site Plan• USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

- ☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

- ☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)
- ☐ Utility installations along or across a transit facility
- ☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way
- ☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
<input type="checkbox"/>	Emergency repairs under 23 USC 125
<input type="checkbox"/>	Acquisition of scenic easements
<input type="checkbox"/>	Ridesharing activities
<input type="checkbox"/>	Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
<input type="checkbox"/>	Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
<input type="checkbox"/>	Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
<input type="checkbox"/>	Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
<input type="checkbox"/>	Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
<input type="checkbox"/>	Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
<input type="checkbox"/>	Mitigation banking
<input type="checkbox"/>	Resurfacing and restriping
<input type="checkbox"/>	Routine maintenance

D.	Does the project appear on the following list of potential documented Categorical Exclusions?
	<p>These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.</p> <p><input type="checkbox"/> YES (Check and continue to Part III)</p> <p><input type="checkbox"/> NO (Contact FTA Regional Office)</p>
<input type="checkbox"/>	Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
<input type="checkbox"/>	Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
<input type="checkbox"/>	Carpool programs and activities requiring land acquisition and construction

- ☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards
- ☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic
- ☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users
- ☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic
- ☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community
- ☐ Area-wide coordination of multiple ITS elements
- ☐ Advance land acquisition including:
 - Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
 - Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic
Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics
Will the project have an adverse effect on a scenic vista?
☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
☐ No
☐ Yes, describe

E. Air Quality
Does the project have the potential to impact air quality?
☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?
☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O₃)
☐ Particulate Matter (PM₁₀)

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
☐ NO
☐ YES
Date of USDOT conformity finding

F. Coastal Zone
Is the proposed project located in a designated coastal zone management area?
☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

- ☐ No
☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

- ☐ No
☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

- ☐ NO
☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

- ☐ No
☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

- ☐ No
☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

- ☐ No
☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over \$250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

- ☐ Corps of Engineers (Section 10, Section 404)
- ☐ Coast Guard Permit
- ☐ Coastal Zone Management Certification
- ☐ Critical Area Ordinance Permit
- ☐ ESA and EFH Compliance
- ☐ Flood Plain Development Permit
- ☐ Forest Practice Act Permit
- ☐ Hydraulic Project Approval
- ☐ Local Building or Site Development Permits
- ☐ Local Clearing and Grubbing Permit
- ☐ National Historic Preservation Act-Section 106
- ☐ National Pollutant Discharge Elimination System Baseline General for Construction
- ☐ Shoreline Permit
- ☐ Solid Waste Discharge Permit
- ☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
- ☐ Section 106 (Historic Properties)
- ☐ Stormwater Site Plan (SSP)
- ☐ Temporary Erosion and Sediment Control Plan (TESC)
- ☐ Water Rights Permit
- ☐ Water Quality Certification—Section 401
- ☐ Tribal Permits (if any, describe below)
- ☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix:

Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
<http://www.epa.gov/oar/oaqps/greenbk/> for a listing of non-attainment areas.

Coastal Zone Management

<http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html> for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
<http://environment.fhwa.dot.gov/guidebook/gaimpact.htm>

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to <http://www.nwr.noaa.gov/1salmon/salmesa/index.htm>, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to <http://offices.fws.gov/directory/>.

Environmental Justice

<http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html>
<http://www.fhwa.dot.gov/environment/ej2.htm>

Farmlands

<http://www.info.usda.gov/nrcs/fpcp/fppa.htm>

Floodplain

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html>

Hazardous Materials

<http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html>

Historic, Archaeological and Cultural Resources

<http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html>

Magnuson-Stevens Fishery Conservation and Management Act

<http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html>
<http://www.nmfs.noaa.gov/sfa/magact>

Navigable Waterways

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html>

NEPA

<http://www.fhwa.dot.gov/legregs/directives/fapg/cfr0771.htm>

http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm

<http://environment.fhwa.dot.gov/guidebook/index.htm>

<http://www.fta.dot.gov/office/planning/ep/index.html>

Noise and Vibration

<http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html>

Property Acquisition

<http://www.fhwa.dot.gov/hep/49cfr24.htm>

Tribal Consultation

<http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm>

Section 4(f)

<http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd>

<http://www.section4f.com/>

http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

<http://www.nps.gov/ncrc/programs/lwcf/protect.html>

Sole Source Aquifer

<http://www.epa.gov/safewater/ssanp.html>

Water Quality

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html>

Not Applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

Mr. Daren Hutton, Interim Division Director
Collier Area Transit
8300 Radio Road
Naples, FL 34104

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2023 Triennial Review by the Florida Department of Transportation (FDOT) in partnership with Atkins North America and The University of South Florida / Center for Urban Transportation Research (CUTR).

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 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) 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 Tuesday, January 24, 2023. 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 all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

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,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411...
MISSIEL DA SILVA

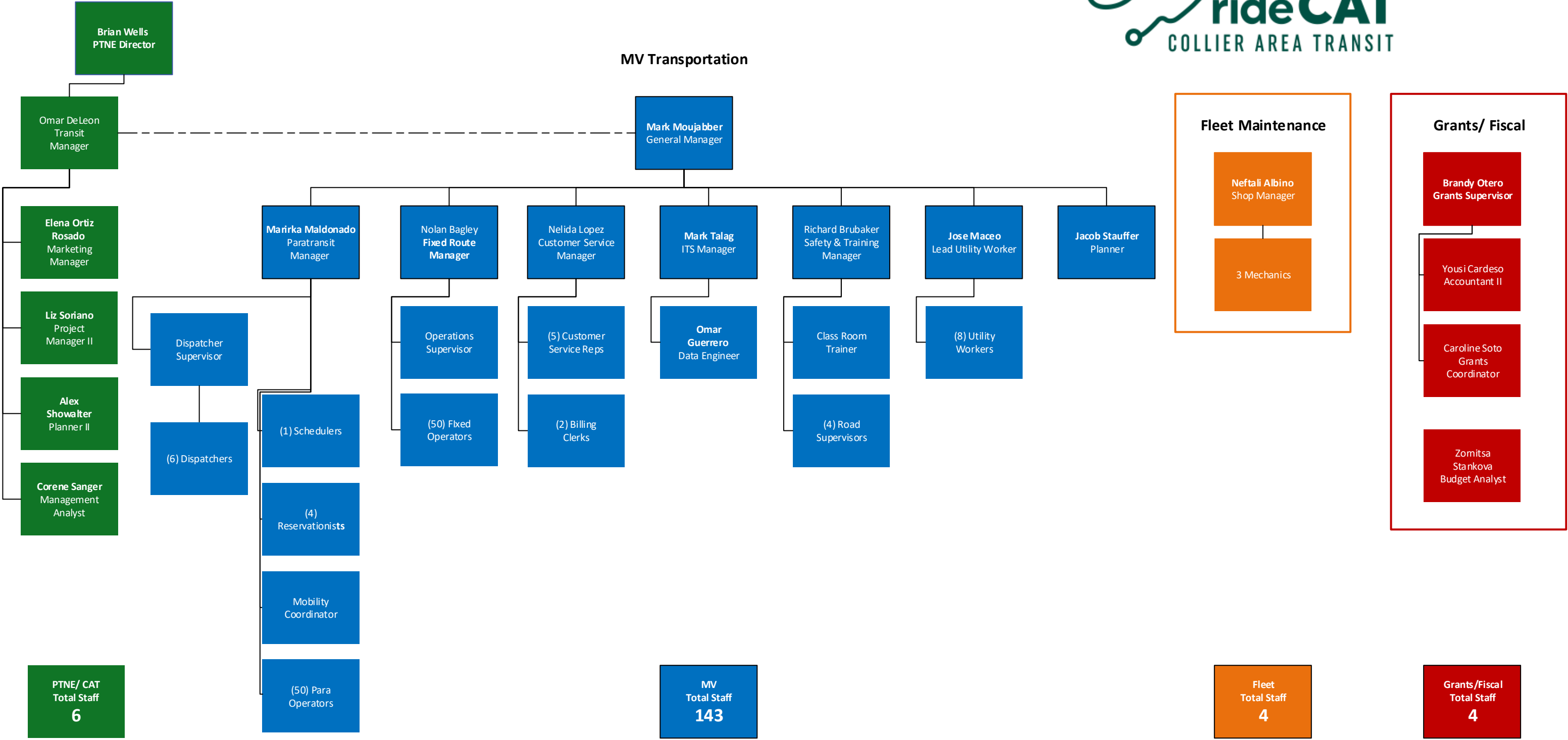
Transit Projects Coordinator

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



PTNE

MV Transportation



PRICE VARIANCE**1/9/2023****COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005****(1) 40' DIESEL LOW FLOOR BRT BUS, SN: TBD**

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
STYLING PACKAGE	STANDARD LOW FLOOR	BRT FRONT CAP W/ FRONT AND REAR ROOF FAIRINGS	15,750.00
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 RBX00-2277	DONALDSON INFORMER 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 ANALOG CONTROL	-
ELECTRICAL EQUIPMENT CABINET	44" H X 22.5" W X 20" D, 1 DOOR	44" H X 22.5" W X 20" D, 1 DOOR	-
PASSENGER SEATS & WHEEL CHAIR RESTRAINTS	USSC GEMINI, W/T2C INSERTS	AMSECO INSIGHT PRIME PLUS	4,490.00
WHEELCHAIR SECUREMENT	V-PRO W/Q'STRAIT BELTS	ADVANCED RESTRAINT MODULE W/Q'STRAIT 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
DRIVERS BARRIER	WRAPROUND W/OUT SCHEDULE HOLDERS	WRAPROUND W/OUT SCHEDULE HOLDERS	-

PRICE VARIANCE
1/9/2023
COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005
(1) 40' DIESEL LOW FLOOR BRT BUS, SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
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	2,639.00
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	MFD	2,706.00
APC/ITS SYSTEM	CLEVER DEVICES (STATE OF FLORIDA BASE SPEC)	NOT REQUIRED	(17,169.00)
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	-
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	-

4/16/24
quote
from
35' bus

4/16/24
quote
from
35' bus

PRICE VARIANCE

1/9/2023

COLLIER COUNTY, FL OFF STATE OF FLORIDA JTA RFP P-18-005

(1) 40' DIESEL LOW FLOOR BRT BUS, SN: TBD

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
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	29,253.00
STATE OF FLORIDA 40' DIESEL LOW FLOOR BASE PRICE MAY 2019	439,725.00
DELIVERY	INCL
COLLIER COUNTY, FL 40' LF DIESEL BASE PRICE MAY 2019	468,978.00
PPI 1413 ADJUSTMENT 259.3 (APR '20) / 255.9 (MAY '19) = 1.32%	6,191.00
PPI 1413 ADJUSTMENT 269.5 (MAY '21) / 259.3 (APR '20) = 3.93%	18,431.00
PPI 1413 ADJUSTMENT 303.6 (APR '22) / 269.5 (MAY '21) = 12.65% (ADJUSTED TO 7.90%)	37,049.00
PPI 1413 ADJUSTMENT 329.7 (NOV '22) / 303.6 (APR '22) = 8.59% (CONTRACT CAP AT 7.0 %)	32,828.00
CURRENT COLLIER COUNTY, FL 40' LOW FLOOR BRT DIESEL BASE UNIT PRICE 1-9-2023	563,477.00
PPI 1413 ADJUSTMENT 346.8 (FEB '24) / 337.3 (APR '23) = 2.81% (CONTRACT CAP 7%)	602,920.00
FUTURE PPI 1413 AVERAGED YEARLY INFLATION 29.32 %	\$ 779,696.00

CONFIDENTIAL

This pricing information is intended only for the personal and confidential use of the recipient(s) to whom it was originally sent. If you are not an intended recipient of this information or an agent responsible for delivering it to an intended recipient, you are hereby notified that you have received this information in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited.

Esential Equipment/Bus Wrap not included in JTA Contract	Price
Bus Wrap- Collier County Contract # 4600005539 Exp 3/22/27	\$4,490.00
Farebox	\$15,000.00
Router GSA Contract	\$3,500.00
AVL System Collier County Contract # 4600005531 Exp 3/8/25	\$12,540.00
Mobile Ticketing, Ticket Valadator Collier County Contract # 4600004786 Exp 5/13/29	\$8,579.08
	\$44,109.08

Bus Package \$779,696.00

Esential Equip. \$ 44,109.00

Total Bus Package \$823,805.00

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6A

Community Transportation Coordinator (CTC) Quarterly Report

OBJECTIVE: To review and discuss the CTC Quarterly Report.

CONSIDERATIONS: Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system from the last quarter at the LCB meeting.

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

Prepared By: Dusty May Hansen, MPO Senior Planner

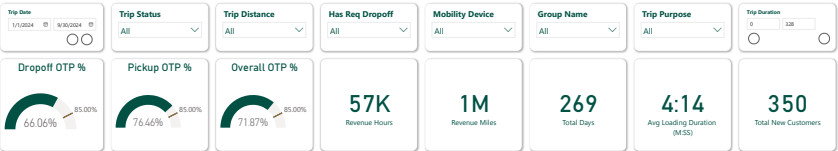
ATTACHMENT(S):

1. CTC Quarterly Report (July 1, 2024 – September 30, 2024)

Collier Area Transit - Paratransit Service 2024

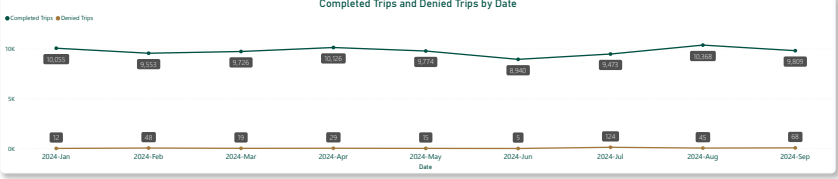
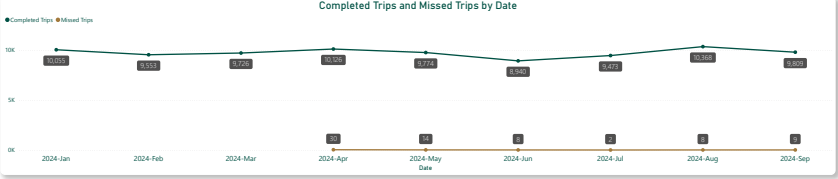
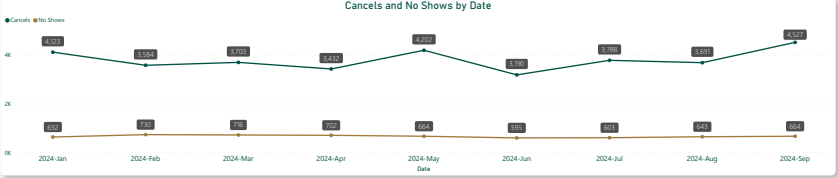
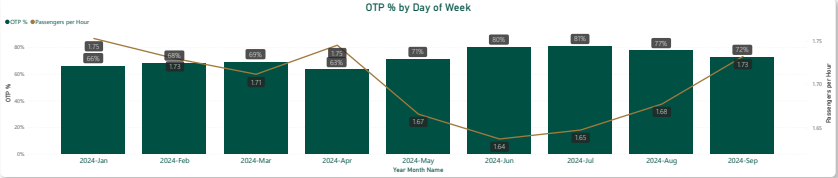
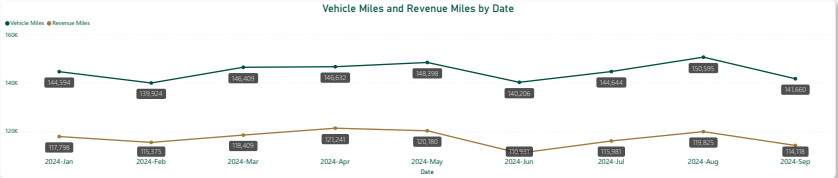
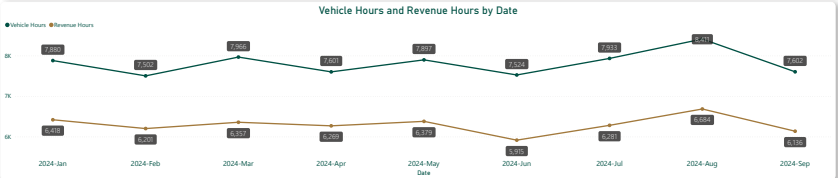
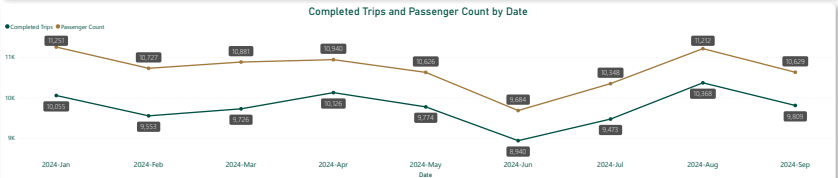
Last updated on 10/20/2024 9:10 AM

6A Attachment 1
LCB 12/4/24



Date	Total Days	Completed Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Denied Trips	Passenger Count	PCA	Guest	OTP %	Passengers per Hour
2024-Sep	28	9,809	7,602	6,136	141,660	114,118	4,527	664	68	10,629	667	153	72%	1.73
Weekday	19	8,762	6,572	5,297	123,947	99,725	4,200	572	60	9,426	549	115	70%	1.78
Saturday	5	460	466	380	7,842	6,433	147	43	3	551	71	20	91%	1.45
Sunday	4	587	564	459	9,871	7,961	180	49	5	652	47	18	88%	1.42
2024-Aug	31	10,368	8,411	6,684	150,595	119,025	3,691	643	45	11,212	726	118	77%	1.68
Weekday	22	9,390	7,369	5,838	133,533	106,269	3,370	548	41	10,098	617	91	76%	1.72
Saturday	4	320	370	294	5,772	4,572	108	39	2	382	97	5	91%	1.30
Sunday	5	658	672	532	11,290	8,984	213	56	2	732	52	22	95%	1.38
2024-Jul	30	9,473	7,933	6,281	144,644	115,981	3,788	603	124	10,348	735	140	81%	1.65
Weekday	22	8,595	7,027	5,555	129,381	103,670	3,489	531	100	9,342	630	117	80%	1.68
Saturday	4	344	360	285	5,670	4,647	133	35	10	408	60	4	85%	1.43
Sunday	4	534	546	441	9,593	7,764	166	35	14	598	45	19	92%	1.36
2024-Jun	30	8,940	7,524	5,915	140,206	110,931	3,190	595	5	9,684	643	101	80%	1.64
Total	269	87,824	70,317	56,639	1,393,061	1,053,859	34,240	5,949	365	96,298	7,287	1,187	72%	1.70

Date	New Customers	Total Preventable Accidents	Total Complaints	Total Valid Complaints	Total Compliments	Total Road Calls	Call Hold Time	Total Missed Trips
2024-Sep	42	3	4	2	2	4	11	9
2024-Aug	36	2	11	8	0	13	8	8
2024-Jul	34	3	12	8	1	12	9	2
2024-Jun	42	2	7	5	1	9	9	8
2024-May	42	0	12	6	0	5	11	14
2024-Apr	37	1	17	13	2	9	11	30
2024-Mar	33							
2024-Feb	60							
2024-Jan	24							
Total	350	11	63	42	6	47	64	71



EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6B

Metropolitan Planning Organization (MPO) Quarterly Progress Report

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

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

STAFF RECOMMENDATION: For the Board to review and discuss the MPO Quarterly Progress Report (**Attachment 1**).

Prepared By: Dusty May Hansen, MPO Senior Planner

ATTACHMENT(S):

1. MPO Quarterly Progress Report (for July 1, 2024-September 30, 2024)



SERVICE AREA/COUNTIES:

Collier

INVOICE NUMBER:

G3000 Q1

INVOICE DATE:

October 25, 2024

QUARTER SERVICE DATES:

July 1 - September 30, 2024

6B Attachment 1

LCB 12/4/24

AGENCY

COLLIER METROPOLITAN PLANNING ORGANIZATION

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. 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)	This task is continual and ongoing. Collier MPO typically includes invitations to apply to fill LCB membership vacancies in its monthly newsletters, in addition to attempting to solicit members to fill vacancies at public outreach events that the MPO attends.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the regular LCB meeting on 9/4/24 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 meeting minutes of the regular LCB meeting on 9/4/24 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 filed, and no staff support was necessary.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The most recent LCB membership roster is enclosed.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	LCB meetings are advertised in the Naples Daily News. The ad for the 9/4/24 regular meeting (and public comment period notice for the Amended TDSP Major) is enclosed.
K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The draft AOR was reviewed by the LCB at its 9/4/24 meeting. The final CTD approved AOR will be presented to the LCB for review and approval at its 12/4/24 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)	The AER was provided to the CTD project manager on 9/11/24. A copy of the AER is enclosed.
II. SERVICE DEVELOPMENT	PROGRESS

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	An Amended TDSP Major was approved by roll call vote by LCB at its 9/4/24 meeting and ratified by the Collier MPO Board on 9/13/24. The Amended TDSP Major was submitted to the CTD project manager on 10/7/24.
B. 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. Collier MPO and the CTC are currently collaborating with FDOT on the development of a major update to the Collier County Transit Development Plan.
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. Collier MPO and the CTC are currently collaborating with the regional workforce board on the development of a major update to the Collier County Transit Development Plan.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 9/4/24 regular meeting. The CTC also provides a quarterly report to the LCB, which is enclosed.
B. 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)	Collier MPO's senior planner attended the 2024 FPTA/CTD Annual Conference + EXPO in West Palm Beach from 9/23 – 9/24/24, including the TD Planners Roundtable session on 9/23/24. A copy of the sign-in sheet for the TD Planners Roundtable session is enclosed.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Collier MPO's senior planner attended the CTD's 7/17/24 business meeting virtually.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.

E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	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.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	The coordination contracts were evaluated in connection with the data provided by coordination contractors, as included in the draft AOR reviewed by LCB on 9/4/24.
K. Implement recommendations identified in the CTD’s QAPE reviews.	No activity this quarter.

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

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

s/Anne McLaughlin

Representative

Date: 10/25/2024

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6C

Florida Department of Transportation (FDOT) Report

OBJECTIVE: For the Board to receive an update from FDOT.

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

STAFF RECOMMENDATION: For the Board to receive the update.

Prepared By: Dusty May Hansen, MPO Senior Planner

EXECUTIVE SUMMARY
OTHER BUSINESS
ITEM 7A

2025 Community Transportation Coordinator Evaluation – Opportunities for LCB Members to Participate

OBJECTIVE: For LCB to be informed of the upcoming annual Community Transportation Coordinator (CTC) Evaluation and of opportunities for LCB members to participate.

CONSIDERATIONS: As a requirement of the Florida Commission for Transportation Disadvantaged (CTD) Planning Grant, the LCB must conduct an annual evaluation of the CTC. The Evaluation examines the CTC's compliance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, CTD standards, and local standards set forth in the Transportation Disadvantaged Service Plan.

MPO Staff plans to kick-off the 2025 CTC Evaluation in early 2025. LCB members are welcome and encouraged to participate in the process: the Evaluation includes opportunities for ride-alongs on CATConnect paratransit vehicles to perform on-site observations of the system and interact with CATConnect passengers and caretakers.

LCB members interested in participating in the process can reach out to Dusty Hansen, MPO Senior Planner, Dusty.Hansen@colliercountyfl.gov, 239-252-5850.

STAFF RECOMMENDATIONS: Provided for informational purposes.

Prepared By: Dusty Hansen, Collier MPO Senior Planner

ATTACHMENTS:
None.

EXECUTIVE SUMMARY
DISTRIBUTION ITEMS
ITEM 8A

Proposed 2025 Collier MPO Meeting Schedule

OBJECTIVE: For the Board to receive a copy of the 2025 MPO Meeting Schedule.

CONSIDERATIONS: The 2025 MPO Meeting Schedule (**Attachment 1**) will be presented to the MPO Board for approval at its December 13, 2024 meeting.

The 2025 meeting schedule for LCB is as follows:

- March 5, 2025
- May 7, 2025
- September 3, 2025
- December 3, 2025

STAFF RECOMMENDATION: N/A. Provided for informational purposes.

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENT(S):

1. 2025 MPO Meeting Schedule



2025 Meeting Schedule

Collier Metropolitan Planning Organization (MPO)
2885 S. Horseshoe Drive, Naples, FL 34104
(239) 252-5814 | www.CollierMPO.org

8A Attachment 1
LCB 12/4/24

RED STRIKETHROUGH = CANCELLED MEETING

DATES IN GREEN = ADDED MEETING

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 14, 2025	March 14, 2025	April 11, 2025	May 9, 2025
June 13, 2025	September 12, 2025	October 10, 2025	November 14, 2025
December 11, 2025			

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., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 27, 2025	February 24, 2025	March 24, 2025	April 28, 2025
*May 19, 2025 due to holiday	August 25, 2025	September 22, 2025	October 27, 2025
November 24, 2025			

Citizens 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., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 27, 2025	February 24, 2025	March 24, 2025	April 28, 2025
*May 19, 2025 due to holiday	August 25, 2025	September 22, 2025	October 27, 2025
November 24, 2025			

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m.

BPAC Meetings are held on the third Tuesday of the month at the Collier County Government Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.

January 21, 2025	February 18, 2025	March 18, 2025	April 15, 2025
May 20, 2025	August 19, 2025	September 16, 2025	October 21, 2025
November 18, 2025			

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 Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 15, 2025	March 19, 2025	May 21, 2025	July 16, 2025
September 17, 2025	November 19, 2025		

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 5, 2025	May 7, 2025	September 3, 2025	December 3, 2025
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