



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 6, 2023
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 6, 2023, Meeting Minutes
- B. October 4, 2023, Special Meeting Minutes

5. BOARD ACTION

- A. Approve annual update to the LCB Grievance Procedures
- B. Review Final FY 2022-23 Annual Operating Report
- C. Review and Endorse FTA § 5310, 5311 and 5339 Grant Applications

6. REPORTS & PRESENTATIONS

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

7. OTHER BUSINESS

8. DISTRIBUTION ITEMS

- A. Final 2024 MPO Meeting Calendar
- B. Updated LCB Membership Roster

9. BOARD MEMBER COMMENTS

10. NEXT MEETING DATE

March 6, 2024, 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
Administration Bldg. F IT Training Room, Fifth Floor
3299 Tamiami Trail East, Naples, FL 34112
September 6, 2023
1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

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

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

Members Present

Tony Pernas, MPO Board member, Everglades City, LCB Chair
Michelle Peronto, Florida Dept. of Transportation
Dylan Vogel, Citizens Advocate/User
Gabrielle Galanti, Local Medical Community
Leah Watson, Agency for Persons with Disabilities
Michael Stahler, Florida Agency for Health Care Administration
Lilith Sileika, Veterans Services
Carmen Henry, Southwest Florida Regional Workforce Development Board
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
Eileen Streight, Citizens Advocate/Non-User
Robert Richards, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services

MPO Staff

Anne McLaughlin, Executive Director
Dusty Siegler, Senior Planner
Suzanne Miceli, Administrative Support

Others Present

Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit
Mari Maldonado, Paratransit Manager, Collier Area Transit
Alex Showalter, Senior Planner, Collier Area Transit
Kayla Castro, Operations Support Specialist, Collier Area Transit
Daisy Diaz, Collier Area Transit
Mark Moujabber, General Manager, Collier Area Transit
Omar De Leon, Public Transit Manager, Collier Area Transit

Anthony Arfuso, Capital Consulting Solutions
Victor Nguyen, Capital Consulting Solutions

B. Pledge of Allegiance

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

None.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING MINUTES

A. Approval of May 3, 2023 Regular Meeting Minutes

Ms. Watson moved to approve the Regular Meeting Minutes for May 3, 2023. Ms. Galanti seconded. Passed unanimously.

5. BOARD ACTION

A. Review and Approve CTD Approved Rate Model for FY 23/24

Ms. Siegler: The Florida Commission for the Transportation Disadvantaged (CTD) requires the Community Transportation Coordinator (CTC) to provide a rate model to produce equitable rates for Transportation Disadvantaged (TD) and Americans with Disabilities Act (ADA) passengers. The rate calculations consider budgeted revenues, operating expenses and associated level of service. The rates are reviewed and updated annually and included in the Transportation Disadvantaged Service Plan (TDSP) and in the Trip and Equipment grant application.

Mr. De Leon: The rate model you have been presented with represents the rates which have been established for the Trip and Equipment Grant. The rate model itself is comprised of the fiscal expenses associated with community utilization of the service.

Mr. Vogel moved to approve the CTD Approved Rate Model for FY 23/24. Ms. Galanti seconded. Passed unanimously.

B. Review of the Draft FY 2022-23 Annual Operating Report

Ms. Siegler: Each CTC must submit an Annual Operating Report (AOR) to the CTD by September 15. The Commission uses the information to determine each Coordinator's operating data, provide a statewide operational profile of the Florida Coordinated Transportation System, and to evaluate certain performance aspects of the coordinated systems. The Commission also uses the data collected in the AOR to substantiate the need for the CTC to request additional funds. The final AOR will be brought back to the LCB at the December meeting for approval, after the Commission's review has occurred.

Mr. De Leon: The AOR consists of fiscal and operating information for paratransit for the state fiscal year from July 1, 2022, to June 30, 2023. The data that has been provided by the coordinating

contractors, Sunrise and Easter Seals, with whom we have agreements - they provide their own transportation services for outings, and part of the agreement we have with them is that they track their information and provide it to us on an annual basis so it can be submitted to the CTD as part of our AOR.

Mr. De Leon discussed some of the information contained in the AOR.

Ms. Gualco moved to approve the Draft FY 2022-23 Annual Operating Report. Ms. Watson seconded. Passed unanimously.

C. Review and Comment on the Draft 2023 Transportation Disadvantaged Service Plan (TDSP) Major

Ms. McLaughlin: We are doing this update because Collier County is required to submit a Major Update of the TDSP due to the re-designation of Collier County Board of County Commissioners as the CTC. The Update must be submitted within 120 days. The TDSP is a five-year plan, which is updated annually. It looks at the development service and quality assurance components of the paratransit program, with a focus on evaluating performance, setting performance standards, evaluating needs, and equity. We are presenting this draft to you for your review and comment. We will adjust the draft based on your comments and bring it back to you for adoption at your special meeting scheduled for October 4, 2023. The purpose of the work is to qualify for reimbursement from the CTD for a portion of the cost of each passenger trip for eligible individuals and equipment.

Ms. McLaughlin discussed specifics related to the draft TDSP. A group discussion followed.

Ms. Siegler discussed the public involvement activities to solicit public input on the draft, including posting flyers on paratransit vehicles and at transfer stations, sending flyers to 54 local agencies that work with TD individuals, posting a legal ad related to the opportunity to comment, and including an article on the MPO's website advising of the opportunity to comment.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. De Leon: This item represents the operational statistics for April, May, and June of 2023 for the paratransit system. We are at about 9,000 to 10,000 trips a month. We are looking to improve our time efficiency. We are receiving five more vehicles, which will support that goal.

Mr. De Leon continued to discuss the details of the statistics.

B. MPO Quarterly Progress Report

Ms. Siegler: From April 1, 2023 to June 30, 2023, the MPO has accomplished the following tasks, which reflect program administrative support accomplishments for our TD Planning Grant: : the approval by LCB of the Memorandum of Agreement between the Commission and the CTC; Preparation for and attendance at the May 3 meeting; Preparation of the LCB meeting minutes; Approval of the updated LCB by-laws; Development of the 2023 Transportation Disadvantaged Service Plan (TDSP) Annual Update by Collier MPO and Collier Area Transit; The MPO worked with Capital Consulting Solutions and the CTC on the TDSP Major Update; MPO Staff attended the last CTD Business Meeting on June 15; and MPO Staff prepared the grant application for the FY 23/24 TD Planning Grant and an associated MPO Board resolution, which the LCB approved at its May 3, 2023 meeting.

C. FDOT Report

Ms. Peronto: Grants which relate to the LCB are mostly seen through the funding of paratransit vehicles. In the last three years (2021-23), the vehicles have been put on hold due to production and manufacturing issues, as well as negotiations. Production has been slowed across the State of Florida. Collier Area Transit has been awarded several paratransit vehicles, but they have been delayed. [Ms. Peronto subsequently clarified in an email to MPO staff that CAT will receive a total of 15 paratransit vehicles.]

A group discussion regarding the delay in providing vehicles followed.

The new grant cycle for FTA Sections 5310, 5311 and 5339 grants will open soon, and applications are due in December.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

A. Final 2023 TDSP Annual Update

Ms. Siegler: LCB approved the 2023 TDSP Annual Update at its May 3, 2023, meeting. MPO staff subsequently noticed a scrivener’s error on the table of contents and list of tables on page 1, in that CTD Rate Model was erroneously referenced as 2022/2023 rates when they were in fact 2023/2024 rates. Also, the Preliminary Information Worksheet in Appendix C was updated by the CTD to include an alternate contact person. Mr. De Leon was listed as that person. This is being distributed for informational purposes.

B. Updated LCB Grievance Subcommittee Roster

Ms. Siegler: This is the distribution of an updated LCB Grievance Subcommittee roster to reflect the appointment of Leah Watson and Carmen Henry to the Grievance Subcommittee by the LCB.

9. BOARD MEMBER COMMENTS

Mr. Vogel: This may be my last meeting as I am moving to Albuquerque, New Mexico.

Ms. Galanti: Most of us live in Collier County and I believe a lot of our transportation issues are because our infrastructure doesn’t allow for the mass amount of people coming into the county. I think this will increase a lot of the ride times. If at some point our county can broaden our infrastructure, it will help people get around more efficiently.

A group discussion followed.

10. NEXT MEETING DATE

October 4, 2023, at 1:30 p.m., Special In-Person Meeting, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

December 6, 2023, at 1:30 p.m., Regular In-Person 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 2:25 p.m.*

MEETING MINUTES

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

**Collier County Government Center
Administration Bldg. F, IT Training Room, Fifth Floor
3311 Tamiami Trail East, Naples, FL 34112
October 4, 2023
1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

Ms. Siegler called the regular meeting to order at approximately 1:31 p.m.

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

Members Present

Brett Nelson, Children at Risk
Candice Monroy, Florida Dept. of Transportation
Dylan Vogel, Citizens Advocate/User
John Lambcke, Collier Schools Transportation Director
Lisa O’Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Michael Stahler, Florida Agency for Health Care Administration

Members Absent

Tony Pernas, MPO Board Member, Everglades City, LCB Chair
Carmen Henry, Southwest Florida Regional Workforce Development Board
Cheryl Burnham, Florida Association for Community Action
Eileen Streight, Citizens Advocate/Non-User
Gabrielle Galanti, Local Medical Community
Leah Watson, Agency for Persons with Disabilities
Lilith Sileika, Veterans Services
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Tabitha Larrauri, Fla. Dept. of Children and Family Services

MPO Staff

Anne McLaughlin, Executive Director
Dusty Siegler, Senior Planner
Suzanne Miceli, Administrative Support Specialist II

Others Present

Brian Wells, Director, Public Transit & Neighborhood Enhancement
Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit
Mari Maldonado, Paratransit Manager, Collier Area Transit
Alex Showalter, Senior Planner, Collier Area Transit
Kayla Castro, Operations Support Specialist, Collier Area Transit
Daisy Diaz, Collier Area Transit

Omar De Leon, Public Transit Manager, Collier Area Transit
Anthony Arfuso, Capital Consulting Solutions
Victor Nguyen, Capital Consulting Solutions
Jodi Rubenstein, Baker Senior Center

B. Pledge of Allegiance

2. APPROVAL OF AGENDA

Since Chair Pernas was not in attendance, Ms. O’Leary moved to elect Mr. Vogel as Acting Chair. Mr. Stahler seconded. Passed unanimously.

Ms. Monroy moved to approve the agenda. Mr. Stahler seconded. Passed unanimously.

3. BOARD ACTION (Roll Call Vote)

A. Review and Approve 2023 Transportation Disadvantaged Service Plan Major Update

Ms. Siegler: This is for the Board to review and approve the 2023 Transportation Disadvantaged Service Plan (TDSP) Major Update. The TDSP is a multi-year document that looks at development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. This year, and every five years, Collier County is required to submit a Major Update to the TDSP, due to the re-designation of the Collier County Board of County Commissioners as the Community Transportation Coordinator.

Ms. McLaughlin: The TDSP Major Update must be approved by the LCB in October to meet the deadline for submittal to the Commission for the Transportation Disadvantaged in October. We at Collier MPO, are the planning agency, and we worked with the Collier County Public Transit and Neighborhood Enhancement Division and Capital Consulting Solutions to prepare the TDSP Major Update. A draft of the TDSP update was presented to the LCB at its September 6, 2023 meeting and has since been revised based on comments received from LCB Members, Technical and Citizens Advisory Committees, and follow-up review by MPO and Collier Area Transit staff.

Ms. McLaughlin: We received a public comment this morning from a representative of the Baker Senior Center in Collier County, which has been distributed to you today.

Ms. Rubenstein, a representative of the Baker Senior Center, was present, and was invited to elaborate on the comment.

Ms. Rubenstein: We have many frail seniors from all over Collier County as well as southern Lee County who choose not to take the paratransit bus because of the length of wait times for pick-ups and returns. Using paratransit takes their whole day. An eight-hour day is more than they can manage. The paratransit telephone and digital system is also a challenge for our seniors. They would like to get out more often, but the current paratransit service structure is too challenging for them, and they wish it was more user-friendly.

Mr. De Leon: PTNE is working to improve the paratransit service structure to try to make it more user-friendly, and we continue to request more vehicles to keep up with growth.

Acting Chair Vogel asked if there any comments on this agenda item. There were none.

Ms. O’Leary moved to approve the 2023 Transportation Disadvantaged Service Plan Major Update. Mr. Nelson seconded. Ms. Siegler called the roll call vote:

Mr. Lambcke – Yes

Ms. Monroy – Yes

Mr. Nelson – Yes

Ms. O’Leary – Yes

Mr. Stahler – Yes

Mr. Vogel – Yes

Passed unanimously.

4. NEXT MEETING DATE

December 6, 2023 at 1:30 p.m., Regular In-Person Meeting, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

5. ADJOURN SPECIAL MEETING

No further business being conducted, Acting Chair Vogel adjourned the meeting at 1:58 p.m.

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5A

Approve Annual Update to the Local Coordinating Board (LCB) Grievance Procedures

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

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

STAFF RECOMMENDATION: Review, comment on, and approve the updated LCB Grievance Procedures.

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENTS:

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

GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED**

| Approved by the Collier LCB: December ~~76, 2022~~2023

COLLIER COUNTY LOCAL COORDINATING BOARD (LCB) GRIEVANCE POLICY

INTRODUCTION

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

This document serves as the formal complaint/grievance procedure for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida 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-Grievance process-Process~~ to be utilized in the coordinated community transportation disadvantaged system for Collier County.

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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.

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- (a) **Community Transportation Coordinator (CTC):** A transportation entity recommended by a Metropolitan Planning Organization (MPO), or by the appropriate designated official planning agency, as provided for in Section 427.015(1), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for ~~the~~ Collier County is the Collier County Board of County Commissioners (BCC).

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(b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the ~~Commission for the Transportation Disadvantaged~~CTD to fulfill the functions of transportation disadvantaged planning (also uniformly referred to as the Planning Agency). The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

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(c) **Transportation Disadvantaged (TD) user:** Those persons, who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

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(d) **Agency:** An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

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(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).

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(f) **Service Complaint:** Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.

(g) **Formal Grievance:** A written complaint to document any concerns or an unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

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

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SECTION 3: OBJECTIVES

3.1 The objective of the grievance process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between individual agencies/entities and the customer. It is not the objective of the grievance process to have "adjudicative" or "determinative" powers.

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3.2 The CTC must provide the TD Program's telephone number in all collateral materials regarding the reporting of complaints.

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3.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

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3.4 -A written copy of the grievance procedure shall be available to anyone upon request.

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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.

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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.

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4.2 The TD Program Administrator (MPO Staff) or designee shall be an advisory member of the Grievance Committee.

SECTION 5: TERMS OF MEMBERS

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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.

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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.

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SECTION 6: GRIEVANCE PROCESS

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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.

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6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper

standing may also have recourse through the Chapter 120, Florida Statutes Administrative Meeting of the Grievance Committee Process, the judicial court system, and the CTD.

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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 customer, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators.

Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA).
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest

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- Supplanting of funds
- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB

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6.5 All formal grievances filed must be written and contain the following:

- Name and address of the complainant
- A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the customer to resolve the complaint.
- An explanation of the relief desired by the customer.

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If the customer does not supply the above information to substantiate the grievance, no further action will be taken.

The following steps constitute the formal grievance process:

6.6 **Step 1:** The customer shall first contact the PTNE Division Director and the entity with which they have the grievance. The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us ~~www.dot.state.fl.us/ctd~~.

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Public Transit and Neighborhood Enhancement Director
 8300 Radio Road
 Naples, FL 34104

Phone: 239-252-5840

Email: rideCAT@colliercountyfl.gov

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

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

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Collier MPO

Attn: ~~Anne McLaughlin, Executive~~ Director

2885 Horseshoe Drive South

Naples, FL 34104

(239) 252-5884

~~Anne.McLaughlin@colliercounty.fl.gov~~, ~~collier.mpo@colliercounty.fl.gov~~

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6.8 **Step Three:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.

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

The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full Local Coordinating Board.

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

SECTION 7: CTD GRIEVANCE PROCESS

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

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customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

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GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED**

Approved by the Collier LCB:

December 6, 2023

COLLIER COUNTY LOCAL COORDINATING BOARD (LCB) GRIEVANCE POLICY

INTRODUCTION

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

This document serves as the formal complaint/grievance procedure for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida 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(1), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for 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 MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.
- (c) **Transportation Disadvantaged (TD) user:** Those persons, who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
- (d) **Agency:** An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.
- (e) **Transportation Operator:** One or more public, private for profit or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a Transportation Disadvantaged Service Plan (TDSP).
- (f) **Service Complaint:** Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.
- (g) **Formal Grievance:** A written complaint to document any concerns or an

unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

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

SECTION 4: THE GRIEVANCE COMMITTEE - MEMBERSHIP

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

SECTION 5: TERMS OF MEMBERS

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.
- 5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

SECTION 6: GRIEVANCE PROCESS

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of “hearing”, “advising” and “making recommendations” on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper

standing may also have recourse through the Chapter 120, Florida Statutes Administrative Meeting of the Grievance Committee Process, the judicial court system, and the CTD.

6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include but are not limited to:

- Late pick-up and/or late drop-off
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e. may not qualify, lack of TD funds, etc.)
- Other, as deemed appropriate by the LCB

6.4 Formal Grievance: The customer, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators. Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA).
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest

- Supplanting of funds
- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB

6.5 All formal grievances filed must be written and contain the following:

- Name and address of the complainant
- A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the customer to resolve the complaint.
- An explanation of the relief desired by the customer.

If the customer does not supply the above information to substantiate the grievance, no further action will be taken.

The following steps constitute the formal grievance process:

6.6 **Step 1:** The customer shall first contact the PTNE Division Director and the entity with which they have the grievance. The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us.

Public Transit and Neighborhood Enhancement Director
8300 Radio Road
Naples, FL 34104

Phone: 239-252-5840

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

Collier MPO

Attn: 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 customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.

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

The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full Local Coordinating Board.

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

SECTION 7: CTD GRIEVANCE PROCESS

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

customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5B

Review Final FY 2022-23 Annual Operating Report

OBJECTIVE: For the Board to review the final FY 2022-2023 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 AOR was brought to the LCB in September for review. The CTD has reviewed and approved the final AOR (**Attachment 1**).

STAFF RECOMMENDATION: For the Board to review the final FY 2022-2023 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 22-23 Annual Operating Report (AOR)



CTC Organization

5B Attachment 1
LCB 12/6/23

County: Collier
Fiscal Year: 7/1/2022 - 6/30/2023

CTC Status: Approved
CTD Status: Approved

Date Initiated: 7/28/2023

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: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2022 - 6/30/2023

Upload Date: 8/18/2023

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: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2022 - 6/30/2023

Upload Date: 8/18/2023

Coordination Contractor Name: Sunrise Community of S.W. Florida - Naples
Address: 4227 Exchange Avenue
City: Naples
State: FL
Zip Code: 34104
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: Yes
Who Do You Serve: Adults with Disabilities
Contact Person: Cassandra Beaver
Contact Title: Director of Day and Community Services
Contact Email: cassandrabeaver@sunrisesgroup.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): _____



CTC Trips

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Approved

	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	79,514	N/A	79,514	55,292	N/A	55,292
Paratransit						
Ambulatory	20,017	28,862	48,879	15,868	31,045	46,913
Non-Ambulatory	4,494	912	5,406	3,826	3,013	6,839
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	104,025	29,774	133,799	74,986	34,058	109,044
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)	104,025	N/A	104,025	74,986	N/A	74,986
Total - Contracted Transportation Operator Trips	104,025	0	104,025	74,986	0	74,986
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	0	26,724	26,724	0	23,274	23,274
Comm for the Transportation Disadvantaged (CTD)	24,306	N/A	24,306	19,602	N/A	19,602
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)	45	0	45	92	0	92
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)	7,640	632	8,272	8,223	395	8,618
Local Government	54,484	0	54,484	31,942	0	31,942
Local Non-Government	3,684	2,399	6,083	2,598	1,801	4,399
Other Federal & State Programs	13,866	19	13,885	12,529	8,588	21,117
Total - Revenue Source	104,025	29,774	133,799	74,986	34,058	109,044



**Transportation
Disadvantaged**

CTC Trips (cont'd)

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	6,414	0	6,414	28,962	8,542	37,504
Children At Risk	346	0	346	0	0	0
Persons With Disabilities	45,512	29,774	75,286	12,701	25,516	38,217
Low Income	51,753	0	51,753	33,323	0	33,323
Other	0	0	0	0	0	0
Total - Passenger Type	104,025	29,774	133,799	74,986	34,058	109,044
Trip Purpose - One Way						
Medical	30,953	0	30,953	28,646	6,062	34,708
Employment	20,987	0	20,987	16,632	0	16,632
Education/Training/Daycare	32,523	29,774	62,297	19,972	27,996	47,968
Nutritional	271	0	271	337	0	337
Life-Sustaining/Other	19,291	0	19,291	9,399	0	9,399
Total - Trip Purpose	104,025	29,774	133,799	74,986	34,058	109,044
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,337	175	1,512	1,067	190	1,257
Total - UDPHC	1,337	175	1,512	1,067	190	1,257
Unmet & No Shows						
Unmet Trip Requests	182	N/A	182	347	N/A	347
No Shows	9,047	N/A	9,047	6,447	N/A	6,447
Customer Feedback						
Complaints	49	N/A	49	70	N/A	70
Commendations	24	N/A	24	20	N/A	20



Coordination Contractor Trips

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	2,513	1,723
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	2,513	1,723
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)	632	395
Local Government	0	0
Local Non-Government	1,881	1,328
Other Federal & State Programs	0	0
Total - Revenue Source	2,513	1,723



**Transportation
Disadvantaged**

Coordination Contractor Trips (cont'd)

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	2,513	1,723
Low Income	0	0
Other	0	0
Total - Passenger Type	2,513	1,723
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	2,513	1,723
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	2,513	1,723
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	113	30
Total - UDPHC	113	30
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



**Transportation
Disadvantaged**

Coordination Contractor Trips

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	26,349	22,916
Non-Ambulatory	912	877
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	27,261	23,793
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)	26,724	23,274
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	518	473
Other Federal & State Programs	19	46
Total - Revenue Source	27,261	23,793



**Transportation
Disadvantaged**

Coordination Contractor Trips (cont'd)

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	27,261	23,793
Low Income	0	0
Other	0	0
Total - Passenger Type	27,261	23,793
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	27,261	23,793
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	27,261	23,793
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	62	54
Total - UDPHC	62	54
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: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Approved

	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	861,946	N/A	861,946	622,991	N/A	622,991
Paratransit Miles	401,037	176,887	577,924	286,523	191,738	478,261
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	1,262,983	176,887	1,439,870	909,514	191,738	1,101,252
Roadcalls & Accidents						
Roadcalls	33	0	33	14	3	17
Chargeable Accidents	28	0	28	15	0	15
Vehicle Inventory						
Total Number of Vehicles	35	7	42	39	8	47
Number of Wheelchair Accessible Vehicles	35	0	35	39	1	40
Drivers						
Number of Full Time & Part Time Drivers	40	16	56	36	17	53
Number of Volunteer Drivers	0	0	0	0	0	0



**Transportation
Disadvantaged**

Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	2,622	2,433
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	2,622	2,433
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	2	2
Number of Volunteer Drivers	0	0



**Transportation
Disadvantaged**

Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	174,265	172,763
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	174,265	172,763
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



CTC Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Approved

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 565,139	\$ 565,139	\$ 0	\$ 352,287	\$ 352,287
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)	\$ 6,194	\$ 0	\$ 6,194	\$ 4,817	\$ 0	\$ 4,817
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	\$ 768,742	N/A	\$ 768,742	\$ 661,724	N/A	\$ 661,724
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 23,573	N/A	\$ 23,573
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	\$ 25,128	\$ 25,128	\$ 17,512	\$ 18,269	\$ 35,781
49 USC 5311	\$ 508,191	\$ 0	\$ 508,191	\$ 530,416	\$ 0	\$ 530,416
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	\$ 3,624,088	\$ 0	\$ 3,624,088	\$ 2,128,406	\$ 0	\$ 2,128,406
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	\$ 196,192	\$ 0	\$ 196,192	\$ 164,628	\$ 0	\$ 164,628
Donations/Contributions	\$ 0	\$ 18,871	\$ 18,871	\$ 0	\$ 22,212	\$ 22,212
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 48,815	\$ 87,978	\$ 136,793	\$ 8,503	\$ 54,423	\$ 62,926
Other Federal & State Programs						
Other Federal Programs	\$ 922,339	\$ 0	\$ 922,339	\$ 834,892	\$ 367,158	\$ 1,202,050
Other State Programs	\$ 0	\$ 16,657	\$ 16,657	\$ 0	\$ 15,000	\$ 15,000
Total - Revenue Sources	\$ 6,074,561	\$ 713,773	\$ 6,788,334	\$ 4,374,471	\$ 829,349	\$ 5,203,820



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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	\$ 25,128	\$ 18,269
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	\$ 87,978	\$ 54,423
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 113,106	\$ 72,692



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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)	\$ 565,139	\$ 352,287
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	\$ 18,871	\$ 22,212
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 16,657	\$ 15,000
Total - Revenue Sources	\$ 600,667	\$ 389,499



**Transportation
Disadvantaged**

CTC Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

CTD Status: Approved

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 67,330	\$ 415,032	\$ 482,362	\$ 63,407	\$ 480,460	\$ 543,867
Fringe Benefits	\$ 27,025	\$ 94,800	\$ 121,825	\$ 25,611	\$ 136,562	\$ 162,173
Services	\$ 428,978	\$ 11,157	\$ 440,135	\$ 450,827	\$ 184,913	\$ 635,740
Materials & Supplies Consumed	\$ 944,429	\$ 18,935	\$ 963,364	\$ 749,759	\$ 52,596	\$ 802,355
Utilities	\$ 61,317	\$ 15,587	\$ 76,904	\$ 50,047	\$ 10,643	\$ 60,690
Casualty & Liability	\$ 15,600	\$ 17,149	\$ 32,749	\$ 15,400	\$ 21,029	\$ 36,429
Taxes	\$ 0	\$ 21,277	\$ 21,277	\$ 0	\$ 11,194	\$ 11,194
Miscellaneous	\$ 6,449	\$ 0	\$ 6,449	\$ 2,391	\$ 0	\$ 2,391
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 2,119	\$ 26,294	\$ 28,413	\$ 2,163	\$ 13,741	\$ 15,904
Capital Purchases	\$ 410,170	\$ 0	\$ 410,170	\$ 472,912	\$ 0	\$ 472,912
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 102,995	\$ 0	\$ 102,995	\$ 150,605	\$ 4,999	\$ 155,604
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	\$ 4,521,314	N/A	\$ 4,521,314	\$ 3,014,867	N/A	\$ 3,014,867
Total - Expense Sources	\$ 6,587,726	\$ 620,231	\$ 7,207,957	\$ 4,997,989	\$ 916,137	\$ 5,914,126



**Transportation
Disadvantaged**

Coordination Contractor Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

Coordination Contractor: Easter Seals Florida, Inc

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 56,303	\$ 36,795
Fringe Benefits	\$ 8,369	\$ 5,472
Services	\$ 11,157	\$ 2,749
Materials & Supplies Consumed	\$ 2,510	\$ 3,066
Utilities	\$ 3,235	\$ 2,292
Casualty & Liability	\$ 5,238	\$ 3,578
Taxes	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 26,294	\$ 13,741
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 4,999
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	\$ 113,106	\$ 72,692



**Transportation
Disadvantaged**

Coordination Contractor Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2022 - 06/30/2023

Upload Date: 8/18/2023

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

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 358,729	\$ 272,240
Fringe Benefits	\$ 86,431	\$ 71,879
Services	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 16,425	\$ 11,506
Utilities	\$ 12,352	\$ 8,351
Casualty & Liability	\$ 11,911	\$ 9,328
Taxes	\$ 21,277	\$ 11,194
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	\$ 507,125	\$ 384,498

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

Demographics	Number
Total County Population	0
Unduplicated Head Count	1,512



Email: brian.wells@colliercountyfl.gov

Trips By Type of Service	2021	2022	2023	Vehicle Data	2021	2022	2023
Fixed Route (FR)	0	0	0	Vehicle Miles	1,161,501	1,101,252	1,439,870
Deviated FR	0	0	0	Roadcalls	14	17	33
Complementary ADA	54,053	55,292	79,514	Accidents	4	15	28
Paratransit	59,545	53,752	54,285	Vehicles	44	47	42
TNC	0	0	0	Drivers	34	53	56
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	113,598	109,044	133,799				

Passenger Trips By Trip Purpose	2021	2022	2023
Medical	38,522	34,708	30,953
Employment	15,164	16,632	20,987
Ed/Train/DayCare	45,081	47,968	62,297
Nutritional	424	337	271
Life-Sustaining/Other	14,407	9,399	19,291
TOTAL TRIPS	113,598	109,044	133,799

Financial and General Data	2021	2022	2023
Expenses	\$5,490,244	\$5,914,126	\$7,207,957
Revenues	\$4,794,953	\$5,203,820	\$6,788,334
Commendations	4	20	24
Complaints	27	70	49
Passenger No-Shows	4,880	6,447	9,047
Unmet Trip Requests	10	347	182

Passenger Trips By Revenue Source	2021	2022	2023
CTD	16,967	19,602	24,306
AHCA	0	0	0
APD	34,387	23,274	26,724
DOEA	105	92	45
DOE	0	0	0
Other	62,139	66,076	82,724
TOTAL TRIPS	113,598	109,044	133,799

Performance Measures	2021	2022	2023
Accidents per 100,000 Miles	0.34	1.36	1.94
Miles between Roadcalls	82,964	64,780	43,632
Avg. Trips per Passenger	69.18	86.75	88.49
Cost per Trip	\$48.33	\$54.24	\$53.87
Cost per Paratransit Trip	\$48.33	\$54.24	\$53.87
Cost per Total Mile	\$4.73	\$5.37	\$5.01
Cost per Paratransit Mile	\$4.73	\$5.37	\$5.01

Trips by Provider Type	2021	2022	2023
CTC	0	0	0
Transportation Operator	71,125	74,986	104,025
Coordination Contractor	42,473	34,058	29,774
TOTAL TRIPS	113,598	109,044	133,799

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5C

Review and Endorse the submittal of Federal Transit Administration Sections 5310, 5311 and 5339 grant applications and the associated projects

OBJECTIVE: To report intent to submit Federal Transit Administration (FTA) Sections 5310, 5311 and 5339 grant applications to the Florida Department of Transportation (FDOT) for the Collier Area Transit (CAT) system.

CONSIDERATIONS: Pursuant to 49 U.S.C, the FTA programs 5310, 5311, and 5339 enable Collier County, as 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 the County’s residents. There are three 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.

5310

The 5310 capital grant application request in FY24 supports Collier Area Transit (CAT) System to purchase replacement vehicles to support the paratransit service. Funding in the amount of \$640,314 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. This grant acquisition will provide for the ongoing transportation services to the elderly and disabled residents of Collier County. The funding and match requirements are outlined in the chart below. (**Attachment 1**)

5311

The 5311 operation grant application request is for \$1,568,510 and will be utilized to provide transit services in the non-urbanized areas of Collier County. This operations grant requires a 50% local match. If the grant is approved for the full amount requested, the funding allocation will be \$784,225 of Federal funds and \$784,255 of Local funds. The funding and match requirements are outlined in the chart below. (**Attachment 2**)

5339

The 5339 capital grant application request in FY24 supports the CAT System to purchase a replacement vehicle to support fixed route service in the rural areas of Collier County. Funding in the amount of \$676,172 will be used to purchase one 40 ft. fixed route bus to replace an existing bus that has met its useful life. The funding and match requirements are outlined in the chart below. (**Attachment 3**)

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	\$ 512,247	\$ 64,027	\$ 64,040	\$ 640,314
5311 Rural	\$ 784,255	\$ 0	\$ 784,255	\$ 1,568,510
5339 Rural	\$ 540,938	\$ 135,234	\$ 0	\$ 676,172
Total	\$1,837,440	\$ 199,261	\$ 848,295	\$ 2,884,996

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

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

ATTACHMENTS:

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

5C Attachment 1

LCB 12/6/23

Draft 5310 Grant Application

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2024 / State Fiscal Year 2025



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

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

Agency Name:	Collier County Board of County Commissioners
Project Type(s):	Capital
	Capital
FDOT District:	One

FTA Section 5310 Grant Application Introduction

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

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

Program Information & Instructions

Program Administration

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

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

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

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

Large Urbanized Areas, Small Urbanized Areas, and Rural Areas

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

Eligibility Criteria

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

Eligible Recipients

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

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

- When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, and then sub-contract with the CTC for provision of service. Recipients must be either a CTC or an agency providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program, and until any vehicle(s) or equipment acquired through the 5310 program reaches the end of its useful life.
- Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore are eligible sub recipients.
- “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Like general public and ADA demand response service, every trip does not have to be shared-ride for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.
- Taxi companies that provide only exclusive-ride service are not eligible sub recipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible sub recipient such as a local government or nonprofit organization.

Section 5310 Applicant Pre-Screening Survey

FDOT has created a questionnaire intended to help screen prospective Section 5310 recipients for eligibility. This 10-question survey utilizes the Microsoft Forms platform to help determine if an agency is eligible for Section 5310 funds. This can be a helpful tool for agencies that are unsure if their organization is eligible for 5310 funding. While the survey does not give you an automatic determination once the questionnaire is complete, contact your District office after submittal of the survey to obtain feedback on your agency's eligibility status.

[Section 5310 Eligibility Screening Questionnaire](#)

Application Deadlines:

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

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

Legal Authority and Fiscal and Managerial Capability

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

Eligible Expenses

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

Eligible expenses are limited to:

- Traditional (Capital/ Mobility Management Expenses)
- Buses, vans or other vehicles (including sedans and station wagons);
- Radios and communications equipment;
- Wheelchair lifts and restraints;
- Stretcher vehicles (excluding the cost of the stretcher seating and associated equipment);
- Vehicle rehabilitation, and/or overhaul;
- Data processing hardware/software, other durable goods such as spare vehicle components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing;
- Vehicle inspection and vehicle preventative maintenance;
- Applicants applying for preventative maintenance costs must have a District-approved Preventative Maintenance (PM) Plan and a cost allocation plan if maintenance activities are performed in-house.
- Passenger facilities expenditures related to Section 5310-funded vehicles;
- Support facilities expenditures and equipment for Section 5310-funded vehicles;

Non-traditional (Operating Expenses)

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

Ineligible Expenses

Ineligible expenses include:

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

Evaluation Criteria

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

GENERAL - USED FOR ALL PROJECTS

Point Value	Detail
1. Project Description	
40 Points	Based on review team member assessment of project merit and District project priorities.
2. Need Assessment	
15 Points	Financial Need: Based on the review of the agency's budget and other factors outlined in scorecard criteria.

5 Points	Service Gaps: Based on identified supply and demand for transportation service to 5310-eligible populations in the 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. 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	

Grant Award Process

Overview

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

Grant Award Process for Section 5310 Capital Assistance

Vehicles, Equipment, and/or Preventative Maintenance

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

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

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

Mobility Management

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

Grant Award Process for Section 5310 Operating Assistance

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

FTA Section 5310 Compliance Requirements

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

Triennial Review

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

IRS Section 501(c)(3)

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

Copy of Certification of Incorporation

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

CTC Coordination Agreement/Contract

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

Section 5310 Award/Cash Match

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

Section 5310 Procurement Policy

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

Disadvantaged Business Enterprise (DBE)

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

Charter Bus Reporting

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

FDOT Site Reviews

Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, and any other requirements under Section 5310.

Capital Equipment Inventory

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

Capital/Equipment Maintenance Costs

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

Preventative Maintenance Plan

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

Vehicle Useful Life Guidelines

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

Record Keeping Standards

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

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

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

All returning 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 agency TOP commitment signed by the responsible individual. 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.

Title VI Program

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

E-Verify Standards

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

ADA Compliance Policies

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

Drug and Alcohol Policies

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

Standard Lobbying Certification

Agencies must provide FDOT with a signed Standard Lobbying Certification.

Facility and Equipment Maintenance Plan

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

Asset Management

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

Procurement

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

The major thresholds that determine applicable procurement requirements are:

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

Americans with Disabilities Act (ADA)

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

Civil Rights Submissions

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

Davis-Bacon Act

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

Environmental Determination

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

Construction Projects:

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

[Preparing Environmental Documents | FTA \(dot.gov\)](#)

Administrative Requirements (Only if the Request is for Facilities)

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

Private-Non-Profit Applicants

All private-non-profit applicants must submit proof of non-profit status as part of this application. Proof of non-profit status can be obtained from SunBiz.

<https://dos.myflorida.com/sunbiz/>

All first time private-non-profit applicants must attach a Certificate of Incorporation to their application.

Urbanized Area Project Requirements

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

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

Planning Requirements

To remain eligible for Section 5310 awards, recurring applicants must submit the Transportation Disadvantaged Service Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application; only the date of adoption and page numbers are necessary. Alternatively, if a public transportation provider has not completed a TDSP, applicants may utilize a Coordinated Public Transit-Human Services Transportation Plan which adheres to FTA Section 5310 planning requirements.

Audit Requirements

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

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

SAM.gov Unique Entity Identifier Registration

Active registration in SAM.gov allows entities the ability to apply for federal grants.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Executive Order 20-44

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

Program Performance Measures

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

Traditional Section 5310 Projects

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

Other Section 5310 Projects (Non Traditional)

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

Use of Section 5310-funded Vehicles or Equipment

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

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

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

I have read and understood the contents of this tab.

Applicant Information

Instructions: Please fill out each section appropriately.		
Item	Instructions	Agency Response
Agency (Applicant) Legal Name:		Collier County Board of County Commissioners
Applicant Status: <input type="checkbox"/> <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop-down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)?	Use drop-down to select	Yes
Please insert the web link to your agency's corresponding Transportation Disadvantaged Service Plan (TDSP) or Coordinated Public Transit Human Services Transportation Plans (HSTP):		Yes
Enter the page numbers from the TDSP or HSTP that reference your agency or project:		Yes 7
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Collier County Board of County Commissioners
Physical Address (No P.O. Box):		3299 Tamiami Trl, Suite 700
City:		Naples
State:		Florida
Zip + 4 Code:		34112
Congressional District:	Use link to access information. Identify district(s) affected by the proposed project(s).	19
Federal Taxpayer ID Number:		59-6000558
My Florida Marketplace Vendor Number	Use link to access information	F596000558030
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2024 to June 30, 2025</i>		October 1, 2024-September 30, 2025
Executive Director:		Brian Wells
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Omar De Leon
Telephone:		239-252-4996
Fax:		239-252-6534
Email Address:		Omar.DeLeon@colliercountyfl.gov

Eligibility Questionnaire

Instructions:

The eligibility questionnaire investigates whether current grant sub recipients are compliant with all FDOT and FTA Section 5310 requirements. If a current grant sub-recipient is noncompliant, the sub-recipient will not be eligible to receive grant funds until compliance has been determined. This questionnaire does not apply to new sub-recipients and sub-recipients that have not yet been required by their respective FDOT District Office to complete a triennial review. For more information see FDOT's Triennial Review Process as part of the State Management Plan, to view the plan visit <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm>.

		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Pre-populates from Applicant Status	Yes	
Has your agency completed an FDOT Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		1/24/2023	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
How many transit-related employees does your agency currently employ?	Enter numerical amount	5/9/1900	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier	12-character alphanumeric value	JWKJKYRPLL06	
SAM Registration Expiration Date		8/3/2024	

Revenue Vehicle Inventory Certification

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

Instructions:

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2024 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: 10/03/2023

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 2-digit Level: For example, 5010 Labor 3-digit Level: For example, 5011 Operators Salaries and Wages			1-digit Level: For example, 4100 Directly Generated Funds 2-digit Level: For example, 4110 Passenger Fares 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 ferrage 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).
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"> 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. <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"> 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.
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"> 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	<p>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).</p>	Advertising Revenues	4141	<p>Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.</p>
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	<p>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.</p>
Tires and Tubes	5032	<p>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.</p>	Other Auxiliary Transportation Revenues	4149	<p>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.</p>
Other Materials and Supplies	5039	<p>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).</p>	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"> 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, easement
Utilities	5040	<p>This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.</p>	Revenues Accrued through a Purchased Transportation Agreement	4160	<p>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.</p>

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</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"> 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	<p>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.</p>	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	<p>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.</p>	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	<p>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).</p>	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"> 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. 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"> 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	<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 250 words.

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 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, omitting any Section 5310 operating revenue expected to result from the current application, if awarded, and associated local match. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2024, which corresponds to State Fiscal Year (SFY) 2025. SFY 2025 starts July 1, 2024 and ends June 30, 2025. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2024 to September 30, 2025).

Instructions:

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

Enable adding rows:



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Operating & Administrative Expenses

Object Class	Code	Amount
Use drop-down to select	Populates automatically	Enter manually
Services	5020	\$6,259,300
Fuel and Lubricants	5031	\$1,369,200
Miscellaneous Expenses	5090	\$713,600
Other Salaries and Wages	5013	\$608,300
Other Materials and Supplies	5039	\$731,800
Other Reconciling Items	5290	\$392,100
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0
		\$10,074,300

Operating & Administrative Revenues

Object Class	Code	Amount
Use drop-down to select	Populates automatically	Enter manually
Passenger Fares	4110	\$1,150,000
Local Government Funds	4300	\$8,839,300
Other Agency Revenues	4150	\$85,000
	-	\$0
	-	\$0
	-	\$0
	-	\$0
	-	\$0

	-	\$0
	-	\$0
	-	\$0
	-	\$0
		\$10,074,300

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

Equipment 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
Equipment	<ul style="list-style-type: none"> —Bare boxes —Communications equipment —Security/surveillance equipment for vehicles and/or buildings —Shop equipment (alignment machines, bus washing machines, tire changers, etc.) —Bus shelters —Bus stop signage —Wheelchair lifts —Other miscellaneous equipment

Project Area	
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of urbanized areas will display options within the district selected on the Application Cover Sheet.

[Reference Map](#)

Area:	Large Urban - Bonita Springs-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 electronic/ASP equipment for new replacement vehicles.
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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.
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Expand service to a larger geographic area within the District?	The Funding will not expand service.
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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>

<p>Overcome any challenges or difficulties your agency is experiencing?</p>	<p>The funding will assist in meeting the demand for maintaining capital assets in a state of good repair.</p>
<p>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.?</p>	<p>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.</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, the transportation program will continue to operate.</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, Capital Improvement 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 funding has been identified as a plausible resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles and equipment have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.</p>

Project Readiness

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

<p>If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.</p>	<p>Estimates have been obtained from listed prices online and quote for vendor.</p>
<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 PO Request about a month equipment delivery about 9 months 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. 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 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.


Capital Project Total:		\$29,246
Revenue Type	Description	Amount
<i>Use dropdown to select</i>		
State Government	10% State funds provided by FDOT	\$2,923
Local Government	10% local cash match	\$2,928
Total	-	\$5,851


Equipment Request

All vehicle requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from <http://www.tripsflorida.org/contracts.html>:

- Instructions:**
1. Select Desired Equipment
 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.

 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 further 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	Zonar pre/post inspection equipment	5	4	\$457	\$1,828	\$1,462	\$182	\$184
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/WiFi equipment	5	4	\$2,904	\$11,616	\$9,292	\$1,161	\$1,163
Use drop-down to select request description	Radios Acquisition	11.62.03	Vehicle Radio System	5	4	\$3,588	\$14,350	\$11,480	\$1,435	\$1,435
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	OnBoard Tablet	5	4	\$363	\$1,452	\$1,161	\$145	\$146
Use drop-down to select request description							\$0	\$0	\$0	\$0
	Total						\$29,246	\$23,395	\$2,923	\$2,928

Service Characteristics		
Service Characteristic	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	108,836	Paratransit Software
<u>Unduplicated Passengers per Year</u>	1,343	Paratransit Software

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. <ul style="list-style-type: none"> — 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 urbanized areas will display options within the district selected on the Application Cover 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:	The grant application is to purchase Four (4) Replacement Vehicles for paratransit service. The new vehicles will replace vehicles that have met their useful life. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.

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> <ol style="list-style-type: none"> 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. 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>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>

<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>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.</p>
<p>Overcome any challenges or difficulties your agency is experiencing?</p>	<p>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.</p>
<p>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.?</p>	<p>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 maintained under lock and key and are kept for five to seven years in an archive room. Grant records are maintained by the Collier County Grants Compliance Office.</p>
<p>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.</p>	<p>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.</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, 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.</p>	<p>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.</p>
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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:

<p>If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.</p>	<p>The cost estimate is based on the TRIPS contract</p>
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<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 PO Request about a month Vehicle production and delivery about 6 to 9 months</p>
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<p>If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification</p>	<p>N/A This application is not requesting any vehicles that require a CDL certification.</p>
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<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. 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 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.

Capital Project Total:		\$611,068
Revenue Type	Description	Amount
<i>Use dropdown to select</i>		
State Government	10% state funds provided by FDOT	\$61,104
Local Government	10% local cash match	\$61,112
Total	-	\$122,216

Vehicle and Equipment Request

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from <http://www.tripsflorida.org/contracts.html>:

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

Instructions: 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.

Enable adding rows

Disable adding rows

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'	2024 Chevy 4500,Turtle Top Terra Transit MD with Lift	11.12.04	Unleaded	5	14	2	1	\$152,767	\$152,767	\$122,213	\$15,276	\$15,278	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2024 Chevy 4500,Turtle Top Terra Transit MD with Lift	11.12.04	Unleaded	5	14	2	1	\$152,767	\$152,767	\$122,213	\$15,276	\$15,278	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2024 Chevy 4500,Turtle Top Terra Transit MD with Lift	11.12.04	Unleaded	5	14	2	1	\$152,767	\$152,767	\$122,213	\$15,276	\$15,278	<input checked="" type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	2024 Chevy 4500,Turtle Top Terra Transit MD with Lift	11.12.04	Unleaded	5	14	2	1	\$152,767	\$152,767	\$122,213	\$15,276	\$15,278	<input checked="" type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description										\$0	\$0	\$0	\$0	<input type="checkbox"/>
Total		-	-	-	-	56	8	4	-	\$611,068	\$488,852	\$61,104	\$61,112	-

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	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
10064	1FDES8PV1KKA49972	FORD	TRANSIT	2019	Unleaded	Lift	8	2	Active	217618
10062	1FDES8PV1KKA49974	FORD	TRANSIT	2019	Unleaded	Lift	8	2	Active	226259
10076	1FDFE4FS9KDC45799	FORD	Challenger	2019	Unleaded	Lift	12	3	Active	225003
10077	1FDFE4FS3KDC49377	FORD	Challenger	2019	Unleaded	Lift	12	3	Active	209192
Total/Average							40	10		219,518

Service Characteristics

Service Characteristic	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	108,836	Paratransit Software
<u>Unduplicated Passengers per Year</u>	1,343	Paratransit Software

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.

Questions:

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.

Total number of employees in organization

130

Total number of operators (including volunteer drivers)

83

Total number of transportation-related employees in the organization

130

Contracted transportation service providers and number of contract staff

123

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):

Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Training (e.g., wheelchair lift operation and passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The operations are funded through the Federal Transit Administration 5307, 5310 and 5311 programs, Florida Department of Transportation, Agency for persons with disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the urbanized and non-urbanized areas of the County.

<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.</p>
<p>To what extent does your agency serve minority populations?</p>	<p>Collier Area Transit and CATConnect provide service throughout Collier County including areas of minority populations. CAT's Title VI program ensures equitable service is provided throughout the County.</p>
<p>Is your agency minority-owned?</p>	<p>No</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>

Use drop-down to select

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 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 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 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

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) Formerly Type "G"	Automobile (AO) Formerly Type "F"	Van (VN) Formerly Type "F"	Van (VN) Formerly Type "E"	Van (VN) Formerly Type "E"	Cutaway (CU) Formerly Type "D"	Cutaway (CU) Formerly Type "D"	Cutaway (CU) Formerly Type "D"	Bus (BU) Formerly Type "C"	Cutaway (CU) Formerly Type "C"	Bus (BU) Formerly Type "B"	Bus (BU) 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	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	4	100,000	5	200,000	5	200,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	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	7	250,000
2018	5	150,000	4	100,000	4	100,000	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	7	250,000
2016	5	150,000	4	100,000	4	100,000	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	7	250,000
2014	5	150,000	4	100,000	4	100,000	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	7	250,000
2012	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	7	250,000
2011	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	7	250,000
2010	5	150,000	4	100,000	4	100,000	5	200,000	5	200,000	7	250,000
2009	5	150,000	4	100,000	4	100,000	4	100,000	5	150,000	7	250,000
2008	5	150,000	4	100,000	4	100,000	4	100,000	5	150,000	7	250,000
2007	5	150,000	4	100,000	4	100,000	4	100,000	5	150,000	7	250,000
2006	5	150,000	4	100,000	4	100,000	4	100,000	5	150,000	7	250,000

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		
Fair buses	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	GASB
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Recipient Risk Assessment Tool

For Department use only. Included here for informational purposes.

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

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

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

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

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

- a. Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.
 - b. Consider the type of project, does the applicant have a proven history of implementing this type of project?
 - c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
2. Describe the applicant's management systems.
- a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?
 - b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist
 - c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?
3. Document the applicant's history of performance.
- a. Has local match been readily available?
 - b. Are invoices submitted in a timely manner?
 - c. Are invoices often returned due to inaccuracies in accounting or other required documentation?
4. Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.
- a. Does the applicant have any unresolved audit findings?
 - b. Are there reoccurring findings in the annual audit reports?
5. SAM Unique Entity Identifier
- a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC)		
Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wefrpc.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@thearpc.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@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	Stephanie Heidt sheidt@tcrpc.org	Indian River, Martin, Palm Beach, St. Lucie

Stuart, FL 34994	(772) 221-4060	
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch Klerch@sfrc.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	Modal Development Administrator
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Projects Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: <i>Collier, Manatee, Sarasota, Polk</i>
Candice Monroy	(239) 225-1982 Candice.Monroy@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee</i>
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
Todd Engala	(863)-519-2657 Todd.Engala@dot.state.fl.us	Planner/Transit Coordinator
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
Janel Damato	(904) 360-5687 Janel.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit/Rural Coordinator
Christina Nalsen	(904) 360-5667 Christina.Nalsen@dot.state.fl.us	Transit Coordinator
Angela Gregory	(904)-360-5685 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	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 33302
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
Birgit Olkuch	(954)-777-4689 birgit.olkuch@dot.state.fl.us	District Modal Development Administrator
Wibet Hay	(954)-777-4573 wibet.hay@dot.state.fl.us	Multimodal Coordinator
District 5		719 South Woodland Boulevard DeLand, Florida 32720
Brian M. Stanger, P.E.	(386) 943-5543 Brian.stanger@dot.state.fl.us	District Modal Development Administrator
Libertad Acosta-Anderson, P.E.	(386) 943-5410 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago	(321) 319-8175 or (386) 943-5109 Jo.Santiago@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 or (386) 943-5106 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Paul Schoelzel	(386) 943-5246 paul.schoelzel@dot.state.fl.us	Multimodal Coordinator
Jamie Kersey	(386) 943-5195 Jamie.Kersey@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
Gina Virginia-Garron	(305) 640-7566	Passenger Operations Specialist

	Gina.Victoria@dot.state.fl.us	
	(305)-470-5378	
Chris Dube	christopher.dube@dot.state.fl.us	Multimodal Projects Administrator
	HS	
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
Katrina Kavouklis	(813)-975-6406 katrina.kavouklis@dot.state.fl.us	Transit Coordinator
Tracy Noyes	(813)-975-4837 tracy.noyes@dot.state.fl.us	Transit Coordinator

Glossary

<p>Ambulatory - A person who is able to walk and move about freely without being confined to a bed or wheelchair.</p> <p>Annual Operating Report (AOR) - A report outlining the expenses and revenues incurred during the preceding 12 months.</p> <p>Applicant - An agency applying for Section 5310 Federal Assistance. See also "new applicant" and "recurring applicant."</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>Disabled person - See elderly individual and persons with disabilities.</p> <p>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.</p> <p>District office - Florida Department of Transportation District Public Transportation Office or District Office of Modal Development and/or staff.</p> <p>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.</p> <p>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%).</p> <p>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%.</p> <p>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.</p> <p>Expanded service - Adding a new service to an already existing system.</p> <p>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.</p> <p>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.</p> <p>Incurred - Commitment or obligation to spend funds for goods to be received or services to be rendered.</p> <p>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.</p> <p>Job Access and Reverse Commute Program (JARC) - The Federal Transit Administration formula grant program for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, and for public transportation projects designed to transport residents of urbanized areas and rural areas to suburban employment opportunities.</p> <p>Large Urbanized Area - An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.</p> <p>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.</p> <p>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.</p> <p>Metropolitan Planning Organization (MPO) - MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas.</p>
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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. PTGAs may be for one year or multiple years (up to five years), at the discretion of FDOT.

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

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

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

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

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

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

Transit Development Plan (TDP) - A locally adopted document, addressing a minimum five-year time frame. It is prepared by the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan. The TDP includes an assessment of the need for transit services in the local area, identifies the local transit policies, existing services and proposed service improvements, capital and operating costs of the proposed 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,	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"
	Catalog of Federal Domestic Assistance Number is: 20.513
11	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 30% 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](#)
[Section 5310 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 Region 4 NEPA Categorical Exclusion Checklist](#)
[FTA Mobility Management Brochure](#)
[Florida UZA Map](#)



Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

December 12, 2023

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

Re: 5310 Grant Submittal

Dear Mr. Engala

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 12th day of December, 2023 with an original resolution or certified copy of the original resolution authorizing Chairman of the Board of County Commissioners to sign this Application.

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

Collier County

Agency Name

Signature

Rick LoCastro – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

Attest:
CRYSTAL K. KINZEL, CLERK

Date

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/22/2023





Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

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 5310.

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

Rick LoCastro, Commissioner is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **12th** day of **December, 2023**

By

Signature, Chairperson of the Board

Rick LoCastro, Chairman

Typed Name and Title

ATTEST:

Attest:
CRYSTAL K. KINZEL, CLERK

Deputy Clerk

Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DJP
11/22/2023



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).

**COLLIER COUNTY
TRANSPORTATION DISADVANTAGED SERVICE PLAN**

**MAJOR UPDATE
FY 2023/24 – FY 2027/28**

**APPROVED BY LCB
October 4, 2023**

Prepared for:

The Collier County Metropolitan Planning Organization

In Coordination with:

Collier County Local Coordinating Board for the Transportation Disadvantaged

&

Collier County Public Transit and Neighborhood Enhancement Division



Prepared By:



Capital Consulting Solutions, LLC

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Local Coordinating Board Membership Certification

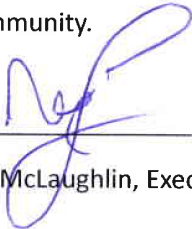
Name: Collier County Metropolitan Planning Organization

Address: 2885 Horseshoe Dr. S, Naples, FL 34104

The Metropolitan Planning Organization/Designated Official Planning Agency named above hereby certifies the following:

1. The Membership of the Local Coordinating Board, established pursuant to Rule 41- 2012(3), FAC, does in fact represent the appropriate parties as identified in the following list:

2. The membership represents, to the maximum extent feasible, a cross-section of the local community.

Signature: 
 Anne McLaughlin, Executive Director

Date: 10/4/23

REPRESENTATION	MEMBER	ALTERNATE	TERM
Chair	Tony Pernas		
Elderly	Vacant		
Citizens Advocate/Non-User	Eileen Streight		3/12/2021-3/12/2024
Citizens Advocate/User	Dylan Vogel		10/14/22-10/14/25
Veteran Services	Oscar Gomez	Lilith Sileika	
Fla. Assoc. for Community Action	Cheryl Burnham	Pa Houa Lee-Yang	
Public Education	John Lambcke		
Dept. of Transportation	Todd Engala (Interim)	Candice Monroy; Dale Hanson; Michelle Peronto	
Dept. of Children & Families	Tabitha Larrauri		
Dept. of Education	Robert Richards	Lisa O'Leary	
Dept. of Elder Affairs	Sarah Gualco		
Agency for Health Care Adm	Michael Stahler	Signe Jacobson	
Transportation Industry	Vacant		
Disabled	Vacant		
Local Medical Community	Gabrielle Galanti		
Regional Workforce Board	Carmen Henry		
Agency, Persons with Disabilities	Leah Watson		
Children at Risk	Brett Nelson		

Roll Call Vote

Approval of Collier County's
Transportation Disadvantaged Service Plan Major Update

MEMBER	REPRESENTING	YES	NO	ABSENT
Tony Pernas	Chair			X
Eileen Streight	Citizens Advocate/Non-User			X
Dylan Vogel	Citizens Advocate/User	X		
Lilith Sileika	Veteran Services			X
Cheryl Burnham	Fla. Assoc. for Community Action			X
John Lambcke	Public Education	X		
Candice Monroy	Dept. of Transportation	X		
Tabitha Larrauri	Dept. of Children & Families			X
Lisa O'Leary	Dept. of Education	X		
Sarah Gualco	Dept. of Elder Affairs			X
Michael Stahler	Agency for Health Care Administration	X		
Gabrielle Galanti	Local Medical Community			X
Carmen Henry	Regional Workforce Board			X
Leah Watson	Agency, Persons with Disabilities			X
Brett Nelson	Children at Risk	X		

The Collier County Local Coordinating Board hereby certifies that an annual evaluation of the Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and that all recommendations of that CTC Evaluation have been addressed or incorporated in this Service Plan.

We further certify that the rates contained herein have been thoroughly reviewed, evaluated, and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by the Board at an official meeting held on **October 4, 2023**.

Approved by the Local Coordinating Board (LCB):

s/ 

Dylan Vogel, as Acting LCB Chair

10/4/23

Date

Approved by the Commission for the Transportation Disadvantaged (CTD):

David Darm, Executive Director CTD

Date

Development Plan

Introduction to the Service Area

Background of the Transportation Disadvantaged Program

Florida's Transportation Disadvantaged (TD) program was created in 1979 and re-enacted in 1989. The 1989 act created the Florida Transportation Disadvantaged Commission (currently the Florida Commission for the Transportation Disadvantaged) to enhance local participation in the planning and delivery of coordinated transportation services through the creation of local coordinating boards (LCBs) and Community Transportation Coordinators (CTCs). Local planning organizations assist the Commission and Local Coordinating Boards (LCBs) in implementing the TD program in designated service areas.

CTCs are business units or local public transportation providers that are responsible for providing or arranging the delivery of transportation services to the TD population. TD are “those persons who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at-risk as defined in s. 411.202, Florida Statutes.” Section 427.011, Florida Statutes.

The designated CTC may provide all trips as a sole source, or the CTC may provide some trips and subcontract some (partial brokerage). The CTC may also function as a complete brokerage subcontracting all trips to approved operators.

The Commission provides financial support to the CTCs utilizing the Transportation Disadvantaged Trust Fund. Funds are for the purpose of reimbursing the CTC for a portion of the cost of each passenger trip provided to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area.

The Trust Fund is appropriated by the Legislature on an annual basis. The Commission then allocates a portion of the funds to each of Florida CTC utilizing a formula that considers the following:

- Performance - passenger trips and passenger miles
- Need – percent of the population that are seniors, persons with disabilities, or low income.
- Equity – equal share to each county

In its role as the Designated Official Planning Agency (DOPA), the Collier Metropolitan Planning Organization (MPO) is responsible for recommending a CTC for Collier County, which it first did in 1999 when it recommended that the Collier County Board of County Commissioners (BCC) serve as the CTC. The BCC accepted the recommendation in 1999 and in subsequent years. More recently, in March 2023, the Florida Commission for the Transportation Disadvantaged approved the Collier MPO’s recommendation to re-designate the Collier BCC as the CTC for the period July 1, 2023, through June 30, 2028.

CTC Designation and History

In August 1999, the Board of County Commissioners adopted the Public Transportation Development Plan (PTDP) and agreed to become the governing agency for transit in Collier County. The Public Transportation

Operating Plan (PTOP) was adopted by the MPO in December 2000 and by the Collier County Board of County Commissioners in January 2001.

At the time of its governing agency designation (by what was then known as the Naples MPO), transportation services in Collier County consisted of privately operated trolleys that catered to tourists during the winter season in Naples and Marco Island and a network of paratransit providers serving the transportation disadvantaged.

The County introduced its first fixed route service in 2001 and currently operates 16 fixed routes, Americans with Disabilities (ADA) paratransit, and TD services.

As previously described, The Collier County BCC has served as the CTC for Collier County since it became the transit agency governing body in 1999. Working on behalf of the BCC, the Collier County Public Transit and Neighborhood Enhancement Division manages and coordinates all operational services.

Organizational Chart

Figure 1 on the following page displays the organizational structure of the entities involved in the delivery of TD services in Collier County.

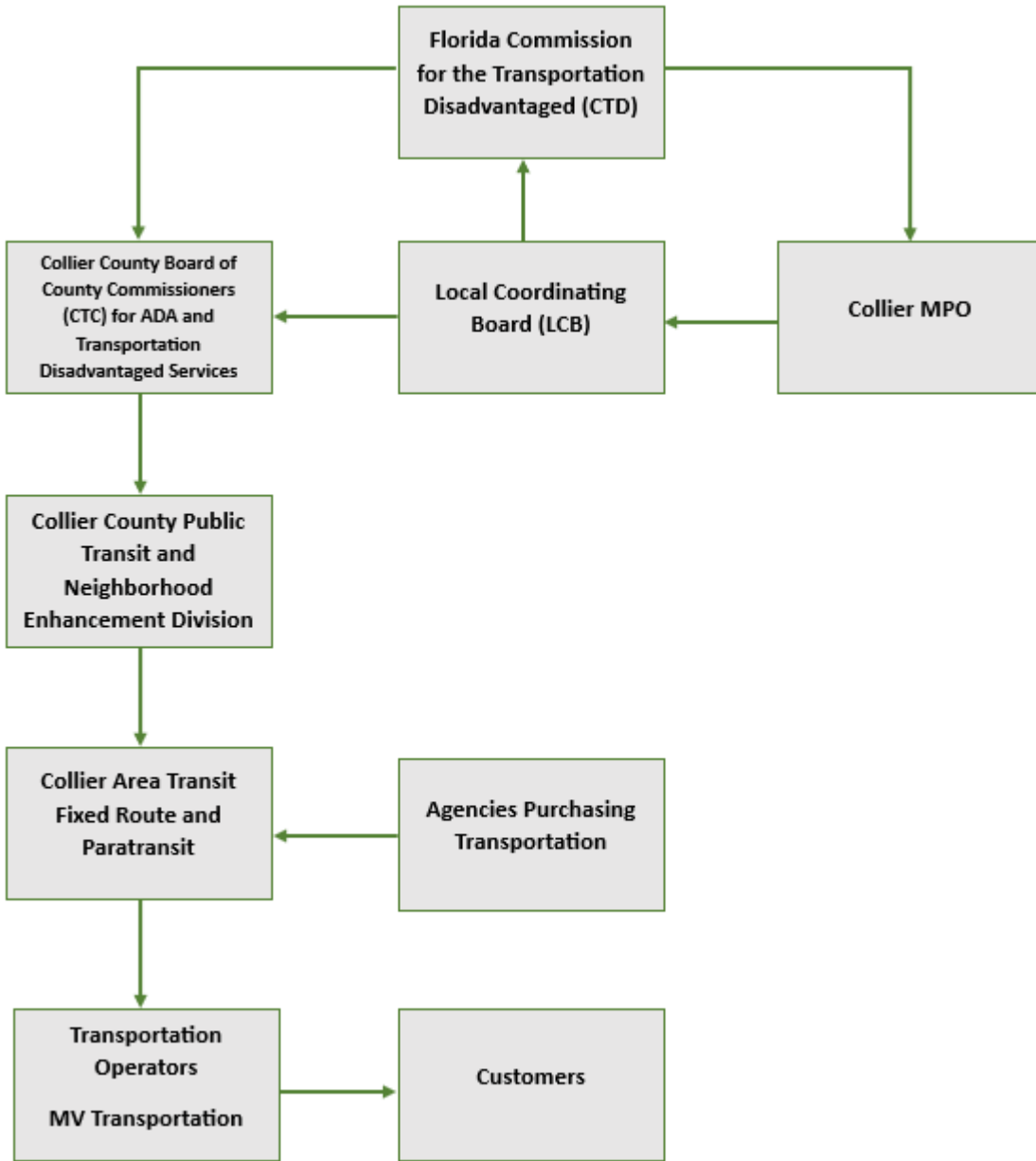


Figure 1: Organizational Structure for TD Service Delivery

Consistency Review of Other Plans

Other plans reviewed during the preparation of this TDSP are listed below along with some examples of language included in the plans that are supportive of TDSP initiatives.

Collier County Growth Management Plan

Policy 10.2: The County shall continue to improve transit services for the transportation disadvantaged in rural areas through the Community Transportation Coordinator (CTC).

Objective 12: Encourage the efficient use of transit services now and in the future.

Policy 12.1: The Collier Metropolitan Planning Organization, through the Transportation Disadvantaged Program, shall assist the local community transportation coordinator in the implementation of the most efficient and effective level of service possible for the transportation disadvantaged. The Transportation Disadvantaged Program shall be implemented through the County's regular bus system.

Policy 12.2: The County Transportation Division and the Collier Metropolitan Planning Organization shall coordinate the development and maintenance of transit development plans with the Florida Department of Transportation.

Policy 12.3: Collier County shall be the managing authority of the Collier Area Transit (CAT) system.

Policy 12.7: Following the adoption of any transit development plan, the County shall initiate the development of transit right-of-way and corridor protection strategies, including ordinances and policy additions.

Objective 13: Evaluate the creation of a separate Transit Element to give alternative means of transportation equal treatment within the Growth Management Plan.

Policy 13.1: The County may develop a Transit Element, a Transit Sub-Element within this Transportation Element or incorporate alternative means of transportation into the Growth Management Plan through other appropriate modifications, based upon the conclusion of the November 2011 Master Mobility Plan.

Source: Collier County Growth Management Plan, Transportation Element as of Ordinance No. 2017-25 adopted June 13, 2017.

City of Marco Island 2040 Comprehensive Plan (Adopted October 4, 2021)

Policy 1.6.1: The City of Marco Island will collaborate with Collier Area Transit (CAT) to determine the viability and cost-benefit of enhanced public transit services and programs.

Policy 1.6.2: When considering changes in land use densities and transportation programs, the City shall evaluate the effect and opportunities for public transportation services.

Policy 1.6.3: The City shall coordinate with public and private transit agencies to ensure adequate transit capacity to meet public transit demand and actively identify improvements and enhancements needed by the system.

Policy 1.6.4: The City shall coordinate with CAT and the MPO on the Transit Development Plan and to further the use of public transit through promotion of schedules, employer incentives, and other transportation tools as may be desired.

City of Naples Comprehensive Plan (June 14, 2023)

Objective 8: Continue to coordinate with the Collier MPO to evaluate the potential for the development of an efficient multimodal transportation system and mechanisms to reduce the reliance on private motor vehicles.

Policy 8-1: Provide support data and analysis to the Collier MPO as necessary to assist in the development of a public transportation system.

Policy 8-2: Assist the Collier MPO in programs that promote alternative modes of transportation and encourage reducing the use of private automobiles and vehicle trips.

Collier Area Transit Ten-Year Transit Development Plan, 2021-2030 (October 2020)

Objective 1.1: Improve efficiency, quality, and level of service to adequately serve residents and visitors while increasing the economic vitality of transit in the county.

Initiative 1.2.2: Install and maintain bus stop amenities according to an ADA-compliant Passenger Amenities Program and Bus Stop Amenities Guidelines.

Initiative 1.2.3: Install a minimum of 10 covered, ADA-compliant, accessible bus stop shelters per year.

Initiative 1.4.3: Coordinate with the CAT Connect paratransit program to identify and target areas with high TD ridership and lower density of demand and develop programs to shift TD riders to mobility on demand for a solution with connections to the fixed-route network.

Initiative 1.4.4: Require local governments and FDOT to provide accessible sidewalks, bus stops, and other bus stop improvements within roadway projects and all new developments.

Objective 6.1: Develop ongoing processes to measure and monitor service quality.

Initiative 7.1.4: Annually seek to identify and obtain available alternative revenue sources for the provision of new and improved transit services.

Collier MPO 2045 Long Range Transportation Plan (Approved December 11, 2020)

Goal 6: Increase the Safety of the Transportation System for Users.

Objective: Ensure adequate bicycle and pedestrian facilities are incorporated into new highway and transit projects.

Goal 7: Promote Multimodal Solutions.

Objective: Improve frequency and reliability of public transit service routes and improve access to park-and-ride lots.

Goal 8: Promote the Integrated Planning of Transportation and Land Use.

Objectives:

Coordinate with local governments and partner agencies to ensure transportation plans and programs support local land use plans and a sustainable transportation system.

Assure that local growth management objectives are reflected in transportation plans and programs.

Assure that transportation plans and projects promote economic sustainability for the County.

Goal 9: Promote Sustainability in the Planning of Transportation and Land Use.

Objectives:

Improve the sustainability of communities through increased access to affordable housing and centers of employment and reduced automobile dependency.

Ensure that transportation system improvements are equitable and fair to all residents of the County.

Engage a diverse public in the development of the region's transportation system.

Strategic Regional Policy Plan by the Southwest Florida Regional Planning Council (Adopted September 15, 2011)

Goal 5, Livable Communities – Transportation: Livable communities designed to affect behavior, improve quality of life and responsive to community needs.

Strategy: Promote through the Council's review function a good environment for driving, walking, bicycling, and public transit using a highly connected network of public streets, green space, and community centers.

Action 4: Review Comprehensive plans and land development regulations for incentives to develop and redevelop using mixed uses, higher densities, shared parking; and improved vehicular, mass transit, pedestrian and bicycle access and travel, as well as providing a variety of affordable residential densities and types.

Strategy: Encourage local governments and the private sector to implement travel demand management polices and actions to relieve traffic congestion, improve air quality and reduce energy consumption.

Action 1: In conjunction with the MPOs and transit providers, work to identify residential communities linked with job centers through transit or through carpooling, or other high-occupancy vehicle modes of transportation.

Goal 1, Regional Transportation Element: Construct an interconnected multimodal transportation system that supports community goals, increases mobility, and enhances Southwest Florida's economic competitiveness.

Strategy: Promote Smart Growth where residential communities are linked with job centers through transit, carpooling, or other high occupancy vehicle transportation.

Action 1: In cooperation with transit providers and other governmental and private entities, seek long-term, dedicated funding sources for use for improving and expanding the transit system.

Goal 4, Regional Transportation Element: Assist as needed in the development of a cost-effective and financially feasible transportation system that adequately maintains all elements of the transportation system to better preserve and manage the Region's urban and non-urban investment.

Strategy: Assist in the development of land use plans and policies that assess the potential for adverse impacts on transportation facilities and protect investment in transportation infrastructure.

Action 2: Assist FDOT, local government, and the MPOs in designing plans that connect and serve urban communities with an efficient, transit-oriented, and multi-modal transportation system.

Strategy: Implement new financing alternatives to overcome the shortfall of transportation funding.

Action 1: Assist transit providers and other governmental and private entities should[sic] seek long-term, dedicated funding sources for use for improving and expanding the transit system.

2060 Florida Transportation Plan (December 2010)

Goal: Make transportation decisions to support and enhance livable communities.

Goal: Provide a safe and secure transportation system for all users.

Goal: Maintain and operate Florida's transportation system proactively.

Goal: Improve mobility and connectivity for people and freight.

Public Participation

The powers and duties of Local Coordinating Boards (Section 427.0157, Florida Statutes) include the development of local service needs and the provision of information, advice, and direction to the CTC on the coordination of services to be provided to the transportation disadvantaged. The members of Local Coordinating Boards (LCBs) are appointed by the applicable MPO or designated official planning agency. LCBs are required to meet at least quarterly and shall:

1. Review and approve the coordinated community transportation disadvantaged service plan, including the memorandum of agreement, prior to submittal to the commission.
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the community transportation coordinator, review and provide recommendations to the commission on funding applications affecting the transportation disadvantaged.
4. Assist the community transportation coordinator in establishing eligibility guidelines and priorities regarding the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund money.
5. Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area.
6. Evaluate multicounty or regional transportation opportunities.
7. Work cooperatively with local workforce development boards established in Chapter 445 to aid in the development of innovative transportation services for participants in the welfare transition program.

Membership of the LCB is defined as follows (41-2.012, Florida Administrative Code):

- Chairperson who is an elected official from a county served by the LCB.
- Local representative of the Florida Department of Transportation.
- Local representative of the Florida Department of Children and Family Services.
- 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 Head Start Program in areas where the School District is responsible.
- Local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
- Person recommended by the local Veterans Service Office representing the veterans of the county.
- Person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county.
- Person over sixty representing the elderly in the county.
- Person with a disability representing the disabled in the county.
- Two citizens advocate representatives in the county; one must be a person who uses the transportation service(s) of the system as their primary means of transportation.
- Local representative for children at risk.

- 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.
- Local representative of the Florida Department of Elderly Affairs.
- Experienced representative of the local private for-profit transportation industry. In areas where such a representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
- Local representative of the Florida Agency for Health Care Administration.
- Local representative of the Agency for Persons with Disabilities.
- Representative of the Regional Workforce Development Board established in chapter 445, F.S.
- 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 departments, or other home and community-based services, etc.

The LCB meets on a quarterly basis at accessible locations open to the public. In addition to the LCB membership, other transportation partners, including transportation-disadvantaged passengers and human service and community-based organizations, are notified of the meetings.

Throughout the year, the MPO provides a variety of opportunities to share information and gain input from the public (and regional partners) regarding its projects and initiatives. Examples of staff activities include holding an annual public workshop to provide information on the TD program and solicit input from the public and users of the TD service, information booths at various public meetings, FDOT- and FHWA-sponsored Civil Rights training, joint regional meetings with the Lee County MPO and the Lee County Technical Advisory Committee, and various meetings held by the Cities of Naples, Marco Island and Everglades City.

The MPO actively tracks and responds to all public comments and inquiries received via email or phone and will continue to monitor annually to see if any changes to the process are needed to improve its public involvement efforts.

In accordance with the Collier MPO’s Public Participation Plan, the adoption date and opportunity to comment for the TDSP Major Update was advertised on transit vehicles. Flyers were also sent to the MPO’s database of transportation-disadvantaged contacts that include dialysis centers, nursing homes, day centers, and public gathering locations. The draft TDSP Major Update was posted to the MPO’s website for a 30-day public comment period, which was advertised by legal ad, press release, list-serve email notification, and an article on the MPO’s website. Notification of the public comment period and adoption date was distributed to the MPO’s public involvement agencies. The draft document was sent to LCB members, the Florida Department of Transportation, and the Southwest Florida Regional Workforce Development Board for review and comment. Representatives from Capital Consulting Solutions, LLC attended LCB meetings on September 6 and October 4, 2023, to present the draft and final document and address questions from LCB members and members of the public. The draft document was also presented to The Public Transportation Advisory Committee, the Technical Advisory Committee, and the Citizens Advisory Committee.

Service Area Profile/Demographics

Collier County is located on the west coast of Florida. It is bordered by Broward and Dade Counties to the East, Lee, and Hendry Counties to the North, and Monroe County to the South. As measured by land area, Collier County is the largest County in Florida and the 18th largest by total population. Naples, Everglades City, and Marco Island are the County's three incorporated areas.

Land Use

As shown in the green areas in **Figure 2** below, a significant portion of Collier County is protected conservation land, the largest area being Big Cypress National Preserve. As a result, commercial and residential development is generally located along the coastline, in the Northwestern, and Central Western portions of the County, while much of the North Central area surrounding Immokalee is designated agricultural.

Dense environments such as those seen in Western Collier County are generally conducive to the provision of public transportation services. The desirability of these coastal locations has increased housing prices forcing many residents to live further from employment, healthcare, and other services, which strains the County's transportation systems.

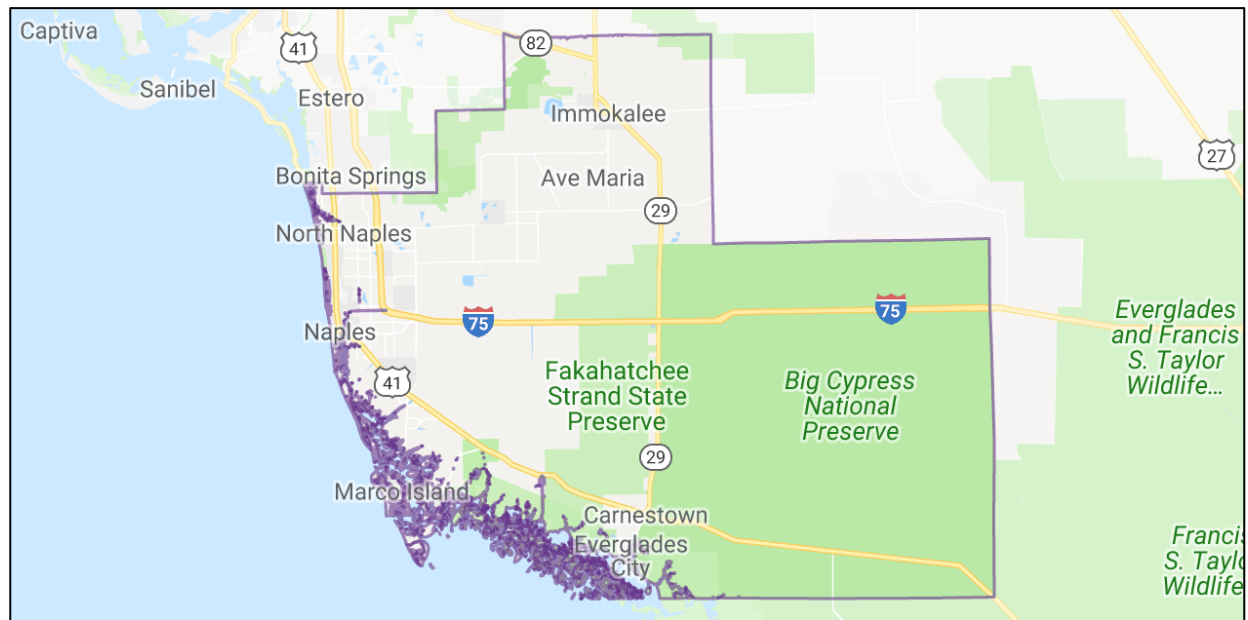


Figure 2: Land Use Map of Collier County

Population/Composition

Table 1 below shows population estimates, growth, and density for Collier County as compared to the state of Florida. Between the 2010 and 2020 decennial census years, Collier County's population growth grew by 16.94 percent, which was slightly greater than the population growth rate for the state of Florida. Collier County's growth rate has continued to exceed the statewide rate by a couple of percentage points through 2022 according to the U.S. Census Bureau's population estimates.

Table 1: Population and Population Density

Area	Population 2010 Census	Population 2020 Census	Population (2022 Estimate)	Population Growth Percentage 2010-2020	Population Growth Percentage 2020 - 2022 (Estimate)	Land Area (sq. miles)	Density - 2021 Estimate (Population per sq miles)
Collier County	321,320	375,752	397,994	16.94	5.92	1,998.8	188.0
Florida	18,801,310	21,538,187	22,244,823	14.56	3.28	53,633.7	401.6

Sources: U.S. Census Bureau, 2010 and 2020 Population Data; U.S. Census Bureau, QuickFacts 2022 Population Estimates; and U.S. Census Bureau, State of Florida, and Collier County Profiles used for obtaining land area.

With one exception, the population age distribution in Collier County is nearly like the State of Florida. The population aged 65 years and older is approximately 12 percent higher than the same age group statewide. In each of the other age group categories, the difference is no more than 4.6 percent as shown in **Table 2**.

Table 2: Population Age Distribution, 2021

Percentages of Age Cohorts (Years)				
Area	0-19	20-34	35-54	65+
Collier County	19.0%	14.0%	21.2%	32.0%
Florida	22.2%	18.6%	25.1%	20.4%

Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

As shown in **Figure 3** on the following page, the census block groups with the highest concentration of Collier County residents ages 65 years and older are in the northern portion of the County bordering Lee County, and in areas that are west of I-75. Several small-block groups in the Naples and Marco Island areas represent a high concentration of this population.

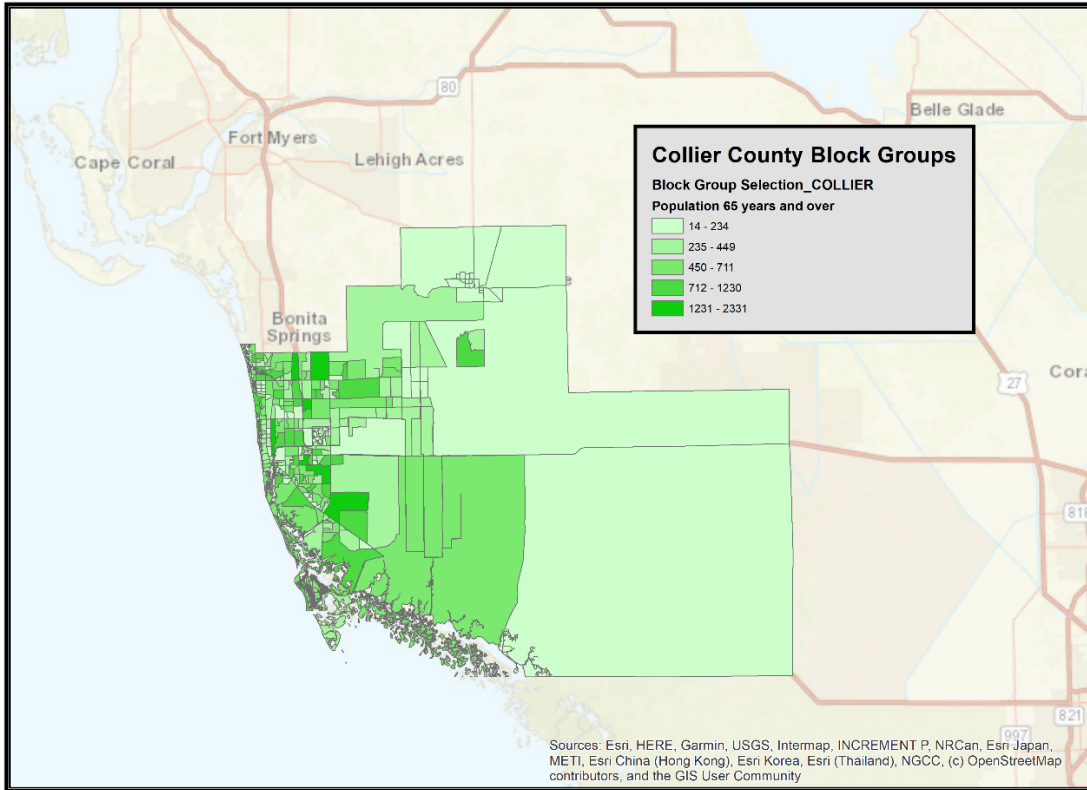


Figure 3: Collier County Residents 65 years and Older

Household Income

Table 3 displays the annual household income distribution for Collier County as compared to Florida in 2021. The most significant difference in household income distribution is the income category of households earning \$75,000 or more per year. Collier County is 3.7 percent higher in this category compared to the state of Florida. All other household income categories are within 1-2 percentage points of the state average.

Table 3: Annual Household Income Distribution, 2021

Annual Household Income						
Collier County	\$0-\$9,999	\$10,000-\$24,999	\$25,000-\$34,999	\$35,000-\$49,999	\$50,000-\$74,999	\$75,000+
Population	1,891	14,202	19,217	21,057	21,872	29,260
Percentage	1.8%	13.2%	17.9%	19.6%	20.3%	27.2%
Florida						
Population	111,738	1,094,949	1,292,493	1,481,229	1,498,771	1,689,013
Percentage	1.6%	15.3%	18.0%	20.7%	20.9%	23.5%

*Population included is 16 years or older.

Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

Figure 4 below displays the population of individuals whose income in the past 12 months is below the federal poverty level in Collier County. A high concentration of Several block groups is seen to be in the northeast portion of the County. There are also a few block groups that have a concentration of low-income residents in south Collier County south and east of U.S. 41.

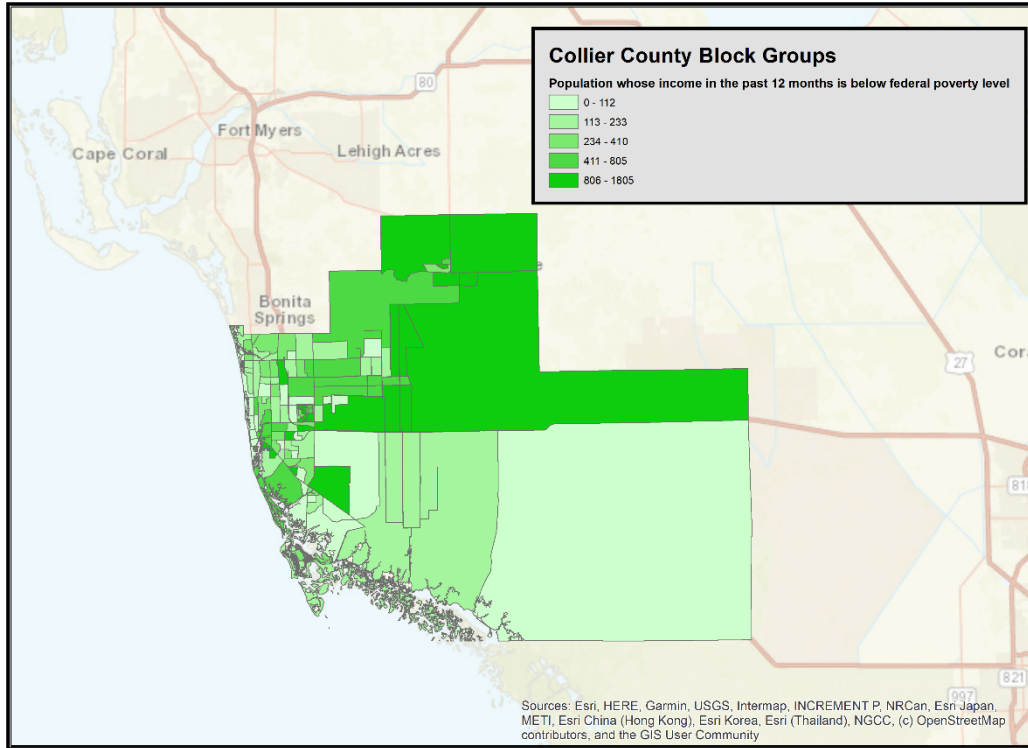


Figure 4: Collier County Residents Living Below the Federal Poverty Level

Disability Characteristics

Figure 5 on the following page displays the population of Collier County residents who are living with a known disability in each of Collier County’s U.S Census block groups. The distribution generally corresponds with density patterns for residents ages 65 years and older. Several block groups are in the northern portion of Collier County bordering Lee County and East of I-75. There is also a concentrated amount of representation for the disabled population in the central, urbanized area of Collier County and in the Naples and Marco Island areas.

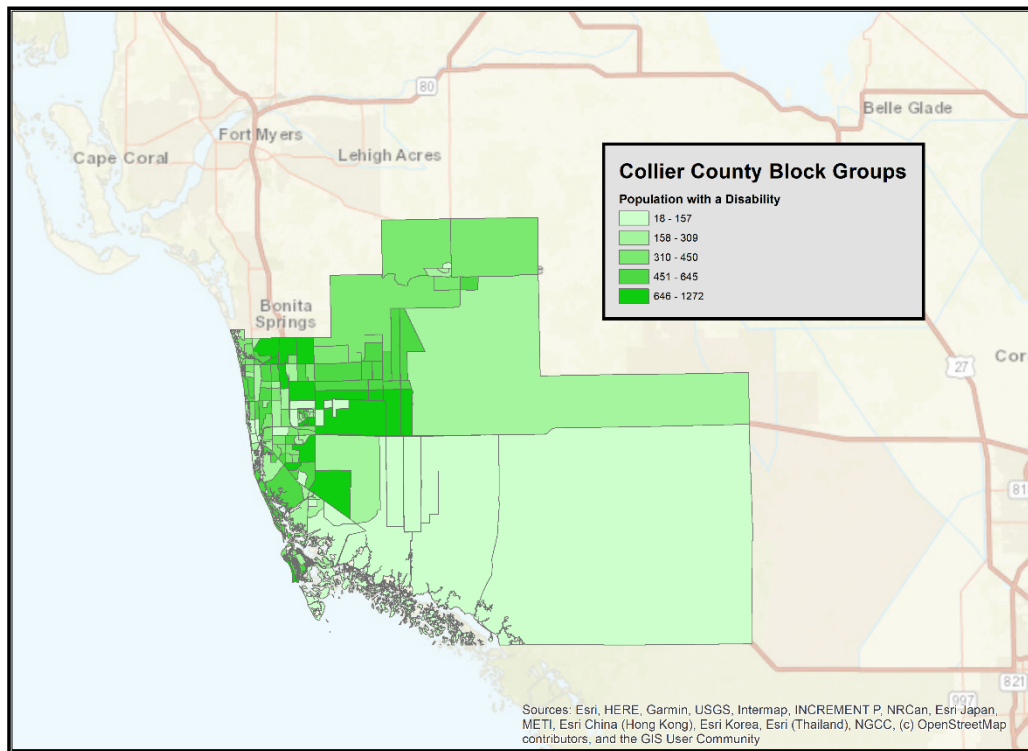


Figure 5: Collier County Residents with a Disability

Employment Characteristics

As shown in **Table 4**, Collier County has an unemployment rate of 2.2 percent which is slightly lower than the rate seen across the State of Florida. The unemployment rate for Collier County along with the State of Florida have seen slight improvement in this category since last reported in 2018, when the unemployment rate was recorded at 3.1 percent and 3.4 percent respectively.

Table 4: Employment Characteristics for Collier County, 2021

Area	Percentage of Labor Force Employed	Percentage of Labor Force Unemployed	Percentage of Population not in Labor Force
Collier County	50.4%	2.2%	47.4%
Florida	55.9%	3.1%	40.6%

**Population included is ages 16 years and older*

Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

Largest Employers

As shown in Table 5, Collier County's largest employer is Publix Supermarkets. Other employers that have a large presence in Collier County provide and specialize in a diverse group of services such as retail/grocery, government, hospitality, and manufacturing.

Table 5: Collier County's Top 10 Largest Employers, 2021

Employer	Industry	Total Employees
Publix Supermarkets	Retail Trade	9,768
NCH Healthcare System	Healthcare	8,159
Walmart	Retail Trade	7,286
Collier County School District	Educational Services	5,756
Collier County Government	Public Administration	5,173
Arthrex	Manufacturing	4,087
Marriott International	Hospitality	3,620
McDonalds	Restaurant	2,613
Home Depot	Retail Trade	2,497
Winn-Dixie	Retail Trade	1,899

Source: Top 100 employers. Florida Gulf Coast University, August 2021.

<https://www.fgcu.edu/cob/reri/resources/top-100>

Figure 6 on the following page displays the employment characteristics of Collier County's workforce as it relates to the industry sectors. The top industry sectors in Collier County are professional and business service, trade/transportation/utilities, and financial activities which include approximately 25.4, 15.1, and 14.1 percent respectively for the employment of Collier County's residents. An increasing demand during the seasonal months in Collier County can prove to become challenging to meet the mobility needs of many residents that depend on the hospitality and retail sectors. These sectors often experience a surge due to the increasing demand as part-time residents of Collier County return during this period. Similarly, workers in the healthcare and education sector often travel during off-peak hours to widely dispersed locations. For example, Collier County's fourth largest employer, Collier County School District, has approximately 73 Schools dispersed around the County.

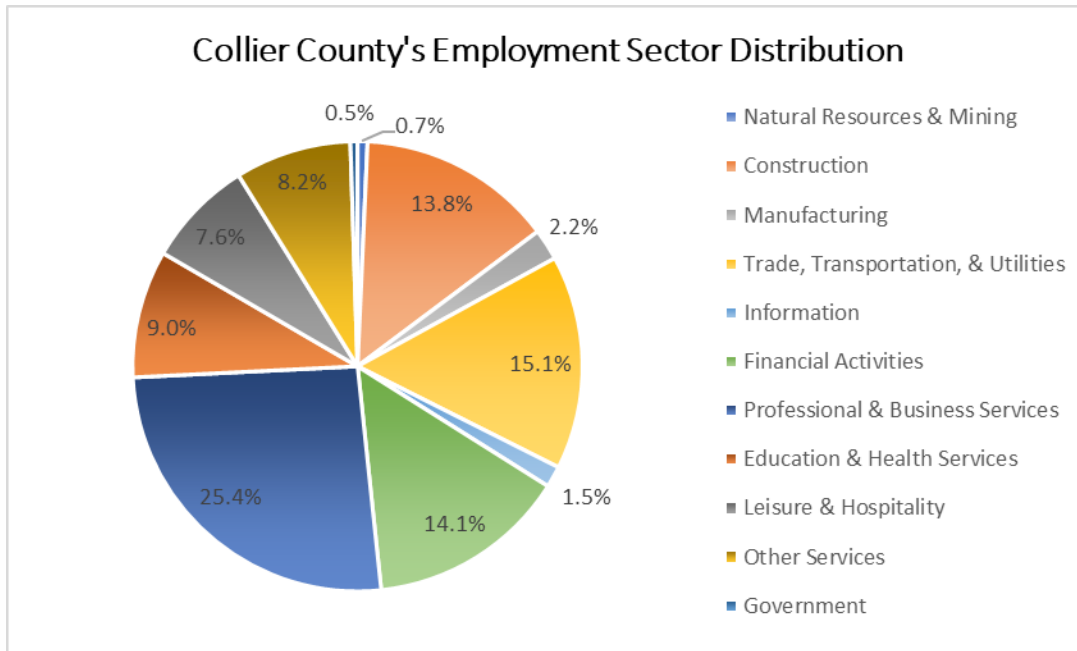


Figure 6: Employment Sector Distribution

Source: Florida Legislature, Office of Economic and Demographic Research, June 2023

As seen in **Table 6**, the highest average wages in Collier County are from the Information and Financial Activities sectors. The leisure and hospitality sectors are reported to be the lowest paying sector in Collier County but can also be the most demanding during the seasonal months for many of its workers. When looking further Collier County is comparable to the State of Florida salary averages for each respective sector with the financial sector being the largest difference at approximately 32.2 percent.

Table 6: Average Wages by Major Industry, June 2023

Industry Type	Collier County	Florida
Natural Resources & Mining	\$36,542	\$42,128
Construction	\$58,139	\$59,088
Manufacturing	\$61,985	\$69,997
Trade, Transportation, & Utilities	\$56,278	\$53,762
Information	\$105,319	\$104,461
Financial Activities	\$124,165	\$93,945
Professional & Business Services	\$75,546	\$74,787
Education & Health Services	\$61,785	\$59,043
Leisure & Hospitality	\$36,370	\$31,029
Other Services	\$42,116	\$44,107
Government	\$61,681	\$61,210

Source: Florida Legislature, Office of Economic and Demographic Research, June 2023

Housing Classification and Patterns

As previously described, a large portion of Collier County consists of protected land, so housing has largely been concentrated in the area west of Collier Blvd (CR 951) until recently. Growth is occurring more rapidly in the area east of Collier Blvd, including Golden Gate Estates, Ave Maria, and the Rural Lands Stewardship Area, where housing costs are lower but remain unaffordable for many residents.

Employment remains concentrated west of Collier Blvd. Due to the desirability of coastal property, land values, and high housing costs continue to pose a challenge to area employers who report difficulty hiring and retaining employees due to a lack of affordable housing in the area. A 2017 study by the Urban Land Institute (ULI) and the County’s 2017 Community Housing Plan reported that two out of five households in Collier County were cost-burdened (paying more than 30% of income toward housing) and one out of five were severely cost burdened (pay more than 50% of income toward housing). Neither the 2017 ULI study nor the County’s 2017 Community Housing Plan has been updated; however, there is a growing awareness that the lack of affordable housing in the region has worsened since the height of the COVID-19 pandemic (2019-2021) and housing costs have increased following the devastation caused by Hurricane Ian in 2022. The lack of affordable housing impacts a significant number of the County’s employees, including those in public safety, health care, education, service workers, and entry/mid-level professionals. Also of significant concern are residents who are low to moderate-income seniors, and very low-income (transportation disadvantaged) residents, many of whom are particularly reliant on public transportation for access to health care and other life-sustaining activities.

Education Profiles

In addition to Collier County colleges and universities listed in **Table 7** below, there are several technical training institutions and programs that feature curriculums focused on a specialization ranging from aerospace, computer science, early childhood education, auto repair, and accounting to name a few. Technical training is available at Lorenzo Walker Technical College located in Naples and the northern part of the county is served by Bethune Education Center and Immokalee Technical College.

Table 7: Names and Locations of Local Colleges and Universities

Institution	Location
Ave Maria University	Ave Maria
Florida Gulf Coast University	Ft. Myers
Florida Southwestern State College	Ft. Myers/Naples
Hodges University	Ft. Myers
Keiser University	Ft. Myers/Naples
Nova Southeastern Univeristy	Ft. Myers

Table 8 displays the educational attainment of Collier County residents. While 1.3 percent of residents have less than a 9th-grade education as compared to the state average, approximately 6.4 percent more have a bachelor’s, graduate, or professional degree than the state average.

Table 8: Percentages of Educational Attainment

Education Attainment Level	Collier County	Florida
Less than 9th Grade	5.7%	4.4%
Some High School, No Diploma	4.8%	6.6%
High School or Equivalent	26.3%	27.9%
Some College, No Degree	16.9%	19.5%
Associate’s Degree	8.4%	10.1%
Bachelor’s Degree	22.4%	19.8%
Graduate or Professional Degree	15.5%	11.7%

**Population included is ages 25 years and older
Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates*

Automobile Ownership and Travel Characteristics

According to the Census Bureau’s American Community Survey 5-year estimates, only about 7,135 households in Collier County reported not owning vehicles while approximately 95.4 percent of residents reported that they have one or more vehicles available in the household. Collier County is slightly higher than the statewide average in this category by 1.4 percent as shown in **Table 9**.

Table 9: Household Vehicle Availability, 2021

Household Vehicle Availability				
Area	None	Percent of Total	One or More	Percent of Total
Collier County	7,135	4.6%	146,576	95.4%
Florida	489,117	6.0%	7,668,303	94.0%

Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

Overall, Collier County commuters travel a shorter time to work than the average Florida commuter. It is estimated that approximately 64 percent of the County’s commuters travel less than 30 minutes to work as compared to the state estimates of 57 percent. Only 36 percent of Collier County residents have commutes of more than 45 minutes as compared to 42.6 percent across Florida as shown in **Table 10**.

Table 10: Travel to Work – Commute Times, 2021

Area	<10 min	10-19 min	20-29 min	30-44 min	45-59 min	60+ min
Collier County	9.9%	29.1%	25.1%	22.9%	7.4%	5.5%
Florida	8.9%	25.9%	22.4%	24.8%	9.4%	8.4%

**Population of workers that are aged 16 years and older who did not work from home
U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates*

Travel Mode

Table 11 represents the travel mode utilized by Collier County commuters. Slightly fewer commuters in Collier County choose to drive alone to work than the state average of 74.8 percent rather compared to 76.1 percent. Collier County had more individuals that carpool/vanpool by 2.2 percent compared to the

state average. In comparison to the 2012-2016 5-year estimates, Collier County commuters utilized public transportation less by two percent and it is currently the most underutilized mode of transportation as shown in the table below. The decline coincides with the COVID pandemic, during which public transportation ridership declined nationally and working from home became more prevalent. Collier County experienced a 2.9 percent increase in the number of workers who reported working from home in 2021 compared to the 7.3 percent of workers in the 2012-2016 timeframe.

Table 11: Mode of Travel to Work, 2017-2021 5-year Estimates

Area	Drive Alone	Carpool/Vanpool	Public Transportation	Walk	Other Means	Work at Home
Collier County						
Population	116,486	17,442	1,090	1,402	2,803	15,884
Percent	74.8%	11.2%	0.7%	0.9%	1.8%	10.2%
Florida						
Population	7,370,617	872,836	135,775	126,076	174,567	960,120
Percent	76.1%	9.0%	1.4%	1.3%	1.8%	9.9%

**Population of Workers that are aged 16 years and older
Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates*

Inter-County Commuter Flows

As shown in **Table 12** below, for the period 2016-2020 the highest number of inter-county commute trips occurred between Collier and Lee County. Commuter trips originating and ending within Collier County accounted for 78.6 Percent, of the total reported; while commuters whose trips originated in Lee County and ended in Collier County accounted for 13.9 Percent. There were no significant differences between the two time periods analyzed.

Table 12: Inter-County Commute Patterns

Commuter Flow 2011-2015				Commuter Flow 2016-2020			
From	To	Total	%	From	To	Total	%
Collier County	Collier County	123,478	79.0%	Collier County	Collier County	139,140	78.6%
Collier County	Lee County	9,456	6.0%	Collier County	Lee County	10,912	6.2%
Collier County	Hendry County	567	0.4%	Collier County	Hendry County	337	0.2%
Collier County	Broward County	364	0.2%	Collier County	Broward County	211	0.1%
Collier County	Miami Dade County	504	0.3%	Collier County	Miami Dade County	689	0.4%
Lee County	Collier County	20,941	13.4%	Lee County	Collier County	24,626	13.9%
Hendry County	Collier County	645	0.4%	Hendry County	Collier County	611	0.3%
Broward County	Collier County	182	0.1%	Broward County	Collier County	357	0.2%
Miami Dade County	Collier County	247	0.2%	Miami Dade County	Collier County	116	0.1%
Total Commuters Reporting		156,384	100%	Total Commuters Reporting		176,999	100.0%

Source: U.S. Census Bureau, 2011-2015 and 2016-2020 American Community Survey 5-year Estimate Commuting Flows

Major Trip Generators /Attractors

In addition to the popular employment and educational trip generators previously described, an analysis of CAT’s demand response service was completed using 12 months of customer origin and destination data. **Figure 7** displays the results of the analysis. The data revealed that popular trip origins (defined as home to destinations or destination to home) are generally concentrated in the western portions of Collier

County, with additional travel activity occurring in the central portion of the County and Immokalee. The highest number of trips were to or from:

- **Collier Area Transit**
 - 8300 Radio Rd, Naples, FL 34104
- **Coastland Center Mall**
 - 1900 Tamiami Trail N, Naples, FL 34102
- **Naples Community Hospital (NCH)**
 - 350 7th St N, Naples, FL 34102
- **Physicians Regional Hospital**
 - 8340 Collier Blvd, Naples, FL 34114
 - 6101 Pine Ridge Rd, Naples, FL 34119

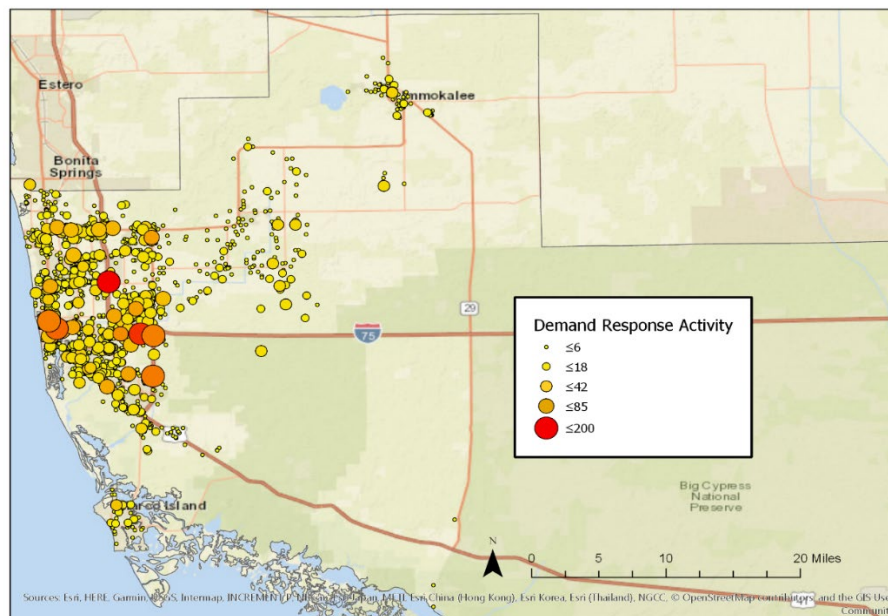


Figure 7: Paratransit Origins and Destinations

Historical Tradition

Collier County was created during the Florida land boom of the 1920s. Originally part of Lee County, Collier County was named for Barron Collier, a wealthy New York executive who agreed to build the Tamiami Trail for favorable consideration from the legislature to have a county named after him. The Tamiami Trail began to change the rugged wilderness area and opened the area’s agriculture and resort potential.

To this day, agriculture and resort/tourism activities continue to play an important role in the County’s economy. Over one-third of the nation’s tomatoes are grown in Immokalee, as well as significant amounts of other vegetables and citrus. The western portion of the County, commonly referred to as the Paradise Coast, is known for its beautiful beaches and artistic and cultural activities making it a popular vacation destination.

Government and Institutional Descriptions

Collier County is governed by a Board of County Commissioners consisting of five elected officials. It is one of the largest counties in Florida with three incorporated cities including the City of Naples, Marco Island, and Everglades City. Marco Island is the largest in terms of land area followed by Naples and Everglades City. See **Figure 8** on the following page:

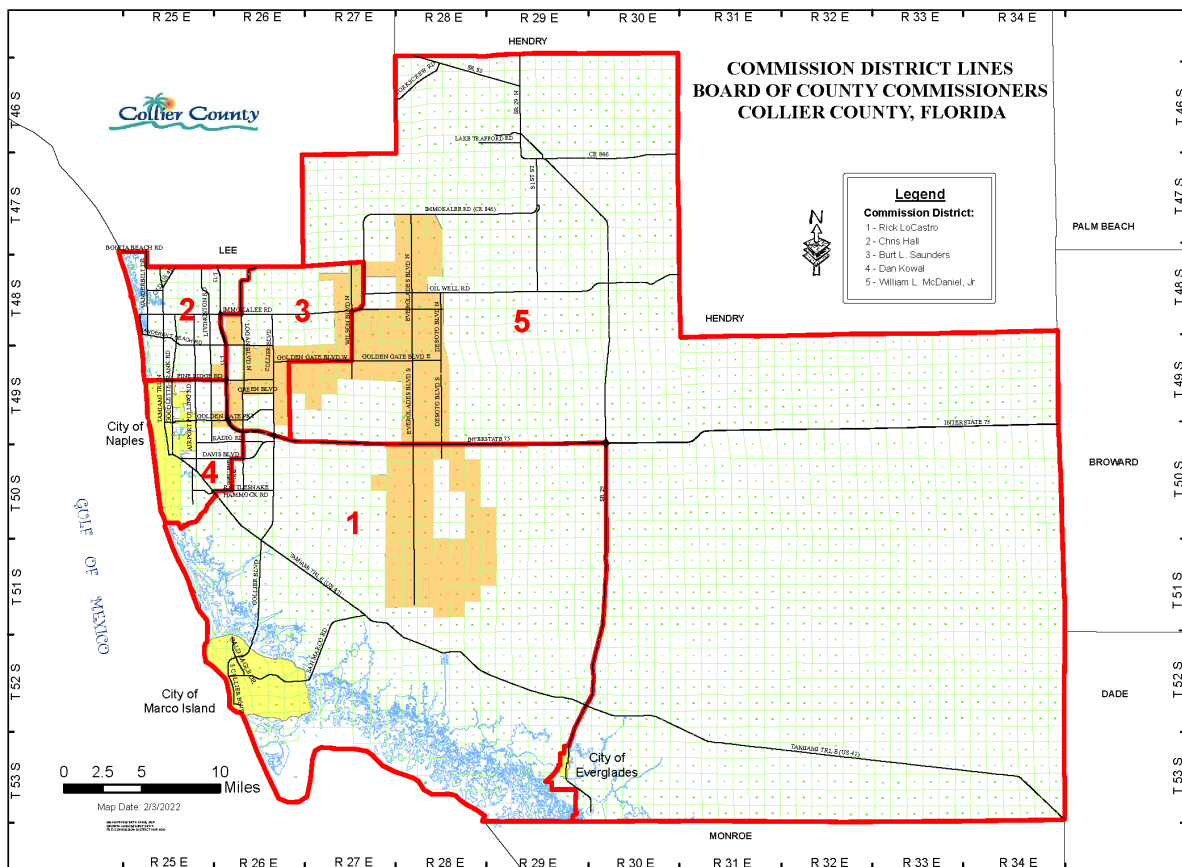


Figure 8: Collier County Jurisdictional Boundaries

As shown in **Table 13**, According to the U.S Census Bureau in 2020 the most populated of three jurisdictional areas is the City of Naples with an estimated population of 19,115, followed by Marco Island with an estimated population of 15,760. Everglades City remains the smallest jurisdiction in Collier County with an estimated population of 352. The Unincorporated areas of Collier County account for approximately 90.6 percent of the countywide population.

Table 13: Collier County Population Estimates by Jurisdiction, 2020

Jurisdiction	Population	Percent
Unincorporated Collier County	340,525	90.6%
Everglades City	352	0.1%
Marco Island	15,760	4.2%
Naples	19,115	5.1%
TOTAL	375,752	100.0%

Source: U.S. Census Bureau Decennial Census, 2020

Inventory of Available Services

Collier Area Transit (CAT) Operates 16 fixed routes in Collier County as Shown in **Figure 9** on the following page:

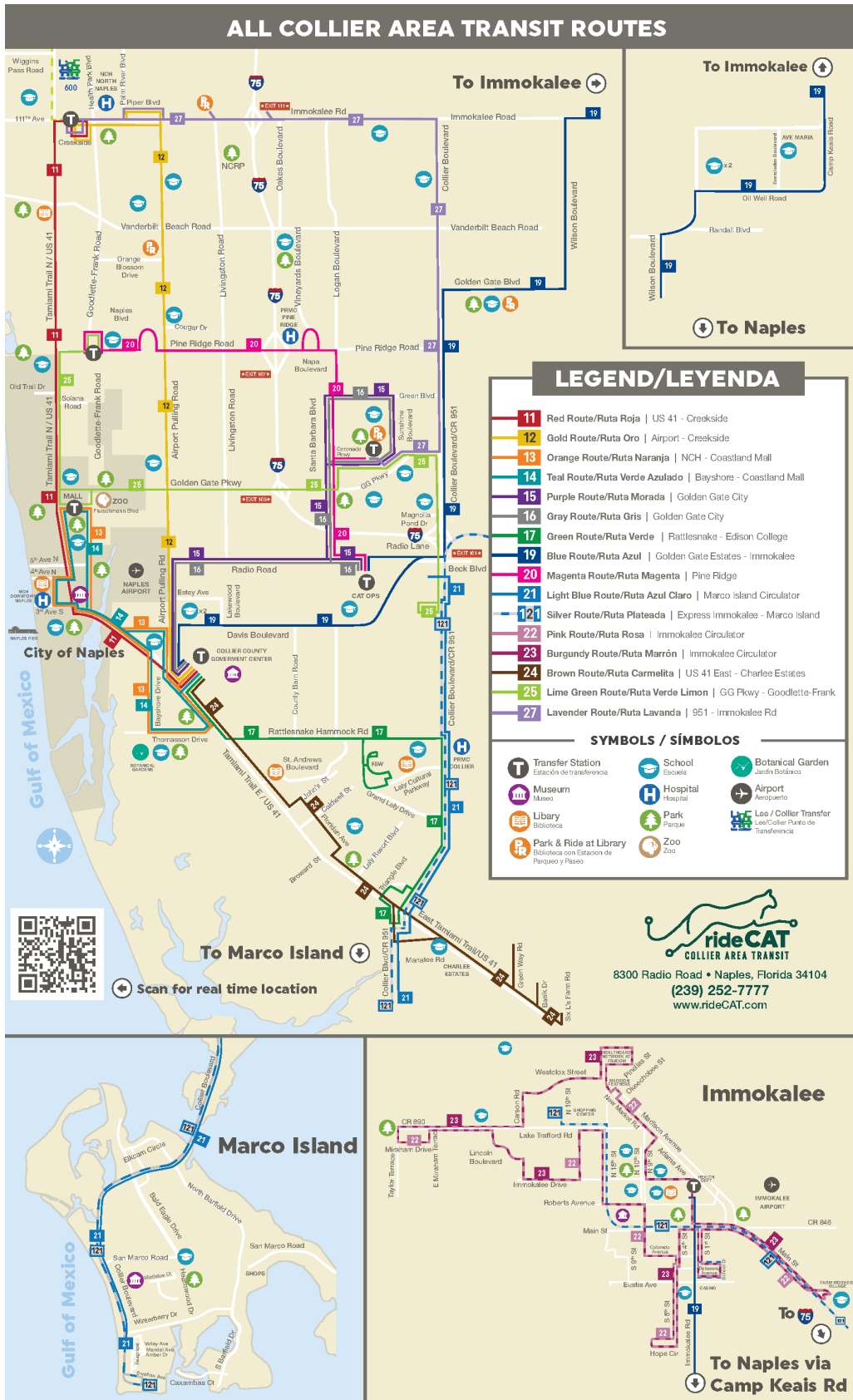


Figure 9: CAT System Map



In addition to the fixed route, paratransit, and TD services operated by Collier Area Transit, there are numerous privately operated transportation providers in the County. Appendix A includes a 2023 inventory of known private transportation providers. In late 2015, the County became the second County in Florida to eliminate its “vehicle for hire” regulations. As a result, Collier County no longer issues licenses to transportation companies, allowing anyone with a driver’s license to operate vehicles for hire, which effectively opened the door for ridesharing companies such as Uber and Lyft to offer for-hire services. Due to the deregulation and the proprietary nature of transportation network company data, it is impossible to estimate the total number of private providers operating “public” transportation in the County. In addition to the identified private transportation providers, however, there are many known transportation providers (primarily private non-profits) that operate services specifically for their clients, who in many cases, are transportation-disadvantaged individuals. Examples include:

- United Way
- National Runaway Switchboard
- Catholic Charities
- Seniors Helping Seniors of Southwest Florida
- St. Vincent de Paul Society
- Sunrise of Southwest Florida
- Easter Seals Florida, Inc.
- Collier County Veterans Services
- Hope Health Care
- David Lawrence Center
- The Salvation Army
- Boys & Girls Club of Collier County

Beginning in 2012, Medical Transportation Management, Inc. (MTM) began management of Non-Emergency Medical Transportation (NEMT) for the state’s Medicaid program in Collier County. MTM coordinates transportation to and from medical appointments for Collier County residents who rely on the service.

Sponsored by the Florida Department of Transportation (FDOT), Commute Connector is the coordinator of a variety of programs and services to assist commuters who travel to, from, and within Collier County. Although not a direct operator of transportation services, Commute Connector conducts employer and individual outreach to help inform individuals about available transit options, provides carpool and vanpool formation assistance, and incentivizes the use of alternative mode options by offering an Emergency Ride Home Program.

Service Analysis

CTD Trend Analysis

A trend comparison was completed to compare the performance of CAT Connect, Collier County’s paratransit Service, over the last five years of operation. The trend comparison analyzed data for the Fiscal Years 2018-2022. **Table 14** shows the performance indicators and measures for each of the five fiscal years. This trend analysis represents a combined set of statistics for all TD transportation services coordinated through the CTC, including TD and paratransit services. The source for each of these data sets is the

Annual Operating Reports released by the Commission for Transportation Disadvantaged. The Annual Operating Reports are based on locally reported data.

Table 14: Trend Analysis for Collier County CTC

Measure	2018	2019	2020	2021	2022
Total Passenger Trips	109,623	117,585	104,137	113,598	109,044
Total Vehicles	29	70	51	44	47
Total Vehicle Miles	1,407,704	2,224,740	1,301,882	1,161,501	1,101,252
Total Revenue Miles	1,219,940	1,380,223	1,224,879	1,004,796	909,514
Vehicle Miles Per Trip	12.8	18.9	12.5	10.2	10.1
Cost Per Paratransit Trip	\$49.56	\$49.98	\$57.53	\$48.33	\$54.24
Cost Per Total Mile	\$3.86	\$2.62	\$4.60	\$4.73	\$5.73
Accidents Per 100,000 Vehicle Miles	0.64	1.03	0.84	0.34	1.36
Vehicle Miles Between Road Calls	70,385	19,179	12,640	82,964	64,780

Source: Florida Commission for the Transportation Disadvantaged: Annual Performance Reports, 2018-2022

In the years 2018-2019, Collier County performed at its highest levels in all measures but experienced a downward trend as the COVID-19 Pandemic reached its peak level in 2020.

CAT Connect struggled with operational issues in 2021 due mostly to driver shortage issues. Operator wages were increased, and more staff was hired to provide services and increase capacity as ridership increased to nearly pre-pandemic levels in 2022. Accidents per 100,000 miles slightly exceeded the annual target of 1.2 in 2022, with an estimated 1.36 per 100,000 miles.

See **Figures 10-18** below.

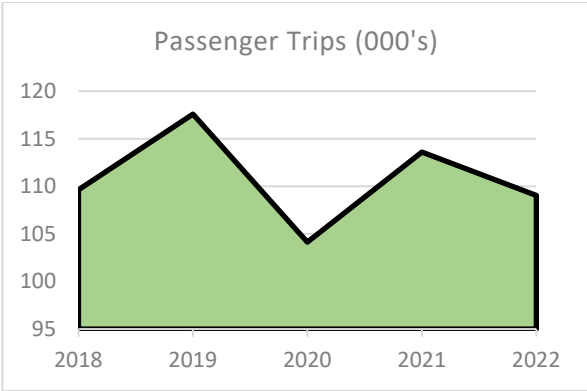


Figure 10: Total Passenger Trips (000's)

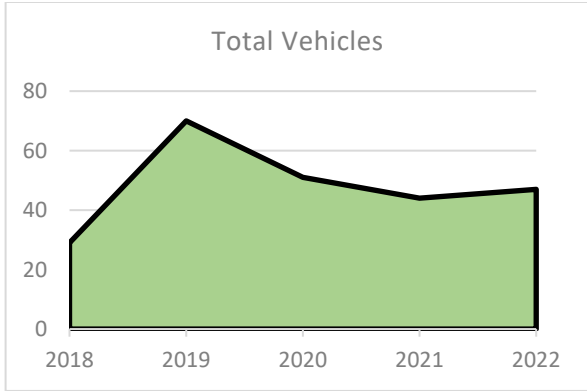


Figure 11: Total Vehicles

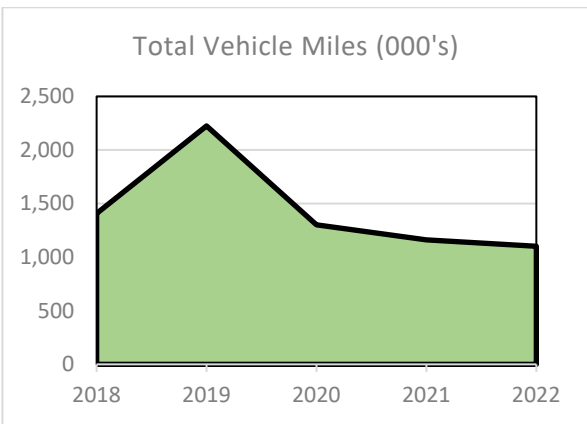


Figure 12: Total Vehicle Miles (000's)

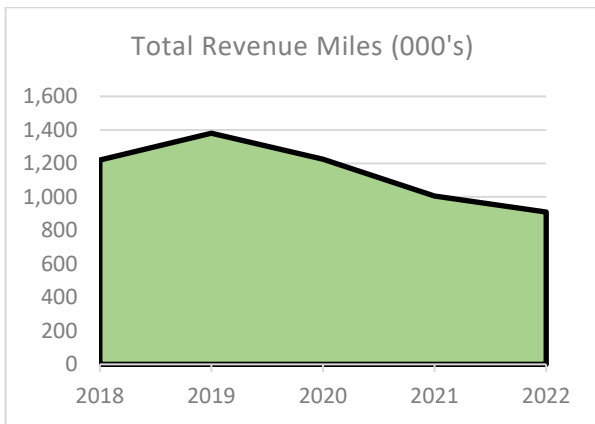


Figure 13: Total Revenue Miles (000's)

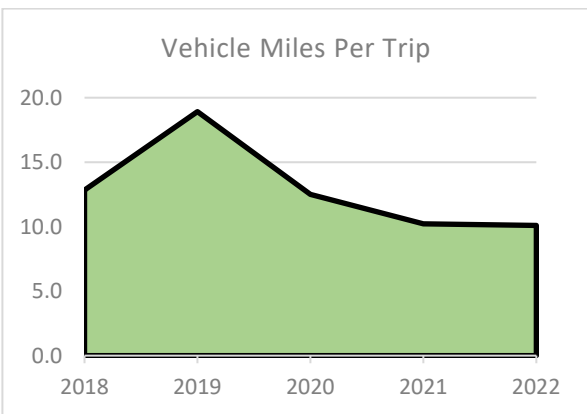


Figure 14: Vehicle Miles Per Trip

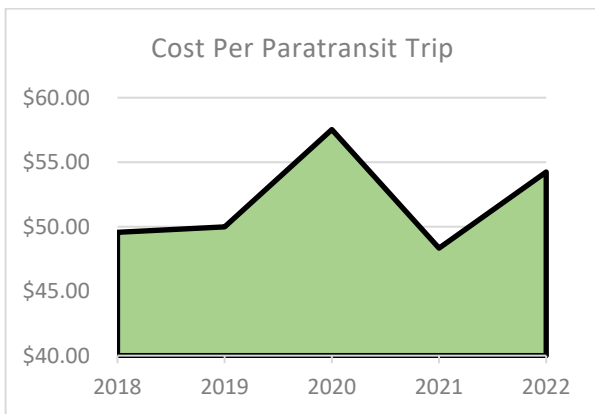


Figure 15: Cost Per Passenger Trip



Figure 16: Cost Per Total Mile

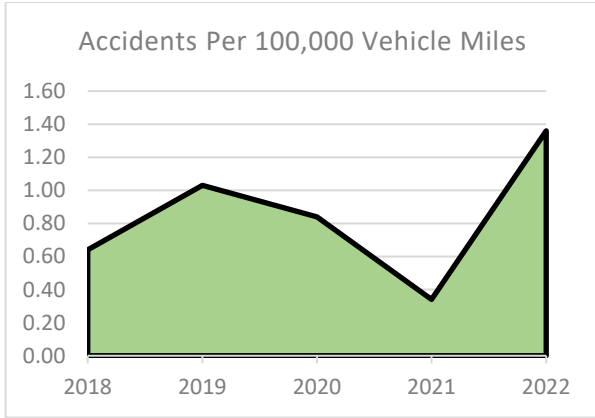


Figure 17: Accidents Per 100,000 Vehicles Miles

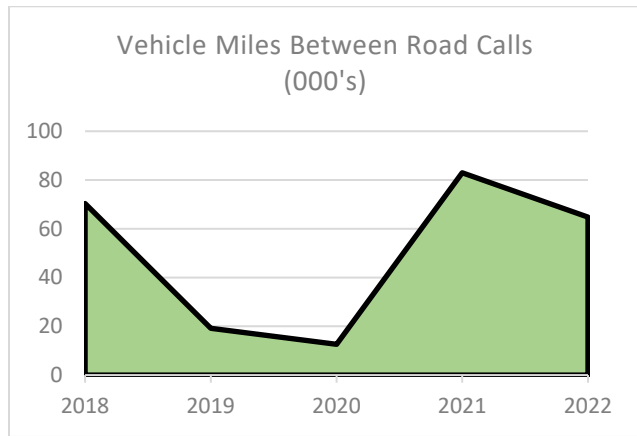


Figure 18: Vehicle Miles Between Road calls (000's)

CTC Peer Review Analysis

In this section, the demographic characteristics of Collier County were compared to those of peer Community Transportation Coordinators in Florida. In addition to a comparison of demographic characteristics, the review compared performance measures within the Transportation Disadvantaged Program. Collier County’s peers were selected based on similarities in the following four categories:

- System size (measured in terms of annual TD ridership and number of TD passengers served)
- Operating environment (urban service area designation)
- Organization type (county government)
- Network type (partial brokerage or complete brokerage)

The six counties that were selected for the CTC peer review were Bay, Charlotte, Escambia, Manatee, Okaloosa, and Pasco Counties. Although these CTCs are not identical to Collier Area Transit, they generally share similar demographics and systemic characteristics and are operated by county governments in urban services areas as shown in **Table 15**.

Table 15: Peer CTC Characteristics

Characteristics	Collier	Bay	Charlotte	Escambia	Manatee	Okaloosa	Pasco
Total Trips	109,044	47,947	27,991	104,533	94,267	39,365	126,575
No. of TD Passengers Served	41663	18703	23394	74219	52265	26334	38241
Service Area Designation	Urban	Urban	Urban	Urban	Urban	Urban	Urban
Organization Type	County	County	County	County	County	County	County
Network Type	Complete Brokerage	Complete Brokerage	Sole Source	Complete Brokerage	Partial Brokerage	Complete Brokerage	Partial Brokerage

Source: Florida Commission for the Transportation Disadvantage: Annual Performance Reports, 2022

Peer Comparison: Demographics

Table 16 contains information for each of the six peer counties including total population, potential transportation disadvantage population, population density, median age, percentage of individuals below the poverty level, median household income, and percentage of households with no access to a vehicle.

Table 16: Demographic Comparison of Peer CTCs

Measure	Bay	Charlotte	Escambia	Manatee	Okaloosa	Pasco
Total County Population	181,384	184,837	318,828	394,824	209,230	551,598
Potential TD Population	89,890	132,434	147,051	204,753	85,979	276,973
Land Area (sq. mile)	758.5	681.1	656.9	743.1	930.3	747.6
Population Density (pop/sq. mile)	239.1	271.4	485.4	531.3	224.9	737.8
Median Age	40.8	59.7	37.5	49.0	36.9	44.1
Individuals Below Poverty Level	12.92%	10.51%	14.54%	10.36%	10.98%	12.18%
Median Household Income	\$60,473	\$57,887	\$56,605	\$64,964	\$67,390	\$58,084
% of Households with No Access to a Vehicle	4.91%	4.55%	6.81%	3.97%	4.29%	5.02%

Sources: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates
 Florida Commission for the Transportation Disadvantage: Annual Performance Reports, 2022

Table 17 shows that Collier County is above the peer group mean in total county population, potential TD population, median age, and median household income. Collier County is below the average in the number of individuals below the poverty level and percent of households with no access to a vehicle. When reviewing the data and comparing Collier County to its peers, it is important to consider the population density is significantly less compared to the group of peer counties. This could significantly affect the relative efficiency of the system due to trips of greater distances for fewer individuals.

Table 17: Performance Comparison Between Collier County and Peer CTC's, 2022

Measure	Collier	Peer Average	% Difference
Total County Population	375,752	306,784	18.4%
Potential TD Population	199,886	156,180	21.9%
Land Area (sq. mile)	1,998.8	752.9	62.3%
Population Density (pop/sq. mile)	100.0	415.0	-315.0%
Median Age	51.5	44.7	13.3%
Individuals Below Poverty Level	10.6%	11.9%	-12.4%
Median Household Income	\$75,543	\$60,901	19.4%
% of Households with no Access to a Vehicle	4.6%	4.9%	-6.1%

Sources: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimate & 2020 Census Florida Commission for the Transportation Disadvantage: Annual Performance Reports, 2022

Peer Comparison: Performance Measures

Peer performance measures for FY 2022 as displayed in **Table 18** we calculated for each of the CAT's per CTCs. **Table 19** shows that Collier County has 7 percent fewer vehicles than its peer systems and is significantly higher than the average of the peer group for the number of passenger trips. Collier County remains to have averages higher than its peers for the total vehicle and revenue miles. With Collier County being one of the larger counties in the state of Florida it can be expected that Collier County would average 15.5 percent more miles traveled per trip than its respective peer systems. Collier County was 17.5 and 9.7 percent higher than its peers for cost per paratransit and cost per total mile respectively. Additionally, Collier County was also higher than the peer CTC in the accidents per 100,00 vehicle miles by 44.2 percent.

Table 18: Performance Measures for Peer CTCs, 2022

Measure	Bay	Charlotte	Escambia	Manatee	Okaloosa	Pasco
Total Passenger Trips	47,947	27,991	104,533	94,267	39,365	126,575
Total Vehicles	36	38	43	75	32	79
Total Vehicle Miles	345,058	180,267	981,553	1,111,427	429,055	695,610
Total Revenue Miles	330,920	329,642	981,553	974,837	429,055	358,559
Vehicle Miles Per Trip	7.20	6.44	9.39	11.79	10.90	5.50
Cost Per Paratransit Trip	\$36.71	\$42.16	\$39.79	\$54.62	\$65.44	\$29.91
Cost Per Total Mile	\$5.10	\$6.55	\$4.24	\$4.62	\$6.00	\$4.54
Accidents Per 100,000 Veh. Miles	0.87	0.00	0.61	1.53	1.4	0.14
Vehicle Miles Between Road Calls	49,294	90,134	51,661	23,647	15,891	69,561

Source: Florida Commission for the Transportation Disadvantage: Annual Performance Reports, 2022

Table 19: Performance Comparison Between Collier County and Peer CTCs, 2022

Measure	Collier	Peer Average	% Difference
Total Passenger Trips	109,044	73,446	32.6%
Total Vehicles	47	51	-7.4%
Total Vehicle Miles	1,101,252	623,828	43.4%
Total Revenue Miles	909,514	567,428	37.6%
Vehicle Miles Per Trip	10.10	8.54	15.5%
Cost Per Paratransit Trip	\$54.24	\$44.77	17.5%
Cost Per Total Mile	\$5.73	\$5.18	9.7%
Accidents Per 100,000 Veh. Miles	1.36	0.76	44.2%
Vehicle Miles Between Road Calls	64,780	50,031	22.8%

Source: Florida Commission for the Transportation Disadvantage: Annual Performance Reports, 2022

Figure 19 through 27 provides a graphical representation for the comparisons of Collier County along with its peer counties on the peer mean using the 2022 data. These comparisons provide a helpful and convenient look into how well Collier County is performing statistically. As many factors affect performance, they should not be used as the sole measure to make conclusions about the quality of Collier County’s system.

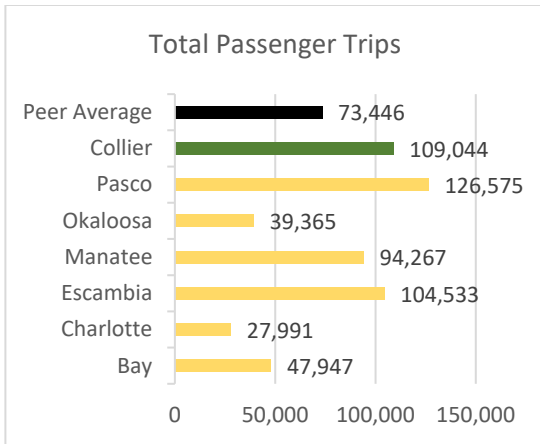


Figure 19: Total Passenger Trips

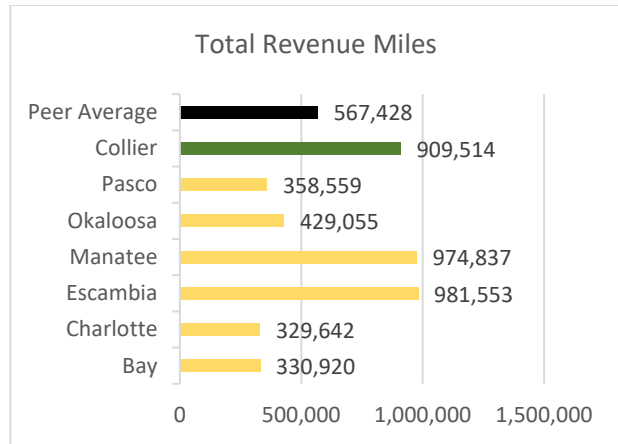


Figure 20: Total Revenue Miles

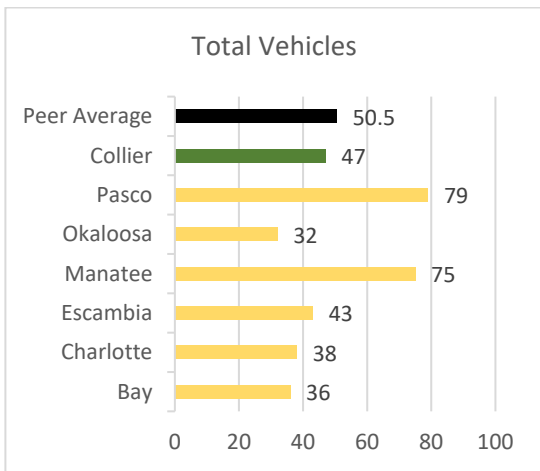


Figure 21: Total Vehicles

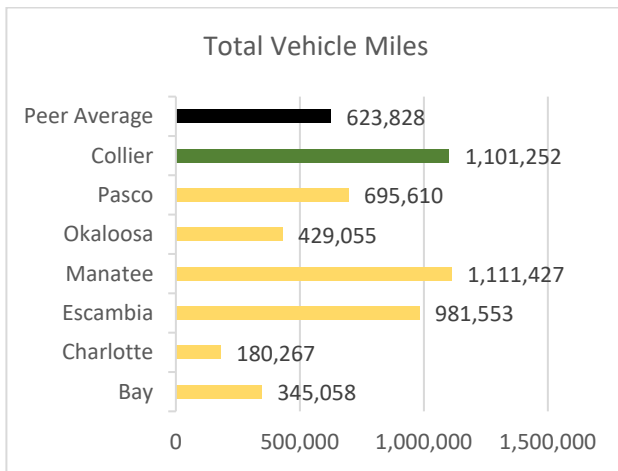


Figure 22: Total Vehicle Miles

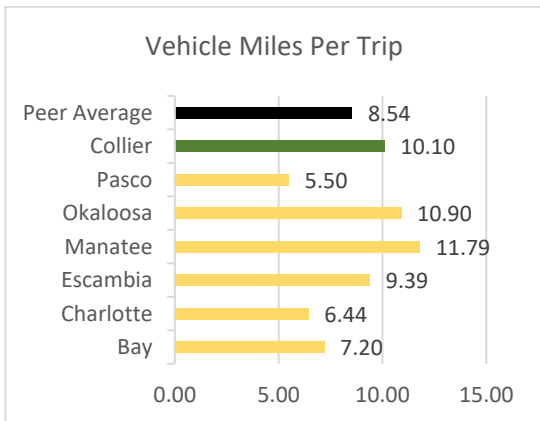


Figure 23: Vehicle Miles Per Trip

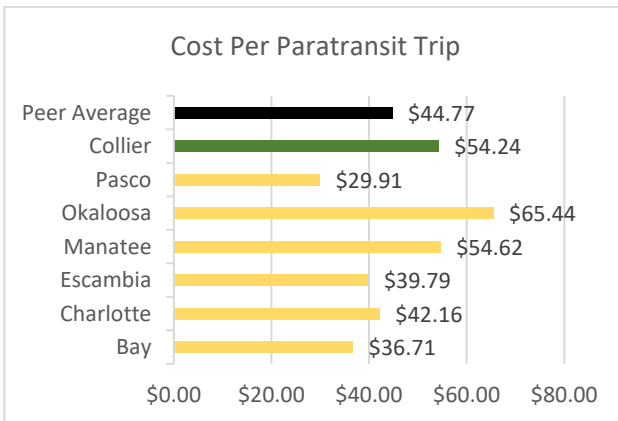


Figure 24: Cost Per Paratransit Trip

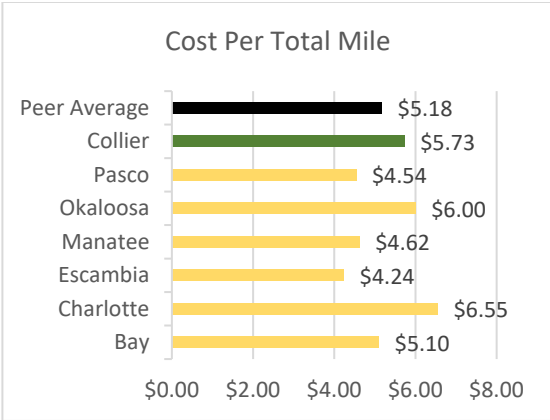


Figure 25: Cost Per Total Mile

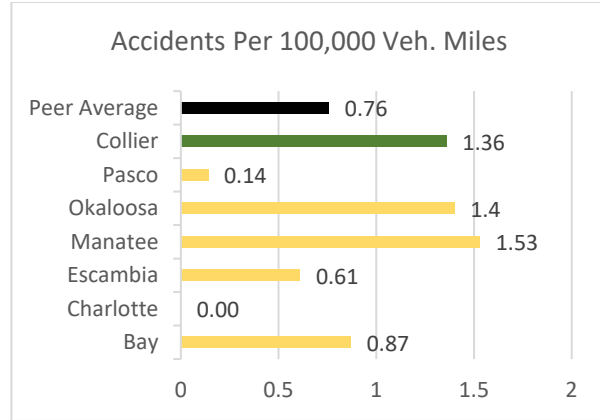


Figure 26: Accidents Per 100,00 Vehicle Miles

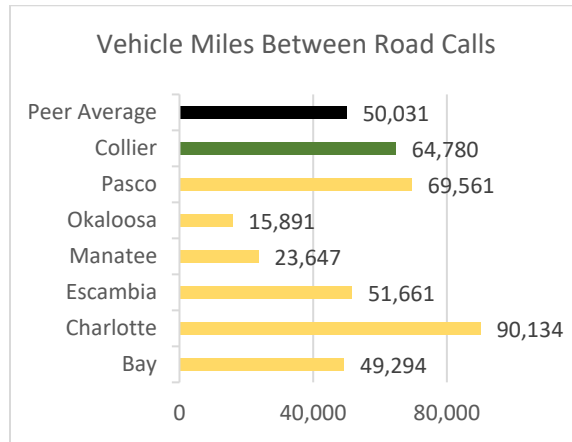


Figure 27: Vehicle Miles Between Road Calls

Needs Assessment

According to the Bureau of Economic and Business Research, the population of Collier County will increase by an estimated 13 percent between 2021 and 2030 from an estimated population of 382,680 to a projected population of 436,900. As compared to the average of other Florida counties, Collier County also has approximately 11 percent more residents ages 65 years and older (with a corresponding rate of disabilities). With the population increases and the demographic characteristics of the current population, the “potential” annual demand for transportation disadvantages services is estimated to increase by approximately 137,000 annual trips over the next five years (from 1,517,410 in 2023 to 1,653,937 in 2028) as described in the TD population forecasting section.

Historically, public transportation funding in Collier County has remained relatively constant and while there are no firm future commitments from its funding partners CAT anticipates it will be able to maintain existing levels of service with only minor planning and capital improvements possible.

Following input received from public, private, human service, and nonprofit transportation providers and public stakeholders, projects that will directly benefit the transportation disadvantaged have been

identified as priorities if additional funding becomes available are shown below. Additional details on estimated project costs and associated initiatives are described in the implementation schedule section of this report.

- 1) Secure funds necessary for vehicle replacement and expansion
- 2) Enhance accessibility to bus stops to meet Americans with Disabilities Act (ADA) requirements.
- 3) Construct bus shelters & amenities (bike rack, bench, trash can, etc.)
- 4) Extend Service Hours on existing routes
- 5) Reduce headways on select routes
- 6) Implement new Collier County Lee/Collier Inter-County Connection

Forecasts of the Transportation Disadvantaged Population

Forecasts of the TD population are required by the CTD for major TDSP updates. The CTD recommends a tool developed for the CTD in 2015 that utilizes data from a variety of the most currently available sources to predict demand in the future. Data from the U.S. Census Bureau's American Community Survey (ACS) and the Survey of Income and Program Participation (SIPP), The Bureau of Economic and Business Research County Population Projections, and the National Household Travel Survey and fixed route bus coverage are examples of the data utilized. These sources help capture economic trends, population growth, and the changing demographic composition of the population such as aging baby boomers and the associated increases in disabilities.

It is important to note the tool only quantifies *potential* TD demand in the geography analyzed and trends in potential utilization over time. Other factors such as the quality of available transportation services or other unique community characteristics may impact actual service utilization. Some who qualify for TD services may find it preferable to rely on family or friends for transportation needs, as opposed to relying on public transportation. The relative affluence of Collier County's residents, as another example, may mean that actual demand may be lower than potential demand. Senior citizens who qualify for TD services based on their age may be able to afford other transportation alternatives such as taxis as compared to residents of another county with a senior population of similar size that is less affluent.

Following is a summary of several of the key factors and data analysis steps used to arrive at the TD demand estimates for Collier County.

Utilizing the 2021 U.S Census American Community Survey information (the most current data available) the population estimates for the TD population are shown below in **Table 20**. As defined by the CTD, the category I TD Population consists of all disabled, elderly, low-income, and children who are high risk or at risk.

Table 20: TD Population Estimates

County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	16,013	4.3%	2,528	0.7%	0	0.0%	0	0.00%
5-17	47,900	12.8%	8,356	2.2%	1,749	0.5%	769	0.21%
18-34	58,949	15.8%	7,303	2.0%	2,553	0.7%	248	0.07%
35-64	130,456	35.0%	12,967	3.5%	10,374	2.8%	1,632	0.44%
Total Non Elderly	253,318	68.0%	31,154	8.4%	14,676	3.9%	2,649	0.71%
65-74	59,346	15.9%	3,207	0.9%	7,816	2.1%	777	0.21%
75+	60,133	16.1%	4,811	1.3%	18,743	5.0%	1,030	0.28%
Total Elderly	119,479	32.0%	8,018	2.2%	26,559	7.1%	1,807	0.48%
Total	372,797	100%	39,172	10.5%	41,235	11.1%	4,456	1.20%

To ensure individuals who fall into two or more categories (e.g., low-income and disabled) are not counted twice, the overlapping population must be eliminated as shown in **Figure 28** below.

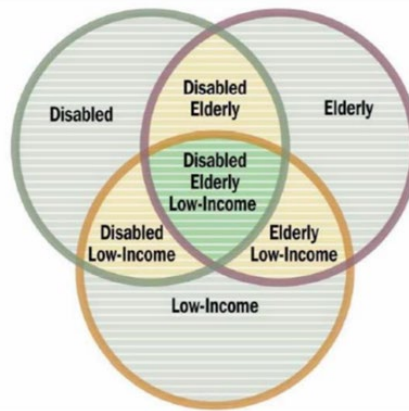


Figure 28: Category I TD Composition

Ideally, comparisons of disability estimates should be made using the same survey information, geographic parameters, and disability definitions. Because the severity of an individual’s disability is not captured in the ACS data, particularly as it relates to the need for specialized transportation, the 2020 U.S. Census Bureau’s SIPP is used for the next step in the demand estimates. The rates for those who report a severe disability, or those who have a “critical need” for transportation based on their disability status, are applied to the disability rates reported in the ACS as shown below.

By using population forecasts prepared by the Bureau of Economic and Business Research and applying the changes to the TD population and trip rate estimates previously described, **Table 23** displays the future potential demand for critical need transportation in Collier County through 2031.

Table 23: Critical Need Trip Demand

Critical Need TD Population Forecast	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Total Critical TD Population											
<i>Disabled</i>	12,515	12,672	12,832	12,993	13,157	13,323	13,490	13,660	13,832	14,006	14,183
<i>Low Income Not Disabled No Auto/Transit</i>	1,794	1,817	1,840	1,863	1,886	1,910	1,934	1,958	1,983	2,008	2,033
Total Critical Need TD Population	14,309	14,489	14,671	14,856	15,043	15,233	15,424	15,619	15,815	16,014	16,216
Daily Trips - Critical Need TD Population											
<i>Severely Disabled</i>	613	621	629	637	645	653	661	669	678	686	695
<i>Low Income - Not Disabled - No Access</i>	3,407	3,450	3,493	3,537	3,582	3,627	3,673	3,719	3,766	3,813	3,861
Total Daily Trips Critical Need TD Population	4,020	4,088	4,157	4,228	4,299	4,375	4,453	4,531	4,612	4,693	4,767
Annual Trips	1,467,393	1,492,192	1,517,410	1,543,055	1,569,132	1,596,906	1,625,171	1,653,937	1,683,211	1,713,004	1,739,898

Methodology

Forecast for the TD population were derived from the utilization of the tool referenced above in the previous section. The forecasting spreadsheet tool requires input of various data such as population data from the serviced area, operating days for the fixed route transit service, and the percent transit coverage of the selected service area.

To forecast the TD population for Collier County the following assumptions were made:

1. **Last year of census data used:** 2021 U.S Census American Community Survey 5-year Estimates
2. **Percentage of population that has access to fixed route transit:** 81 Percent
3. **The number of annual service days:** 365 days

To determine the percentage of the Collier County population that has access to fixed route transit the following method was performed. Utilizing ArcGIS software, a map was created by uploading Collier County’s Population TAZ data and using this as the base layer for the map. In addition to the population layer, CAT’s fixed route transit system shape file was obtained through FDOT’s TBEST Program. The file had included the transit routes and stops for the fixed route system.

Once the following two layers were uploaded into the map the fixed route transit layer was then overlaid over the population layer and buffered 0.75 miles. By buffering the Transit routes three quarters of a mile this is assuming the population that falls inside that boundary has access as the outside does not to the fixed transit routes and therefore will not be considered. The described steps outlined above are displayed below in **Figure 29**.

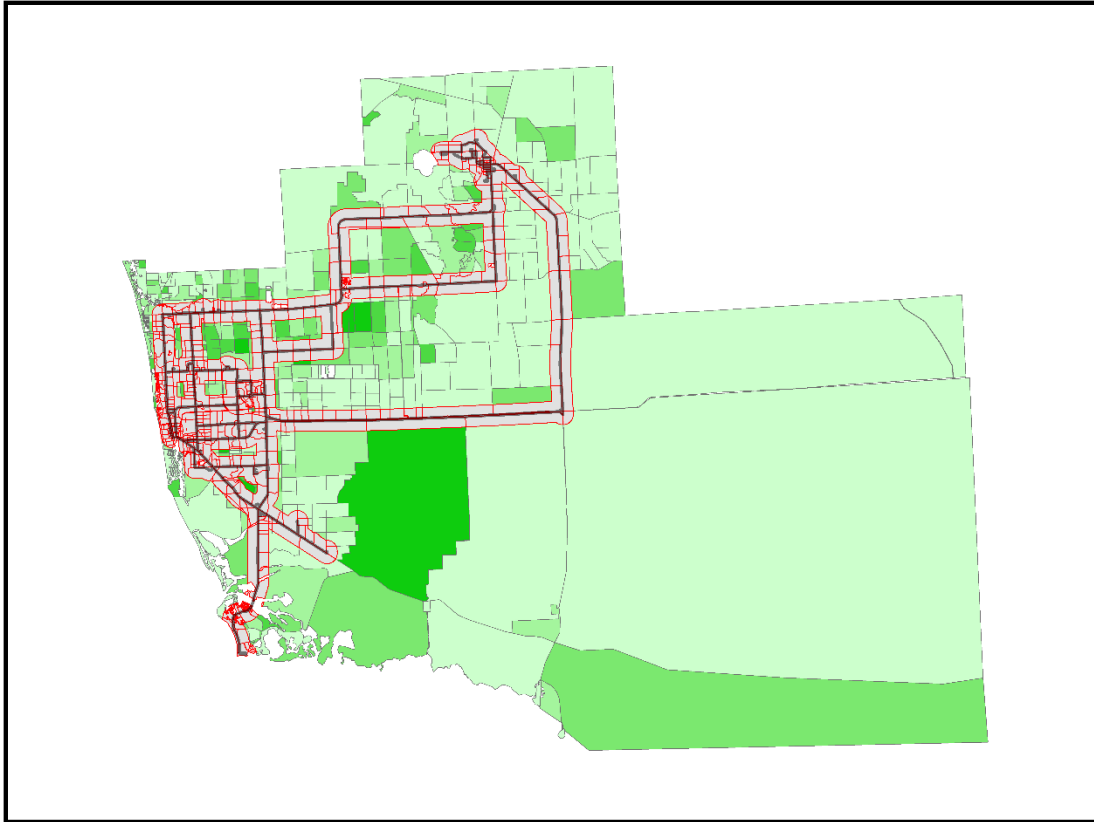


Figure 29: GIS map showing population and buffered fixed routes

To now determine the percentage of the population to whom had access the following steps were taken. By using the Geoprocessing tool “Clip” in ArcGIS the buffer zone layer which was just created in the last step was now clipped from the population layer which removed all other population data from the overall map that lied outside the buffer layer boundary. The following steps described are displayed below in **Figure 30**.

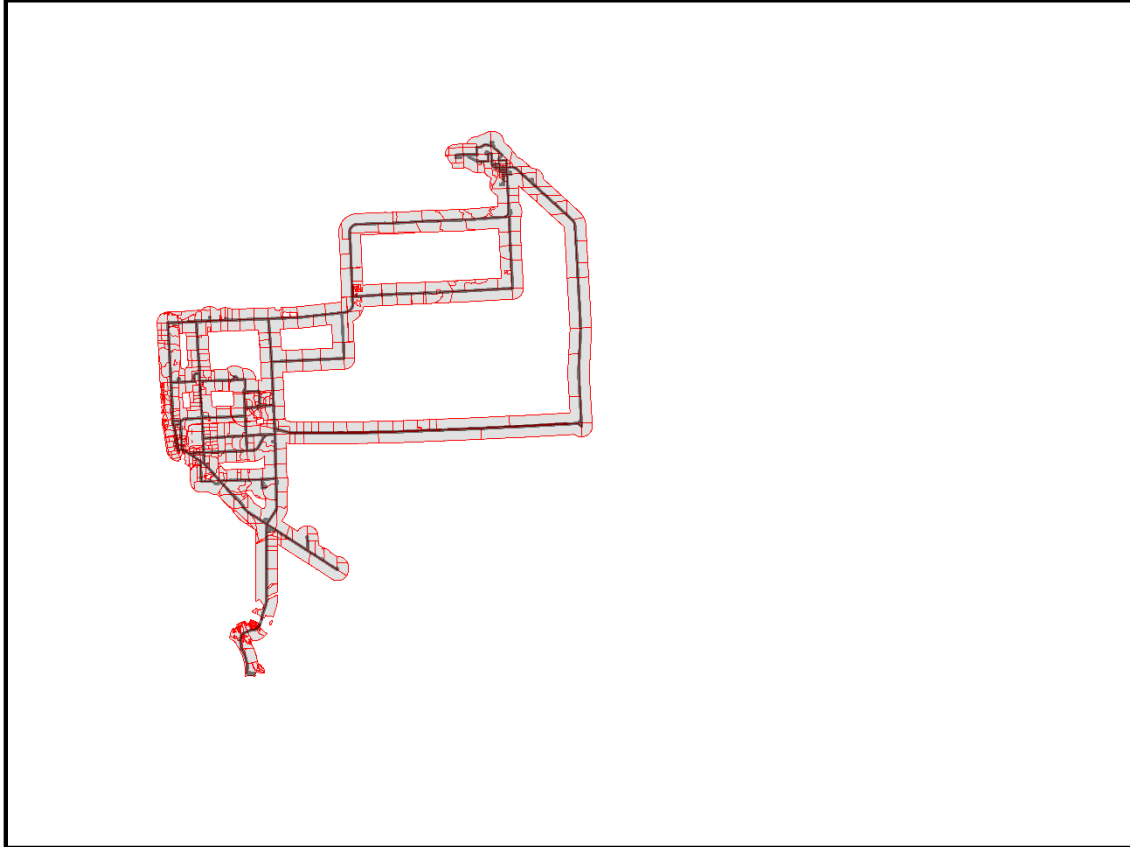


Figure 30: GIS map showing clipped area of population inside buffered zone

Lastly, with the map completed it was now able to determine the percentage of population that had access to the fixed route transit in Collier County. The residential household population in Collier County per the Population TAZ shape file that was implemented recorded 368,989 residents as seen in **Figure 31**. The recorded amount of Collier County residents within the 0.75-mile boundary that was created was determined to be 300,390 residents as shown in **Figure 32**.

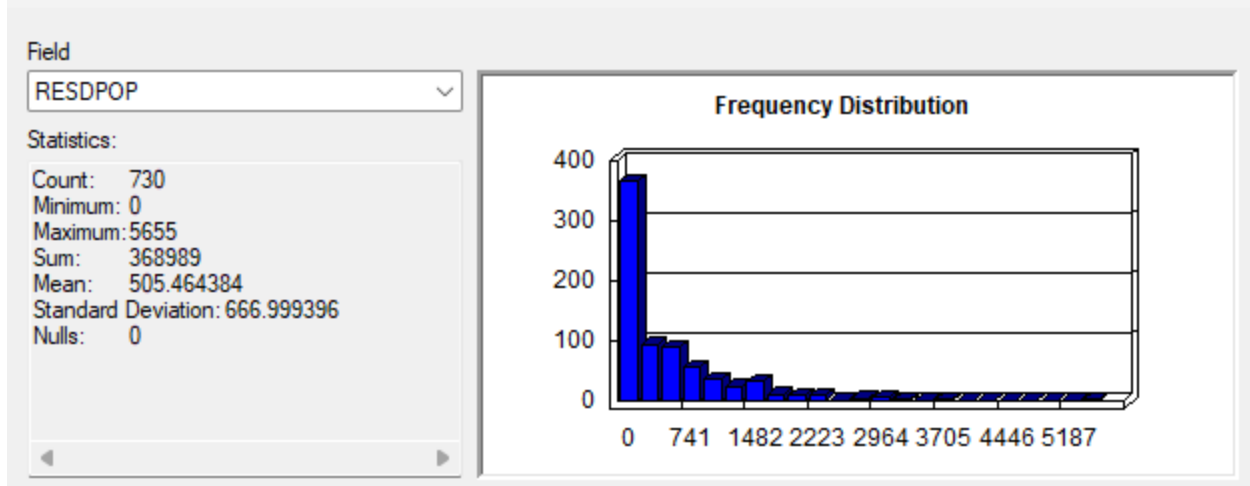


Figure 31: Residential population data for Collier County population TAZ shapefile

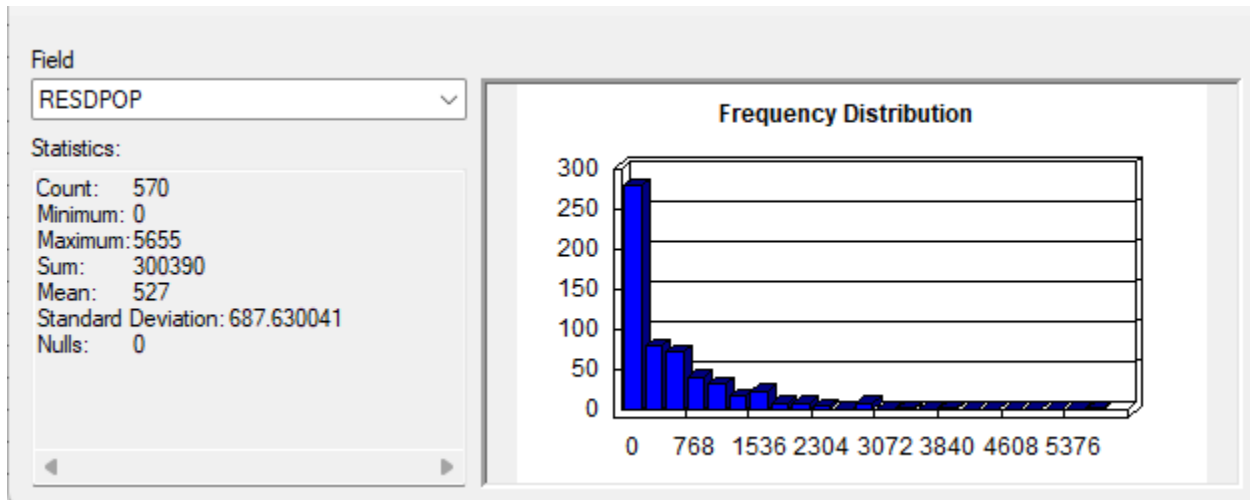


Figure 32: Residential population data for Collier County residents inside buffered zone

The 300,390 residents who are within the three-quarter mile boundary were then divided by the initial population of 368,989 residents. To find percentage of access to fixed transit routes the quotient was then multiplied by 100 to determine the final percentage of 81.4 percent.

Once these three assumptions were made and the required population data had been input into the forecasting spreadsheet tool, the following estimates were produced and are displayed in **Tables 20-23**.

Barriers to Coordination

Like other agencies across the state and throughout the nation, limited resources (both personnel and financial) pose significant challenges to transportation providers. In Collier County, the large size and diversity of the County further exasperates these challenges.

The lack of affordable housing near employment opportunities and other essential services results in the need for more geographically dispersed and more costly public transportation services. Transportation providers must strike a careful balance between implementing enhancements to core services which may be more financially productive versus providing life sustaining services for the transportation disadvantaged who often live in different political jurisdictions outside core service areas.

The Collier MPO is responsible for coordinating multimodal transportation planning across jurisdictional boundaries through the development of the Long Range Transportation Plan (LRTP) and other associated plans and studies. In the face of declining state and federal revenues, the challenge is even greater. Collier County contributes a significant amount of local funding towards meeting the demand for new roads, capacity improvements on existing facilities and supporting public transit and paratransit services.

The size of Collier County contributes to geographic dispersion, demographic diversity, and public engagement challenges as well. Overcoming these barriers demands a collaborative approach involving local authorities, public agencies, community organizations, and stakeholders to develop innovative strategies that enhance accessibility, bridge service gaps, and ensure equitable transportation options for all residents in Collier County.

Goals, Objectives, and Strategies

CAT's mission is to provide safe, accessible, and courteous public transportation services to our customers.

The mission of the newly rebranded CAT Connect (formerly known as Collier Area Paratransit) is to identify and safely meet the transportation needs of Collier County, through a courteous, dependable, cost-effective, and environmentally sound team commitment.

The following goals and objectives have been adopted to further the missions above.

GOAL 1: Implement a fully coordinated transportation system.

Objective 1.1

Maximize coordination with public, private, and human service agencies, and other transportation operators.

Objective 1.2

Coordinate with other counties and FDOT to evaluate and implement mutually beneficial transportation services such as the expansion of cross-country connections.

Objective 1.3

Explore efforts to increase the effective use of transportation services, including providing alternative transportation sources and public education about those options.

Strategy 1.1.1

Continue coordination efforts with City and County departments to ensure the inclusion of transit-supportive elements in development plans and affordable housing/economic development initiatives.

Strategy 1.1.2

Coordinate with FDOT District One Commuter Services to complement CAT outreach efforts to major employers and to identify service expansion needs and ridesharing opportunities.

Strategy 1.1.3

Maintain ongoing communication with coordinated providers to assess needs and maximize access to available funding sources.

Strategy 1.1.4

Identify opportunities to educate and inform parents and school districts about the availability of transportation services, particularly as it relates to the needs of at-risk students.

GOAL 2: Maximize effective transfers of individuals from paratransit to fixed route services.

Objective 2.1

Coordinate with CAT's fixed route section to encourage passengers to use both systems when accessible.

Strategy 2.1.1

Continue to offer travel training programs targeting a minimum of three group programs per year.

Strategy 2.1.2

Install a minimum of ten covered ADA-compliant accessible bus shelters per year.

Strategy 2.1.3

Utilize available communication tools and techniques as appropriate to reinforce the safety and security measures/features of the public transit system.

Strategy 2.1.4

Ensure the CAT Connect eligibility screening process evaluates potential fixed route opportunities and educates passengers on available options as appropriate for the individual's travel needs.

Strategy 2.1.5

Ensure all staff involved in service delivery receive training on customer sensitivity and etiquette techniques.

Goal 3: Provide an efficient and effective coordinated transportation service.

Objective 3.1

Consistently provide on-time service.

Objective 3.2

Minimize customer service reservation/inquiry call hold times.

Objective 3.3

Ensure contract provider's services are well utilized, timely, effective, and affordable.

Objective 3.4

Increase the number of passenger trips per vehicle hour.

Objective 3.5

Maintain or trend downward the cost per passenger trip.

Objective 3.6

Maintain or trend downward the cost per mile.

Objective 3.7

Adjust fixed route services to allow greater use by paratransit customers.

Strategy 3.1.1

Obtain a system to track call hold time.

Strategy 3.1.2

Continually measure and analyze performance standards, as a basis for evaluating quality assurance to achieve desired standards.

Strategy 3.1.3

Annually review paratransit origin and destination data to determine if fixed routes should be reviewed for service expansions or realignment to allow greater use by current paratransit riders.

Strategy 3.1.4

Identify opportunities to coordinate with dialysis centers to schedule patient treatments concurrently to allow for the provision of more efficient paratransit group trips.

GOAL 4: Educate and market fixed route and paratransit services to current riders, the public, agency-sponsored clients, visitors, and other potential customers.

Objective 4.1

Maximize the accessibility of service information including alternative delivery formats such as Braille, auditory enhanced, and alternative languages.

Objective 4.2

Utilize the electronic dissemination of marketing and education materials, including, but not limited to the internet, e-mails, listservs, websites, etc.

Objective 4.3

Identify opportunities to participate in or sponsor community events to build awareness of available public transportation services.

Objective 4.4

Ensure that all websites and other electronic media are compliant with Section 508 of the Rehabilitation Act, as amended in 1998. Under Section 508 of the Rehabilitation Act, 29 U.S.C. 794d, agencies must give persons with disabilities, employees, and members of the public access to information that is comparable to the access available to others. This includes access to electronic and information technology applications.

Strategy 4.1.1

Continue active involvement in outreach activities, which may include but are not limited to: "Dump the Pump" Day, Mobility Week, the library system's Mail-a-Book promotion, and local job fairs.

Strategy 4.1.2

Participate in Lighthouse for the Blind and Immokalee’s travel training programs and other training opportunities identified by CAT.

Strategy 4.1.3

Provide a current “Rider’s Guide” to paratransit patrons covering ADA and TD services. Produce the guide in alternative formats and alternative languages that may be needed to comply with “safe harbor” provisions as identified in CAT’s next Title VI update.

GOAL 5: Operate a safe transportation system.**Objective 5.1**

Ensure that services are provided in a safe and secure manner in accordance with the CTD and FDOT standards and recommendations.

Objective 5.2

Ensure consistency and compliance with Chapter 14-90, Florida Administrative Code,

Objective 5.3

Ensure consistency and compliance with the 49 CFR Part 655, Federal Transit Administration Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations including the adopted Substance Abuse Policy and policy statements.

Objective 5.4

Ensure consistency and compliance to 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

Objective 5.5

Ensure consistency and compliance of FTA-covered contractors to 49 CFR Part 655, Federal Transit Administration Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

Objective 5.6

Ensure consistency and compliance with any local drug and alcohol service standards.

Objective 5.7

Ensure consistency and compliance with the annually updated System Safety Program Plan and Security Program Plan.

Objective 5.8

Ensure consistency and compliance with an accident/incident procedure as part of the bus system safety program.

Objective 5.9

Ensure that new bus stops are readily accessible to persons with disabilities and meet ADA Accessibility Guidelines (ADAAG) compliance requirements.

Strategy 5.1.1

Continually review accident/incident data to identify trends that may need to be addressed through training or procedural changes.

Strategy 5.1.2

Review and monitor the operator training program to ensure the inclusion of consistent boarding techniques for passengers.

Strategy 5.1.3

Conduct periodic bus stop inventories to ensure accessibility and the availability of sidewalks.

Strategy 5.1.4

Coordinate with FDOT and Collier County Transportation Planning to evaluate potential bus stop improvements that can be made in conjunction with roadway improvements.

GOAL 6: Provide quality transportation services.**Objective 6.1**

Maintain the accountability of transportation service providers through the CTC Quarterly Reports.

Objective 6.2

Adjust or expand service fixed route services to allow greater use by current paratransit riders.

Objective 6.3

Evaluate customer input to ensure high-quality services are provided.

Strategy 6.1.1

Continuously review ridership trends and origin/destination data to determine necessary service enhancements.

Strategy 6.1.2

Periodically conduct fixed route and paratransit customer surveys.

Strategy 6.1.3

Conduct immediate follow-up on any complaint or concern identified in customer surveys or phone inquiries.

GOAL 7: Secure funding necessary to meet above-stated goals.**Objective 7.1**

Explore all potential funding sources to address capital and operating needs.

Objective 7.2

Maximize efficiency of utilization of all current state, federal and local resources.

Objective 7.3

Coordinate with all public, quasi-public, and non-profit entities in order to maximize all potential funding opportunities for public transportation services in Collier and Lee Counties.

Objective 7.4

Identify and pursue opportunities for establishing and coordinating privately sponsored public transportation services in meeting local transit needs.

Strategy 7.1.1

Acquire new and upgraded paratransit vehicles and equipment necessary to maintain existing services and allow for expansion as needed.

Strategy 7.1.2

Coordinate with Commuter Services to build awareness of existing services and identify potential new partnership opportunities with major employers.

Implementation Schedule

As shown in **Table 24** below, the table displays the schedule, service improvements, and estimated costs for the major activities that are currently ongoing and planned during the five-year planning horizon of the Collier County Transit TDSP Major Update

Table 24: Implementation Schedule

	Previous Implementation Year	Revised Implementation Year	10-Year Operating Cost YOE	10-Year Capital Cost YOE	Existing or New Revenues
Service Improvements					
Maintain Existing Service			\$117,818,191	\$20,769,768	
Maintain Existing Fixed-Route Service	2022	2023	\$68,693,299	\$15,836,143	Existing
Maintain Existing Paratransit Service	2022	2023	\$49,124,892	\$4,742,027	Existing
Replacement of Support Vehicles	2022	2023	\$0	\$191,598	Existing
Route Network Modifications			\$9,441,652	\$2,153,818	
Extend Route 11 into Walmart Shopping Ctr	2024	2024	\$0	\$0	Existing
Extend Route 12 into Walmart Shopping Ctr	2024	2024	\$0	\$0	Existing
Realign Route 13 shorten to 40 min. headway	2024	2024	\$0	\$0	Existing
Realign Route 14 operate at 60 min. headway	2024	2024	\$0	\$0	Existing
Realign Route 17 eliminate portions of US 41	2022	2022	\$0	\$0	Existing
Eliminate Route 18	2022	2022	\$0	\$0	Existing
Realign Route 19/28 eliminate part of 846	2022	2022	\$0	\$0	Existing
Realign Route 20/26 eliminate Santa Barbara	2022	2022	\$0	\$0	Existing
Realign Route 21 create Marco Express	2025	2025	\$0	\$0	Existing
Realign Route 22	2022	2022	\$0	\$0	Existing
Realign Route 23 headway 60 to 40 minutes	2024	2024	\$3,805,909	\$503,771	Existing
Golden Gate Pkwy Split Route 25 E-W Route	2027	2028	\$0	\$0	Existing
Goodlette Frank Rd - Split Route 25 N-S Route	2027	2028	\$1,838,052	\$550,016	Unfunded
Immokalee Rd - Split Route 27 E-W Route	2027	2028	\$1,898,845	\$550,015	Unfunded
Collier Blvd - Split Route 27 N-S Route	2027	2028	\$1,898,846	\$550,016	Unfunded
Increase frequency			\$22,092,501	\$4,551,796	
Route 15 from 90 to 45 min	2024	2024	\$1,632,384	\$503,771	Unfunded
Route 16 from 90 to 45 min	2024	2024	\$1,561,054	\$503,771	Unfunded
Route 24 from 85 to 60 minutes	2022	2022	\$2,045,921	\$503,771	Existing
Route 121 - add one AM, one PM	2024	2024	\$1,632,384	\$503,771	Unfunded
Route 14 from 60 to 30 min	2024	2024	\$2,439,146	\$512,698	Unfunded
Route 17/18 from 90 to 45 minutes	2024	2024	\$2,585,495	\$503,771	Unfunded
Route 11 from 30 to 20 mins	2024	2024	\$6,529,536	\$503,771	Unfunded
Route 12 from 90 to 45 mins	2024	2024	\$2,829,466	\$503,771	Unfunded
Route 13 from 40 to 30 min	2024	2024	\$837,115	\$512,698	Unfunded

	Previous Implementation Year	Revised Implementation Year	10-Year Operating Cost YOE	10-Year Capital Cost YOE	Existing or New Revenues
Service Improvements					
Service Expansion			\$2,404,181	\$0	
Route 17/18 - Extend to 10:00 PM	2024	2024	\$1,202,011	\$0	Existing
New Route 19/28 - Extend to 10:00 PM	2027	2028	\$292,876	\$0	Unfunded
Route 24 - Extend to 10:00 PM	2027	2028	\$302,976	\$0	Unfunded
Route 11 - Extend to 10:00 PM	2029	2030	\$256,914	\$0	Existing
Route 13 - Extend to 10:00 PM	2029	2030	\$174,702	\$0	Existing
Route 14 - Extend to 10:00 PM	2029	2030	\$174,702	\$0	Existing
New Service			\$14,346,741	\$2,862,604	
New Island Trolley	2024	2025	\$5,510,821	\$864,368	Unfunded
New Bayshore Shuttle	2025	2026	\$2,009,995	\$531,029	Unfunded
New Autonomous Circulator	2029	2030	\$524,105	\$569,681	Unfunded
New Naples Pier Electric Shuttle	2029	2030	\$822,125	\$569,681	Unfunded
MOD – Golden Gate Estates	2029	2030	\$1,634,460	\$81,961	Unfunded
MOD – North Naples	2029	2030	\$817,230	\$81,961	Unfunded
MOD – Naples	2029	2030	\$1,938,887	\$81,961	Unfunded
MOD – Marco Island	2029	2030	\$1,089,119	\$81,961	Unfunded
Route from UF/IFAS to Lehigh Acres	2029	2030	Unknown	Unknown	Unfunded
Express Premium Route to Lee County	2029	2030	Unknown	Unknown	Unfunded
Other Improvements			\$0	\$2,950,758	
Technology improvements*	2022	2022	\$0	\$2,720,920	Existing
Study: I-75 Managed Lanes Express	2025	2025	\$0	\$25,000	Existing
Study: Santa Barbara Corridor Service	2024	2024	\$0	\$25,000	Existing
Study: Immokalee/Lehigh Acres Service***	2023	2023	\$0	\$25,000	Existing
Study: Regional Service and Fares	2023	2023	\$0	\$119,838	Existing
Other Technology improvements**	2022	2022	\$0	\$35,000	Existing
Study: Immokalee Road Transfer Hub	TBD		TBD		Unfunded
Branding beach buses, other services	TBD		TBD		Unfunded
Park and Ride Lots	TBD		TBD		Unfunded

	Previous Implementation Year	Revised Implementation Year	10-Year Operating Cost YOE	10-Year Capital Cost YOE	Existing or New Revenues
Service Improvements					
Transit Asset Management			\$0	\$23,157,400	
40' Bus Replacement	2023	2023	\$0	\$489,000	Funded
Support truck replacement	2023	2023	\$0	\$26,200	Funded
Replace 3 Cutaway Vehicles	2023	2023	\$0	\$250,000	Funded
Five (5) 35ft Buses Replacement	2024	2024	\$0	\$2,800,000	Unfunded
Replace 4 Cutaway Vehicles	2024	2024	\$0	\$360,000	Unfunded
Replacement Maintenance and Operations Facility	2024	2024	\$0	\$18,000,000	Partial Funding
two (2) 40ft Bus Replacement	2025	2025	\$0	\$1,160,000	Unfunded
Replacement of 2 Support Vans	2026	2026	\$0	\$46,000	Unfunded
Replacement of Support Truck	2026	2026	\$0	\$26,200	Unfunded
10-Year Funded Projects and Maintain Existing Service			\$123,670,021	\$37,677,512	
10-Year Total of Unfunded Projects			\$40,029,065	\$18,768,628	

Rows highlighted in orange indicate service improvement completion within the previous fiscal year.

**Avail Replacement, APC, Annunciators, Onboard Information Media, Farebox Replacement, paratransit scheduling software, TSP, on-board surveillance, paratransit fare payment, IVR*

***Fixed-route scheduling software*

****To be completed as part of the Regional Study*

Service Plan

Operations

Types, Hours, and Days of Service

Collier Area Transit operates fixed route, ADA, and paratransit services (CAT Connect) seven days per week excluding major holidays. The hours of operation for fixed route service vary by route, but some routes start as early as approximately 4:00 a.m. and end as late as 8:00 p.m.

Reservations can be made for CAT Connect between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday. Same-day service is not available, but trips may be scheduled up to two weeks in advance, or as late as 5:00 p.m. the day before service is needed.

CAT Connect drivers are trained to help those who require assistance to and from the vehicle. They will not enter a person's home or a person's room at a living facility, nor will they go above the first floor of a multi-family residence.

Subscription paratransit service is available when a customer regularly travels to and from the same destination two or more times per week and group trips (four or more passengers with the same trip origin or destination) are provided at a reduced rate.

Eligibility

CAT Connect is designed to serve those who have no other means of transportation and qualify as ADA eligible (those with a physical or mental impairment that prevents the use of the fixed route bus service) or Transportation Disadvantaged (individuals who because of a mental or physical impairment, income status or age are unable to transport themselves). CAT Connect is operated during the same hours as the fixed route service. Those with an origin and destination within three-quarters of a mile of a CAT fixed route are eligible for ADA services and those with an origin or destination outside of the ADA service area may be eligible for Transportation (TD) services.

Accessing Services

To obtain an application, schedule a trip, or any other questions customers may contact CAT Connect Monday through Saturday between 8:00 a.m. and 5:00 p.m. by calling (239) 252-7272, 239-252-7777 or 1-(800) 550-9348 or online at <https://www.ridecat.com/paratransit/about-catconnect>. Customers may also visit the centers at CAT Connect Customer Service, 8300 Radio Road Naples, FL 34104, or the Collier Area Transit Intermodal Transfer Station at the Government Center located at 3355 East Tamiami Trail Naples, FL 34112. Florida Relay for ASCII callers can be accessed by calling 1(800)955-1339.

Eligible riders may schedule a trip on the Paratransit system by downloading the new rideCATconnect app (as of March 1, 2022) or by calling the CAT Connect office at 239.252.7272, Monday through Saturday,

8:00am until 5:00pm. If calling after hours, on the weekend and/or on a holiday, please follow voice mail instructions and leave your name and trip information on the voice mail. Someone will return your call to confirm your reservation.

Passengers approved for Paratransit service are required to book their reservation (through the app or by phone) no later than the day before the requested trip, or up to two weeks in advance. Same day service is not available. It is permissible under ADA regulations for reservations staff to negotiate the requested pick-up time within a one-hour window before or after the passenger's requested pick-up time. For TD trips, due to the size of the County, the pick-up time may be within a two-hour window before or after the passenger's requested pick-up time.

CAT Connect understands that because paratransit service requires trips to be scheduled in advance, passengers may have to reschedule or cancel a trip. CAT Connect understands that passengers may sometimes miss scheduled trips or timely cancel trips for reasons that are beyond their control. However, to maintain an efficient system, a policy for managing passengers who repeatedly miss scheduled trips or fail to timely cancel trips has been developed. This policy has been developed with consideration to the frequency of use by passengers and the no-show/late cancellation system average. The following information explains CAT Connect's no-show policy.

Definitions

No-show

A no-show is defined as the failure of a passenger to appear to board the vehicle for a scheduled trip. This presumes the vehicle arrives at the prescribed pick-up location within the pick-up time and the passenger is not present for the appointment or fails to respond within five (5) minutes of the vehicle's arrival time within the 30-minute pick up window.

Late Cancellation

A late cancellation is defined as failure to cancel a trip 2 hours or more before the scheduled pick-up time, including a cancellation made at the door (a refusal to board a vehicle that has arrived within the pick-up window).

No-Shows Due to Operator Error or to Circumstances beyond a Rider's Control

Passengers will not be assessed a no-show or late cancellation when it has been found that the missed trips occurred due to an error of CAT Connect personnel. These types of errors include:

- Trips placed on the schedule in error
- Pick-ups scheduled at the wrong pick-up location
- Drivers arriving and departing before the pick-up window begins
- Drivers arriving late (after the end of the pick-up window)
- Drivers arriving within the pick-up window, but departing without waiting the required 5 minutes

Trips that are missed due to situations beyond a passenger's control that may prevent a timely notification are not counted towards no-shows or cancellations. The following are examples of such situations:

- Medical emergency

- Family emergency
- Sudden illness or change in condition

Passengers are encouraged to contact a CAT Connect Customer Service Representative to inform them of these situations regardless of the time of the notification so that the excused missed trip can be appropriately recorded.

Policy for Handling Subsequent Trips Following No-shows

When a passenger fails to show up for a scheduled trip, the driver should radio dispatch and advise them of the no-show. Dispatch attempts to call the passenger and reminds the driver to wait five (5) minutes to ensure that the passenger will not be present. The no-show is recorded in the system and any return trip for the same day that was scheduled is also canceled unless the passenger calls to indicate that the return trip should not be canceled. The courtesy cancellation of the return trip is performed to avoid charging the passenger multiple no-shows on the same day and increasing the no-show trip count. Passengers are strongly encouraged to cancel any subsequent trips they no longer need. A confirmation number will be provided with all cancellations and passengers are encouraged to retain the confirmation number for verification of their call.

Suspension Policies for a Pattern or Practice of Excessive No-shows and Late Cancellations

CAT Connect reviews all recorded no-shows and late cancellations to ensure accuracy before recording them in a passenger's account. Each verified no-show or late cancellation consistent with the above definitions counts as one penalty point. Passengers will be subject to suspension after they meet all the following conditions:

- Accumulate three penalty points in a six (6) calendar month period (January to June & June to December)
- Have "no-showed" or "late canceled" at least five percent of the passenger's booked trips for the month.

A passenger will be subject to suspension only if both the number of penalty points is reached and the percentage of trips deemed no-shows is met. CAT Connect will notify passengers by telephone after they have accumulated one penalty point and they will be advised that they are subject to suspension should they accumulate two additional penalty points within the six (6) month period consistent with the criteria listed in this section of the policy above.

All suspension notices include a copy of this policy and a grievance/appeal policy that details how to appeal suspensions.

Suspensions begin five days after the decision has been determined, ensuring the passenger is notified by telephone and letter. Suspensions will be held in abeyance if the passenger timely files an appeal of the suspension. The first violation in a calendar month triggers a warning telephone call but no suspension. Subsequent violations result in the following suspensions:

- Second violation: Second warning letter and phone call
- Third violation: [7-day] suspension; Notification will be by telephone and letter
- Third violation: [14-day] suspension; Notification will be by telephone and letter

- Fourth violation and subsequent violations: [30-day] suspension; Notification will be by telephone and letter

Each letter will specify the basis of the proposed penalty (e.g., Mr. Smith scheduled trips for 8:00 a.m. on May 15th, 2:00 p.m. on June 3rd, 9:00 a.m. on June 21st, and 9:20 p.m. on July 10th, and on each occasion, the vehicle appeared at the scheduled time and Mr. Smith was nowhere to be found) and set forth the proposed suspension (e.g., Mr. Smith would not receive service for 14 days).

Policy for Disputing Specific No-Shows or Late Cancellations

Passengers wishing to dispute specific no-shows or late cancellations must do so within five business days of receiving a phone call or letter. Passengers should contact the CAT Connect operations center at 239-252-7272, Monday through Friday from 8:00 a.m. to 5:00 p.m. to explain the circumstance and request the removal of the no-show or late cancellation.

Policy for Appealing Proposed Suspensions

Passengers wishing to appeal suspensions under this policy have the right to file an appeal request, which must be in writing by letter or via email. Passengers must submit written appeal requests within 15 business days of the date of the suspension letters. Passengers who miss the appeal request deadline will be suspended from CAT Connect on the date listed on the suspension notice.

All suspension appeals follow the CAT Connect grievance/appeal policy.

Trip Prioritization

Trips funded by the TD Trust fund are prioritized based on the Local Coordinating Board’s policy. Trips are based on trip efficiency, seating availability, and funding availability. As shown below, medical trips have the highest priority followed by employment and educational trips. Recreational trips will be accommodated when possible.

- Priority 1 – Medical
- Priority 2 – Employment
- Priority 3 – Education
- Priority 4 – Social (agency-related activities)
- Priority 5 - Nutritional
- Priority 6 – Group Recreation
- Priority 7 – Personal Business

ADA trips are provided without prioritization and cannot be denied. Additionally, trips that are provided through the Federal Transit Administration’s Section 5311 funding program must be open to the public and may not be prioritized.

Transportation Operators and Coordination Contractors

At the time of this TDSP Major Update, Collier County is under contract with MV Transportation to provide operations and administrative services for its fixed route and paratransit system as shown in **Table 25**.

Table 25: CAT Transportation Operators

Operators	Contact	Services	Client	Hours
MV Transportation	Mark Moujabber	Fixed Route, Para Operations, Scheduling, and Dispatch	BCC	3:30-9:00

Additionally, after negotiated agreements, coordination contracts have been executed with the following two non-profit organizations shown below in **Table 26**.

Table 26: CTC Coordination Contractors

Coordination Contractors	Services	Contact	Clients	Hours
EasterSeals Florida Inc.	Demand Response	Suzanne Caporina	Disabled	8:00-4:00
Sunrise Community of SWFL, Inc. (Naples)	Demand Response	Cassandra Beaver	Disabled	8:30-4:00

Public Transit Utilizations

As shown in **Table 27**, CAT fixed route ridership has declined over the past five years which remains consistent with trends seen across the State of Florida where fixed route bus ridership experienced a sharp decline from 2020 into 2021. Though signs of improvement after the disruption of the COVID-19 pandemic as totals are slowly rebounding.

Table 27: Fixed Route Ridership

Fixed Route Ridership FY 2018-FY2022	
FY18	838,676
FY19	805,336
FY20	642,428
FY21	574,101
FY22	662,396

School Bus Utilizations

No School Buses are utilized in the coordinated system

Vehicle Inventory

An inventory of CAT’s paratransit fleet is included in **Appendix C**. The inventory identifies vehicle type, model year, accessibility features, and mileage.

FDOT policy stipulates that vehicles are eligible for replacement based on both the useful life in years and the useful life in miles unless there is a compelling reason to replace the vehicle earlier due to excessive maintenance costs or other special circumstances. CAT plans for its future replacement needs, future mileage projections, anticipated vehicle delivery dates, and funding availability will need to be carefully estimated to determine when vehicles will be eligible for replacement based on the new policy.

System Safety Plan Certification

CAT’s System Safety Plan Certification is included in **Appendix D**.

Inter-County Services

Introduced in 2011, CAT’s LinC route provides inter-county service between Collier and Lee Counties. Due to its success, a secondary route inter-county connection has been identified by the Collier MPO as one of its unfunded priorities. A Regional Service and Regional Fare Study is underway to evaluate the prospect of implementing additional regional bus service between Collier and Lee County. The study is expected to be completed in the first half of 2024.

Emergency Preparedness and Response

CAT is identified as a responsible agency in the Collier County Comprehensive Emergency Management Plan (CEMP). The plan is designed to provide a framework through which Collier County may prevent or mitigate the impacts of, prepare for, respond to, and recover from natural, manmade, and technological hazards that could adversely affect the health, safety, and general welfare of residents and visitors to the County. Additionally, this plan establishes the National Incident Management System (NIMS) as the

standard for tasked agencies to use in responding to emergency events. The CEMP was approved by the Florida Division of Emergency Management and complies with Homeland Security Presidential Directives.

Education Efforts/Marketing

CAT actively markets its programs and services on social media such as X (formally known as Twitter), Facebook, and Instagram and at a variety of local community events. Recent examples include Paw Pass promotions, offering students unlimited rides throughout the summer. A Seasonal Beach Bus service has been implemented. CAT presented for the local 4H Club with "Know Your County Government," aimed at increasing awareness and understanding of local government processes. Lastly, a county-wide Try Transit Day was organized, providing free rides to residents for a day in April.

Service Standards

To assess quality assurance for the delivery of transportation services, the Local Coordinating Board utilizes the following services standards that form the basis for the annual review of the Community Transportation Coordinator (CTC). These standards are consistent with Section 41-2.006 Florida Administrative Code and the Code of Federal Regulation.

- Drug and alcohol program – CAT complies with applicable Federal Transit Administration requirements for all individuals in safety-sensitive positions. In addition, CAT maintains a Drug-Free Workplace policy.
- Escorts and children – Personal care attendants must be approved on the initial customer application with medical documentation for the reason an attendant is needed. If an escort/personal care attendant is requested, they will be transported at no additional charge.
- Child restraints – Restraints are required for children under 5 and/or under 50 lbs.
- Rider property – Passengers are allowed to bring up to four shopping bags that fit under the passenger's seat and/or on their lap.
- Vehicle transfer points – Vehicle transfer points will be in safe and secure locations. Riders have the right to vehicle transfer points that are sheltered, secure, and safe.
- Local toll-free number for consumer comments – The local toll-free number for complaints is 1-800-550-9348. The number is posted in all paratransit vehicles. If a complaint cannot be resolved locally, individuals have the option to contact the statewide Transportation Disadvantaged Ombudsman Hotline at 1-800-983-2435.
- Vehicle Cleanliness – All vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal, or other objects or materials that could soil items placed in the vehicle or provide discomfort for the passenger. All vehicles are cleaned (interior and exterior) on a regular schedule.
- Billing requirements – All payments to transportation subcontractors will be made in a timely manner pursuant to Florida Statutes. All bills shall be paid within 7 working days to subcontractors after receipt of said payment by the CTC in accordance with Section 287.0585, Florida Statutes.

- Rider/trip data – The CTC management entity will collect and store in a database the name, phone number, address, funding source, eligibility, and special requirements of each passenger.
- Seating - Vehicle seating will not exceed the manufacturer’s recommended capacity.
- Driver Identification - Drivers are required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, except in situations where the driver regularly transports the rider on a recurring basis. All drivers are to have a name badge always displayed when transporting passengers.
- Passenger Loading Assistance - All drivers 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. Passengers, especially frail and elderly and/or disabled, shall be assisted from the door of their pick-up point to the door of their destination. Other assistance may be provided except in situations in which providing assistance would not be safe for passengers remaining in the vehicle. Assisted access must be in a dignified manner. Drivers may not assist passengers in wheelchairs more than one step up or down.
- Smoking, Drinking, and Eating - There will be no smoking on any vehicles in the coordinated system. Eating and drinking on board the vehicle is prohibited. Exceptions are permitted when required due to an existing medical condition.
- Passenger No-Shows - All scheduled trips (reservations) must be canceled at least 2 hours prior to the scheduled trip to avoid being deemed a “no show”. Passengers are not responsible for “no-shows” due to sudden illness, family or personal emergency, transit connection or appointment delays, extreme weather conditions, operator error, or other unforeseen reasons for which it is not possible to call to cancel or take the trip as scheduled. Late Cancellations and/or No Shows may result in suspension of service. Passengers will be notified of every “no-show” violation in writing. If a passenger receives notice of a no-show violation that proposes a suspension of service, the written notification shall also outline the passenger’s right to appeal the imposition of that sanction. All penalties reset after one year from the initial no-show violation.
- Communication Equipment - All vehicles will be equipped with two-way communication devices.
- Vehicle Air Conditioning and Heating Equipment - All vehicles in the coordinated system shall have working air conditioning and heating. Vehicles that do not have a working air conditioner and/or heater will be scheduled for repair or replacement within five days. Should a vehicle incur a problem, it will be repaired as soon as possible. The owner/operator is responsible for its repair. The priority is that the CTC provides transportation. If a vehicle’s air conditioning or heating is not functioning properly, and, if there are no other vehicles available, the passengers will be transported, rather than canceling a trip. Passengers with health conditions affected by air conditioning or lack thereof will be notified if their vehicle’s air conditioning is not working, and the passenger will be given an opportunity to decide whether to take the trip.
- First Aid Policy - Drivers are certified in first aid on an annual basis.

- Cardiopulmonary Resuscitation (CPR) - Drivers are certified in CPR every two years (biennial).
- Driver Background Checks - All drivers in the coordinated system must have a “favorable” background check from the Florida Department of Law Enforcement (“favorable” as defined by the Department of Children and Families policies and procedures).
- Public Transit Ridership - Using a single centralized operation for CTC and fixed route service, coordinated trips will be referred to the fixed route when accessible rather than placed into the CTC paratransit system.
- The CTC will continue to market and encourage the use of bus passes, by individuals and agencies that sponsor trips. It will also measure the use of each pass per month.
- Pick-Up Window - Passengers are not given a set pick-up time. Instead, they are told to be ready for their ride to arrive from between one to two hours before their appointment time. This window is dependent on the service area of the pick-up and drop-off points. Travel times are determined by the length of the trip. Travel times are as follows: 9 miles or less is approximately 60-minute travel time, 9-18 miles is approximately 75-minute travel time, and 18 miles or longer is approximately 120-minute travel time. The CTC may negotiate special pick-up arrangements with the customer, in advance, as the situation dictates. These arrangements shall be documented and maintained on file to distinguish these trips from regularly scheduled trips for determining on-time performance. Medical appointments and employment must follow the “30 minutes early to zero minutes late” policy. All other trips are considered on time if they arrive one minute before or one minute after the scheduled time. Four (4) or more passengers dropped-off and/or picked up at the same location constitute a group trip. The CTC may negotiate special arrangements with the customer or agency, in advance, for a group trip. These special arrangements will be documented and evaluated separately for on-time performance. Every effort will be made by the CTC to keep the ride times within the service window for these trips.
- All return trips are also scheduled in advance. The pick-up process for return trips is the same as the originating trip. Depending on the location, the window may be one or two hours. General expectations are that travel within a single service area will follow the travel time windows. Travel times are determined by the length of the trip. Travel times are as follows: 9 miles or less is approximately 60-minute travel time, 9-18 miles is approximately 75-minute travel time, and 18 miles or longer is approximately 120 minute travel time.
- On-time Performance - The CTC will have a 90% on-time performance rate for all completed trips including both pick-ups and drop-offs. The CTC will report on-time performance at all LCB meetings.
- Advance Reservations - Reservations are made a day in advance up to 5 p.m. the business day prior to the trip request. Passengers with an urgent need to travel should call the CTC. Unless other regulations are applicable, same-day trip requests cannot be guaranteed. However, the CTC will attempt to accommodate the request.
- Accidents - There should be no more than 1.2 accidents per 100,000 miles.

- Road Calls - There should be no less than 10,000 miles between each road call.
- Call-Hold - All calls shall be answered within three rings, and the maximum hold time shall be two minutes. The standards listed below are locally developed standards, in addition to those required by Section 41-2.006, Florida Administrative Code.
- Driver Training - All operators, supervisors, and safety-sensitive positions shall receive drug and alcohol safety training. Additional training shall consist of driver safety, passenger relations, wheelchair security, CPR, fire safety, and other topics, as deemed necessary. At a minimum, passenger relations and driver safety training shall be conducted annually. All drivers will be annually certified in First Aid. All drivers will be certified every two years in Cardiopulmonary Resuscitation (CPR).
- Oxygen Transport - Passengers may travel with oxygen equipment if it is self-administered and can be safely stowed when the vehicle is enroute. Drivers are not permitted to supply, connect, or disconnect oxygen.
- Service Animals - Guide dogs or other service animals are allowed if specified when applying for TD and/or ADA-sponsored transportation services. Family pets are not allowed.
- On-Board Travel Time - The CTC will make every effort to comply with funding agencies' stated ride times. In situations where it becomes apparent that an individual's onboard travel time will exceed the travel time window (due to accidents and vehicular breakdown, for example), the CTC will make every effort to contact the families or caregivers of the passenger.
- Joint Lee and Collier County Local Coordinating Board Meetings - The CTC recognizes the importance of Joint LCB meetings between Lee and Collier Counties for the purpose of developing consistent inter and intra-county policies. For this reason, the BCC as the CTC will make every effort to pay for out-of-county TD trips to attend the Joint LCB meetings between Lee and Collier County. These out-of-county trips will be for attendance at Joint LCB meetings only and will be paid for by the BCC, depending on the funding availability.
- Refusal to Pay or No Pays - To ensure consistent and fair transportation services to all our passengers, everyone is expected to pay the proper fare upon boarding a CAT Connect. To emphasize the importance of limiting No Pays, CAT Connect adopted the following, zero tolerance of refusal to pay policy: If the passenger does not have the appropriate amount to pay for his or her co-pay, transportation will not be provided. If the passenger refuses to pay for a return trip the passenger will not be eligible to reserve a future trip until payment of the co-pay has been fulfilled.
- Multiple Destinations - Each trip includes one destination. Brief stops at locations before the scheduled destination will not be allowed. If multiple destinations are needed, each section of the trip must be scheduled separately, and the rider must pay a fare for each ride.

Local Complaint and Grievance Procedure

The Local Coordinating Board has adopted the Collier County local complaint and grievance procedures as follows:

If someone is not satisfied and/or disagrees with a decision made as it relates to program eligibility or the provision of service, that individual has the right to file a grievance or to request an appeal within 60 days of the decision. For appeals to the No Show/Late Cancellation suspension, passengers must submit a written appeal within 15 business days from the date of the suspension letter.

When contacting CAT to express concern with any aspect of the service, customers may call 239-252-5840, write to CAT Connect at 8300 Radio Road, Naples, Florida 34104, complete an online form available at www.ridecat.com, or speak to someone in person. When sending a written complaint please include details such as time, date, location, and a description of the problem you experienced. This will help in determining the appropriate personnel to contact to resolve any issues(s) as quickly as possible. CAT's complete Complaint Resolution Policy is provided in **Appendix F**.

For those that are not satisfied with the resolution of the complaint, appellants also have the option to file a grievance or call the Florida Commission for the Transportation Disadvantaged Ombudsmen Hot Line at 1-800-983-2435.

The process to file a grievance or to request an appeal is described below.

Step One:

The customer shall first contact the PTNE Division Director and the entity with which they have the grievance. The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd.

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

Step Two:

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

Collier MPO
Attn: Anne McLaughlin, Director
2885 Horseshoe Drive South
Naples, FL 34104
(239) 252-5884
Anne.McLaughlin@colliercountyfl.gov

Step Three:

Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.

Step Four:

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

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

Coordination Contract Evaluation Criteria

In its role as the CTC, Collier County is responsible for planning, coordination and implementation of the most cost-effective transportation system possible within Collier County. Before entering a coordination contract, Collier County analyzes local transportation needs and available resources to ensure that TD services are non-duplicative and can be provided in the most cost-effective manner by the proposed coordination contractor. Collier County considers the capabilities of a proposed coordination contractor to comply with record keeping, safety, vehicle operations, state and federal civil rights laws, etc. When applicable, Collier County evaluates the past performance of the proposed coordinated provider before entering another Memorandum of Understanding.

Cost/Revenue and Allocation and Rate Structure Justification

In March 2023, the Collier MPO's Local Coordinating Board approved the service rates shown in **Table 28** below utilizing the Florida Commission for the Transportation Disadvantaged 2023 Rate Calculation Worksheet. The Rate Calculation Model is a tool utilized by the CTD to standardize the comparison and approval of rates paid to coordinators throughout the State of Florida. The detailed Rate Model worksheets are included in Appendix E.

Table 28: CTD Calculated Rates

FY 2023/2024 CTD Rate Model	
Ambulatory Trip	\$36.73
Wheel Chair Trip	\$62.97
Group Trip-Individual	\$26.24
Group Trip-Group	\$36.73
Buss Pass (daily-full fare)	\$3.00
Buss Pass (daily-reduced fare)	\$1.50
Bus Pass (weekly-full fare)	\$20.00
Bus Pass (weekly-reduced fare)	\$10.00
Buss Pass (monthly-full fare)	\$40.00
Buss Pass (monthly-reduced fare)	\$20.00
Marco Express (monthly-full fare)	\$70.00
Marco Express (monthly-reduced fare)	\$35.00

Source: 2023 Collier County FY2023-2024 TD Approved Rate Model Worksheet

During 2018, Collier County conducted an extensive fare structure evaluation to analyze potential fixed-route and paratransit fare changes, assess potential ridership and revenue impacts, minimize adverse impacts to low-income and minority persons, and identify fare policy recommendations.

The fare study involved a public outreach campaign involving rider intercept surveys, public workshops, and the involvement of the County’s Public Transit Advisory Committee. Based on the input received, the majority (77%) of bus riders would support a fare increase if revenue is used to improve service frequency and availability or to access new locations. Fifty percent of ADA riders supported a \$0.50 fare increase and 56% of TD riders supported a fare increase of \$0.25.

At the June 12, 2018, Board of County Commissioner’s Meeting a resolution was adopted to implement the following fare structure changes effective October 1, 2018. The effective date for student discount programs is June 12, 2018.

During the making of this 2023 TDSP major update the fare structure that had been adopted on June 12, 2018, has been confirmed to be and is still the most current fare structure for Collier Area Transit. Table 29 and Table 30 below, display the existing CAT fare structure and the TD/ADA fares respectively.

Table 29: CAT Fare Structure Effective FY 2023-24

Service Category	Base Fare	Reduced Fare
One Way Fare	\$2.00	\$1.00
Children 5 Years of Age and Younger	Free	Free
Transfers	Free up to 90 Min	Free up to 90 Min
Day Pass	\$3.00	\$1.50
Marco Express One-way Fare	\$3.00	\$1.50
Smart Card Passes		
15-Day Pass	\$20.00	\$10.00
30-Day Pass	\$40.00	\$20.00
Marco Express 30-Day Pass	\$70.00	\$35.00
Smart Card Media Fees		
Smart Card Replacement without Registration	\$2.00	\$2.00
Smart Card Registration	\$3.00	\$3.00
Smart Card Replacement with Registration	\$1.00	\$1.00
Discount Passes		
Summer Paw Pass (Valid June 1-August 31 for Students)		\$30.00
30-Day Corporate Pass		\$29.75/mo.
<p>*Reduced fares are for members of Medicare, the disabled community, those 65 years and older, children 17 and under, high school and college students, and active /retired military personnel. ID Required. This fare also applies to the subcontracted transportation provider with the Florida Commission for the Transportation Disadvantage that provides transportation services under the non-emergency transportation Medicaid contract for Collier County.</p>		
Promotional Fares		
Try Transit Day	Annual as designated by the board	Free
Transit Anniversary	As designated by the PTNE Director	Free
Special Events	Up to 5 events annually (Staff may distribute fare media up to specific value)	\$200/event

Table 30: TD & ADA Fare Structure Effective FY 2023-24

TD & ADA Fare Structure	
ADA Fare Full - At or Below Poverty Level	\$3.00
ADA Fare - At or Below Poverty Level	\$1.00
TD Fare - At or Below Poverty Level	\$1.00
TD Fare - 101% to 150% of Poverty Level	\$3.00
TD Fare - 151% or Higher Above Poverty Level	\$4.00

Quality Assurance

The Local Coordinating Board (LCB) conducted the last evaluation of the CTC in 2022 for the period July 1, 2020, through June 30, 2021, utilizing the CTC's QAPE/LCB CTC Evaluation Workbook. As a result, the following recommendations were made:

- The CTC's eligibility screening process evaluates potential Fixed Route opportunities and educates passengers on available options as appropriate for the individual's travel needs consistent with Strategy 2.1.4 of the TDSP. Discussion is still recommended between the LCB and the CTC to determine an appropriate measure for increasing usage of public transit and the measure will be added to the next TDSP update as deemed appropriate.

Status: Ongoing. The CTC continues to work with the LCB to determine if a measure to annually record passengers transferring from paratransit to fixed route can be derived, and if so, establish an acceptable goal.

- The paratransit system is an essential service that continues to provide mobility options to the citizens of Collier County. The system was impacted greatly due to a driver shortage which affected all areas of the service. A contract amendment was approved to increase driver wages. Since its implementation it has proven to be successful. With the hiring of the new drivers, the service level has started to improve. Work/medical on time performance has shown consistent improvement over the past year. It is recommended that the CTC continue to monitor overall on time performance and work/medical on time performance and report on a quarterly basis to the LCB. With the cost of fuel increasing and the cost of labor increasing, it is expected that the cost per mile and per passenger trip have increased. The CTC should continue to monitor performance measures and provide the LCB information regarding measures being implemented to increase performance for all TDSP standards.

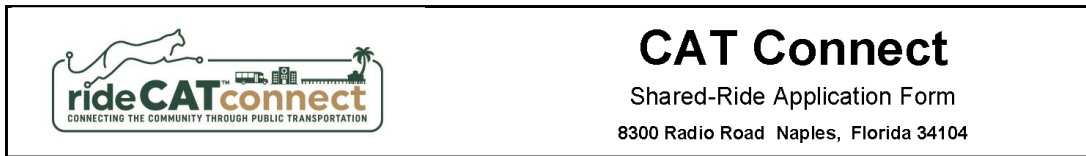
Status: The CTC continues to monitor and strive to improve reliability of service for passengers [Ongoing].

Appendices

Appendix A: 2023 Collier County Private Transportation Providers

Item No.	2023 Collier County Private Transportation Providers		
1	A Blue Ribbon Transportation Services Co.	46	Luxury Taxi Service of SWFL Inc. d/b/a Luxury Taxi Service
2	A-rrive Transportation LLC	47	Maintain Domain Etc. Inc.
3	Aaron Airport Transportation Inc.	48	Majestic Transportation Services Inc.
4	Airport Express Naples LLC d/b/a Direct Transportation	49	MBA Airport Transportation LLC
5	ALL ABOARD LIMO INC.	50	MediCab Transportation, LLC
6	All Around Transportation L.L.C.	51	Naples & Marco Transportation
7	Alpha Transportation Services Inc.	52	Naples Airport Shuttle, Inc.
8	Allure Chauffeur	53	Naples Chauffeur Service, Inc.
9	AOT Global, Inc.	54	Naples Elite Transportation, LLC
10	Arkway Taxi, Inc.	55	Naples Express Transportation, Inc.
11	Atlantis Cars & Limousines, Inc.	56	Naples Freddy Taxi
12	B & K Transportation Services	57	Naples Limo Services Inc.
13	Boys and Girls Transport, Inc.	58	Naples Limousine Service, Inc. d/b/a Naples Limousine
14	Canary Transportation, Inc.	59	Naples Royal Transportation, Inc.
15	Care Med Transportation, L.L.C.	60	Naples Taxi Alberto's, LLC
16	Checker Airport Transportation, Inc.	61	Naples Transportation & Tours, LLC
17	CITY TRANSPORTATION OF NAPLES, INC.	62	Naples Trolley Tours
18	Classic Transportation	63	Ocean Line Transportation Inc.
19	Clean Ride Limo, Inc.	64	Out On The Town Transportation, LLC
20	Collier Coach LLC	65	Preferred Shuttle LLC
21	Comfy Transportation	66	Premier Healthcare and Transportation Services, Inc.
22	CSP Associates, Inc d/b/a Ambassador	67	Premier Taxi & Limo Service
23	Dixie Taxi and Limo Service d/b/a Naples Cab	68	Pristine Transportation, Inc.
24	Dolphin Transportation Specialists, Inc.	69	Private Car Luxury Transportation, Inc.
25	Driven SWFL Inc.	70	RC Taxi Services LLC
26	Eagle Taxi Inc.	71	Red Rover Transportation of SW FL Inc.
27	Eli Private Chauffeur Services Naples	72	Redback Tours LLC
28	Elite Limousine Service of SW Florida, Inc.	73	Roger's Limo Service, Inc.
29	EZ JOURNEY INC	74	Royal Floridian Transportation, Inc.
30	Fifth Avenue Transportation	75	RSW On-demand Transportation, ODT LLC
31	First Class Transportation Naples	76	RSW Transportation & Car Service
32	Flamingo Transportation Inc.	77	SafeRide RSW Transportation
33	Go Express One LLC	78	Safeway Taxi Corp.
34	Go Platinum Transportation, LLC	79	Sunshine Limo Chauffeured Transportation Worldwide, L.L.C.
35	Guiampu Corp.	80	SWFL Transportation Group, Inc. d/b/a Bluebird Taxi, Yellow Cab, Checker Airport Transportation, Bluebird Mobility and Bluebird Executive Sedan Transportation
36	Gulf Coast Taxi Inc.	81	Taxi Hispano SW, Inc.
37	Hollywood Limos of Naples LLC	82	Taxi Latino Inc.
38	Ion Transportation, LLC	83	Taxi Pam & Car Service, Inc.
39	J. Poelker Transportation Services, Inc, d/b/a Apple Transportation	84	The Best Transportation In Naples, LLC
40	KS Non-Emergency Medical Transport	85	The Nellie Group Inc. d/b/a A-Action Transportation Service
41	L.A. Limousine Service, Inc.	86	TLC Transport Company of Southwest Florida Inc.
42	Limotions Limousine	87	Turbo Medical Transportation
43	LP Transportation	88	Valet Pros LLC
44	Lux VIP Transportation	89	Wheelchair Transport Service, Inc.
45	Luxury Drive Pro LLC		

Appendix B: CAT Connect Shared-Ride Application Form



CAT Connect is a public transportation shared-ride door-to-door service that is **ONLY** available for individuals **who do not have access to any other means of transportation**, including the Collier Area Transit (CAT) bus service (fixed route). The CAT Connect program provides transportation service through the Florida Department of Transportation for eligible individuals through several funding programs, including the American with Disability Act (ADA) and Florida Commission for the Transportation Disadvantaged (TD). CAT Connect can be used for medical appointments, work, school and other trips depending on the funding program the individual qualifies under. The information requested on this application is intended to help us determine the funding program you qualify for.

The qualification guidelines for each program are shown below. If you are unsure whether you qualify, have any questions, or need assistance completing this application, please call our Customer Service Department at (239) 252-7272 or the CAT office at (239) 252-7777. For TTY/TDD devices call (800) 955-1339.

For **MEDICAID TRANSPORTATION** please call **(844)-239-5974**.

Eligibility Criteria	
ADA	TD
<ul style="list-style-type: none"> Your trips origin and destination are within the ADA corridor^a You have a recognized disability verified by an accepted medical professional Unable to Utilize CAT Fixed Route 	<ul style="list-style-type: none"> Your trips origin or destination must reside outside the ADA corridor but within Collier County. You have a physical or mental disability, or income status; that prevents you from transporting yourself Or you are a child who is handicapped or high-risk or at-risk.

- Eligibility is a functional determination of the applicant's ability to use the CAT bus service (fixed route), and not simply a medical or psychiatric diagnosis.
- The ADA certification process may involve a telephone interview and/or a personal functional assessment to determine if and how the applicant's transit needs can be met. CAT Connect will pay for the functional assessment as well as provide transportation to and from the evaluation, if necessary. The in-person assessment begins with a one-on-one interview, designed for an applicant to provide details regarding his/her travel skills and abilities. During the interview, the assessor determines whether the applicant can safely participate in the functional assessment process. A mobility assessment focuses on each applicant's functional and cognitive abilities. Through assessments, an evaluator can determine environmental, architectural, and personal

^a ADA Corridor – ¼ mile from a CAT fixed route.

barriers that may impact an applicant's ability to safely and independently access public transportation.

- All applicants will be notified of the outcome of their application.
- **PROCESSING OF THIS APPLICATION CAN TAKE UP TO 21 CALENDAR DAYS.** The 21-day period begins AFTER a complete application is received and personal assessment is completed.
- **Travel Training** is a FREE service that is offered and creates opportunities for community access by teaching you how to use the CAT bus service (fixed route). The Travel Trainer will work with you in either an individual or small group setting to teach you the travel skills needed to get to your destination safely and independently. The Travel Trainer will work with you until you are capable and confident to travel your route on your own.
- **Service eligibility maybe reviewed and modified at any time within the approved eligibility period. Passengers will be properly notified of any changes.**

REMEMBER WHEN COMPLETING THIS APPLICATION!

1. Type or PRINT legibly, **ILLEGIBLE, INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED. THIS WILL CAUSE A DELAY IN YOUR ELIGIBILITY DETERMINATION.**
2. To confirm disability **THE MEDICAL VERIFICATION SECTION IS REQUIRED** and must be completed by an accepted medical professional (see list on top of Medical Verification form).
3. **PROOF OF INCOME IS REQUIRED IF A REDUCED CO-PAY IS REQUESTED.** Acceptable types of proof of income are pension/social security benefit statements, unemployment benefits, bank statements or current paystubs.
4. Complete all sections of the application requested, return all information requested, and sign where indicated.

Note: All CAT bus service (fixed route) vehicles are wheelchair accessible and equipped with wheelchair lifts. Therefore, use of a wheelchair does not automatically justify use of paratransit service. Bus operators or automatic systems announce major streets and intersections and/or all vehicles are equipped with automated enunciators.

OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Customer ID#: _____
 Exp. Date: _____

New Application Re-Certification

Date Received: _____ Date of Completed Application: _____
 Date of Scheduled Assessment: _____ Date of Completed Assessment: _____
 Initial Reviewer: _____ Date: _____
 Temporary Permanent Conditional

Conditional Reason: _____

ADA Approval: _____

TD Approval: _____

PCA Needed: Yes No TT Requested: Yes No Funding Source: ADA TD Both
 Fare Amount Owed: TD: \$1.00 \$3.00 \$4.00 ADA: \$1.00 \$3.00

Approval: Approved Denied Final Reviewer: _____ Date: _____

SECTION 1 – GENERAL INFORMATION (PLEASE PRINT)

- Check here if you are a current Paratransit rider
- Check here if you currently receive Medicaid or any program that would pay for transportation.

Date of Birth: ____/____/____ Sex: Male Female

Last Name: _____ First Name: _____ M.I. _____

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Name of Subdivision, Building Complex Name, and/or Facility Name: _____

Is a gate code required for entry? YES NO Code Number _____

Mailing Address (if different from above): _____

Is this a Nursing Home ACLF/ALF Boarding Home

Does the facility you live in have a vehicle to transport residents? YES NO

Have you ever been transported by this facility? YES NO

Do you require materials or correspondence in an alternative format? If so, please specify;

Large Print Audio Computer Other _____

If the applicant received assistance completing this application, please specify;

Name: _____ Relationship: _____ Phone: _____

Do you authorize this person to assist you with future travel arrangements? YES NO List

additional persons that are authorized to assist you with travel arrangements in the future:

Emergency Contact: Name and telephone number of someone we can call in an emergency.

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

TRAVEL INFORMATION

1. How do you currently travel to appointments or to other activities such as grocery shopping?

2. Have you ever used the *Collier Area Transit's* bus service? YES NO

NOTE: CAT Connect offers travel training services to teach individuals how to use the CAT bus service. Participation in travel training will not affect your eligibility for ADA Paratransit service.

Check here if you are interested in receiving additional information on travel training.

MOBILITY INFORMATION

All *Collier Area Transit's* buses are wheelchair accessible. Therefore, use of a wheelchair does not automatically justify use of Paratransit service.

1. Please check the appropriate mobility aid(s) or equipment listed below that you use to assist you when you travel.

Powered scooter/wheelchair

Oxygen tank

Walker

Manual wheelchair

Cane

Service Animal

Other (specify): _____

Applicant special accommodation for transport: _____

COMMON DESTINATIONS

List the doctors, medical facilities or other locations you visit on a regular basis and how you currently travel to those appointments.

- a. Doctors Name/Medical Facility _____
Phone Number _____
Address _____
- b. Doctors Name/Medical Facility _____
Phone Number _____
Address _____
- c. Other non-medical destination _____
Address _____
- d. Other non-medical destination _____
Address _____

SECTION 2 – TD APPLICANTS OR REDUCED CO-PAY

In order to determine if you qualify as Transportation Disadvantaged (TD), please answer the following questions. This section will also determine if you qualify for a reduced CAT Connect fare.

1. Total Annual Household Income: \$ _____

NOTE: Proof of income is required. Please submit with completed application. Acceptable types of proof of income are pension/social security benefit statements, unemployment benefits, bank statements or current paystubs.

2. How many personal vehicles are owned or used by members in your household?

- 0
- 1
- 2 or more

3. Are you able to drive and transport yourself?

- Yes
- No

4. If you are unable to transport yourself, please explain why not?

SECTION 3 – ALL APPLICANTS

APPLICANT CERTIFICATION

I understand the information contained in this application will be kept confidential and shared only with professionals involved in evaluating my eligibility for **Paratransit Shared-Ride Service**. I certify the information provided in this application is true and correct. I understand that providing false or misleading information or making false statements on behalf of others constitutes fraud and is considered a felony under the laws of the State of Florida. I authorize the professional(s) listed to release information to CAT CONNECT Program about my disability and its effects on my ability to travel on the COLLIER AREA TRANSIT bus service (fixed route). I understand that I may revoke this authorization at any time with written notice to CAT CONNECT Program.

THIS APPLICATION MUST BE SIGNED

Signature of applicant: _____ **Date:** _____

If Applicant is unable to sign this form, he/she may have someone sign and certify on applicant's behalf.

Proxy Signing for Applicant: _____ **Date:** _____

Print Name: _____

Relationship to applicant: _____

WHEN COMPLETED, PLEASE

MAIL APPLICATION TO: **CAT Connect Program**
 CAT Operations Center
 8300 RADIO ROAD
 NAPLES, FL 34104

OR FAX APPLICATION TO: **(239)252-4464**

OR MAIL APPLICATION TO: CATConnect@colliercountyfl.gov

If not satisfied or applicant disagrees with a decision related to program eligibility, or the provision of service, that individual has the right to file an appeal with CAT Connect within 60 days of the decision.

MEDICAL VERIFICATION (*Must be completed by accepted medical professional*)

FOR ADA OR if you are applying for TD due to a medically verified physical or cognitive condition, impairment, or disability: A Medical Verification Form must be completed and signed by a licensed medical professional. Accepted medical professionals include:

- Medical Doctor
- Doctor of Osteopathic Medicine
- Doctor of Chiropractic
- Occupational Therapist - Licensed and Registered
- Audiologist
- Ophthalmologist
- Psychologist
- Registered Nurse
- Physical Therapist
- Licensed Practical Nurse

Dear Medical Professional:

In order to process this applicant's request for CAT Connect eligibility, we require this form be completed. Only licensed medical professionals having knowledge of the applicant's functional ability to use the **Collier Area Transit (CAT)** bus service (fixed route) should complete this form. CAT Connect is the shared-ride door-to-door service and CAT is the fixed route bus service.

All CAT bus service (fixed route) vehicles are wheelchair accessible and equipped with wheelchair lifts. Therefore, use of a wheelchair does not automatically justify use of paratransit service. Bus operators or automatic systems announce major streets and intersections, and/or all vehicles are equipped with automated enunciators.

Thank you for your assistance.

Contact information:

CAT Connect Program Customer Service Phone:

(239) 252-7272 or (239) 252-7777

Fax: (239) 252-4464 or (239) 252-5753

Email: CATConnect@colliercountyfl.gov

Additional information can be found on our website www.rideCAT.com

**MEDICAL VERIFICATION – ADA & TD DISABILITY APPLICANTS
(MUST BE COMPLETED BY MEDICAL PROFESSIONAL)**

APPLICANT'S NAME: _____ **Date of Birth:** ____ / ____ / ____

1. The Applicant is being evaluated for eligibility on the CAT Connect Paratransit System, but the ability to utilize the Fixed Route System (Large City/County Bus that operate on a predetermined route according to a predetermined schedule) must first be determined. Is the applicant able to use the Fixed Route bus independently and safety? **Yes** **No**

2. What are the disability/ies or health conditions that affect the applicant's ability to use the Collier Area Transit bus service (fixed route)?

3. Does this person require a Personal Care Attendant (PCA) while traveling? **Yes** **No**

4. How long has this disability been present? _____

Is the disability **permanent**, **temporary** or **progressive**?

If temporary, how long? _____

5. Please describe any other medical conditions this person has at this time and severity, in detail, including any restrictions, limitation, and prognosis _____

6. How long have these conditions been present? _____

Is condition **permanent**, **temporary** or **progressive**?

7. Is this person able to:

Yes **No** Communicate addresses, destinations, and phone numbers?

Yes **No** Read and/or monitor time?

Yes **No** Ask for, understand, and follow instructions?

Yes **No** Deal with unexpected situations or changes in routine?

Yes **No** Safely and effectively travel through crowded or complex facilities?

In signing, I acknowledge that, to the best of my knowledge, the information in this evaluation form is true and correct. I understand that providing false or misleading information could result in the re-examination of the eligibility status of the applicant as well as prosecution to the maximum extent allowed by the laws of the state of Florida.

Signature: _____ Date: _____

Print or type Name and Title: _____

State of Florida License Number: _____

Business Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Appendix C: Vehicle Inventory

Year	Make	Model	VIN Number	FDOT Control #	Agency Vehicle #	Ramp/Lift	# of Seats and W/C Positions	Average Miles/Yr	Current Mileage
2016	CHEVROLET	Glaval	1GB6GUBL7G1138289	98173	CC2-1410	Lift	14 pass, 6 WC	45519	273115
2016	CHEVROLET	Glaval	1GB6GUBL0G1140658	98177	CC2-1411	Lift	14 pass, 6 WC	42942	257653
2016	CHEVROLET	Glaval	1GB6GUBL3G1265573	98176	CC2-1412	Lift	14 pass, 6 WC	42606	255638
2015	CHEVROLET	Glaval	1GB6G5BL8F1262043	98128	CC2-1115	Lift	14 pass, 6 WC	41504	290529
2015	CHEVROLET	Glaval	1GB6G5BL0F1263333	98130	CC2-1117	Lift	14 pass, 6 WC	45760	320319
2019	FORD	Challenger	1FDES8PV1KKA49971	10065	CC2-2194	Lift	8 pass, 2 WC	39897	119691
2019	FORD	Challenger	1FDES8PV3KKA49972	10064	CC2-2195	Lift	8 pass, 2 WC	48159	144476
2019	FORD	Challenger	1FDES8PV5KKA49973	10063	CC2-2196	Lift	8 pass, 2 WC	41428	124284
2019	FORD	Challenger	1FDES8PV7KKA49974	10062	CC2-2197	Lift	8 pass, 2 WC	47402	142205
2020	FORD	Challenger	1FDFE4FS9KDC45799	10076	CC2-2342	Lift	12 pass, 3 WC	67977	135953
2020	FORD	Challenger	1FDFE4FS1KDC49376	10073	CC2-2343	Lift	12 pass, 3 WC	60098	120196
2020	FORD	Challenger	1FDFE4FS3KDC49377	10077	CC2-2344	Lift	12 pass, 3 WC	63429	126858
2020	FORD	Challenger	1FDFE4FS5KDC49378	10074	CC2-2345	Lift	12 pass, 3 WC	62538	125076
2019	FORD	Challenger	1FDFE4FS0KDC66539	N/A	CC2-2393	Lift	14 pass, 2 WC	36926	110777
2020	FORD	Challenger	1FDFE4FS3KDC66504	10096	CC2-2477	Lift	14 pass, 2 WC	54903	109805
2020	FORD	Challenger	1FDFE4FS5KDC66505	10100	CC2-2478	Lift	14 pass, 2 WC	50117	100234
2020	FORD	Challenger	1FDFE4FS7KDC66506	10099	CC2-2479	Lift	14 pass, 2 WC	44331	88661
2020	FORD	Challenger	1FDFE4FS9KDC66507	10093	CC2-2480	Lift	14 pass, 2 WC	52802	105604
2020	FORD	Challenger	1FDFE4FS0KDC66508	10092	CC2-2481	Lift	14 pass, 2 WC	54144	108287
2020	FORD	Challenger	1FDFE4FS2KDC66509	10097	CC2-2482	Lift	14 pass, 2 WC	34674	69348
2018	FORD	Glaval	1FDFE4FS3HDC70786	98195	CC2-1842	Lift	12 pass, 6 WC	60234	240936
2018	FORD	Glaval	1FDFE4FS2HDC70794	98196	CC2-1843	Lift	12 pass, 6 WC	57112	228449
2018	FORD	Glaval	1FDFE4FS7HDC70791	98197	CC2-1844	Lift	12 pass, 6 WC	57628	230510
2018	FORD	Glaval	1FDFE4FS1HDC70785	10001	CC2-1845	Lift	12 pass, 6 WC	62204	248815
2021	FORD	Impulse	1FDFE4FN8MDC15044	10118	CC2-2700	Lift	14 pass, 3 WC	82758	82758
2021	FORD	Impulse	1FDFE4FN3MDC15064	10122	CC2-2701	Lift	14 pass, 3 WC	73621	73621
2021	FORD	Impulse	1FDFE4FN4MDC15073	10121	CC2-2702	Lift	14 pass, 3 WC	73749	73749
2021	FORD	Impulse	1FDFE4FN8MDC15075	10120	CC2-2703	Lift	14 pass, 3 WC	73934	73934
2021	FORD	Impulse	1FDFE4FN1MDC15080	10119	CC2-2704	Lift	14 pass, 3 WC	65432	65432
2021	FORD	Impulse	1FDFE4FN3MDC15081	10130	CC2-2705	Lift	14 pass, 3 WC	65885	65885
2016	VPG	MV1	57WMD2C64GM100120	98139	CC2-1376	Ramp	3 + 1 WC	22927	137560
2016	VPG	MV1	57WMD2C63GM100433	98141	CC2-1377	Ramp	3 + 1 WC	20504	123024
2016	VPG	MV1	57WMD2C64GM100540	98140	CC2-1378	Ramp	3 + 1 WC	15454	92723
2012	VPG	MV1	523MF1A60CM101667	97147	CC2-868	Ramp	3 + 1 WC	14773	147726

Appendix D: SSPP Certification



January 25, 2023

Tammy Assid, Transit Support Consultant
ATKINS on behalf of FDOT, District One
801 North Broadway Ave
Bartow, FL 33830

Re: Annual Transit System Safety and Security Certification (SSPP)

Dear Ms. Assid,

Enclosed you will find the Collier Area Transit Annual Transit System Safety and Security Certification as required by Florida Rule 14-90.

If you have any questions please do not hesitate to contact me at (239) 252-4996

A handwritten signature in blue ink, appearing to read "Omar De Leon".

Omar De Leon
Transit Manager



8300 Radio Road · Naples, Florida 34104 · 239-252-5840 · www.colliercountyfl.gov

COLLIER AREA TRANSIT
8300 Radio Road
Naples, Florida 34104

Collier Area Transit Annual Certification Requirement per
14-90.010 Bus Transit Operational Certification

In accordance with Florida Rule Chapter 14-90.004 Bus Transit System Operational Standards, specifically subchapter 14-90.010 Certification, as amended, the following certifications are provided to the Florida Department of Transportation.

It is hereby certified that:

Collier Area Transit operating as CAT has adopted a transit bus system safety program plan (SSPP) in accordance with the established standards set forth in Florida Rule Chapter 14-90.004 Bus Transit System Operational Standards and has adopted a System Security Program Plan (SSPP).

Collier Area Transit certifies the performance of safety inspections on all buses operated by the Collier Area Transit system in accordance with Florida Rule Chapter 14-90.004 Bus Transit System Operational Standards.

Collier Area Transit certifies that a review of the Collier Area Transit System Safety Program Plan (SSPP) and Security Program Plan (SPP) is conducted periodically to ensure that the program plans remain in compliance.

This certification is provided by Collier Area Transit which has performed the required bus safety inspections.

Collier Area Transit
8300 Radio Road
Naples, Florida 34104

The following certification is provided on behalf of Collier Area Transit by its Transit Manager who is directly responsible for the management of the bus transit system and attests to this agency's compliance with Florida Rule Chapter 14-90 Bus System Operational Standards for Bus Transit Systems, as amended.

Date: 11/25/23

Signed: 
Omar De Leon
Collier Area Transit




Bus Transit System Annual Safety and Security Certification

*Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)*

December 20, 2022
MV Contract Transportation, Inc.
8300 Radio Rd
Naples, FL 34104

The Bus Transit System (Agency) named above hereby certifies the following:

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature:  Date: 1/4/2023
(Individual Responsible for Assurance of Compliance)

Name: Mark Moujabber Title: General Manager

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: MV Contract Transportation, Inc. for Collier Area Transit
Address: 8300 Radio Rd, Naples, FL 34104

Name of Qualified Mechanic who Performed Annual Inspections: MV Transportation
* Note: Please do not edit or otherwise change this form.

Appendix E: CTD Rate Model Worksheet

Preliminary Information Worksheet Version 1.4

CTC Name:	Collier County Board of Commissioners
County (Service Area):	Collier County
Contact Person:	Omar De Leon
Phone #	239-252-6064

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:	NETWORK TYPE:
<input checked="" type="radio"/> Governmental	<input checked="" type="radio"/> Fully Brokered
<input type="radio"/> Private Non-Profit	<input type="radio"/> Partially Brokered
<input type="radio"/> Private For Profit	<input type="radio"/> Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 173,403	\$ 239,300	\$ 176,789	38.0%	-26.1%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 8,462	\$ 40,000	\$ 40,000	372.7%	0.0%	
Bus Pass Program Revenue						

Local Government

District School Board						Costs are increasing. Due to rising wages and inflation, the Operators Contract was amended and increased in cost.
Compl. ADA Services						
County Cash	\$ 2,386,000	\$ 4,033,531	\$ 4,033,531	69.0%	0.0%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 732,478	\$ 717,590	\$ 716,075	-2.0%	-0.2%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 1,087,780	\$ -	\$ 786,738	-100.0%		
49 USC 5310	\$ 799	\$ -	\$ 564,071	-100.0%		
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcoh. Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						Reduced based on actuals and forecast.
Div of Blind Services						
Vocational Rehabilitation	\$ 7,011	\$ 5,046	\$ 4,809	-28.0%	-4.7%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 6,189	\$ 6,189	\$ -	0.0%	-100.0%	Services are not predictable enough to budget revenues.
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Collier County Board of Commissioners
County: Collier County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ±10% and Also > ±\$50,000
1	2	3	4	5	6	7

APD						
Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
XXXX						
XXXX						
XXXX						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings	\$ 16,681	\$ -	\$ -	-100.0%		Interest is minimal and is not budgeted.
XXXX						
XXXX						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =		None	None			
Total Revenues =	\$4,418,803	\$5,041,656	\$6,322,013	14.1%	25.4%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)							
Operating Expenditures							
Labor	\$ 66,190	\$ 66,117	\$ 72,663	-0.1%	9.9%	The CPI used is 9.9%. Paratransit Contractor Operator costs are also increased due to contract amendments.	
Fringe Benefits	\$ 20,264	\$ 27,283	\$ 29,984	34.6%	9.9%		
Services	\$ 441,906	\$ 426,000	\$ 460,523	-3.6%	8.1%		
Materials and Supplies	\$ 664,610	\$ 800,400	\$ 990,474	20.4%	23.7%		
Utilities	\$ 64,178	\$ 63,500	\$ 69,787	17.2%	9.9%		
Casualty and Liability	\$ 7,619	\$ 15,600	\$ 17,144	104.8%	9.9%		
Taxes	\$ -	\$ -	\$ -				
Purchased Transportation							
Purchased Bus Pass Expenses							
School Bus Utilization Expenses							
Contracted Transportation Services	\$ 2,694,364	\$ 3,394,200	\$ 5,575,682	17.3%	64.3%		
Other							
Miscellaneous	\$ 14,247	\$ 20,500	\$ 22,530	43.9%	9.9%		
Operating Debt Service - Principal & Interest							
Leases and Rentals							
Contrib. to Capital Equip. Replacement Fund							
In-Kind, Contributed Services	\$ -	\$ -	\$ -				
Allocated Indirect							
Capital Expenditures							
Equip. Purchases with Grant Funds	\$ 899	\$ -	\$ 564,071	-100.0%			
Equip. Purchases with Local Revenue	\$ 100	\$ -	\$ 62,675	-100.0%			
Equip. Purchases with Rate Generated Rev.							
Capital Debt Service - Principal & Interest							
	\$ 254,426	\$ 228,056	\$ (1,543,520)	-10.4%	-776.8%		
	\$0						
Total Expenditures =	\$4,418,803	\$5,041,656	\$6,322,013	14.1%	25.4%		
See NOTES Below.							

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Collier County Board of Commissioners

County: Collier County

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

Upcoming Year's BUDGETED Revenues		What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?		Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
1	2	3	4	5	
APD					
Office of Disability Determination	\$ -	\$ -	\$ -		
Developmental Services	\$ -	\$ -	\$ -		
Other APD	\$ -	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -	\$ -		
DJJ					
DJJ	\$ -	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -	\$ -		
Other Fed or State					
XXX	\$ -	\$ -	\$ -		
XXX	\$ -	\$ -	\$ -		
XXX	\$ -	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -	\$ -		
Other Revenues					
Interest Earnings	\$ -	\$ -	\$ -		
XXXX	\$ -	\$ -	\$ -		
XXXX	\$ -	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -	\$ -		
Balancing Revenue to Prevent Deficit					
Actual or Planned Use of Cash Reserve	\$ -	\$ -	\$ -		
Total Revenues =	\$ 6,322,013	\$ 4,234,581	\$ 2,087,432	\$ 564,071	

EXPENDITURES (CTC/Operators ONLY)		\$ 1,523,361
Operating Expenditures		Amount of Budgeted Operating Rate Subsidy Revenue
Labor	\$ 72,863	
Fringe Benefits	\$ 29,984	
Services	\$ 460,523	
Materials and Supplies	\$ 990,474	
Utilities	\$ 69,787	
Casualty and Liability	\$ 17,144	
Taxes	\$ -	
Purchased Transportation:		
Purchased Bus Pass Expenses	\$ -	
School Bus Utilization Expenses	\$ -	
Contracted Transportation Services	\$ 5,575,682	
Other	\$ -	
Miscellaneous	\$ 22,530	
Operating Debt Service - Principal & Interest	\$ -	
Leases and Rentals	\$ -	
Contrib. to Capital Equip. Replacement Fund	\$ -	
In-Kind, Contributed Services	\$ -	
Allocated Indirect	\$ -	
Capital Expenditures		
Equip. Purchases with Grant Funds	\$ 564,071	
Equip. Purchases with Local Revenue	\$ 62,675	
Equip. Purchases with Rate Generated Rev.	\$ -	
Capital Debt Service - Principal & Interest	\$ -	
	\$ (1,543,520)	
Total Expenditures =	\$ 6,322,013	
minus EXCLUDED Subsidy Revenue =	\$ 2,087,432	
Budgeted Total Expenditures INCLUDED in Rate Base =	\$ 4,234,581	
Rate Base Adjustment ¹ =		
Adjusted Expenditures Included in Rate Base =	\$ 4,234,581	

¹Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

¹The Difference between Expenses and Revenues for Fiscal Year: 2021 - 2022

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Collier County Board Version 1.4
 County: Collier County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	1,490,915
Rate Per Passenger Mile = \$	2.84
Total Projected Passenger Trips =	105,000
Rate Per Passenger Trip = \$	40.33

Fiscal Year	2023 - 2024
Avg. Passenger Trip Length =	14.2 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	4.24
Rate Per Passenger Trip = \$	60.21

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Do NOT Complete Section II for Stretcher Service

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Leave Blank

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Go to Section III for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Leave Blank and Go to Section III for Group Service

Worksheet for Multiple Service Rates

CTC: Collier County B Version 1.4
 County: Collier County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip # 2 - 4 and Go to Section IV
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....
 Pass Trip **Leave Blank**
 Pass Mile
3. If you answered Yes to # 1 and completed # 2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section!" appears to the right, what is the projected total
 number of Group Service Passenger Miles? (otherwise leave blank).....
 And what is the projected total number of Group Vehicle Revenue Miles? Loading Rate
 1.40 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2023 - 2024			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	1,490,915	1,236,498	222,230	Leave Blank	32,186
Rate per Passenger Mile =		\$2.58	\$4.43	\$0.00	\$1.84 \$2.58
				per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	105,000	81,113	17,103	Leave Blank	6,784
Rate per Passenger Trip =		\$36.73	\$62.97	\$0.00	\$26.24 \$36.73
				per passenger	per group
2. If you answered # 1 above and want a COMBINED Rate per Trip <u>PLUS</u> a per Mile add-on for 1 or more services,....		Combination Trip and Mile Rate			
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	\$0.00
Rate per Passenger Mile for Balance =		\$2.58	\$4.43	\$0.00	\$1.84 \$2.58
				per passenger	per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$3.85	\$6.61	\$0.00	\$2.75 \$3.85
				per passenger	per group
Rate per Passenger Trip =		\$54.84	\$94.01	\$0.00	\$39.17 \$54.84
				per passenger	per group
Program These Rates Into Your Medicaid Encounter Data					

Appendix F: CAT's Complaint Resolution Policy



COMPLAINT RESOLUTION POLICY

Complaints

Any individual or agency may file a complaint with the County if they believe a policy or procedure is being violated. All complaints will be evaluated and responded to.

Any individual pursuing a complaint may be accompanied or assisted by an advisor/advocate of their choosing.

Confidentiality and privacy of sensitive information will be maintained, as applicable, during all complaint procedures to the degree permissible by law.

The Complaint Procedures shall be made available to the public on Collier Area Transit Website at www.goCATbus.com and/or printed upon request.

Complaint Procedures

Complaints made be made via phone, mail, email, internet or in person. A form is available to the public online www.goCATbus.com. All complaints must be documented and will be taken seriously and investigated thoroughly.

Complaints received verbally shall be transferred to the Public Transit & Neighborhood Enhancement (PTNE) main number at 252-5840 for processing . The complaint shall be captured on the Customer Complaint and Commendation Form attached to this procedure as Appendix I. As much information should be obtained as available and all applicable fields should be completed. The form should describe the incident or complaint in a detailed manner limiting information to just factual statements avoiding opinions if possible. The completed form will be assigned a unique identification number for tracking purposes and the complaint will be assigned to the appropriate staff for investigation.

Operational Complaints will be sent via e-mail to the General Manager and the supervisor of the respective service for handling. General service complaints such as, bus stop location and accessibility, facility accessibility, or level of service will be sent to the Transit Manager for a response.

Complaints will be investigated according to the standardized procedure established below. The responsible Manager will establish findings of fact and provide a formal response.

Staff receiving the complaint will ensure:

1. Complaint is dated and time stamped based on the time the call is received.
2. Allow the reporter to maintain anonymity or if willing, record the reporting individuals name and contact information.
3. The reporting is asked if they would like to receive a follow up after investigation.
4. A complete description of the issue is documented with no leading questions.

5. Document the Date and time of Occurrence.
6. Identify service being provided and any vehicle information known.
7. Record the names and contact information of others involved.

Complaint Investigation

The Manager will be responsible for completing a thorough investigation to determine the finding of fact. Such investigation shall include pulling available video from vehicles or facilities; interviewing all parties involved; and reviewing all applicable policies and procedures to determine whether:

1. An employee violated Policies;
2. An employee's actions were a safety or security violation;
3. The actions of an employee caused the event or issue and could have been prevented; or
4. Any Customer Service Procedures were violated.

Based on the complaint the responsible Manager shall use the tools made available to the them to factually document the findings. The General Manager will present the results of the investigation in a formal response to the PTNE Transit Manager/PTNE Director. Once the formal response has been reviewed the responsible Manager shall contact the reporter based on the preferred method of communication documented on the complaint form.

Complaint Documentation – Appendix A

County staff will record all complaint information in a Complaint Log. The Complaint Log will contain the primary information of each complaint. The primary use of the log is to quantify the number and type of each complaint for the year. The Complaint Log will record the following information:

1. Date/Time
2. Category of Complaint
3. Resolution
- .

Complaint Retention Policy

The PTNE staff will maintain a log of all complaints filed and track to make sure that they are responded to timely. The Complaints and all supporting videos/evidence shall be retained electronically on a shared drive (M:\Investigative Reports). Completed complaint forms and Complaint Logs shall be kept in electronic form for at least five years.

Complaint Training:

All Customer Service, Dispatchers, and staff receiving phone call will be trained to document complaints. At minimum, the following training will be provided.

- › Actively listen and makes notes - Concentrate solely on what the customer is telling you, making notes of the key facts and their concerns so you have a record of the conversation to refer to in the future.
- › Don't interrupt the customer, stay calm and in control, recognizing you are representing the County and your organization. This should not be taken personally. In a supportive but concerned tone of voice, you may demonstrate active listening and empathy to the customer through the use of a few small statements such as "I understand", or "I'm sorry to hear that". It is recommended that you paraphrase what you have been told using phrases like, "What I heard you say is..." All of these help the customer feel heard while ensuring you are capturing the information accurately.
- › Acknowledge the customer's concerns and thank them during an appropriate time (during a natural pause), in recognition of the distress this may have caused the customer. Thank them for bringing this matter to your attention, further acknowledging your concern and the desire to be part of the solution.
- › Apologize for the impact or the inconvenience caused; empathize with the complainant concerning the failure to deliver the level of service expected. By saying 'sorry' you are again demonstrating to the customer that you are genuinely sorry that this has happened to them and demonstrating that you wish to put things right.
- › Ask questions and summarize your understanding. The questions should be structured with the intent to collect all the facts needed to understand what has happened and to identify how best to resolve the situation. Be sensitive to the fact that the caller may be very upset so don't press the caller. Ask a combination of open (what, how, who, why, where and when) as well as closed questions (for example, "did you?", "is he?") to confirm the key facts and glean the information you need. Summarize your understanding back to the customer to ensure you are clear of the facts and to give the opportunity to the customer to share any further facts they may have omitted.
- › Agree and explain the actions you will take because of their complaint. Be sure to only commit to the steps/actions that you have the authority to take. Explain what you will personally undertake to resolve the complaint, including when you will get back to them. Remember to be realistic about timescales, do not over promise. It is always better to under promise and over deliver rather than the other way around. Take ownership of the complaint, but should you need to involve a colleague, explain to the customer who will be in contact with them, and provide the individual's name and job role.
- › Prior to ending the call ask for feedback on the next steps - Check that the customer is happy with the suggested actions you have committed to. Where appropriate, ask the customer if there is anything further that they think you could do at this stage to help them.
- › Review actions in line with Compliant procedures, which could involve:
 - recording the complaint
 - ensuring that all actions have been taken and no details missed
- › Assess preventative measures:
 - Review procedures with your team leader or manager to ensure future mistakes are not made and we learn from each complaint to enhance our customer service experience.



Customer Complaint and Commendation Form

Complaint Commendation Suggestion

Form Received

Date: Date **Time:** Time **Received By:** Name. **Report ID:** Enter Id

Person Filing

Name: Click here to enter text.

Phone #: Click here to enter text.

Email: Click here to enter text.

Address: Click here to enter text.

City: City

Zip Code: Zip

Want a call back: Choose

Communication Preference: Choose a Preference.

If completing for someone else

Passenger Name: Click here to enter text.

Details

Service: Service **Route:** Route **Date of Occurrence/Time:** Enter Date /Time

Location: Click here to enter text.

Nature:

- ADA Accessibility
- Safety
- Fare
- Cleanliness
- Discourteous
- Securement
- No Show/Missed Trip
- Late
- Early
- Ride Time
- Routing
- Compliment
- Suggestion
- Staff Error/Mis-Information
- Vehicle
- Other

Description:

Click here to enter text.

Response

Investigation Results:

Click here to enter text.

Investigated By: Click here to enter text.

Valid/Not Valid: Choose an item.

Action taken: Click here to enter text.

Date of Response: Enter Date

Response by: Click here to enter text.

Response Type: Click here to enter text.

Appendix G: Public Comments, Responses, and Changes to the Draft TDSP

COMMENTS RECEIVED FROM ADVISORY COMMITTEES

Name	Comment Received	Response
Tony Pernas, LCB	Update Commission district map.	Map updated.
Lorraine Lantz, TAC	Suggested that data contained in table of inter-county commute patterns be presented in a different format. Suggested revision of certain grammar, context, and page display errors.	Table updated; Grammar, context and page display errors corrected.
Michelle Arnold, CAC	Pointed out several typos, minor revisions to add clarity to the text, and asked questions.	Typos corrected; revisions made. Staff responded to questions.

COMMENTS RECEIVED FROM THE PUBLIC

Name	Comment Received	Response
Pamela Osborne & Jodi Rubenstein, Baker Senior Center Naples	Concerns regarding sometimes having long waiting times for their clients for paratransit bus; Difficulty some seniors have with making telephone reservations and using the phone-based applications to make reservations; Difficulty getting necessary paperwork from doctors for the TD services application.	The concerns are encompassed in the CTC’s goals and objectives set forth in the TDSP. The CTC’s representative explained challenges arising from increased demand, delay in getting new/additional paratransit buses, the distance within the County to travel, and increasing traffic and congestion. CTC representative offered to provide training on how to use the app and the TD system and indicated that paratransit staff actively reach out to assist with completing applications.

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 amount(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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

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



- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), 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.



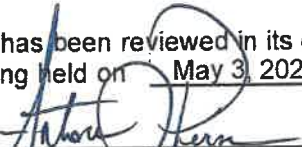
F. Notice and Contact:

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

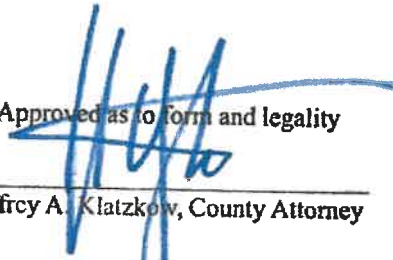
Signature: 

Signature: 

Title: Executive Director

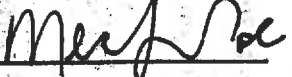
Rick LoCastro, Chairman

Title:


Approved as to form and legality

Jeffrey 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 5310 12th day of December, 2023:

- 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 (**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.

December 12, 2023 Date

Signature of Authorized Representative

Rick LoCastro – Chairman Typed Name and Title of Authorized Representative

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney


11/22/2023

CAO

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 (**Contractor**), 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 12, 2023 _____ **Date**

Signature of Contractor's Authorized Official

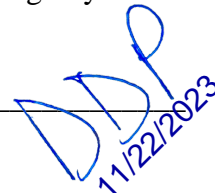
Rick LoCastro – Chairman _____ **Typed Name and Title of Authorized Representative**

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney



CAO

Leasing Certification

Memorandum for FTA 5310

December 12, 2023

Date:

Rick LoCastro – Chairman

From:

Attest:
CRYSTAL K. KINZEL, CLERK

Deputy Clerk

Signature

Rick LoCastro – 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: FFY24/SFY25 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 **(Name of applicant agency)**, 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.

Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DDP
11/22/2023

CAO

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 12th day of December, 2023

Rick LoCastro – Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/22/2023

CAO

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>
---	--

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="56-6000558"/>	* c. UEI: <input type="text" value="JWKJKYRPLLU6"/>
--	--

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country:
* Zip / Postal Code:

e. Organizational Unit:

Department Name: <input type="text" value="Transportation Management Svcs"/>	Division Name: <input type="text" value="PTNE"/>
---	---

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

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

CAO

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Enhanced Mobility of Seniors & Individuals with Disabilities

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

5310_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

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

Section 5310 Capital Application to purchase four replacement vehicles with four radios and other electronic equipment for the use of those vehicles. This is 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

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="512,247.00"/>
* b. Applicant	<input type="text" value="64,040.00"/>
* c. State	<input type="text" value="64,027.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="640,314.00"/>

*** 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: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/22/2023

CAO

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,

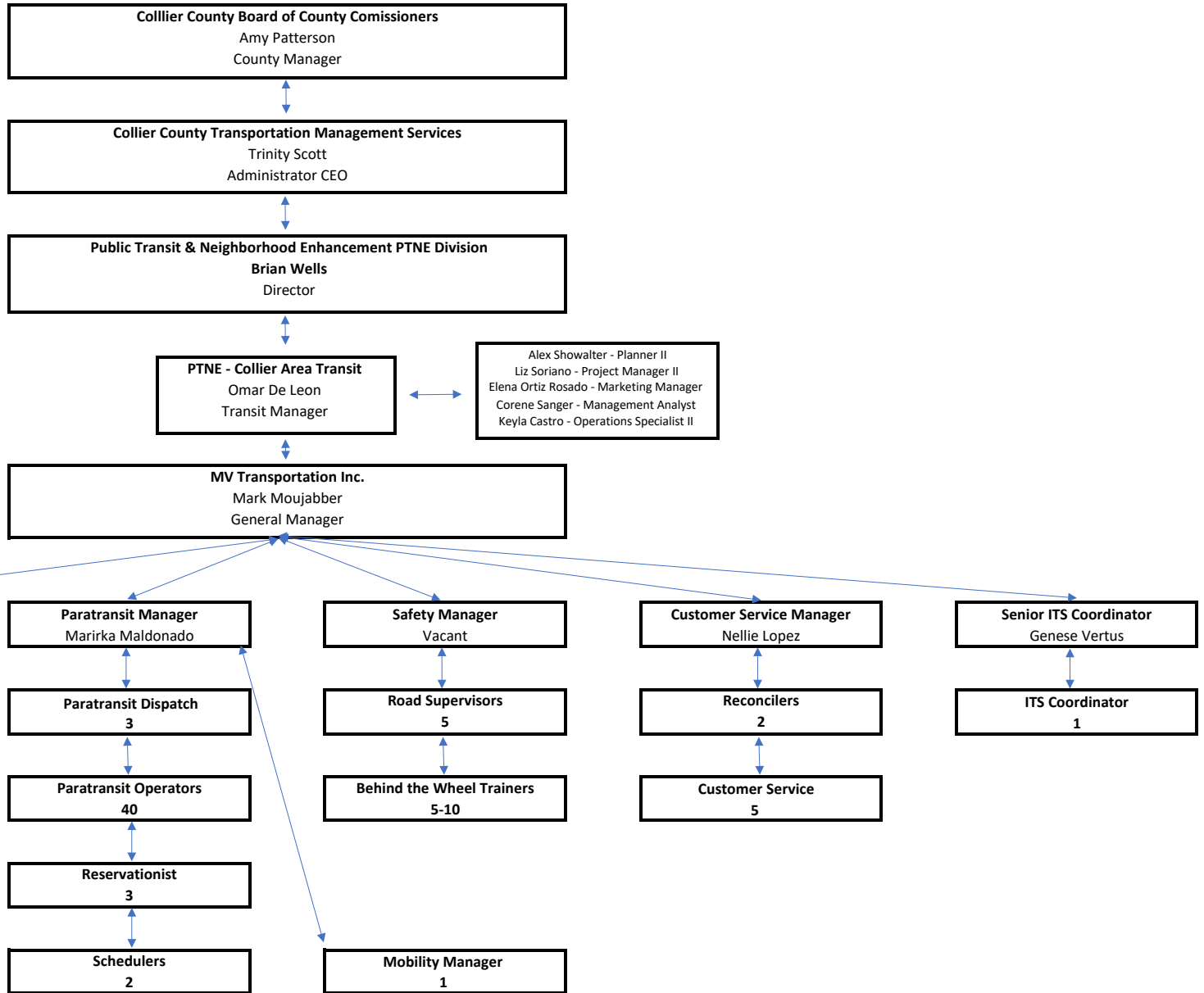
DocuSigned by:

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



[County Manager Letterhead]

[Date]

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

Re: 5310 Match Commitment

Dear Mr. Engala,

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 \$64,040 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

5C Attachment 2

LCB 12/6/23

Draft 5311 Grant Application

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2024 / State Fiscal Year 2025



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

Formula Grants for Rural Areas

Agency Name:	Collier County Board of County Commissioners
Project Type(s):	Operating
	Operating
FDOT District:	One

FTA Section 5311 Capital & Operating Solicitation Grant Application Introduction

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

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

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

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

Program Information & Instructions

Program Administration

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

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

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

The Federal goals of the program include:

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

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

Eligibility Criteria

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

Eligible Recipients

Eligible subrecipients of Section 5311 Grants include:

- Political subdivisions of the State of Florida and agencies thereof
- Native American Tribes
- Private non-profit agencies designated as Community Transportation Coordinators (CTC) in accordance with Chapter 427, Florida Statutes
- Private for-profit agencies may receive funds through contractual arrangements with eligible recipients. The eligible recipient will be responsible for ensuring that the Private for-profit agency meets all federal and state program requirements
- All recipients who are not CTCs must enter into coordination or transportation operator contracts with the appropriate CTC for the purpose of coordinating services. Local governments providing fixed route/fixed schedule service are not required to have an agreement with the CTC. This coordination agreement must be enforced the entire time of the grant (asset lifetime).

Legal Authority and Fiscal & Managerial Capability

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

Eligible Expenses

Eligible Expenses for Section 5311

Section 5311 funds may be used for capital and operating expenses of transit services to the general public in rural areas.

Operating:

- Operating costs associated with the provision of transit services
- Salaries
- Fringe Benefits

Facilities:

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

Vehicle Expansions:

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

Vehicle Replacement:

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

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

Preventative Maintenance: All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset

Equipment:

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

Ineligible Expenses

- Expenses for charter service
- Expenses for school bus service
- Expenses for sightseeing bus service
- Service not open to the general public (prioritized transit service)
- Service exclusively within an urbanized area
- Depreciation expenses
- Expenses incurred prior to Federal and State approval of a grant application
- Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA)
- Expenses incurred prior to the Department's approval of plans, specifications, and third-party contracts

Project Qualifying Considerations

Each District will be provided with the formula allocation based on the reported rural transportation service occurring within the region, the District may elect to fund the agency based on the formula for service or use the optional discretionary scoring guidance. However, all projects must satisfy the below standards prior to being awarded funding. All District Grant Application Review Teams are required to consider the below factors during the application review process:

Risk Assessment / Fiscal & Managerial Capacity

- Size of the award
- Complexity of the award
- Subrecipients experience and expertise
- Subrecipients past performance
- Timely invoicing
- Turnover

Previous Project Implementation

- History implementing a project of similar size and complexity

Optional Discretionary Scoring Guidance

Please coordinate with your District and attend the annual grant workshop to further understand the regional priorities for Section 5311 funds. District staff may elect to review applications on the basis of merit and need in accordance with the below evaluation criteria:

Service Efficiency and Effectiveness - 20 Points

This is demonstrated by the usual daily hours of eligible service and vehicle occupancy. The emphasis is on the normal hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with vehicles with higher passengers per hour will be ranked higher. In addition, applicants with lower cost per trip and lower cost per mile will be ranked higher. The applicant's use of current vehicles (including mileage and maintenance practices) will be considered in the review and ranking.

Extent to which the community at large is served - 20 Points

Applicants providing the broadest scope of services and the most service to non-sponsored riders and the general public will be ranked higher. Applicants that display a larger proportion of rural population being served, will be ranked higher.

Need - 40 Points

Applicants that can demonstrate they serve, or propose to serve, the largest number of eligible passengers, and have the most urgent financial needs will be ranked higher. Applicants should consider whether the requested capital improvement project is identified in the applicant's Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan; reviewers will examine the applicants' level of capital investment planning. Moreover, application should describe how the project will contribute to a state of good repair by improving the condition or resilience of existing transportation facilities and systems, and/or addressing projected vulnerabilities and need for expansion.

Project Readiness - 20 Points

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

Grant Award Process

All applications must be submitted, on the correct forms, in the Department's grant management system (TransCIP). To request access to the system, contact your FDOT District representative. Each District will communicate the application deadline to the providers in their region.

If selected for an award, an applicant should anticipate receiving a Public Transportation Grant Agreement (PTGA). The PTGA will be executed by the applicant agency and respective FDOT District Office. When selecting projects and developing an implementation schedule, applicants should anticipate that award execution will take place after July 1, 2024.

Section 5311 Compliance Requirements

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

Cost Allocation for Rural Projects

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

Triennial Review

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. For more information see FDOT's Triennial Review Process as part of the State Management Plan. View State Management Plan by visiting the FDOT Transit Office website: <https://www.fdot.gov/fdottransit/pages/documents-and-forms>

FDOT Site Reviews

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

Preventative Maintenance (PM) Plan

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

Vehicle Useful Life Guidelines

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

Americans with Disabilities Act (ADA)

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

Civil Rights Submissions

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

Administrative Requirements

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

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

Administrative Requirements (ONLY IF THE GRANT IS FOR FACILITIES)

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

Construction Projects:

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

Planning Requirements

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

Audit Requirements for Section 5311 Recipients

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

SAM.gov Unique Entity Identifier Registration

Active registration in SAM.gov allows entities the ability to apply for federal grants.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

I have read and understood the contents of this tab.

Applicant Information

Instructions: Please fill out each section appropriately.		
Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Collier County Board of County Commissioners
Applicant Status: <input type="checkbox"/> <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop down to select	Returning applicant
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Collier County
Physical Address (No P.O. Box):		3299 Tamiami Trl E, Suite 700
City:		Naples
State:		Florida
Zip + 4 Code:		34112
Congressional District:	Use link to access information. Identify the Congressional District(s) for the proposed project area.	19
Federal Taxpayer ID Number:		59-6000558
My Florida Marketplace Vendor Number	Use link to access information	F596000558030
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2024 thru June 30, 2025</i>		October 1, 2024 - September 30, 2025
Project Service Area: <i>List the county or counties that will be served by the proposed project.</i>		Collier County
Executive Director:		Brian Wells
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Omar De Leon
Telephone:		239-252-4996
Fax:		239-252-6534
Email Address:		Omar.DeLeon@colliercountyfl.gov

Eligibility Questionnaire

Instructions: The eligibility questionnaire investigates whether current grant sub recipients are compliant with all FDOT and FTA Section 5311 requirements. If a current grant sub-recipient is noncompliant, the sub-recipient will not be eligible to receive grant funds until compliance has been determined. This questionnaire does not apply to new sub-recipients and sub-recipients that have not yet been required by their respective FDOT District Office to complete a triennial review. For more information see FDOT's Triennial Review Process as part of the State Management Plan.			
		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Auto-populates from Applicant Status	Yes	
Has your agency completed an FDOT Triennial Oversight Review?	Use drop down to select	Yes	
If your agency has completed an FDOT Triennial. What date(s) did the review occur?		1/24/2023	
If your agency has completed an FDOT Triennial, is your agency currently in compliance?	Use drop down to select	Yes	

If your agency has completed an FDOT Triennial and your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop down to select	N/A	
If your agency has completed an FDOT Triennial, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLLU6	
SAM Registration Expiration Date		8/3/2024	

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.

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

Certification: Omar DeLeon

Date: 10/30/2023

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 Funds		
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 <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	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.
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"> 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. 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. Non-chow Fines: revenues earned from fines for demand response passengers who do not show up for a scheduled pickup.
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"> 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"> 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. <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"> 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.
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"> 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	<p>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).</p>	Advertising Revenues	4141	<p>Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.</p>
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	<p>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.</p>
Tires and Tubes	5032	<p>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.</p>	Other Auxiliary Transportation Revenues	4149	<p>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.</p>
Other Materials and Supplies	5039	<p>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).</p>	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"> 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, revenues from other transportation services.
Utilities	5040	<p>This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.</p>	Revenues Accrued through a Purchased Transportation Agreement	4160	<p>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.</p>

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 railroads 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"> 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	<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"> 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. 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"> 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	<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. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2024, which corresponds to State Fiscal Year (SFY) 2025. SFY 2025 will start July 1, 2024 and end June 30, 2025.

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
G2690	3/29/2022	12/31/2024	\$657,432	\$152,808	12/31/2024
G2B95	2/24/2023	12/31/2025	\$2,264,610	\$2,264,610	12/31/2025

Collier County FY24
(10/01/2023-09/30/2024)

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Services	5020	\$ 6,259,300
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 1,369,200
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 713,600
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 608,300

Use drop-down to select Object Class	Other Materials and Supplies	5039	\$	731,800
Use drop-down to select Object Class	Other Reconciling Items	5290	\$	392,100
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		-	\$	-
			\$	10,074,300

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Passenger Fares	4110	\$ 1,150,000
Use drop-down to select Object Class	Local Government Funds	4300	\$ 8,839,300
Use drop-down to select Object Class	Other Agency Revenues	4150	\$ 85,000
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
			\$ 10,074,300

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	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 submittal of our last application, we removed our Route 28 from service, consolidating the service into our Route 19. Although the service has not been continued, CAT ran an MOD service pilot from December 2022 - June 2023. Our previous division director retired in March 2023, introducing Brian Wells as the new director of PTNE.	100	57
According to your Title VI Plan what populations do you serve?	Based on 2010 Census data, approximately 14% 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 accommodate the other languages commonly seen in Collier.	100	58

Is your agency minority-owned?	No	50	1
Number of Transit- related employees?	130	50	1

Service Characteristics

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. **Instructions:** Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.

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.	187,408	Data collected using APCs on-board Fixed Route buses.
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	187,408	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	\$1,568,510	\$784,255	\$784,255
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	\$1,568,510	\$784,255	\$784,255

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.

Operating Project Total: \$1,568,510

Revenue Type <i>Use dropdown to select</i>	Description	Amount
Local Government	General Fund	\$784,255

Operating Match Total: \$784,255

Project Description

Instructions: Describe the project being requested within the application.

General Project Description:

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>	187,408	187,408	Data collected using APCs on-board Fixed Route buses.
<u>Unduplicated Passengers per Year</u>	187,408	187,408	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 this 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 Chairperson 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 chairperson/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 III); (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL) or (3) obtaining a waiver from the DOL.

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

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

11 - Form 424: Application for Federal Assistance - All applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424). The code assigned to the Section 5311 Program in the Catalog of Federal Domestic Assistance is 20.509. This code should be shown in Section 11 of the form followed by the title "Federal Grants for Rural Areas, Section 5311." Further instructions for form 424 can be found on the "Resources" 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 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. A template for this attachment may be obtained from your District office and/or the FDOT State Management Plan. Existing agencies 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 vehicle, 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 (CX) is described in 40 CFR 1500.4 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 those 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 401 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 - Organization Chart - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

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

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

17 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://hisp/florida.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.tripflorida.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 Services (<https://www.dms.myflorida.com/>)

18 - Triennial Review - Classmate/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 <http://www.fdot.gov/trans/cumencpage/havimgton/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)	Automobile (AO) Formerly Type "G"	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)	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	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	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	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	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	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	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	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	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	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	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	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	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	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
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer

Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Interior furniture	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Recipient Risk Assessment Tool

For Department use only. Included here for informational purposes.

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

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

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

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

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

- a. Does the applicant meet the criteria for satisfactory financial condition? Provide supporting documentation or explanation.
 - b. Consider the type of project, does the applicant have a proven history of implementing this type of project?
 - c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
2. Describe the applicant's management systems.
- a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?
 - b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist?
 - c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?
3. Document the applicant's history of performance.
- a. Has local match been readily available?
 - b. Are invoices submitted in a timely manner?
 - c. Are invoices often returned due to inaccuracies in accounting or other required documentation?
4. Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.
- a. Does the applicant have any unresolved audit findings?
 - b. Are there reoccurring findings in the annual audit reports?
5. SAM Unique Entity Identifier
- a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC)

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 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.	Chris Rietow crietow@theapc.com	Calhoun, Franklin, Gadsden, Gulf, Jackson,

Suite 200 Tallahassee, FL 32303	(850) 488-6211	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@cfrcpc.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 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	Modal Development Administrator
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Projects Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: Collier, Manatee, Sarasota, Polk
Candice Monroy	(239) 225-1982 Candice.Monroy@dot.state.fl.us	Transit Projects Coordinator Counties: Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
Todd Engala	(863)-519-2657 Todd.Engala@dot.state.fl.us	Planner/Transit Coordinator
District 2		2198 Edison Ave, MS 2806 Jacksonville, FL 32204
Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit Coordinator
Christina Nalsen	(904) 360-5667 christina.nalsen@dot.state.fl.us	Transit Coordinator
District 3		P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	Manager
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
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	Transportation Projects Specialist
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	5310 Program Manager
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 Administrator
Libertad Acosta-Anderson, P.E.	(386) 943-5410 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago	(321) 319-8175 or (386) 943-5109 Jo.Santiago@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 or (386) 943-5106 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
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
Gina Victoria-Garzon	(305) 640-7566 Gina.Victoria@dot.state.fl.us	Passenger Operations Specialist
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](#)
- [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 Region 4 NEPA Categorical Exclusion Checklist](#)
- [Sunbiz](#)
- [TRIPS Florida](#)



Collier County
Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

December 12, 2023

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

Re: 5311 Grant Submittal

Dear Mr. Engala:

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 12th day of December 2023 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

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

Collier County

Agency Name

Signature

Rick LoCastro – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

December 12, 2023

Date

Attest:

CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry

Assistant County Attorney



DDP
11/17/2023

CAO

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).

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 **12th** day of **December, 2023**:

- 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.

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

December 12, 2023
Date

Attest:
 CRYSTAL K. KINZEL, CLERK

Signature of Contractor's Authorized Official

 Deputy Clerk

Rick LoCastro - Chairman
Name and Title of Contractor's Authorized Official

Approved as to Form and Legality:

 Derek D. Perry
 Assistant County Attorney

DDP
 11/17/2023

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 12, 2023 Date

Signature of Contractor's Authorized Official

Rick LoCastro - Chairman

Name and Title of Contractor's Authorized Official

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

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. Attest:

CRYSTAL K. KINZEL, CLERK

December 12, 2023

Date

Rick LoCastro - Chairperson

Name and title of authorized representative

Deputy Clerk
Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

Signature of authorized representative

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

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

1	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance funding of FY24/25 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

Date: December 12, 2023

From: Rick LoCastro, Chairman
(Typed name and title)

(Signature)
Attest:

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

CRYSTAL K. KINZEL, CLERK

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

Deputy Clerk

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 **(Name of applicant agency)**, 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.

Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

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 12th day of December, 2023

Rick LoCastro - Chairman

Name and title of authorized representative

Signature of authorized representative

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>
---	--

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="56-6000558"/>	* c. UEI: <input type="text" value="JWKJKYRPLLU6"/>
--	--

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country:
* Zip / Postal Code:

e. Organizational Unit:

Department Name: <input type="text" value="Transportation Management Svcs"/>	Division Name: <input type="text" value="PTNE"/>
---	---

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

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

CAO

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

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="784,255.00"/>
* b. Applicant	<input type="text" value="784,255.00"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,568,510.00"/>

*** 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: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

Deputy Clerk

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



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

[County Manager Letterhead]

[Date]

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

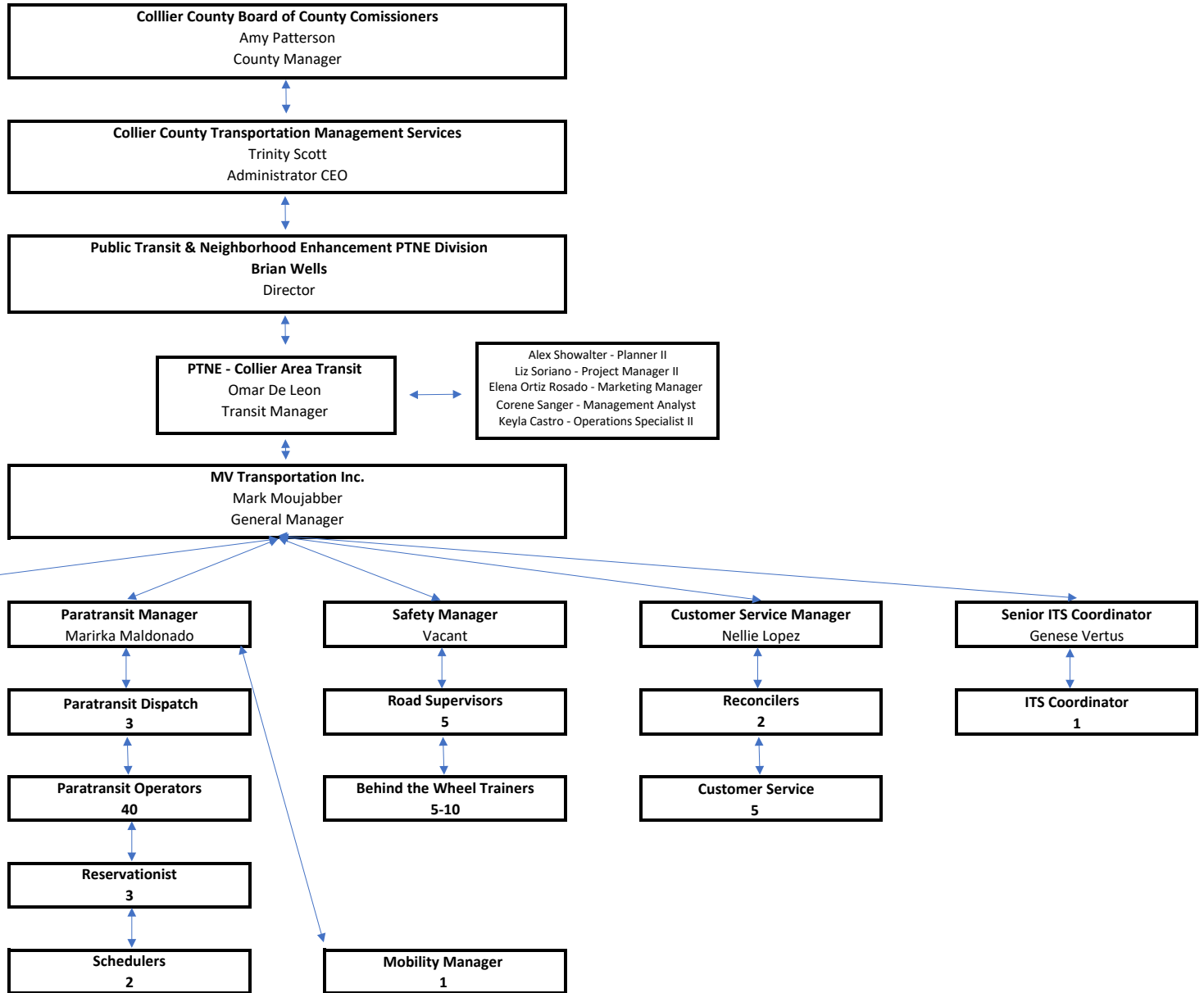
Re: 5311 Match Commitment

Dear Mr. Engala:

Collier County attests to having local funds available in the Collier Area Transit budget to meet the ten percent local match requirement for the FTA 5311 Grant Application and commits to using \$784,255 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager



5C Attachment 3

LCB 12/6/23

Draft 5339 Grant Application

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2024 / State Fiscal Year 2025



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

Bus and Bus Facilities Formula

Capital Program for Rural Areas

Agency Name:	Collier County Board of County Commissioners
FDOT District:	One

FTA Section 5339 Grant Application Introduction

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

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

Program Information & Instructions

Program Administration

The Federal government allocates funds by formula to the State of Florida each fiscal year for the Section 5339 Program. FDOT has been designated by the Governor of Florida to administer the program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT may contract with a service provider to perform these services:

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

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

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

Eligibility Criteria

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

Eligible Recipients

Eligible recipients of Section 5339 Grants include:

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

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

Legal Authority and Fiscal & Managerial Capability

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

Eligible Expenses

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

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

Ineligible Expenses

Ineligible expenses include:

- Expenses for charter service,
- Expenses for school bus service,
- Expenses for service not open to the general public (prioritized service),

- Expenses for service exclusively within an urbanized area,
- Depreciation expense,
- Expenses incurred prior to federal and state approval of a grant application,
- Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA), and
- Expenses incurred prior to FDOT’s approval of plans, specifications, and third-party contracts.

Evaluation Criteria

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

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

Grant Award Process

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

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

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

Section 5339 Compliance Requirements

Triennial Review

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

FDOT Site Reviews

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

Preventative Maintenance Plan

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

Vehicle Useful Life Guidelines

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

Matching funds for Section 5339 Capital Assistance

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

Use of Section 5339 vehicles/equipment

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

Services Across Urbanized/Rural Area Boundaries

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

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

Procurement

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

Americans with Disabilities Act (ADA)

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

Civil Rights Submissions

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

Davis-Bacon Act

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

Environmental Determination

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

Construction Projects:

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

Administrative Requirements (Only if the Grant is for Facilities)

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

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

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

Planning Requirements

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

Audit Requirements

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

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

SAM.gov Unique Entity Identifier Registration

Active registration in SAM.gov allows entities the ability to apply for federal grants.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Certifications and Assurances

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

I have read and understood the contents of this tab.

Applicant Information

Instructions: Please fill out each section appropriately.		
Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Collier County Board of County Commissioners
Applicant Status: <input type="checkbox"/> <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop-down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)? <i>If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.</i>	Use drop-down to select	Yes
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Collier County
Physical Address (No P.O. Box):		3299 Tamiami Trl E, Suite 700
City:		Naples
State:		Florida
Zip + 4 Code:		34112
Congressional District:	Use link to access information. Select district(s) affected by the proposed project(s).	19
Federal Taxpayer ID Number:		59-6000558
My Florida Marketplace Vendor Number	Use link to access information	F596000558030
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2024 to June 30, 2025</i>		October 1, 2024-September 30, 2025
Executive Director:		Brian Wells
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Omar De Leon
Telephone:		239-252-4996
Fax:		239-252-6425
Email Address:		Omar.Deleon@colliercountyfl.gov

Eligibility Questionnaire

Instructions:

The eligibility questionnaire investigates whether current grant sub recipients are compliant with all FDOT and FTA Section 5339 requirements. If a current grant sub-recipient is noncompliant, the sub-recipient will not be eligible to receive grant funds until compliance has been determined. This questionnaire does not apply to new sub-recipients and sub-recipients that have not yet been required by their respective FDOT District Office to complete a triennial review. For more information see FDOT's Triennial Review Process as part of the State Management Plan, to view the plan visit <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm>.

		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Pre-populates from Applicant Status	Yes	
Has your agency completed an FDOT Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		1/24/2023	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
How many transit-related employees does your agency currently employ?	Enter numerical amount	5/9/1900	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLLU6	
SAM Registration Expiration Date		8/3/2024	

Revenue Vehicle Inventory Certification

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

Instructions:

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2024 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

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

Certification: Omar De Leon

Date: 10/13/2023

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. <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	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>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"> 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) <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 Financial Statement category.</p> <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"> 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 ferrage 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). 		
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 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. 		
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	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	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"> 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. 		
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"> 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	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"> Advertising revenues Concessions Other auxiliary transportation revenues 		
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. <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	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.		
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 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.		
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. <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>	Concessions	4142	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 rental, movie licensing fees, naming rights, and fees for fare evasion or illegal parking.		
Tires and Tubes	5032	Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities. <p>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.</p>	Other Auxiliary Transportation Revenues	4149	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"> 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. 		
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			

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation	4160	This object class includes revenue 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 non-recoverable damaged property are reported as Extraordinary or Special Items (4180) regardless of the reimbursement 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.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for 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 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	Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. 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.
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 monies 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 (4500), State Government Funds (4400), or Federal Funds (4300).
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 as 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. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency.	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	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. 1. 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. 2. 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): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	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 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: <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 fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions 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</p>	Local Government Funds	4300	These are funds received from municipal and county governments.
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expends 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. <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	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 fees 2. Driver's license fees 3. Communications access fees and surcharges 4. 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.

Section 5339 funding for capital is essential for the service provided to 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.

Please limit your response to 250 words.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2024, which corresponds to State Fiscal Year (SFY) 2025. SFY 2025 starts July 1, 2024 and ends June 30, 2025.

Instructions: Applicants should replace the title text Year of Anticipated Award in the expenses and revenues tables with the actual fiscal year dates for which amounts were estimated. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2024 to September 30, 2025).

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

Enable adding rows: +

Disable adding rows: -

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$6,259,300
Use drop-down to select	Fuel and Lubricants	5031	\$1,369,200
Use drop-down to select	Miscellaneous Expenses	5090	\$713,600
Use drop-down to select	Other Salaries and Wages	5013	\$608,300
Use drop-down to select	Other Materials and Supplies	5039	\$731,800
Use drop-down to select	Other Reconciling Items	5290	\$392,100
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
			\$10,074,300

Operating & Administrative Revenues

Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$1,150,000
Use drop-down to select	Local Government Funds	4300	\$8,839,300
Use drop-down to select	Other Agency Revenues	4150	\$85,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$10,074,300

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:	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 regions like Naples, Marco Island, and Immokalee.
Program mission	It is the mission of CAT to provide safe, accessible and courteous public transportation services to our customers.
Program goals	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.
Program objectives	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.
Service, route, and trip types provided	<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>
Total number of employees in organization	130
Total number of operators (including volunteer drivers)	83
Total number of transportation-related employees in the organization	130

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):	
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Training (e.g., wheelchair lift operation, passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	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.
To what extent does your agency serve minority populations?	According to the 2010 Census, a majority of Collier County's workforce lives in the rural area and the majority of the activity centers which include major employers, health care centers, and public services are within the urban area. The recent TDP Major update included public surveys of the ridership with approximately 1,000 responses. The respondents had ethnic origins of 38% Hispanic/Latino and 25% Black/African American. All CAT routes serve a minority census block group, 48% of route miles are within minority block.
Is your agency minority-owned?	No
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are 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.

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
<p><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.</p>	187,408	Electronic farebox and Mobile Fare Application
<p><u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year</p>	187,408	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

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	<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.

General Project Description:

One replacement 40-foot bus for fixed-route services is the subject of the grant proposal. A 40' fixed route bus will be replaced with the new one. It has met its useful life. A 40' fixed route bus, which has met its useful life, will be replaced with the new bus.

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?

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.

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.

<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 financing will guarantee that buses are replaced when the life expectancy is reached, supporting Collier County's TAM plan.</p>
<p>Address projected vulnerabilities?</p>	<p>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.</p>
<p>Expand access to essential services?</p>	<p>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.</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>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.</p>

<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>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.</p>
<p>Overcome any operations and administrative challenges or difficulties your agency is experiencing?</p>	<p>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.</p>
<p>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.</p>	<p>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.</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>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.</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, 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.</p>	<p>As part of our Transit Development Plan, the financing has been highlighted as a potentially useful resource for sustaining our capital replacement. Additionally, replacement vehicles have been added to the list of unfunded projects included in the Transportation Improvement Program through our MPO process.</p>
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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:

<p>If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.</p>	<p>The bus will be purchased using the current contract; prices have been set for the contract base year and will be adjusted annually based on the Producer Price Index (PPI).</p>
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<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. 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>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</p>
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<p>If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification</p>	<p>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.</p>
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<p>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?</p>	<p>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.</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. 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 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.</p>

Vehicle and Equipment Request

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from <http://www.tripsflorida.org/contracts.html>:

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

Instructions: 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.

Enable adding rows



Disable adding rows

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	\$676,172	\$676,172	\$676,172	\$169,043
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	-	\$676,172	\$676,172	\$169,043

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	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A	15GGD2712E1184199	Gillig	BU-Bus	2013	Diesel	Ramp	38	2	Active	799,962
Total/Average							38	2		799,962

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	187,408	187,408	Electronic farebox and Mobile Fare Application
<u>Unduplicated Passengers per Year</u>	187,408	187,408	Electronic farebox and Mobile Fare Application

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 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

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) Formerly Type "G"	Automobile (AO) Formerly Type "F"	Van (VN) Formerly Type "F"	Van (VN) Formerly Type "E"	Van (VN) Formerly Type "E"	Cutaway (CU) Formerly Type "D"	Cutaway (CU) Formerly Type "D"	Cutaway (CU) Formerly Type "D"	Bus (BU) Formerly Type "C"	Cutaway (CU) Formerly Type "C"	Bus (BU) Formerly Type "B"	Bus (BU) 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 (Arbol)	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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- ADO	4 years	Industry Standards
Software for 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
Canopies	5 years	Manufacturer
Water tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Company experience
Asphalt parking lot	15 years	CASB
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

Recipient Risk Assessment Tool

For Department use only. Included here for informational purposes.

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

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

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

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

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

- a. Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.
- b. Consider the type of project, does the applicant have a proven history of implementing this type of project?
- c. If not, has the applicant effectively communicated its ability to manage this newly implemented project?
2. Describe the applicant's management systems.
 - a. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties?
 - b. Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist?
 - c. Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?
3. Document the applicant's history of performance.
 - a. Has local match been readily available?
 - b. Are invoices submitted in a timely manner?
 - c. Are invoices often returned due to inaccuracies in accounting or other required documentation?
4. Review departmental or other oversight entity audit reports. Examples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial reviews.
 - a. Does the applicant have any unresolved audit findings?
 - b. Are there reoccurring findings in the annual audit reports?
5. SAM Unique Entity Identifier
 - a. Does the applicant have a valid SAM Unique Entity Identifier? Attach the screen shot of the SAM.gov check of the applicant.

Local Clearinghouses / Regional Planning Councils (RPC)		
Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 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@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 jahom@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 klersch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe
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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	Modal Development Administrator
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Projects Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: Collier, Manatee, Sarasota, Polk
Candice Monroy	(239) 225-1982 Candice.Monroy@dot.state.fl.us	Transit Projects Coordinator Counties: Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
Todd Engala	(863)-519-2657 Todd.Engala@dot.state.fl.us	Planner/Transit Coordinator
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
Janel Damato	(904) 360-5687 Janel.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit/Rural Coordinator
Christina Nalsen	(904) 360-5667 Christina.Nalsen@dot.state.fl.us	Transit Coordinator
Angela Gregory	(904)-360-5685 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	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
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
Birgit Olkuch	(954)-777-4689 birgit.olkuch@dot.state.fl.us	District Modal Development Administrator
Wibet Hay	(954)-777-4573 wibet.hay@dot.state.fl.us	Multimodal Coordinator
District 5		719 South Woodland Boulevard DeLand, Florida 32720
Brian M. Stanger, P.E.	(386) 943-5543 Brian.stanger@dot.state.fl.us	District Modal Development Administrator
Libertad Acosta-Anderson, P.E.	(386) 943-5410 Libertad.Acosta-Anderson@dot.state.fl.us	Passenger Operations Manager
Jo Santiago	(321) 319-8175 or (386) 943-5109 Jo.Santiago@dot.state.fl.us	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 or (386) 943-5106 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Paul Schoelzel	(386) 943-5246 paul.schoelzel@dot.state.fl.us	Multimodal 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
Gina Victoria Garzon	(305) 640-7566 Gina.Victoria.Garzon@dot.state.fl.us	Passenger Operations Specialist

	Gina.Victoria@dot.state.fl.us	
	(305)-470-5378	
Chris Dube	christopher.dube@dot.state.fl.us	Multimodal Projects Administrator
	HS	
District 7		11201 N McKinley Dr. MS-7500 Tampa, FL 33612
Ming Gao	(813) 975-6923	District Modal Development Administrator
	Ming.Gao@dot.state.fl.us	
Chris Leffert	(813) 975-6403	Transit Programs Administrator
	Chris.Leffert@dot.state.fl.us	
Dave Newell	(813) 975-6195	Transit Coordinator
	Dave.Newell@dot.state.fl.us	
Katrina Kavouklis	(813)-975-6406	Transit Coordinator
	katrina.kavouklis@dot.state.fl.us	
	A	
Tracy Noyes	(813)-975-4837	Transit Coordinator
	tracy.noyes@dot.state.fl.us	

Glossary

<p>Ambulatory - A person who is able to walk and move about freely without being confined to a bed or wheelchair.</p> <p>Annual Operating Report (AOR) - A report outlining the expenses and revenues incurred during the preceding 12 months.</p> <p>Applicant - An agency applying for Section 5339 Federal Assistance. See also "new applicant" and "returning applicant."</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p> <p>District office - Florida Department of Transportation District Public Transportation Office or District Office of Modal Development and/or staff.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Expanded service - Adding a new service to an already existing system.</p> <p>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.</p> <p>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.</p> <p>Incurred - Commitment or obligation to spend funds for goods to be received or services to be rendered.</p> <p>Large Urbanized Area - An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.</p> <p>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.</p> <p>Metropolitan Planning Organization (MPO) - MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas.</p> <p>New applicant - An applicant for Section 5339 assistance that has not received an award in the last two fiscal years.</p> <p>New service - A first time applicant starting a new service.</p> <p>Non-ambulatory - A person who has a mobility impairment that prevents them from being able to walk or move about freely.</p> <p>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.</p> <p>One-way passenger trips - A person who rides a transportation vehicle in one direction between two points for a specific purpose.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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/traveler 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](#)
- [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 Region 4 NEPA Categorical Exclusion Checklist](#)
- [Florida UZA Map](#)



Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

December 12, 2023

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

Re: 5339 Grant Submittal

Dear Ms. Hanson:

Collier County Board of County Commissioners submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this 12 day of December, 2023 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

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

Collier County

Agency Name

Signature

Rick Lo Castro – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

December 12, 2023

Date

Attest:

CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023



Public Hearing 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)** is applying to the Florida Department of Transportation for a capital grant under Section 5339 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)**

A Public Hearing has been scheduled at **(Date, Time, Location)**, for the purpose of advising all interested parties of service being contemplated if grant funds are awarded, and to ensure that contemplated services would not represent a duplication of current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by **(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 accommodations on the basis of race, color, sex, national origin, disability, income or of marital status.

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

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 amount(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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

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



- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), 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.



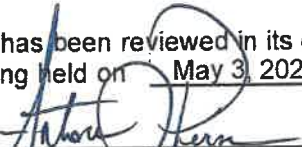
F. Notice and Contact:

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

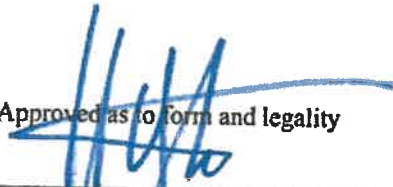
Signature: 

Signature: 

Title: Executive Director

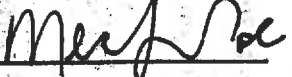
Rick LoCastro, Chairman

Title:


Approved as to form and legality

Jeffrey 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 **12th** day of **December, 2023**:

- 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 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 12, 2023 Date

Signature of Authorized Representative

Rick LoCastro - Chairman Typed Name and Title of Authorized Representative

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

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 **(Contractor)**, 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 12, 2023 **Date**

_____ **Signature of Contractor's Authorized Official**

Rick LoCastro - Chairman **Typed Name and Title of Authorized Representative**

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

_____ Deputy Clerk

_____ Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

Leasing Certification

MEMORANDUM for FTA 5339

Date: December 12, 2023

From: Rick LoCastro, Chairman _____
(Typed name and title) (Signature)
Attest:
Collier County Board of County Commissioners CRYSTAL K. KINZEL, CLERK
(Typed or printed agency name)

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

Subject: **FFY 24 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.

Approved as to Form and Legality:

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

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 12th day of **December, 2023**

Rick LoCastro, Commissioner

Name and title of authorized representative

Signature of authorized representative

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

Deputy Clerk

Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO

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:

8. APPLICANT INFORMATION:

* a. Legal Name:

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

* c. UEI:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

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

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

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 replacement 35ft fixed route bus to support bus service in the rural areas of Collier County.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
 * a. Applicant * b. Program/Project

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

17. Proposed Project:
 * a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="540,938.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="135,234.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="676,172.00"/>

*** 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

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: * First Name:
 Middle Name:
 * Last Name:
 Suffix:
 * Title:
 * Telephone Number: Fax Number:
 * Email:
 * Signature of Authorized Representative: * Date Signed:

Attest:
 CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

 Deputy Clerk

 Derek D. Perry
 Assistant County Attorney

DDP
 11/17/2023

CAO

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.

Place holder, will upload FY24 Certification upon completion.

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 12th, 2023 **Date**

_____ **Signature of Contractor's Authorized Official**

Rick LoCastro, 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 FY23/24 for Collier Area Transit to purchase a replacement bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile.	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Attest:
CRYSTAL K. KINZEL, CLERK

Approved as to Form and Legality:

_____ Deputy Clerk

_____ Derek D. Perry
Assistant County Attorney

DDP
11/17/2023

CAO



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



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,

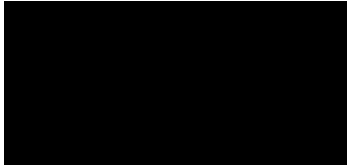
DocuSigned by:

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



Collier County Board of County Commissioners
Amy Patterson
County Manager

Collier County Transportation Management Services
Trinity Scott
Administrator CEO

Public Transit & Neighborhood Enhancement PTNE Division
Brian Wells
Director

PTNE - Collier Area Transit
Omar De Leon
Transit Manager

Alex Showalter - Planner II
Liz Soriano - Project Manager II
Elena Ortiz Rosado - Marketing Manager
Corene Sanger - Management Analyst
Keyla Castro - Operations Specialist II

MV Transportation Inc.
Mark Moujabber
General Manager

Fixed Route Manager
Nolan Begley

Planner
1

Fixed Route Dispatch
3

Fixed Route Operators
43

Utilities
8

Paratransit Manager
Marirka Maldonado

Paratransit Dispatch
3

Paratransit Operators
40

Reservationist
3

Schedulers
2

Safety Manager
Vacant

Road Supervisors
5

Behind the Wheel Trainers
5-10

Mobility Manager
1

Customer Service Manager
Nellie Lopez

Reconcilers
2

Customer Service
5

Senior ITS Coordinator
Genese Vertus

ITS Coordinator
1

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 (**Attachment 1**).

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

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENT(S):

1. CTC Quarterly Report (July 1, 2023 to September 30, 2023)

JULY 1 - 31, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	20	7544	6217	4918	114265	91836	280	785	8536	827	165
Saturday	5	571	593	475	10013	8126	30	83	646	43	32
Sunday	5	347	403	300	5785	4544	14	48	400	38	15
Total	30	8462	7212	5692	130063	104507	324	916	9582	908	212

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	377	311	246	5713	4592	14	39	427	41	8
Saturday	114	119	95	2003	1625	6	17	129	9	6
Sunday	69	81	60	1157	909	3	10	80	8	3

Fares to Collect	Fares Deposit	Balance
\$ 17,405.00	\$17,336.00	(\$69.00)
Ticket Sales	Sales Deposit	Balance
		\$0.00
Total Deposit	\$17,336.00	

% Cancel of Total Trips	% No Shows of Total Trips
4%	11%

Prior Year Performance	On-Time Performance	On-Time Performance	Increase
	94.30%	75.70%	-18.60%

Accidents (Prev)

Prior Year	PPH	PPH	Difference
	1.51	1.68	0.17

No Shows Day Suspensions		
7	14	30
0	0	0

AUGUST 1 - 31, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest	
Weekday	Days	One Way	Vehicle H	Revenue F	Vehicle M	Revenue M	Cancel	No Shows	Passenger Trip	PCA	Guest	
Saturday		23	8981	7288	5801	131976	106513	336	761	10207	1030	196
Sunday		4	501	396	349	7341	6410	22	42	586	57	28
Total		4	329	321	266	5369	4492	16	31	376	33	14
		31	9811	8005	6416	144687	117415	374	834	11169	1120	238
Average	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest	
Weekday		390	317	252	5738	4631	15	33	444	45	9	
Saturday		125	99	87	1835	1602	6	11	147	14	7	
Sunday		82	80	66	1342	1123	4	8	94	8	4	

Fares to Collect	Fares Deposit	Balance
\$ 20,114.00	\$19,945.00	(\$169.00)
Ticket Sales	Sales Deposit	Balance
		\$0.00
Total Deposit	\$19,945.00	

Accidents (Prev)

% Cancel of Total Trips	% No Shows of Total Trips
5%	9%

Prior Year Performance	On-Time Performance	On-Time Performance	Increase
	90.18%	76.08%	-14.10%

Prior Year PPH	PPH	Difference
1.59	1.74	0.15

No Shows Day Suspensions		
7	14	30
0	0	0

SEPTEMBER 1 - 30, 2023

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	21	8466	6311	5145	119588	97439	296	607	9573	975	132
Saturday	5	688	519	453	10629	9243	33	52	809	82	39
Sunday	4	377	354	297	5623	4754	15	35	441	51	13
Total	30	9531	7185	5895	135840	111436	344	694	10823	1108	184

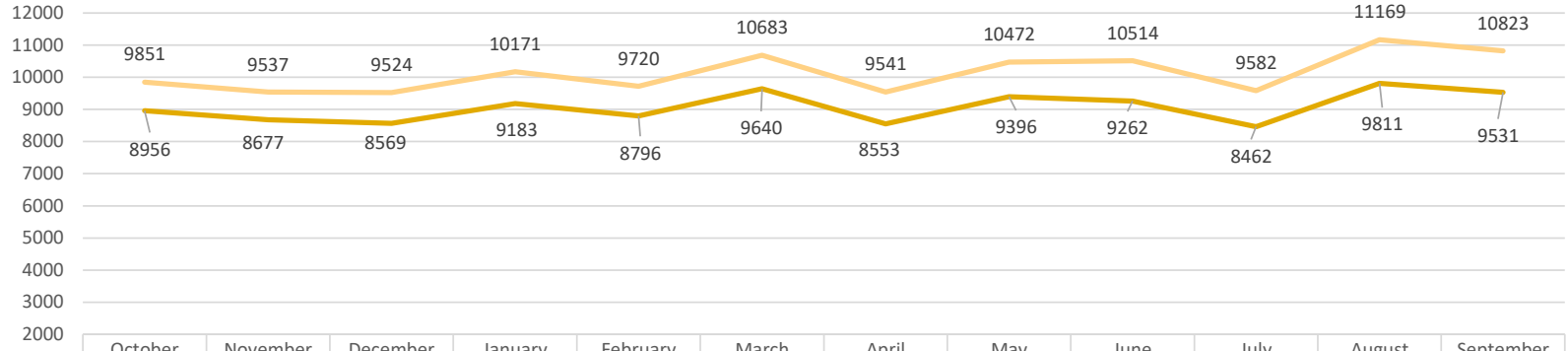
Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancel	No Shows	Passenger Trips	PCA	Guest
Weekday	423	316	257	5979	4872	15	30	479	49	7
Saturday	138	104	91	2126	1849	7	10	162	16	8
Sunday	75	71	59	1125	951	3	7	88	10	3

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 19,377.00	\$19,215.00	(\$162.00)	4%	7%	88.52%	76.26%	-12.26%
Ticket Sales	Sales Deposit	Balance					
		\$0.00					
Total Deposit	\$19,215.00						
	Accidents (Prev)						

Prior Year	PPH	PPH	Difference
	1.59	1.84	0.25

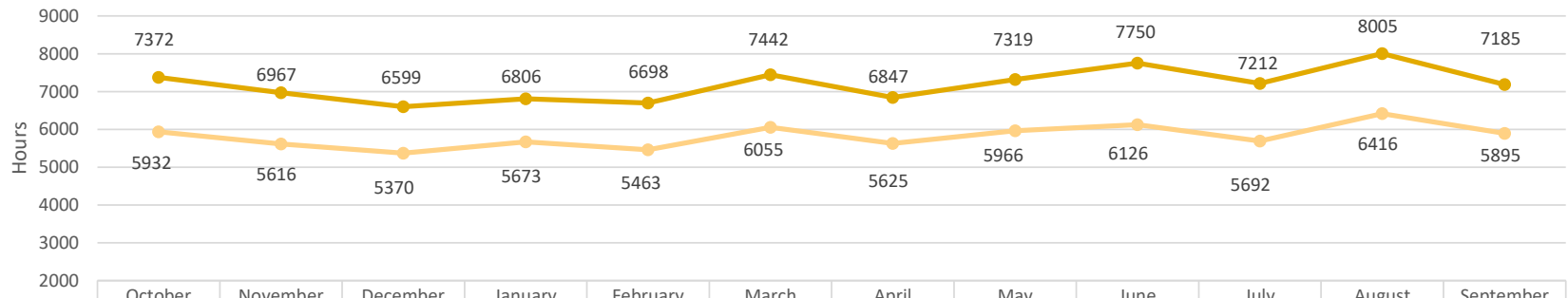
No Shows Day Suspensions		
7	14	30
0	0	0

Passenger Trips and One Way Trips



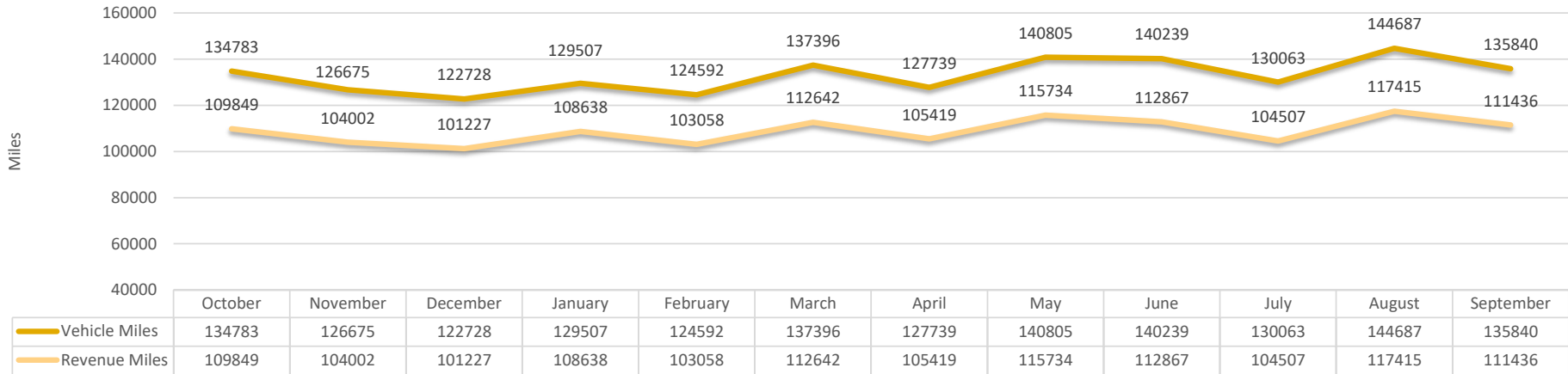
Passenger Trips	9851	9537	9524	10171	9720	10683	9541	10472	10514	9582	11169	10823
Unique Trips	8956	8677	8569	9183	8796	9640	8553	9396	9262	8462	9811	9531

Vehicle Hours and Revenue Hours

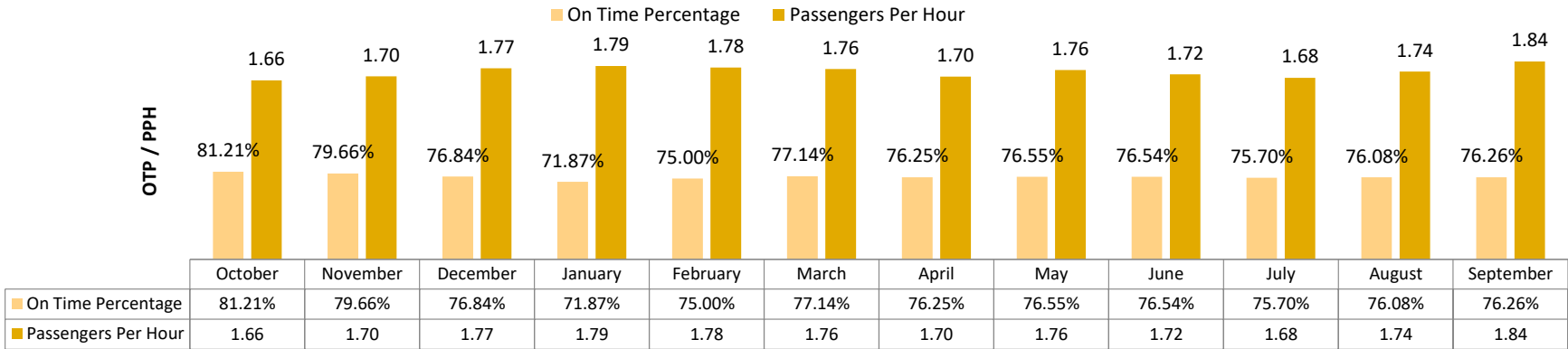


Vehicle Hours	7372	6967	6599	6806	6698	7442	6847	7319	7750	7212	8005	7185
Revenue Hours	5932	5616	5370	5673	5463	6055	5625	5966	6126	5692	6416	5895

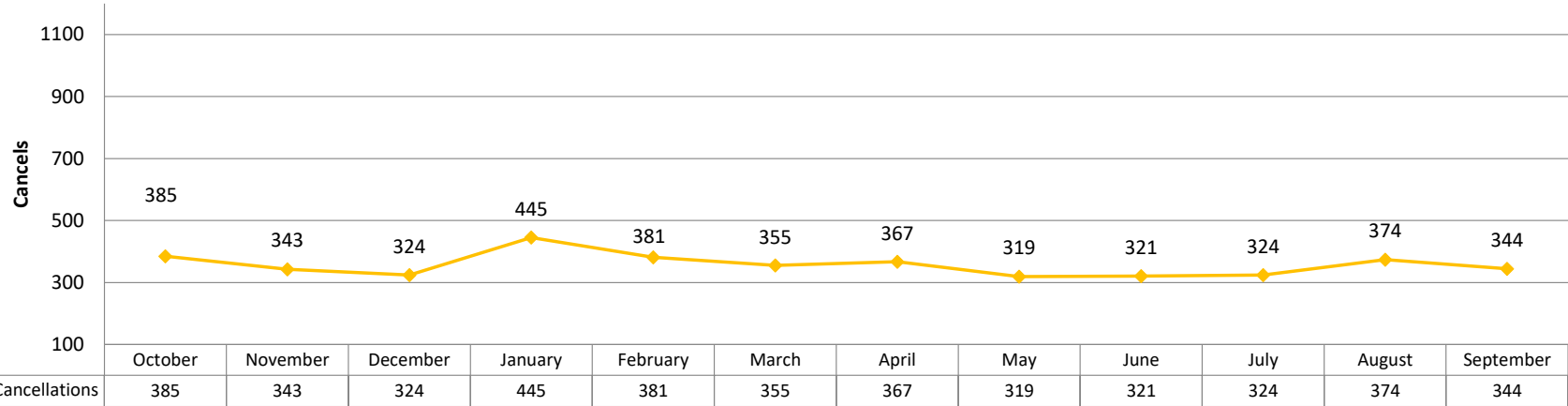
Vehicle Miles and Revenue Miles



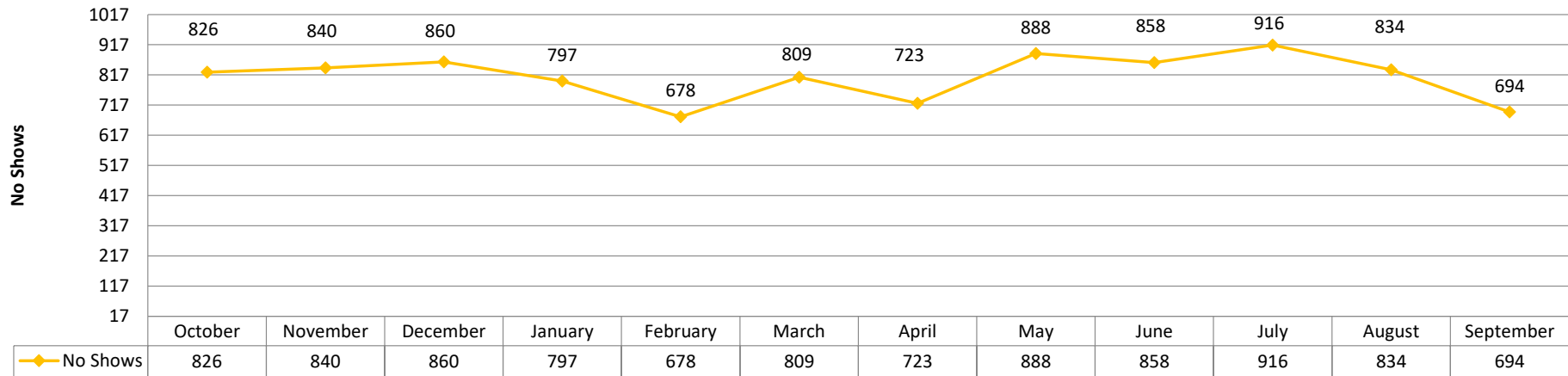
On-Time Performance and Passengers Per Hour



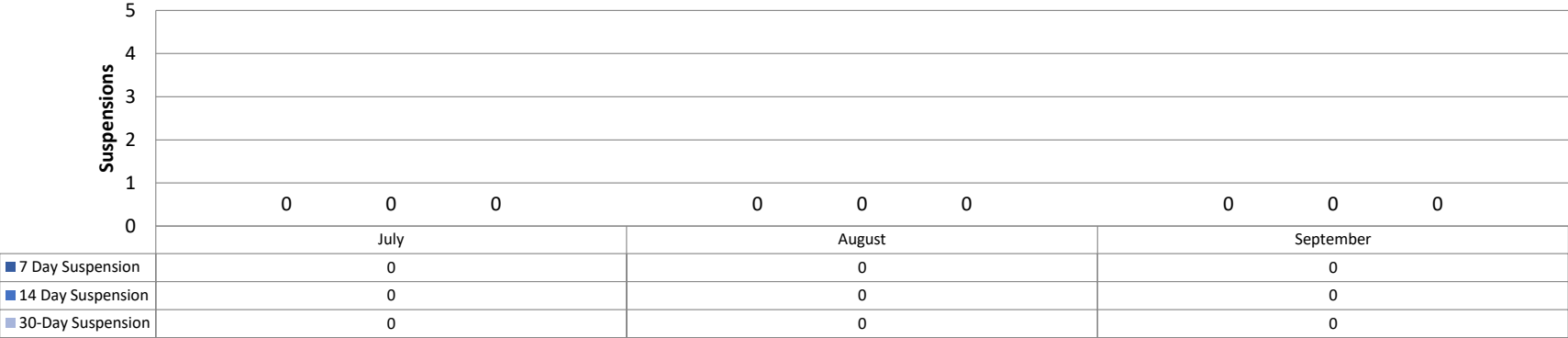
Cancellations



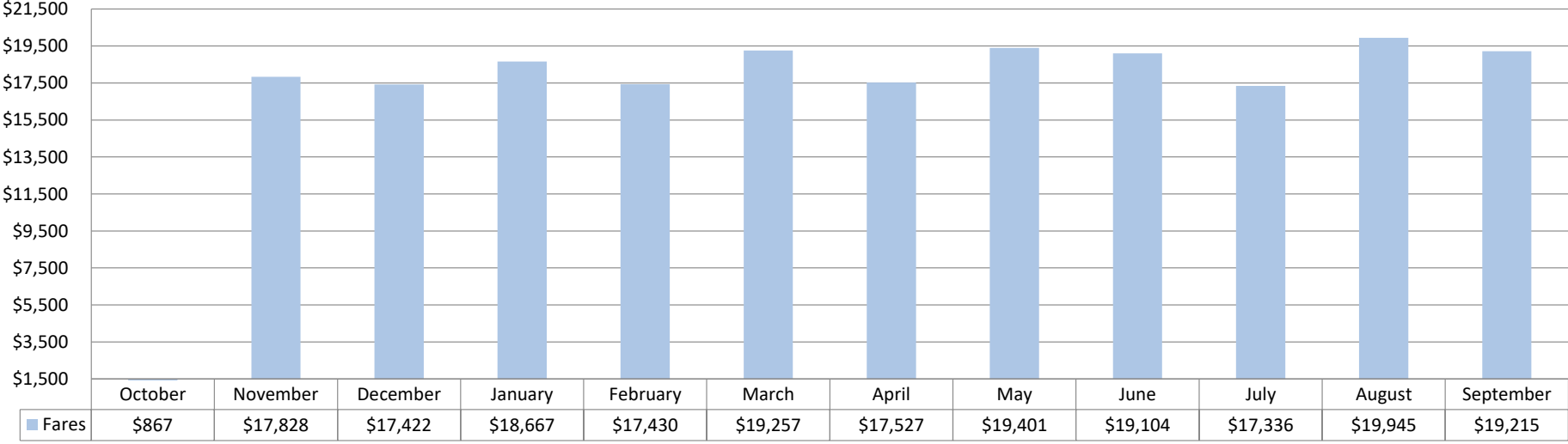
No Show



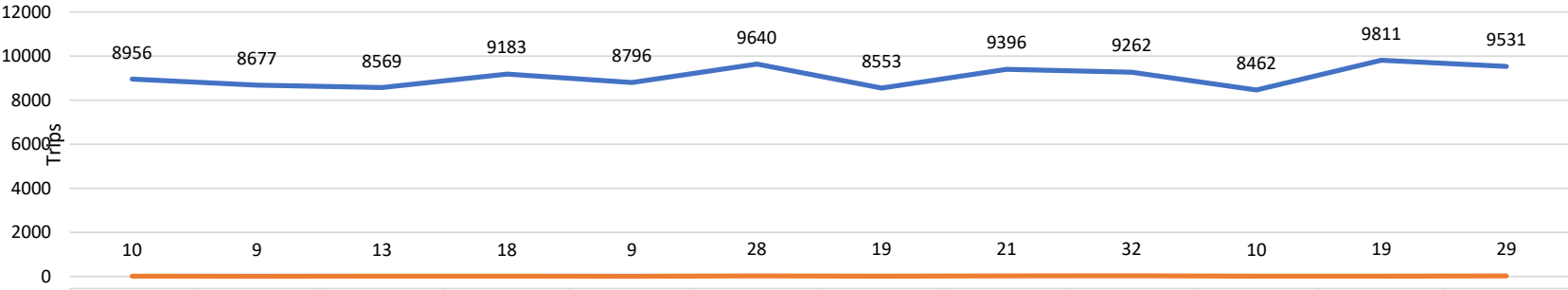
Suspensions



Ticket Sales and Fares Collected



Total Trips & Missed Trips

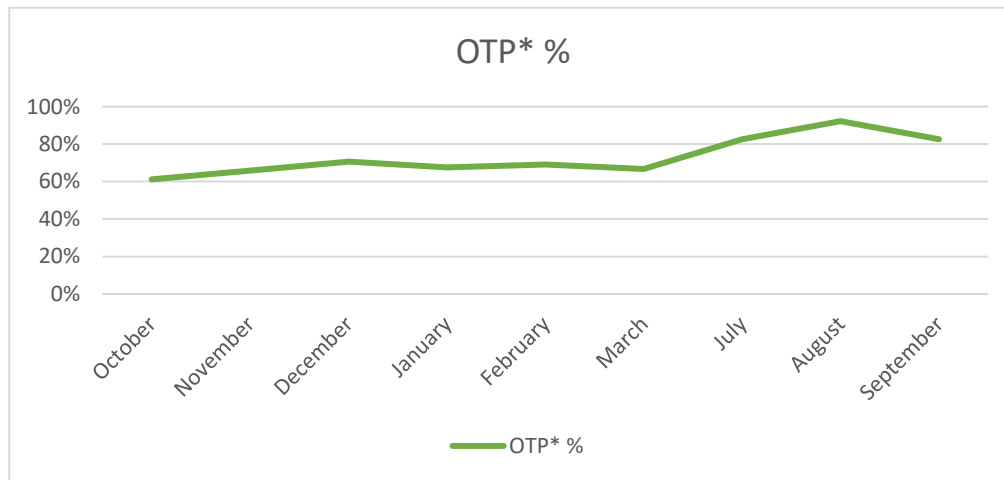


	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
One Way Trips	8956	8677	8569	9183	8796	9640	8553	9396	9262	8462	9811	9531
Missed Trips	10	9	13	18	9	28	19	21	32	10	19	29

— One Way Trips — Missed Trips

Work/Medical Trips - On Time Performance (OTP)

Months	Work/Med Trips	Outside the 30Min Window	OTP* %
October	2079	807	61%
November	1811	618	66%
December	2191	644	71%
January	2074	672	68%
February	2005	618	69%
March	2325	772	67%
July	3358	584	83%
August	3899	303	92%
September	3527	613	83%



Date Received	Month	Date of Incident	Type	Valid/Non-Valid	Description	Resolution
7/14/2023	July	7/14/2023	Late	Valid	The Customer wants to file a complaint because her bus was late picking her up to take her home; she had to get another way home and call to cancel the trip. The Customer also said she can never get a hold of someone when she tries to call.	Called and talked and apologized with The Customer her trip was schedule for 1300 on July 14 th we were 15 min late, she actually talked to the dispatcher and cancel the return trip. Action taken: Called
7/13/2023	July		Late	Valid	There were 2 issues this week alone 1) There are 2 homes on the property where The Customer is picked up in the morning and Cat is well aware of where to go to pick The Customer up. On Tuesday morning a driver who has been here on numerous occasions rang the doorbell at the house closest to the street, the incorrect house. 2) This morning The Customer was picked for her ride to work at 7:15 and arrived at work at 9:15. According to her there were no accidents or heavy traffic for her ride to work.	Our driver arrived at 0752 and she didn't come out until 0804, we waited for her 12 min, instead of the 5 minutes establish, the route was tight as we went and pick up three more passengers going to the same place as her and closed to where we picked her up those seven extra minutes affected the timing as traffic is hectic. Action taken: Called
7/25/2023	July	7/25/2023	Early	Valid	The Customer says this is the second time she has been picked up too early. The Customer has an appointment at 11:40 am but was picked up at 10 am and dropped off at the destination at 10:20 am. She now has to wait over an hour for her appointment. The Customer says she does not mind arriving a little early but this early is ridiculous.	Driver has some cancellations and went ahead to see if she was ready, she came out and took her directly. I explained to her that if we go and is outside the window she is not obligated to go and that we will send another driver within her window. She was pleased with our response. Action taken: Called
8/4/2023	August		Safety	Valid	The Customer said when her driver arrived he walked out and was on the phone, and she proceeded to get on the bus. She noted that it wasn't the usual bus that picks her up and that it was made for wheelchairs. The driver did not put down the ramp and while she was getting on the bus she did not have anything to hold onto and fell back. The Customer said she did not want to go to the hospital but she had a bump on her head and pain on her neck, back (she recently had spine surgery), and hip. The Customer said she usually gets picked up by a bus with steps to get up and wants to know why a different bus picked her up today. The Customer also noted that the driver did not put down the ramp and she did not know that she had to wait for him to do so.	This was reported as an incident, was found preventable and the safety procedure was completed. Action taken: Called
8/14/2023	August	8/14/2023	No Show/Missed Trip	Valid	The Caller is calling because her aunt, The Customer, did not get picked up today. Her aunt was supposed to get picked up at 4 pm but she never was, and the location closes at 5 pm and they do not want to leave anyone outside the location. The Caller tried contacting dispatch to figure out what went wrong with her aunt's trips but was put on hold for 45 minutes. She said when things like this happen it would be nice to be able to reach someone to receive information	The trip was cancelled on the 11 th and the niece didn't know, so we didn't pick her from home to the center nor the return, they understood and were please with our response. I also set them up for the app, so they can follow the trips. Action taken: Called
8/15/2023	August	8/15/2023	Late	Valid	The Customer said he had an appointment at 3 pm today; the bus arrived late at 3:05 pm, which caused him to lose his appointment time. The Customer said he has been having lots of issues with the service lately and wants to know what's going on.	All routes were running late due to a heavy rain, he was late for 14 minutes, I called and talked to him and explained why we were running late, I checked previous trips and he have been for 3 min in a previous trip in June.

8/21/2023	August	8/21/2023	Late	Valid	The Customer said he arrived 15 minutes late to his doctor's appointment because the bus stopped to pick up a different passenger on the way. When the appointment was over he called CAT and was told the bus would be there between 11 and 11:30 am; The Customer waited for the bus until noon, and when the bus did not arrive he called a taxi to take him home, which costed him \$50.	Driver was following the manifest and he did get late to the appt. for the return he was no-show at 1120 within the window, I called and apologise for the tardiness he appreciate our call besides this he is pleased with all the staff. Action taken: Called
8/24/2023	August	8/24/2023	No Show/Missed Trip	Valid	The Customer Had a Dr. appt 10:30. Ride was booked and wasn't picked-up. Dr's office Cancelled the appointment and now she cannot get an appointment for 2 months.	The trip was made on her late husband's name and there was a confusion, so the trip got cancelled. I called and explained her and apologized for the mistake. Action taken: Called
8/28/2023	August	8/28/2023	No Show/Missed Trip	Valid	The Customer was waiting since 2 pm for her 2:30 pm pickup to take her to her appointment and the bus never showed up. The Customer was upset that she did not receive a call or get any notification that the bus was not coming.	The driver get there at 2:40 the drop off was for 3:00, she was not there and this was a missed trip for us. I called and apologized.
9/28/2023	September		Other	Valid	The Customer called regarding issues with her pickup yesterday evening and this morning. Yesterday evening she was waiting for her pickup and for the phone call letting her know her bus has arrived. When she did not receive a call she went out to check and saw the bus about to leave the parking lot so she ruched down to try and flag it down. She was able to get on the bus and when she told the driver she did not receive a call alerting her the bus was here the driver shrugged and didn't say anything; The Customer said she received the call when she was already sitting on the bus. The second issue came up this morning after she was picked up to go to work. She was picked up before her window at 6:28 am, which wasn't issue for her, but she wasn't dropped off at work until 7:42 am when she is supposed to be there at 7:30 am. The Customer said after the bus picked her up it picked up a passenger on Radio Rd and another on Tamiami and then went up to NCH, passing her job on the way, and then after NCH she was dropped off at her job at the government center. The Customer said it was the same driver for both of these occasions.	Called and left a message. We were 2 min before the negotiated window and we dropped her off nine min past the requested time, the drivers were not the same. As far as the call from the system, lately we haven't we received complaints about the Ecolane court nevertheless we will keep monitoring. I will reach out again to them. Action taken: Called

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, Senior Planner

ATTACHMENT(S):

1. MPO Quarterly Progress Report for July 1, 2023, through September 30, 2023



SERVICE AREA/COUNTIES:
Collier

INVOICE NUMBER: G2178 Q1
INVOICE DATE: October 25, 2023
QUARTER SERVICE DATES: July 1 - September 30, 2023

6B Attachment 1
LCB 12/6/23

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)	Collier MPO has included non-agency LCB membership vacancy information in its e-newsletters. On 9/25/23, staff secured a replacement member for public education to fill the vacancy.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The LCB meeting agenda for the 9/6/23 meeting is enclosed.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The draft meeting minutes for the 9/6/23 LCB meeting are enclosed.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	No activity this quarter. The only committee of the LCB is the grievance committee. No grievances were filed, and no staff support was necessary.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster 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 9/6/23 LCB meeting 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)	LCB reviewed and approved the draft AOR at its 9/6/23 meeting. It is anticipated that the CTD approved AOR will be presented to LCB at its 12/6/23 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 FY 22/23 AER was completed and is enclosed. The AER was transmitted to the TD Commission on 9/13/23.

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)	Collier MPO worked with its consultant, the CTC, and LCB to develop the TDSP Major Update. MPO Staff conducted public outreach to solicit input on the draft document. LCB reviewed the draft TDSP Major at its 9/6/23 meeting. A special LCB meeting is set for 10/4/23 for LCB to approve the TDSP Major. The draft was also presented to PTAC, TAC, and CAC for review and comment.
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.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 9/6/23 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 Staff was registered to attend the CTD’s annual training workshop on 8/29 and 8/30/23, but the workshop was cancelled due to Hurricane Idalia.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Collier MPO Staff arranged to attend the CTD Business Meeting in-person on 8/28, but it was cancelled due to Hurricane Idalia.
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)	MPO Staff provided orientation and training materials to new member, John Lambcke, on 9/25/23.
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 LCB reviewed the data provided by coordination contractors, as included in the AOR. Further review will be included in the CTC evaluation.

K. Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.
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Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

[Redacted area]

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: 10/25/2023

Revised: 06/30/2021

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, Senior Planner

EXECUTIVE SUMMARY
DISTRIBUTION ITEMS
ITEM 8A

Approved 2024 MPO Meeting Calendar

OBJECTIVE: For the Board to receive a copy of the MPO Board approved 2024 MPO Meeting Calendar.

CONSIDERATIONS: The MPO Board approved the 2024 MPO Meeting Calendar (**Attachment 1**) at its September 8, 2023, meeting.

The 2024 meeting schedule for LCB is as follows:

- March 6, 2024
- May 1, 2024
- September 4, 2024
- December 4, 2024

STAFF RECOMMENDATION: N/A.

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENT(S):

1. MPO Board Approved 2024 MPO Meeting Calendar



2024 Meeting Schedule

Collier Metropolitan Planning Organization (MPO)
2885 S. Horseshoe Drive, Naples, FL 34104
(239) 252-5814 | www.CollierMPO.org

Approved September 8, 2023

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 9, 2024	March 8, 2024	April 12, 2024	May 10, 2024
June 14, 2024	September 13, 2024	October 11, 2024	November 8, 2024
December 13, 2024			
*TENTATIVE JOINT MEETING with Lee County MPO, TBD.			

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m.

TAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., Main Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 22, 2024	February 26, 2024	March 25, 2024	April 22, 2024
May 20, 2024 (<i>due to holiday</i>)	August 26, 2024	September 23, 2024	October 28, 2024
November 25, 2024			
* TENTATIVE JOINT MEETING with Lee County TAC, TBD.			

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., Main Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 22, 2024	February 26, 2024	March 25, 2024	April 22, 2024
May 20, 2024 (<i>due to holiday</i>)	August 26, 2024	September 23, 2024	October 28, 2024
November 25, 2024			
* TENTATIVE JOINT MEETING with Lee County CAC, TBD.			

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 16, 2024	February 20, 2024	March 19, 2024	April 16, 2024
May 21, 2024	August 20, 2024	September 17, 2024	October 15, 2024
November 19, 2024			
* TENTATIVE JOINT MEETING with Lee County BPCC, TBD.			

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 17, 2024	March 20, 2024	May 15, 2024	July 17, 2024
September 18, 2024	November 20, 2024		

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 6, 2024	May 1, 2024	September 4, 2024	December 4, 2024

EXECUTIVE SUMMARY
DISTRIBUTION ITEMS
ITEM 8B

Updated LCB Membership Roster

OBJECTIVE: To distribute the updated LCB Membership Roster to LCB members.

CONSIDERATIONS: MPO staff updated the LCB Membership Roster to reflect the following appointments of agency members: Todd Engala as Interim Representative for FDOT and updated alternates, John Lambcke for Public Education, and Lisa O’Leary as primary member for the Department of Education/Division of Vocational Rehab Services. The Roster has also been updated to reflect existing vacancies for a person over sixty representing the elderly in the county and a person with a disability representing the disabled in the county.

The revised LCB Membership Roster is included as **Attachment 1**.

STAFF RECOMMENDATION: Provide distribution item for informational purposes.

Prepared By: Dusty May Hansen, Collier MPO Senior Planner

ATTACHMENTS:

1. Updated LCB Membership Roster 10-5-23

Last Updated October 5, 2023
18 total Members, 3 Vacancies, 15 Current Members
With a Quorum of 4

Local Coordinating Board for the Transportation Disadvantaged

MEMBERSHIP ROSTER

Meeting 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. CHAIRPERSON	MPO Council Member Tony Pernas City of Everglades City 410 Storter Ave. Everglades City, FL 34139 Mobile: (305) 815-8849 tpernas@cityofeverglades.org	<i>No alternate pursuant to Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code.</i> Appointed by MPO Board on 10/14/2022.
2. <i>Elderly</i>	Vacant	
3. <i>Citizens Advocate/Non- User</i>	Eileen Streight 16113 Caldera Ln. Naples, FL 34110 (239) 260-7312 (office) (239) 770-8909 (cell) eileen@namicollier.org	Exp 3/12/2024
4. <i>Citizens Advocate/User</i>	Mr. Dylan Vogel 168 North Street Naples, FL 34108 Phone Number: 239-594-1759 Dylan.m.vogel@gmail.com Dylanvogel@me.com	Re-Appt.: 10/14/22 Term Expires: 10/14/25
5. <i>Veteran Services</i>	Oscar Gomez 3339 Tamiami Trail East, Suite 212 Naples, FL 34112 (239)252-8266 Oscar.gomez@colliercountyfl.gov veteranservices@colliercountyfl.gov	Lilith Sileika 3339 Tamiami Trail East, Suite 212 Naples, FL 34112 (239)252-8266 lilith.sileika@colliercountyfl.gov veteranservices@colliercountyfl.gov

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<i>A Representative of:</i>	<i>Voting Member</i>	<i>Alternate</i>
6. <i>Florida Association for Community Action</i>	Ms. Cheryl Burnham, Community Services Director The Agricultural and Labor Program, Inc. 300 Lynchburg Road Lake Alfred, FL 33850-2576 (863)956-3491 x 224 CBurnham@alpi.org	Ms. Pa Houa Lee-Yang The Agricultural and Labor Program, Inc. 300 Lynchburg Road Lake Alfred, FL 33850-2576 PYang@alpi.org
7. <i>Public Education</i>	John Lambcke Transportation Director Collier County School Board Naples, Florida 34109 (239) 377-0613 Fax (239) 377-0601 LambckJo@collierschools.com <i>(As of 9/25/23)</i>	
8. <i>FDOT</i>	Todd Engala, Interim Representative Transit Coordinator FDOT 801 North Broadway Avenue, MS 1-39 Bartow, FL 33830 (863) 519-2657 todd.engala@dot.state.fl.us	Candice Monroy Transit Projects Coordinator FDOT SWIFT SunGuide Center 10041 Daniels Pkwy. Fort Myers, Florida 33913 (239) 225-1982 – Desk (239) 398-3007 – Cell Candice.Monroy@dot.state.fl.us Secondary Alternate : Dale Hanson 863.519.2321 Dale.Hanson@dot.state.fl.us Tertiary Alternate: Michelle S. Peronto 863-519-2551 Michelle.Peronto@dot.state.fl.us
9. <i>Florida Department of Children and Family Services</i>	Tabitha Larrauri 2295 Victoria Avenue, #332 Ft.. Myers, FL 33901 (239)895-0161 Tabitha.Larrauri@myflfamilies.com	

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<i>A Representative of:</i>	<i>Voting Member</i>	<i>Alternate</i>
10. <i>Florida Department of Education Division of Vocational Rehabilitation Services</i>	Lisa O’Leary Dept. of Education/Division of Vocational Rehab Services 10681 Airport Pulling Rd. N, Ste 19 Naples, FL 31409 (239) 260-6306 Fax (239) 593-2548 Lisa.Oleary@vr.fldoe.org	
11. <i>Area Agency on Aging SWFL – Florida Department of Elder Affairs</i>	Sarah Gualco Director of Programs & Planning Area Agency on Aging for SW FL 2830 Winkler Avenue, Ste. 112 Fort Myers, FL, 33916 (239) 652-6914 sarah.gualco@aaaswfl.org	
12. <i>Florida Agency for Health Care Administration</i>	Michael Stahler AHCA 2295 Victoria Ave., Suite 319 For Myers FL 33901 (239) 335-1251 Michael.Stahler@ahca.myflorida.com	Signe Jacobson Medical/Health Care Prog Analyst AHCA 2295 Victoria Ave., Suite 319 Fort Myers, Florida 33901 (239) 335-1282 Signe.Jacobson@ahca.myflorida.com
13. <i>Representative for Children at Risk</i>	Brett Nelson CCPS 5775 Osceola Trail Naples, FL 34109 (239) 377-0001 Nelsob2@collierschools.com	
14. <i>Private Transportation Industry</i>	Vacant	
15. <i>Disabled</i>	Vacant	

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<i>A Representative of:</i>	<i>Voting Member</i>	<i>Alternate</i>
16. <i>Local Medical Community</i>	Gabrielle Galanti 2806 Horseshoe Drive S Naples, FL 34104 gabbyg@dlcenters.org (239) 398-9647	
17. <i>Southwest Florida Regional Workforce Development Board</i>	Carmen Henry Disability Navigator CareerSource Southwest Florida 6800 Shoppes at Plantation Drive, Suite 170 Fort Myers, FL 33912 239-931-8200 ext. 1803 CHenry@careersourcesouthwestflorida.com	
18. <i>Agency for Persons with Disabilities</i>	Leah Watson 2295 Victoria Ave. Fort Myers, FL 33901 Phone: 239-338-1378 Cell: 239-218-7217 Email: Leah.watson@apdcare.org	

Technical Assistance for the Collier County Local Coordinating Board for the Transportation Disadvantaged

Advisory Members

None at present

Community Transportation Coordinator

Collier County Board of County Commissioners
 C/O Omar DeLeon, Public Transit Manager
 239-252-4996

Collier Area Transit
<https://www.collierptne.com/collier-area-transit>
 Mark Moujabber - MV General Manager (239) 252-4983

Medicaid Transportation Provider

Last Updated October 5, 2023
18 total Members, 3 Vacancies, 15 Current Members
With a Quorum of 4

Medical Transportation Management (MTM)

759 S. Federal Highway, #301
Stuart, FL 34994
Office: 772-266-4971
Member Help Line/TTY: 1-844-239-5974 (TTY: 711)
<https://www.mtm-inc.net/floridaffs>

Commission for the Transportation Disadvantaged (CTD):

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450
(850) 488-6036 sun/com 292-7279
<https://ctd.fdot.gov>

Designated Official Planning Agency

Collier Metropolitan Planning
Organization
2885 South Horseshoe Drive
Naples, Florida 34104
(239) 252-5814
www.colliermmpo.org