



**Public Transit Advisory Committee
Collier Area Transit
Hybrid Meeting
Collier County Museum Lecture Hall
3331 Tamiami Trail East Naples, Florida
November 17th, 2022
3:00 p.m.**

Agenda Packet

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Agenda
- 4) Approval of Minutes
 - a. October 18, 2022
- 5) Committee Action
 - a. 5310, 5311, 5339 Grant Applications
 - b. Vice-Chair Election Reconsideration
- 6) Reports and Presentations
- 7) Member Comments
- 8) Public Comments
- 9) Next Meeting Date – December 20th, 2022, Collier County Museum Lecture Hall
- 10) Adjournment

Two or more members of the Board of County Commissioners may be present and may participate at the meeting. The subject matter of this meeting may be an item for discussion and action at a future BCC meeting.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin, disability, gender or age. Title VI of the *Civil Rights Act of 1964*; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients.

Anyone who required an auxiliary aid or service for effective communication, or other reasonable accommodations in order to participate in this proceeding, should contact the Collier County Facilities Management Department located at 3335 Tamiami Trail East, Naples, Florida 34112 or 239-252-8380 as soon as possible, but no later than 48 hours before the scheduled event. Such reasonable accommodations will be provided at no cost to the individual.

MINUTES OF THE PUBLIC TRANSIT ADVISORY COMMITTEE MEETING

NAPLES, FLORIDA

OCTOBER 18, 2022

LET IT BE REMEMBERED, the Public Transit Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at Collier County Museum Lecture Hall, 3331 Tamiami Trail E, Naples, Florida with the following members present:

Chair:	John DiMarco, III
Vice-Chair:	Peter Berry (ZOOM)
	Devon Browne
	James Caton
	Dewey Enderle
	Sonja Lee Samek
	Martin de St. Pierre (ZOOM)

ALSO PRESENT: Michelle Arnold, Director, Collier County PTNE
Omar DeLeon, Public Transit Manager, Collier County PTNE
Elena Ortiz-Rosado Events, Sales & Marketing Coordinator PTNE
Alexander Showalter, Senior Planner, Collier County PTNE
Jacob Stauffer, Transit Planner, MV Transportation

1. Call to Order

Chairman DiMarco called the meeting to order at 3:02 P.M.

2. Roll Call

Roll call was taken, and a quorum of five was established.

Chair DiMarco motioned to allow Peter Berry and Martin de St. Pierre to participate in the meeting via ZOOM remote access due to an extraordinary circumstance. Second by Mr. Caton. Carried unanimously 5 – 0.

A quorum of seven was present.

3. Approval of Agenda

Chair DiMarco moved to approve the Agenda. Second by Mr. Caton. Carried unanimously 7 - 0.

4. Approval of Minutes

Ms. Samek moved to approve the minutes of the September 22, 2022 of the Public Transit Advisory Committee meetings as presented. Second by Mr. Berry. Carried unanimously 7 - 0.

5. Committee Action

a. Election of Committee Chairpersons

In accordance with the authorizing Ordinance No. 2016-07 which established the Public Transit Advisory Committee (PTAC), annually the members of the Advisory Committee shall elect a Chairperson and Vice Chairperson from among its members.

Nomination for Chair

Ms. Samek nominated John DiMarco for the position of Chair of the Public Transit Advisory Committee for one year, or until a successor is appointed. Second by Mr. Caton. Nominations were closed and no others were tendered. Carried unanimously 7 – 0. Mr. DiMarco retained the Chair.

Nominations for Vice Chair

Mr. Caton nominated Sonja Samek for the position of Vice-Chair of the Public Transit Advisory Committee for one year, or until a successor is appointed. Second by Chair DiMarco. Nominations were closed and no others were tendered. Carried unanimously 7 -0. Ms. Samek assumed Vice Chair.

6. Reports and Presentations

a. Key Performance Indicators

Mr. Stauffer presented the FY22 Collier Area Transit (CAT) Annual Performance Measures to the Committee for review and recommendations.

System Total Statistics Analysis

- Ridership and profit revenue increased every month from October 2021 to August 2022.
- Revenue miles and hours decreased month over month.

Hurricane Ian

Impact on MV Operations:

- Provided transportation for public assistance pre and post hurricane.
- Worked with the Emergency Operations Center (EOC) to contact all individuals on special needs list to ensure they were pre-registered for transportation to shelters.
- Supported Marco Island evacuation efforts the morning of the storm.
- Aided Fire Department evacuation needs on the eve before the event, transporting individuals from Home Depot to shelters.
- Employed vehicles and drivers for evacuations and medical services.
- Supported the community with buses for use as cooling stations in areas without generators to provide heat relief for individuals.
- Utilized Paratransit vehicles during the storm.

Emergency Relief:

- Requests for *Emergency Relief Funds* are processed through the Federal Transit Administration (FTA) or Florida Department of Transportation (FDOT).
- The FTA allocates funding to impacted areas to reimburse for operational services and repairs to assets. MV Transportation will provide documentation to secure reimbursement.
- Damaged assets included the transfer facility which sustained flood damage.

Transportation Vehicle Inventory

- Noting Tampa, FL has adopted a 50/50 inventory position on traditional vs. electric vehicles, Staff will consider vehicle ownership options to provide resiliency.
- Ability to store power for electric vehicles in the event of a power loss will be investigated.

Committee recommendations:

- Consideration be given to publishing *City of Naples Newsletter* on Transit Systems services and events.

b. Mobility Week

Mr. Stauffer presented an Executive Summary “*Federal Department of Transportation (FDOT) Mobility Week 2022*” and CAT’s participation in the events. He noted:

- Mobility Week is a cooperative effort between the Florida Department of Transportation (FDOT) and its partner agencies to promote awareness of safe multimodal transportation choices.
- Counties, cities, and transportation agencies in Florida will host public events the week of October 21 – 28, 2022.
- CAT has partnered with the Collier County Supervisor of Elections to offer free rides on Saturday November 5th, the last day of early voting. Both entities will promote the event on social media.

Staff responded to Committee queries:

- The *All Collier Area Transit Routes Map* developed by CAT is available on the County’s web site.
- The maps icons will help direct the user to their desired transit route.
- Polling stations are conveniently located along the transit routes as well as Government Center.

Ms. Samek will send the link for the school districts app, utilized by students, to Ms. Ortiz-Rosado for publication in Mobility Week virtual fliers.

7. Member Comments

Mr. Caton complimented CAT and PTNE on their outstanding work.

Chair DiMarco urged members to attend meetings in person to facilitate decisions pertinent to operation of the PTAC.

8. Public Comments

None

9. Next Meeting Date

November 15, 2022, 3:00 p.m. – Collier County Museum Lecture Hall, Naples, FL. 34104

10. Adjournment

There being no further business for the good of the County, the meeting was adjourned by order of the chair at 3:30 P.M.

Public Transit Advisory Committee

John DiMarco III, Chairman

These minutes approved by the Board/Committee on _____, 2022 as presented _____ or as amended _____.

EXECUTIVE SUMMARY
Reports and Presentation
Item 5a
Grant Application for 5310, 5311, and 5339

Objective:

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

Considerations:

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

FTA Section 5310 Grant Request

The 5310 capital grant application request in FY24 supports Collier Area Transit (CAT) System to purchase replacement vehicles to support the paratransit service. Funding in the amount of \$626,748 will be used to purchase four replacement paratransit vehicles and radios that have met their useful life. The purchase of the replacement vehicles will not be an increase 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.

FTA Section 5311 Grant Request

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

FTA Section 5339 Grant Request

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

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	\$ 501,396	\$ 62,672	\$ 62,680	\$ 626,748
5311 Rural	\$ 497,410	\$ 0	\$ 124,353	\$ 621,763
5339 Rural	\$ 497,410	\$ 124,353	\$ 0	\$ 621,763
Total	\$1,496,216	\$ 187,025	\$ 187,033	\$ 1,870,274

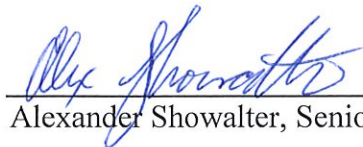
Recommendation:

That the PTAC endorse the submittal of the applications.

Attachment:

Draft Grant Applications

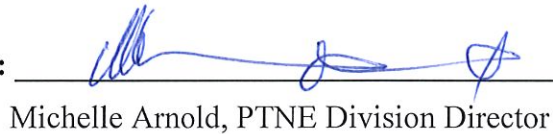
Prepared by: _____


Alexander Showalter, Senior Planner

Date: _____

11/15/22

Approved by: _____


Michelle Arnold, PTNE Division Director

Date: _____

11-15-2022

TransCIP Application Checklist – Section 5310

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

Florida Department of Transportation
Capital & Operating Assistance Application
Federal Fiscal Year 2023 / State Fiscal Year 2024



49 U.S.C. Section 5310, CFDA 20.513
Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

Agency Name:	Collier County Board of County Commissioners
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.

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: 70 Points	

NON-TRADITIONAL PROJECTS ONLY

Point Value	Detail
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not currently provide transportation services.
2. Section 5310 Performance Measures	
20 Points	Service Improvements: Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities. Service improvements may also be predicated by projects designed to provide Physical Improvements: Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities.
20 Points	Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services
Subtotal: 40 Points	

Subtotal: 100 Points

Total: 100 Points

Grant Award Process

Overview

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

Grant Award Process for Section 5310 Capital Assistance Vehicles, Equipment, and/or Preventative Maintenance

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

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

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

Mobility Management

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

Grant Award Process for Section 5310 Operating Assistance

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

FTA Section 5310 Compliance Requirements

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

Triennial Review

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

IRS Section 501(c)(3)

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

Copy of Certification of Incorporation

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

CTC Coordination Agreement/Contract

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

Section 5310 Award/Cash Match

Agencies are required to provide proof of the availability of a 10% cash match for Section 5310 capital awards and 50% for operating awards at the time of application.

Funding for local match cannot be borrowed or procured from any other agency/source on a payment plan. Local match for capital projects cannot come from operational funds.

Section 5310 Procurement Policy

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

Disadvantaged Business Enterprise (DBE)

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

Charter Bus Reporting

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

FDOT Site Reviews

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

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

Record Keeping Standards

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

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

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

All returning grant recipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed 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 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. Applicants must also complete the Coordinated Public Transit-Human Services Transportation Plan form and include it with the application.

Audit Requirements

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

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

Executive Order 20-44

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

Program Performance Measures

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

Traditional Section 5310 Projects

- **Gaps in Service Filled:** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities, measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 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)? <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):		8300 Radio Road	
City:		Naples	
State:		Florida	
Zip + 4 Code:		34104	
Congressional District:	Use link to access information. Identify district(s) affected by the proposed project(s).	19/26	
Federal Taxpayer ID Number:		59-6000558	
My Florida Marketplace Vendor Number	Use link to access information	F596000558030	
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2023-September 30, 2024	
Executive Director:		Michelle Arnold	
Telephone:		239-252-5841	
Fax:		239-252-3929	
Grant Contact Person (if different than Executive Director):		Omar De Leon	
Telephone:		239-252-4996	
Fax:		239-252-6534	
Email Address:		Omar.DeLeon@colliercountyfl.gov	
Eligibility Questionnaire			
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.shtml .	
		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?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier	12-character alphanumeric value	JWKJKYRPLLU6	
SAM Registration Expiration Date		8/23/2023	

Revenue Vehicle Inventory Certification	
	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.
Instructions:	Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2023 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.
	The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Omar De Leon
Date:	11/10/2022

Transportation Program Operating and Administrative Expenses					Transportation Program Operating and Administrative Revenues				
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:					Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:				
1-digit Level: Not applicable					1-digit Level: For example, 4100 Directly Generated Fares				
2-digit Level: For example, 5010 Labor					2-digit Level: For example, 4110 Passenger Fares				
3-digit Level: For example, 5011 Operators Salaries and Wages					3-digit Level: For example, 4111 Passenger-Paid Fares				
Object Class	Code	Definition	Object Class	Code	Definition				
Labor	5010	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.	Directly Generated Funds	4100	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.				
Operators' Salaries and Wages	5011	<p>Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as:</p> <ul style="list-style-type: none">- Report time- Platform time- Turn-in time- Accident reporting time <p>These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time.</p> <p>In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles.</p> <p>Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as:</p> <ul style="list-style-type: none">- training time either as a student or instructor- revenue vehicle movement control as dispatchers or road supervisors- movement of revenue vehicles among maintenance and operating facilities- maintenance of bus stops and shelters- general administration assignment such as customer service and marketing	Passenger Fares	4110	<p>This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride.</p> <p>Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue.</p> <p>Agencies may collect passenger fares in any of the following ways:</p> <ol style="list-style-type: none">1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers)2. Directly at the point of service (e.g., fare box, turnstile)3. After the service is provided (e.g., through weekly or monthly billing) <p>In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues.</p> <p>Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government Revenues section.</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">1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare.2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferryage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130).7. Varpool Services: For publicly sponsored varpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs.8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above.9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards).				
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	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:				
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 revenues2. Concessions3. Other auxiliary transportation revenues				
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.				
Fuel and Lubricants	5031	<p>This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant.</p> <p>Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed.</p>	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.				
Tires and Tubes	5032	<p>Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.</p> <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	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.				
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	<p>This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include:</p> <ol style="list-style-type: none">1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency.2. Sales of Fuel: revenues earned from sales of fuel.3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example.4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators.5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations.6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects.7. Rental Car Fees: revenues earned from rental car services.8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself.9. Interest Income: revenues earned by placing funds in an interest-bearing account.10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service.11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120).12. Donations: funds from donations and grants from private foundations.13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,				

Utilities	5040	This object class includes expenses for electricity, gas, 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">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. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off revenues deemed beyond repair are reported as Extraordinary or Special Items (4200) dependent on the circumstances of the impairment. 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		Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. <ol style="list-style-type: none">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. Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. <ol style="list-style-type: none">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 inclusive 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. <ol style="list-style-type: none">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): <ol style="list-style-type: none">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 fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
	Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. <p>The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance).</p> <p>Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (5250).</p>	Local Government Funds	4300
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. <p>Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.</p>	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. <ol style="list-style-type: none">1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government.2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. <p>If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.</p>	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (5220) and \$1,000 under ADA Related Reconciling Items (5920).	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: <ol style="list-style-type: none">1. Vehicle licensing and registration fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. <ol style="list-style-type: none">1. The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government.2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
			Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
			Federal Funds	4500	Federal funds generally fall into three categories: <ol style="list-style-type: none">1. Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match.2. Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match.3. Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. <p>The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.</p>
			Non-Added Revenues	4600	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
			Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
			Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. <p>The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient.</p> <p>The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability).</p> <p>Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).</p>
			Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
			Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need


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


Budget for Year of Anticipated Award

Instructions:

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

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			
Instructions	Object Class	Code	Amount
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Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
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			\$0

Activity Line Item Codes**Operating Assistance**

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

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

Equipment

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

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02

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

Current System Description

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

Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	Collier Area Transit provides seasonal and permanent residents of Collier County with an accessible mode of travel under the Collier County Board of County Commissioners local government authority. These include seven days a week of fixed route and paratransit public services with approximately 19 to 20 routes per system on a daily basis. The paratransit program, which is called CATConnect, provides transportation services to individuals who do not have access to any other means of transportation and are eligible through several funding programs.	100	83
Program mission	CAT's mission is to provide safe, accessible, and courteous public transportation services to our customers. The mission of the newly rebranded CAT Connect (formerly known as Collier Area Paratransit) is to identify and safely meet the transportation needs of Collier County, through a courteous, dependable, cost effective and environmentally sound team commitment.	100	48
Program goals	CAT Connects goals are to implement a fully coordinated transportation system by Maximize effective transfers of individuals from paratransit to fixed route services. To provide an efficient and effective coordinated transportation service, educate and market fixed route and paratransit services to current riders, the general public, agency sponsored clients, visitors, and other potential customers. To operate a safe transportation system and provide quality transportation services.	100	65
Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with no or limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service market; and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	99
Service, route, and trip types provided	The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late as 7:00 PM. Our paratransit has approximately 25 routes and/or manifests each day using Collier County owned vehicles that cover trips in Naples, Everglades City, Immokalee, and Marco Island area. The trip types Collier provides are medical, nutritional, employment, educational or personal.	100	62
Total number of employees in organization	128	-	-
Total number of operators (including volunteer drivers)	83	-	-
Total number of transportation-related employees in the organization	7	-	-

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):		-	-
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Training (e.g., wheelchair lift operation and passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The operations are funded through the Federal Transit Administration 5307, 5310 and 5311 programs, Florida Department of Transportation, Agency for persons with disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the urbanized and non-urbanized areas of the County.	200	54

<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>	200	27
<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>	100	27
<p>Is your agency minority-owned?</p>	<p>No</p>	50	1
<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>	100	48

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	—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	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?	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?	Grant funding will be utilized to ensure the existing service to the urbanized areas of Collier County with the purchase of four replacement vehicles.

Reduce headways/increase frequency?

Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.
Address projected vulnerabilities?	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.
Expand access to essential services?	The existing transit service provides access to essential services to individuals with disabilities or no access to transportation services. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring three vehicles that have met their useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of costs will be captured in vehicle maintenance as four vehicles that have met their useful life shall be retired upon receipt of replacement vehicles.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision of the service itself.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	All records including manifests and passenger information are in the Ecolane Software which requires an individual log in and password to access. All sensitive paper records are 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.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.
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Project Readiness	
Instructions:	If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	An Independent Cost Estimated is performed by CUTR for the vehicles and by County staff for the equipment before the RFP or RFQ is advertised. This is kept on file and reviewed every year by staff.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Vehicle production and delivery about 6 to 9 months
If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification	N/A This application is not requesting any vehicles that require a CDL certification.

<p>If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?</p>	<p>Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the vehicles are being used for their intended purpose.</p>
<p>Describe any local support and coordination or public outreach that has already occurred. 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

Instructions:

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

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

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

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

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

Supporting documentation must be uploaded into TransCIP.

Capital Project Total:	\$626,748	
Revenue Type	Description	Amount
Use dropdown to select		
State Government	10% state funds provided by FDOT	\$62,672
Local Government	10% local cash match	\$62,680
Total	-	\$125,352

Vehicle and Equipment Request

Instructions:

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

1.

Select Desired Vehicle (Cutaway, Minibus etc.)

2.

Choose Vendor (use drop down arrow next to vendor name to see information)

3.

Select Order Packet

4.

Complete Order Form

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

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Enable adding rows

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Disable adding rows

Vehicle Request													
Instructions:	Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22’ gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see reference table in Resources tab. Cost estimates should be supported by order forms or quotes.												
	Requests should be listed in order of priority. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.												
Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	14	2	1	\$156,687	\$156,687	\$125,349	\$15,668	\$15,670	<input type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	14	2	1	\$156,687	\$156,687	\$125,349	\$15,668	\$15,670	<input type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	14	2	1	\$156,687	\$156,687	\$125,349	\$15,668	\$15,670	<input type="checkbox"/>
Use drop-down to select request description	Bus - Replacement Under 30'	11.12.04	Unleaded	5	14	2	1	\$156,687	\$156,687	\$125,349	\$15,668	\$15,670	<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"/>
Use drop-down to select request description									\$0	\$0	\$0	\$0	<input type="checkbox"/>
Total		-	-	-	56	8	4	-	\$626,748	\$501,396	\$62,672	\$62,680	-

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	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
98195	1FDFE4FS3HDC70786	Ford	Glaval	2018	Lift	12	6	Active	226300
98196	1FDFE4FS2HDC70794	Ford	Glaval	2018	Lift	12	6	Active	216009
98197	1FDFE4FS7HDC70791	Ford	Glaval	2018	Lift	12	6	Active	217089
10001	1FDFE4FS1HDC70785	Ford	Glaval	2018	Lift	12	6	Active	235312
Total/Average						48	24		223,678

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

Instructions for TransCIP Attachments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18 - Proof of Non-Profit Status - Upload proof of non-profit status (if a private-non-profit agency).

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

20 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

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

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

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

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

What's on

Visit the FDOT TRIPS website (<https://tripsflorida.org/>) for all active contracts found at the Florida Department of Management DMS website (https://www.dms.myflorida.com/business_operations/state_purchasing/).).

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)	
Vehicle Type (Source: NTD)	
Vehicle Description (Source: TRIPS/DMS Contracts)	
Year	Age
2022	5
2021	5
2020	5
2019	5
2018	5
2017	5
2016	5
2015	5
2014	5
2013	5
2012	5
2011	5
2010	5
2009	5
2008	5
2007	5
2006	5

ASSET	USEFUL LIFE
TR	
Fixed guideway steel-wheeled	25 years
Fixed guideway electric, rubber tires	15 years
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life
Rail Vehicles	25 years, see circular
FB	
Passenger ferries	25 years
Other ferries (w/o refurbishment)	30 years
Other ferries (w/refurbishment)	60 years
FA	
Buildings- concrete, steel and frame construction	40 years
OTHER CAPITAL	
Fare boxes	10 years
Computer hardware	4 years
Computer hardware- Domain controllers	4 years
Mobile data computers (real-time dispatching)	7 years
Computer software	4 years
Computer software- HASTUS	4 years
Computer software- ADP	4 years
Scheduling/fleet management software	4 years
Communications equipment, mobile radios, base stations	10 years
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle
Security/Surveillance equipment, cameras for buildings	10 years
Shop equipment- Alignment machines, bus washing, tire changers	10 years
Bus lift	20 years
Wheelchair lift	Same as useful life of vehicle
Bus shelters	15 years
Bus shelter/stop benches	10 years
Office furniture	10 years
Carpeting	5 years

Repeater tower	25 years
Engine for bus/trolley	4 years
Bus stop signage	10 years
HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Recipient Risk

For Department use only. Include

Prior to awarding FTA funds, the Department is required to conduct a risk assessment. Risk assessments are conducted by District Grant Managers prior to evaluating Projects that do not satisfactorily pass the risk assessment will not move forward.

The requirements for the risk assessment are outlined in 2 CFR 200 and 101.11. In order to evaluate the risk posed by the applicant for each project:

- Financial stability, including the applicant's financial condition and history;
- Quality of the applicant's management systems;
- History of performance accounting specifically for the type of project and 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. Satisfactory financial condition means that the applicant can pay its bills. It also means the applicant's ability to meet its expansion costs in addition to its current operating costs.

- Does the applicant meet the criteria for satisfactory financial capability?
- Consider the type of project, does the applicant have a proven history of successful completion of similar projects?
- If not, has the applicant effectively communicated its ability to manage the project?

2. Describe the applicant's management systems.

- Does the organization's structure clearly define, assign, and delegate responsibilities?
- Are responsibilities segregated within the organization to ensure the project is completed on time and within budget?

- c. Does the applicant have written operating procedures that are simple 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 reviews.
4. Review departmental or other oversight entity audit reports. Example 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

Local Clearinghouses / RPCs

Clearinghouse/RPC	Contact Information
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@theaprc.com (850) 488-6211
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178

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
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416

FDOT District

District 1

Paul A. Simmons

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Paul.Simmons@dot.state.fl.us

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(239) 225-1982

Candice Monroy	Candice.Monroy@dot.state.fl.us
----------------	--

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Brian.stanger@dot.state.fl.us

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(386) 943-5410

	Libertad.Acosta-Anderson@dot.state.fl.us
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Carlos Colon	(321) 319-8173 or (386) 943-5106 Carlos.Colon@dot.state.fl.us
Luciana "Luci" Taylor	(386) 943-5119 Luciana.Taylor@dot.state.fl.us
Jamie Kersey	(386) 943-5195 Jamie.Kersey@dot.state.fl.us
District 6	
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Gina Victoria-Garzon	(305) 640-7566 Gina.Victoria@dot.state.fl.us
District 7	
Ming Gao	(813) 975-6923 Ming.Gao@dot.state.fl.us
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us

Ambulatory - A person who is able to walk and move about freely with

Annual Operating Report (AOR) - A report outlining the expenses and

Applicant - An agency applying for Section 5310 Federal Assistance. See

Authorizing Federal and State Legislation - Legislation authorizing the 9070.1G; Section 341.051, Florida Statutes; and Chapter 14-73, Florida A

Community transportation coordinator (CTC) - A transportation entity Statutes, in an area outside the purview of an MPO, to ensure that coord

Contractor - The administering entity of the Transit Research Inspection contracts for the purpose of procuring vehicles at the lowest cost possible report in all procurement activities under the Section 5310 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiencies in the Review Process as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated to provide disadvantaged services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business enterprises engaged in daily business operations.

District office - Florida Department of Transportation District Public Transportation Office

District Program of Projects (POP) - A district listing of each applicant project and its estimated project cost. The district program of project includes certification and other requirements before a Notice of Grant Award and/or Public Transportation

Eligible expenses - Section 5310 funds may be used for the capital and/or operating costs of other paratransit vehicles (including sedans and station wagons), radios and other durable goods such as spare components with a useful life of more than one year, preventative maintenance, passenger facilities related to Section 5310-fund projects, and costs associated with transit service that exceeds the requirements of the Americans with Disabilities Act on complementary paratransit, and alternative to public transit. Expenses must have a District approved maintenance plan and a cost allocation if they are for capital expenses.

Eligible expenses, operating - For the Section 5310 program, eligible operating expenses are transportation services less operating revenues. The federal share for net operating expenses is 80 percent.

Eligible recipient, 5310 - For the Section 5310 Program, funds may be used to provide transportation to seniors and/or persons with disabilities under the Americans with Disabilities Act. Designating the CTC may apply for Section 5310 funds, then sub-contract to the CTC. Agencies must keep their CTC Agreements current and valid at all times. Agencies that provide public on a regular basis are eligible sub-recipients. "Shared-ride" means a service that provides transportation to multiple passengers at the same time.

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

FDOT control number - Is assigned by the Contractor once the vehicle is purchased.

Human service transportation - Transportation services provided by or for the benefit of transportation-disadvantaged populations, especially individuals with disabilities.

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

[illegible]

Job Access and Reverse Commute Program (JARC) - The Federal Transportation Administration (FTA) provides funding to help public transit agencies provide transportation services to low-income and elderly individuals. JARC is designed to help transit agencies provide transportation services to low-income and elderly individuals, and to help transit agencies provide transportation services to low-income and elderly individuals.

Large Urbanized Area - An urbanized area (UZA) with a population of 2

Limited English Proficiency (LEP) - Individuals who do not speak English as a primary language, who have a limited ability to read, write, speak, or understand English. These individuals may be entitled to language assistance with respect to their programs and activities by LEP persons.

Locally developed, coordinated public transit-human services transp
incomes, provide strategies for meeting those local needs, and prioritize
disabled population. A locally developed Transportation Disadvantaged
TDSP.

Metropolitan Planning Organization (MPO) - MPOs are the policy and

New applicant - An applicant for Section 5310 assistance that has not received assistance from the Department of Social Services in the past 12 months.

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

Non-ambulatory - A person who has a mobility impairment that prevents

Nonprofit organization - A corporation or association determined by the Internal Revenue Service to be a 501(c)(3) organization under Section 501(a) or one incorporated within Florida which is certified as no

One-way passenger trips - A person who rides a transportation vehicle

Operating revenue - For Section 5310, operating revenue includes the sale of services, products, or tokens. Operating revenue excludes revenues from contracts with social service providers.

Private organization - Non-public organizations, bodies which are not not Indian Tribes (except private nonprofit corporations formed by India public authority, Federal, State, county, or municipal.

Program of Projects (POP) - A list of projects to be funded in a grant at the sub-recipients and indicates whether they are private non-profit age POP includes a brief description of the projects, total project cost and Fe

Public agency - An authority, commission, committee, council, department or other governmental body.

Public transit - The transporting of people by conveyances or systems that include those forms of transportation commonly known as "paratransit."

Public Transportation Grant Agreement (PTGA) - A contract between a public agency and the Department of Transportation, for a period of up to five years, at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by the Federal Highway Administration (FHWA) when Federal Highway Administration (FHWA) funds are flexed to Section 5310.

Recurring applicant - An applicant for Section 5310 Federal Assistance.

Rural areas - An area encompassing a population of fewer than 50,000 people.

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 people.

Sub-recipient - A private non-profit organization, if the public transport services for elderly individuals and individuals with disabilities or certifies that it meets the requirements of the program.

Transit Development Plan (TDP) - A locally adopted document, addressing the needs of the local Planning Organization. It is consistent with the applicable approved local transit policies, existing services and proposed service improvements, and is updated annually.

Transportation disadvantaged - Those persons who because of physical disabilities and are, therefore, dependent upon others to obtain access to health care services as defined in Chapter 411.202 F.S.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed to provide service in areas of need. The TDSP may serve as the Local Coordinated Plan.

Transportation Improvement Program (TIP) - A continuing, cooperative program for the improvement of the program period. The MPO submits the TIP to the Florida Department of Transportation.

Transportation operator contract - A written contract between the CTO and the public agency.

Urbanized area - An area encompassing a population of not less than 50,000 people in Commerce.

Form 424

Item

1	Type of Submission should be “Applic
=====	
2	Type of Application should be “New”
=====	
3	“Not Applicable”
=====	
4	“Not Applicable”
=====	
5. A	“Not Applicable”
=====	
5 B	Federal Award Identifier (FTA Grant N
This number will be assigned after su	
=====	
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 c assistance activity, enter employer/ta organization’s DUNS number (receive country), and name, telephone numb
=====	
9	Type of Applicant 1: Select Applicant
=====	
10	Name of Federal Agency should be “F
=====	
11	Catalog of Federal Domestic Assistan
CFDA Title should be: Enhanced Mobi	
=====	
12	“Not Applicable”
=====	
13	“Not Applicable”
=====	
	List the areas affected by project (citi

Can be submitted on a separate piece

15

Enter a brief descriptive title of the project location. This is where the applicant vehicle(s) or operating assistance for

16

[List \(a\) the applicant's Congressional district or project. Find your district here](#)

17

Enter the proposed start date and end

18

Enter the amount of the grant requested. The amount is 10% of the total cost, and the match is 50% of the total project cost and the

19

Check "c. Program is not covered by federal

20

Check the applicable box. If "yes", provide

21

Must be signed by the governing board

Resource

[Procurement Guidance for Transit Agencies](#)

[Section 5310 FTA Circular](#)

[State Management Plan](#)

[Congressional Districts](#)

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

[Disclosure of Lobbying Activities](#)

[DUNS Numbers](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

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

[TRIPS Florida](#)

[FTA Region 4 NEPA Categorical Exclusion Checklist](#)

[FTA Mobility Management Brochure](#)

[Florida UZA Map](#)

Sources

the Market

acts. The Florida Department of Management Services Contract can be

state_contracts_and_agreements/state_term_contract/motor_vehicles/pricing

[illegible]

SOURCE
COLLEYS
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
ERRIES
FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
CILITIES
FTA Circular 5010.1D
TAL EQUIPMENT
Manufacturer /Industry Standards
GAAP Guidelines/Industry Standards
Industry Standards
Manufacturer
GAAP Guidelines/Industry Standards
Manufacturer
Industry Standards
GAAP Guidelines/Industry Standards
GAAP Guidelines/Industry Standards
Industry Standards
Manufacturer
Manufacturer
Industry Standards
Manufacturer
Manufacturer
Manufacturer

Manufacturer

Industry Standards

Industry Standards

Grantee experience

GASB

Manufacturer

Industry Standards

Assessment Tool

led here for informational purposes.

ick assessment of the project being proposed by the applicant. Risk
ng the project for award using the established project selection criteria.
forward for project evaluation.

FTA Circular 5010.E. The Department will consider the following items in

financial capability;

ect proposed, particularly previous experience of the applicant in managing

risk assessment process.

eneral financial condition of the applicant and the financial capability of the
ay its current costs from existing revenues. Satisfactory financial capability
s existing operations from projected revenues.

ility and condition? Provide supporting documentation or explanation.

ory of implementing this type of project?

uage this newly implemented project?

te appropriate authority for all duties?

iat adequate internal checks and balances exist

ply stated, yet meet the applicant’s operating, legal, and regulatory

her required documentation?

amples include, FTA Triennials, TD Audits, A-133 Audits and District Triennial

h the screen shot of the SAM.gov check of the applicant.

Regional Planning Councils (RPC)	
Counties Covered	
Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington	
Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla	
Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union	
Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns	

Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia

DeSoto, Hardee, Highlands, Okeechobee, Polk

Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas

Charlotte, Collier, Glades, Hendry, Lee, Sarasota

Indian River, Martin, Palm Beach, St. Lucie

Broward, Miami-Dade, Monroe

Office Contacts

P.O. Box 1249
801 North Broadway
Bartow, FL 33830-1249

Modal Development Administrator

Transit Projects Administrator

Transit Projects Coordinator (ATKINS)

Counties: *Collier, Manatee, Sarasota, Polk*

Transit Projects Coordinator

Counties: *Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee*

Transit Support Consultant

2198 Edison Ave, MS 2806

Jacksonville, FL 32204

Manager

Urban/Rural Transit Coordinator

Urban Transit Coordinator

Transit Coordinator

P.O. Box 607

Chipley, FL 32428-9990

Manager

Public Transit Program Specialist

3400 W Commercial Blvd.

Ft. Lauderdale, FL 33309

Passenger Operations Manager

Transportation Projects Specialist

5310 Program Manager

420 W. Landstreet Road

Orlando, FL 32824

District Modal Administrator

Passenger Operations Manager

Transit Intermodal Supervisor

Transit Project Coordinator

Transit Project Coordinator

Transit Project Coordinator

1000 N.W. 111 Avenue

Miami, Florida 33172

Passenger Operations Manager

Passenger Operations Specialist

11201 N McKinley Dr. MS-7500

Tampa, FL 33612

District Modal Development Administrator

Transit Programs Administrator

Transit Coordinator

Glossary

out being confined to a bed or wheelchair.

revenues incurred during the preceding 12 months.

ē also “new applicant” and “recurring applicant.”

ē Section 5310 program are: Fixing America’s Surface Transportation Act (FAST Act)
Administrative Code.

y recommended by an MPO, or by the appropriate designated official planning a
linated transportation services are provided to the transportation disadvantaged

received or services to be rendered.

ty, age, congenital malfunction, or other incapacity or temporary or permanent disabilities, planning or design, public transportation service or a public transportation

Transit Administration formula grant program for projects relating to the development of transportation services for persons with disabilities, and for public transportation

200,000 or more individuals, as determined by the Bureau of Census.

as their primary language and who have a limited ability to read, speak, write, or understand a particular type of service, benefit, or encounter. DOT recipients are required to

Transportation plan - means a plan that identifies the transportation needs of individuals and the transportation services for funding and implementation. Projects considered for the Transportation Design Service Plan (TDSP) will qualify in most instances. All stakeholders identified in the

design planning bodies, designated by the Governor, responsible for transportation planning. Projects that have received an award in the last two fiscal years.

prevents them from being able to walk or move about freely.

the U. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 513(c)(2) as not for profit by the Secretary of State.

in one direction between two points for a specific purpose.

the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or by other service agencies that pay for transportation of social service clients.

municipalities or other political subdivisions of the State of Florida; are not public entities; are not public corporations, boards or commissions established under 1

an application submitted to the Federal Transit Administration by the Florida Department of Transportation or local governmental authorities, designates the areas served (including rural areas), the Federal share for each project, and the amount of funds used for program administration.

ent, division, bureau, board, section or any other unit or entity of the state or of a

of conveyances, traveling on land or water, local or regional in nature, and available
" characterized by their non-scheduled, non-fixed route nature.

FDOT and a local sponsor of a transportation project, defining a project and FDOT

esignated by the Governor to receive funds apportioned by formula to the States
on 5310 to support services for individuals with disabilities.

who applies every year.

people that has not been designated in the most recent decennial census as an u

00 but less than 200,000, as determined by the Bureau of the Census.

tation service provided is unavailable, insufficient, or inappropriate; or a governm
; that there are not any non-profit organizations readily available in the area to p

ssing a minimum five-year time frame. It is prepared by the public transit provide
al government comprehensive plan. The TDP includes an assessment of the need
pital and operating costs of the proposed services, existing and proposed source

al or mental disability, income status, or age, or who, for other reasons, are unab
re, employment, education, shopping, social activities, or other life-sustaining act

ed by the CTC and approved by the Local Coordinating Board that identifies servi
Human Services Transportation Plan. The TDSP is updated annually but includes a

ive and comprehensive planning process that delineates transportation improvem
t of Transportation as required by Chapter 339, Florida Statutes.

C and the transportation operator prepared at the local level that outlines the ter

0,000 people that has been defined and designated in the most recent decennial

Instructions

Entry

cation”

umber) is not needed at this time.

bmission of State POP.

of primary organizational unit (including division, if applicable), which will undertake the
xpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the
ed from Dun and Bradstreet), enter the complete address of the applicant (including
ier, e-mail and fax of the person to contact on matters related to this application.

Type

ederal Transit Administration”

ce Number is: 20.513

lity of Seniors and Individuals with Disabilities

es, counties, states etc.).

3 of paper.

project. If appropriate (e.g., construction or real property projects), attach a map showing applicant should define if the project is for capital or operating, e.g. capital purchase of transit services.

sional District and (b) any Congressional District(s) affected by the program
e: <https://www.house.gov/representatives/find-your-representative>

d date of the project (dates must be within the same 12-month period/calendar year).

t. For **capital** applications, the federal amount is 80% of the total cost, the applicant
the state amount is 10% of the total cost. For **operating** applications, the federal amount
e applicant amount is 50% of the total project cost.

E.O. 12372.”

provide explanation in attachment.

rd representative that was authorized to sign this particular application.

s and Links

FDOT Vehicle Useful Life Benchmarks 2006-20

Light-Duty Van, Sedan or Bus	Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Automobile (AO)	Van (VN)		Van (VN)	
Formerly Type "F"	Formerly Type "F"		Formerly Type "E"	
Sedans/Station Wagons	Vans/Commuter Van (Unmodified)		Mini Vans (Modified)	
Mileage	Age	Mileage	Age	Mileage
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	5	200,000
100,000	4	100,000	4	100,000
100,000	4	100,000	4	100,000
100,000	4	100,000	4	100,000
100,000	4	100,000	4	100,000

ct) Section 3006; 49 U.S.C. Section 5310; FTA Circular

gency, as provided for in Sections 427.015(1), Florida
population in a designated service area.

ent of Transportation to establish statewide vehicle
:or is also responsible to coordinate, assist as needed, and

l inspection. For more information see FDOT's Triennial

anning and support functions for the transportation

n at least a 51% interest and also control management and

re awarded, and the proposed Federal, state and local share
program requirements or will meet all program

h disabilities. Eligible expenses are limited to buses, vans or
tion, vehicle overhaul, data processing hardware/software,
procurement/testing, vehicle inspection and vehicle
s, operating costs associated with providing transit service,
ute service and decrease reliance by individuals with
An applicant applying for preventative maintenance costs
may not exceed eighty percent (80%).

costs directly incident to the provision of public

e-non-profit CTCs, and to private non-profit organizations
ncy, the designated official planning agency responsible for
ing service under the terms of a written agreement with a
panies that provide shared-ride taxi service to the general
gether.

Transportation as the first lienholder.

or to meet the basic, day-to-day mobility needs of

isability (including an individual who is a wheelchair user or on facility.

nt and maintenance of transportation services designed to
i projects designed to transport residents of urbanized

or understand English can be limited English proficient, or
ired to take reasonable steps to ensure meaningful access

uals with disabilities, older adults, and people with low
r Section 5310 funding must serve identified needs of the
e circular must be included in the development of the

anning in urbanized areas.

ction 501(c) which is exempt from taxation under 26 U.S.C.

ce is provided or via a prepaid arrangement such as passes

: agencies or instrumentalities of one or more states; are
the law of any state; or are not subject to direct control by

ment of Transportation. The program of projects (POP) lists
ral areas), and identifies any tribal entities. In addition, the
tration from the ten percent (10%) allowed.

town, city, municipality, county or other local governing

able for use by the general public. Public transit specifically

OT's participation. PTGA's may be for one year or multiple

; under Section 5310(b)(1), or a local government authority

urbanized area by the Secretary of Commerce.

ental authority that is approved by the State to coordinate
provide the services.

er, in cooperation with the appropriate Metropolitan
for transit services in the local area, identifies the local
s of funding and a staged implementation plan. A TDP is

le to transport themselves or to purchase transportation
ivities, or children who are handicapped or high-risk as

ce gaps and provides recommended strategies to provide
a five-year planning window.

nents recommended for Federal and state funding during

ms and conditions for any services to be performed.

l census as an urbanized area by the Secretary of

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly
MiniBus (Modified)		Transit Bus - Standard Cutaway		Small Cutaway		Transit Bus - Small Cutaway (Low Floor)		Medium (Ark
Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age
5	200,000	5	200,000	5	200,000	5	200,000	7
5	200,000	5	200,000	5	200,000	5	200,000	7
5	200,000	5	200,000	5	200,000	5	200,000	7
5	200,000	5	200,000	5	200,000	5	200,000	7
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	5	200,000	
5	200,000	5	200,000	5	200,000	7	200,000	
4	100,000	5	150,000	5	150,000	7	200,000	
4	100,000	5	150,000	5	150,000	7	200,000	
4	100,000	5	150,000	5	150,000	7	200,000	
4	100,000	5	150,000	5	150,000	7	200,000	



Collier County
Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5310 Grant Submittal

Dear Ms. Hanson:

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

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

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

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

Collier County

Agency Name

Signature

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

Typed Name and Title of Authorized Representative

Date



Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

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

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

56-6000558

* c. UEI:

JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700

Street2:

* City: Naples

County/Parish:

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

* First Name:

Omar

Middle Name:

* Last Name: De Leon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

* Telephone Number: 239-252-4996

Fax Number:

* Email: Omar.DeLeon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Enhanced Mobility of Seniors & Individuals with Disabilities

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5310_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Section 5310 Capital Application to purchase four replacement vehicles with four radios and tablets for the use of those vehicles.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19/26

* b. Program/Project 19/26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2023

* b. End Date: 09/30/2024

18. Estimated Funding (\$):

* a. Federal	460,108.00
* b. Applicant	57,516.00
* c. State	57,512.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	575,136.00

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: Mr. * First Name: William

Middle Name: L

* Last Name: McDaniel

Suffix: Jr.

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8605 Fax Number:

* Email: Bill.McDaniel@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed: 12/13/2022

RESOLUTION NO. 2022-__

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY FLORIDA, AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5310 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR THE EXPENDITURE OF GRANT FUNDS PURSUANT TO THE GRANT AWARD.

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

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

1. This resolution applies to the Federal Program under U.S.C. §5310.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. William L. McDaniel, Jr., Chairman, is authorized to including, but not limited to: (a) sign the application, accept a grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments, and (c) authorize the purchase of vehicles/equipment and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
4. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 13th day of December 2022.

ATTEST:
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____,
Deputy Clerk

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

Approved as to form and legality:

>
Assistant County Attorney

Public Notice

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

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or 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 December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

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

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.77%.

Coordinated Public Transit-Human Service Transportation Plan

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

Reference: FTA C 9070.1G Chapter V

Certification

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

(a) The name of this coordinated plan:

Collier County Transportation Development Service Plan (TDSP)

(b) The agency that adopted this coordinated plan:

Collier County Board of County Commissioners

(c) The date the coordinated plan was adopted:

October 24, 2018

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

Page 37 Under needs assessment section

Signature

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

Typed Name and Title of Authorized Representative

December 13, 2022

Date

Contract # TD-1803

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

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Collier County Board of County Commissioners, Collier Area Transit, 3299 East Tamiami Trail, Naples, FL 34112 the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Collier county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

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



E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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



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

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



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

P. Comply with other requirements as follows:

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

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

II. The Commission Shall:

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

III. The Coordinator and the Commission Further Agree:

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

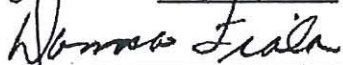
F. Notice and Contact:

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

Ms. Michelle Arnold,
3299 East Tamiami Trail, Suite 103, Naples, FL 34112

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

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


Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

Collier County Board of County Commissioners
Collier Area Transit

Agency Name

Andy Solis
Printed Name of Authorized Individual

Signature: 

Title: Chairman

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Steven Holmes
Printed Name of Authorized Individual

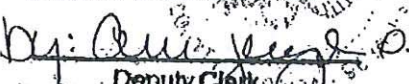
Signature: 

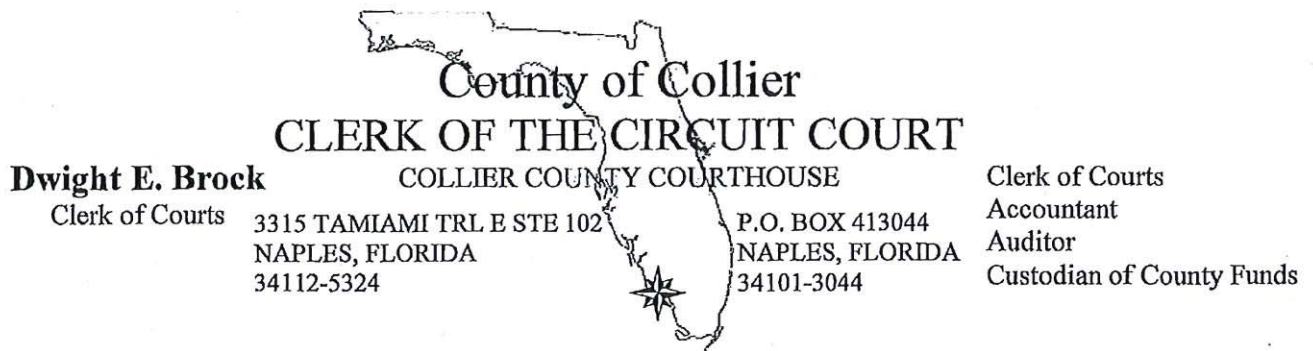
Title: Executive Director


Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST:
DWIGHT E. BROCK, CLERK


Deputy Clerk
Attest as to Chairman's
signature



June 13, 2018

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

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

Mr. Irvine,

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

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

Thank you.

DWIGHT E. BROCK, CLERK

Ann Jennejohn,
Deputy Clerk

Attachment

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5310 dated 13 day of December, 2022:

- 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 13th, 2022 Date

Signature of Authorized Representative

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

Standard Lobbying Certification

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

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

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

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

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

December 13th, 2022 **Date**

_____ **Signature of Contractor's Authorized Official**

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

Leasing Certification

Memorandum for FTA 5310

December 13th, 2022

Date:

William L. McDaniel, Jr. - Chairman

From:

Signature

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

Leasing:

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

☒ No

☐ Yes

If yes, specify to whom:

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

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

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

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

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

Executed this 13 day of December, 2022

William L. McDaniel, Jr. - Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

COUNTY OF COLLIER | COLLIER COUNTY | 1032

- Summary
- Applications/Awards
- TrAMS Users
- Locations
- Designated Recipient
- Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details

Recipient ID
1032

Recipient Name
COUNTY OF COLLIER

Certification and Assurance Information

Fiscal Year 2022
Assigned Date 2/3/2022
Due Date 5/4/2022

Original Certification Date 2/17/2022
Latest Certification Date 2/17/2022

Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

Public Transportation Agency Safety Plan (PTASP)

Applicants and recipients of Section 5307 grants and rail transit agencies that are subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline for certification was July 20, 2020, however, in light of the extraordinary challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR Part 673). FTA will refrain from taking enforcement action until July 21, 2021 for applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain eligible for Chapter 53 grant funds.

List of All Applicable Agencies




















PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 | Official: Trinity Scott | Attorney: Scott Teach

Category	Title	Cer
01	Certifications and Assurances Required of Every Applicant	
02	Public Transportation Agency Safety Plans	

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

[Documents](#)

Existing Documents

Document	Description	Uploaded By	Date	
No items available				

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Official's Name Trinity Scott

☒ I accept the above

Certification Date Feb 16, 2022

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Attorney's Name Scott Teach

☒ I accept the above

Certification Date Feb 17, 2022

CANCEL



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

October 5, 2020

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

Re: Title VI Plan

Dear Ms. Arnold:

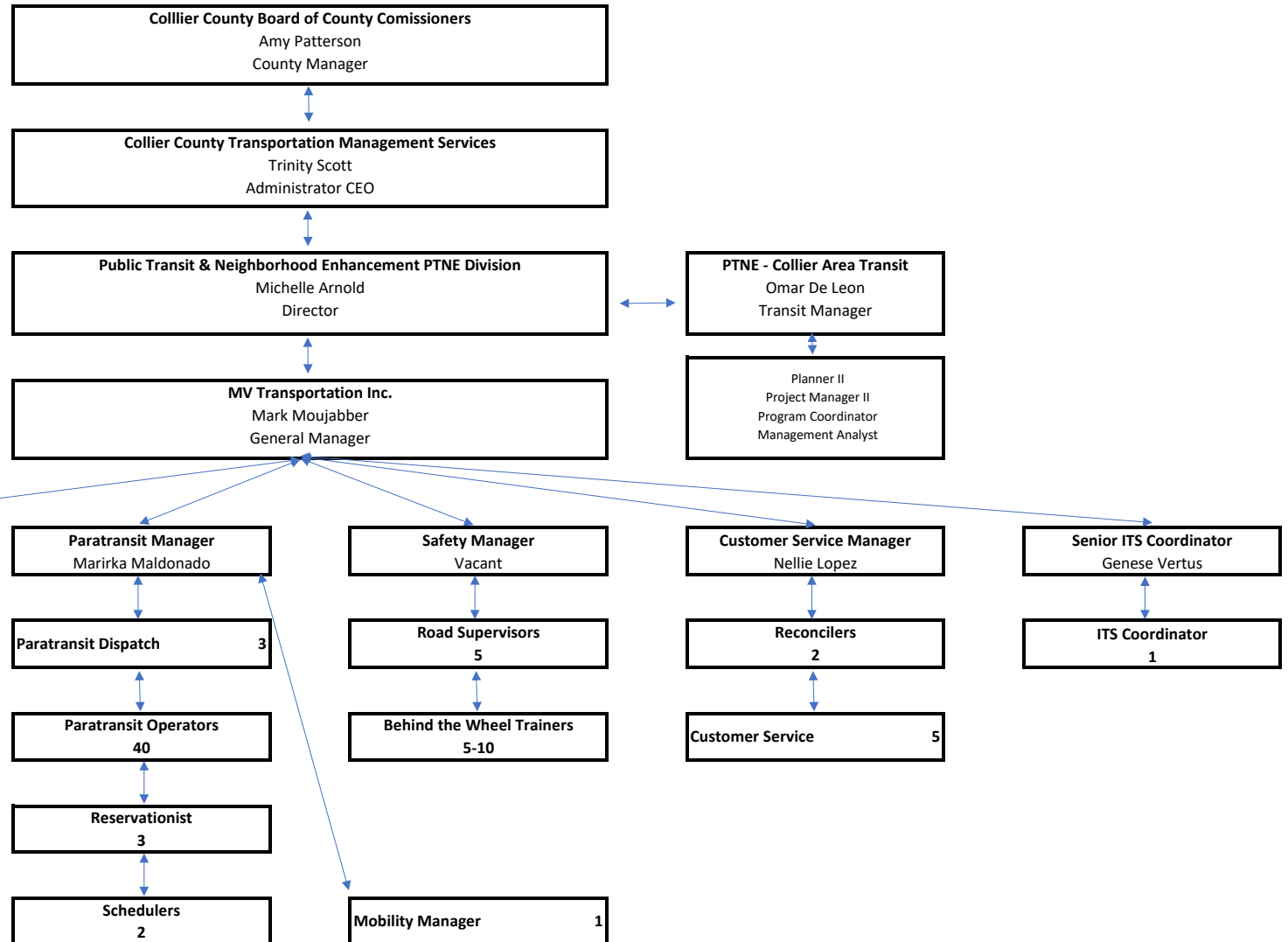
The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier County Board of County Commissioners / Collier Area Transit as required for all Federal Transit Administration (FTA) recipients as per the FTA Circular C4702.1B. This concurrence means that Collier County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

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

Sincerely,

Dale Hanson
Transit Projects Coordinator

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



[County Manager Letterhead]

[Date]

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

Re: 5310 Match Commitment

Dear Ms. Ross:

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

Sincerely,

Amy Patterson,
County Manager

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

Order Packet

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

TURTLE TOP CUTAWAY TRANSIT VEHICLES-ALLIANCE BUS GROUP

AGENCY NAME: _____

DATE: _____

PURCHASE ORDER NUMBER: _____

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

December 10, 2020

Item				Unit Cost	Quantity	Total Cost
Base Vehicle Type						
Ford E350 6.8L Gas	Van Terra XL	11,500	22'	\$74,588		
Ford E350 6.8L Gas	Odyssey	11,500	22'	\$74,588		
Chevy G3500 6.0L Gas	Van Terra XL	12,300	22'	\$71,588	NO LONGER AVAILABLE AS OF 2-13-2018	
	23' Option	add		\$700		
Chevy G3500 6.0L Gas	Odyssey	12,300	22'	\$73,661		
Ford E350 6.8L Gas	Van Terra XLT	12,500	23'	\$75,858		
				140,000		
Chevy G4500 6.0L Gas	Odyssey	14,200	23'	\$76,231		
	24' Option			\$79,444		
Ford E450 6.8L Gas	Odyssey	14,500	23'	\$76,994		
	24' Option			\$79,444		
Freightliner S2C 6.7L D	Odyssey XL	19,500	28'	\$132,357		
	30' Option			\$134,357		
Freightliner S2C 6.7L D	Odyssey XL	26,000	37'	\$139,292		
Vinyl Stripe Choices						
Scheme #1	16,500 and up = (\$800); All others = (\$300)			See Item		
Scheme #2	16,500 and up = (\$565); All others = (\$500)			See Item		
Scheme #3	16,500 and up = (\$500); All others = (\$400)			See Item		
Base Seating						
Standard Seat (per person)				\$295		
Foldaway (per person)				\$345		
Children's Seat (per person)				\$385		
Securement Systems						
Q'Straint QRTMAX securement (per position)				\$575		
Sure-Lok Titan securement (per position)				\$591		
WC-18 Compliant Occupant Restraint-Q-Straint QRT360				\$750		
Seat belt extensions				\$26		
Freedman TDSS tie-down system				\$110		
PAGE ONE SUB-TOTAL				----	----	

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

Order Packet

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

JDecmeber 10, 2020

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

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

Order Packet

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

December 10, 2020

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

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

Order Packet

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

December 10, 2020

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

Order Packet

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

December 10, 2020

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

ORDER SUMMARY

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



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

June 19, 2020

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

RE: Collier Area Transit 2019 Triennial Review Confirmation of Compliance

Dear Ms. Arnold:

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

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

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

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

Sincerely,

Michelle S. Peronto	<small>Digitally signed by: Michelle S. Peronto DN: CN = Michelle S. Peronto email = michelle.peronto@dot.state.fl.us C = AD O = FDOT OU = Transit Date: 2020.06.18 17:22:40 -05'00'</small>
------------------------	--

Dale Hanson
Transit Projects Coordinator

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

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

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

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

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

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

56-6000558

*** c. UEI:**

JWKJKYRPLLU6

d. Address:

*** Street1:** 3299 Tamiami Trail East, Suite 700

Street2:

*** City:** Naples

County/Parish:

*** State:** FL: Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:** DeLeon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

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

Fax Number:

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

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grants for Rural Areas

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5311_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Capital funding request to purchase one replacement 35ft Fixed Route bus to support bus routes in the Rural Area of Collier county.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19/26

* b. Program/Project 19/26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2023

* b. End Date: 09/30/2024

18. Estimated Funding (\$):

* a. Federal	497,410.00
* b. Applicant	124,353.00
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	621,763.00

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: Mr. * First Name: William

Middle Name: L

* Last Name: McDaniel

Suffix: Jr.

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8605 Fax Number:

* Email: Bill.McDaniel@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed: 12/13/2022

TransCIP Application Checklist – Section 5311

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

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



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

Formula Grants for Rural Areas

Agency Name:	Collier County Board of County Commissioners
District:	One

FTA Section 5311 Capital Only Grant Application Introduction

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

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

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

- 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 recipients 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 and operation of vehicles/equipment. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with FTA reporting requirements in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual. (49 USC 5335(a) and F.S. Chapter 341.052). Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize existing and future grants and may result in the removal of vehicles/equipment.

Eligible Expenses

Eligible Capital Expenses for Section 5311

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

Facilities:

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

- Vehicle Expansions:**
- Large heavy- duty transit buses 35’ -40’
 - Small heavy-duty transit buses 30’
 - Minibus
 - Standard Cutaway
 - Minivans

- Vehicle Replacement:**
- Large heavy- duty transit buses 35’ -40’
 - Small heavy-duty transit buses 30’
 - Minibus
 - Standard Cutaway
 - Minivans

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.

- 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
<ul style="list-style-type: none">• 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• Operating Expenses

Evaluation Criteria		
Section 5311 funds shall be awarded to eligible recipients on the basis of merit and need in accordance with the below evaluation criteria:		
Criteria	Detail	Maximum Score
Service Efficiency and Effectiveness	This is demonstrated by the usual daily hours of eligible service and vehicle occupancy. The emphasis is on the normal hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with vehicles with higher passengers per hour will be ranked higher. In addition, applicants with lower cost per trip and lower cost per mile will be ranked higher. The applicant’s use of current vehicles (including mileage and maintenance practices) will be considered in the review and ranking.	20
Extent to which the community at large is served	Applicants providing the broadest scope of services and the most service to non-sponsored riders and the general public will be ranked higher. Applicants that display a larger proportion of rural population being served, will be ranked higher.	15
Need	Applicants that can demonstrate they serve, or propose to serve, the largest number of eligible passengers, and have the most urgent financial needs will be ranked higher. Applicants should consider whether the requested capital improvement project is identified in the applicant’s Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan; reviewers will examine the applicants’ level of capital investment planning. Moreover, application should describe how the project will contribute to a state of good repair by improving the condition or resilience of existing transportation facilities and systems, and/or addressing projected vulnerabilities and need for expansion.	40
Fiscal & Managerial Capacity	Applicants with well-documented budgets and good fiscal capability, demonstrated by the correctness and completeness of their application, by prior audits, by and by previous timeliness and accuracy of required reports and invoices, will be ranked higher. New applicants will not be penalized by lack of history.	25

Project Readiness	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.	30
Total Score	Informs project prioritization relative to other project proposals evaluated for the same application period on a point scale.	130

Grant Award Process

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

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

- For FFY 23, the Department made notable changes to this process itemized below:
- ›Project type priorities were removed
 - ›Agencies provided 80% or more of their service in the rural areas are assessed first
 - ›Agencies providing 79% or less service in the rural area will be evaluated on a secondary basis

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

Section 5311 Compliance Requirements

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

Cost Allocation for Rural Projects

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

Triennial Review

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

FDOT Site Reviews

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

Preventative Maintenance Plan

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

Vehicle Useful Life Guidelines

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

Americans with Disabilities Act (ADA)

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

Civil Rights Submissions

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

Administrative Requirements

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

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

Administrative Requirements (ONLY IF THE GRANT IS FOR FACILITIES)

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

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):		8300 Radio Road	
City:		Naples	
State:		Florida	
Zip + 4 Code:		34104	
Congressional District:	Use link to access information. Identify the Congressional District(s) for the proposed project area.	19/26	
Federal Taxpayer ID Number:		59-6000558	
My Florida Marketplace Vendor Number	Use link to access information	F596000558030	
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2023-September 30, 2024	
Project Service Area: <i>List the county or counties that will be served by the proposed project.</i>		Collier Cuntty	
Executive Director:		Michelle Arnold	
Telephone:		239-252-5841	
Fax:		239-252-3929	
Grant Contact Person (if different than Executive Director):		Omar De Leon	
Telephone:		239-252-4996	
Fax:		239-252-6534	
Email Address:		Omar.DeLeon@colliercountyfl.gov	
Eligibility Questionnaire			
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	
What date(s) did the review occur?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop down to select	Yes	

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

Revenue Vehicle Inventory Certification

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

Instructions:

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

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

Certification:

Omar De Leon

Date:

11/10/2022

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
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 timePlatform timeTurn-in timeAccident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: <ul style="list-style-type: none">training time either as a student or instructorrevenue vehicle movement control as dispatchers or road supervisorsmovement of revenue vehicles among maintenance and operating facilitiesmaintenance of bus stops and sheltersgeneral administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: <ol style="list-style-type: none">Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers)Directly at the point of service (e.g., fare box, turnstile)After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: <ol style="list-style-type: none">Full Adult Fares: revenues earned by transporting passengers for the full adult fare.Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle 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).No Show Fares: revenues earned from fares for demand response passengers who do not show up for a scheduled ride. 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	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 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	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. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: <ol style="list-style-type: none">Charter Service Revenues: revenues earned from operating vehicles under charter service contracts.Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111).School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school.Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	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 revenuesConcessionsOther auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	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,

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: <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"> 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. 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.	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	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. <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. 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 amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102).	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	Please refer to Reporting Contractor Expenses for more information. The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. <ol style="list-style-type: none"> 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. 7. 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	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. <ol style="list-style-type: none"> 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): <ol style="list-style-type: none"> 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: <ul style="list-style-type: none">1. Vehicle licensing and registration fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
	Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (5250).	Local Government Funds	4300
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. <ul style="list-style-type: none">1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government.2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. 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.	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
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: <ul style="list-style-type: none">1. Vehicle licensing and registration fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. <ul 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: <ul 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. 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.
			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. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
			Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, 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).

Budget for Year of Anticipated Award

Instructions:

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

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

Enable adding rows:



Disable adding rows:



Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
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			\$ -

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class		-	\$ -
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			\$ -

Current System Description			
<div><div>Instructions:</div><div>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.</div></div>			
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation System in Collier County. The Public Transportation system, Collier Area Transit (CAT) operates under the supervision of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) for the Collier County Transportation Management Services Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas.	100	68
Program mission	It is the misson of CAT to provide safe, accessible and courteous public transportation services to our customers.	100	18
Program goals	Collier County's goals are to operate reliable, convenient, and cost-effective mobility services that safely and efficiently meet the mobility needs of its workers, residents and visitors. We strive to accomplish this by increasing the resiliency of Collier County by, protecting our man-made and natural resources; providing attractive and convenient mobility alternatives that will reduce adverse carbon and environmental impacts within our communities, as well as building meaningful partnerships that increase awareness and education of and about mobility options and increase the viability of mobility services to promote livability and enhance economic and social well-being.	100	94
Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with no or limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service market; and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	99
Service, route, and trip types provided	Service hours for these routes vary from as early as 3:45 AM to as late as 8:20 PM. The service planned for this grant will provide access for people in the non-urbanized areas of Collier County. Funds from this grant will be used for a replacment bus for fixed route services to provide access for people in non-urbanized areas to health care, shopping, education, employment, public services and recreation. Because many of these services are not available in the rural area, most people must travel to the urban areas in order to receive these services.	100	95
Total number of employees in organization	128	-	-

Total number of operators (including volunteer drivers)	83	-	-
Total number of transportation-related employees in the organization	7	-	-
Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):		-	-
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Training (e.g., wheelchair lift operation, passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The operations are funded through the Federal Transit Administration 5307, 5310, and 5311 programs, Florida Department of Transportation, Agency for persons with Disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the urbanized and non-urbanized areas of the County.	200	54
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 the minority block.	100	83

Is your agency minority-owned?	No	50	1
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?	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintained without interrupting transportation service.	100	48

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	Completion Check
<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.	186,567	Electronic farebox and Mobile Fare Application	COMPLETE
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	186,567	Electronic farebox and Mobile Fare Application	COMPLETE

Rural Cost Allocation Methodology

Instructions:

It is understood that the desired destination for many trips provided to non-urbanized area residents is in an urbanized area. Such trips are appropriately funded with Section 5311 funds. Recipients must develop a method of allocating costs between urbanized and non-urbanized area service. The availability of the information needed in any allocation method should be a factor in

[A map of urbanized areas in Florida as defined by the 2010 Census is available at this link.](#)

Demand Response

Instructions:

Demand response service providers often know the addresses of all passengers. If 60% of all passengers live in non-urbanized areas, it is fair to say that 60% of all costs are eligible for Section 5311 funding.

Total Unique Passengers

1192

Total Unique Passengers Living in Non-Urbanized Areas

% Rural Service (by unique passengers)

0%

Instructions:

Drivers' logs or client trip records can be maintained to segregate mileage or hours within the urbanized area and costs allocated accordingly.

Total Passenger Miles

Total Non-Urbanized Passenger Miles

% Rural Service (by passenger miles)

Total Passenger Hours

Total Non-Urbanized Passenger Hours

% Rural Service (by passenger hours)

Fixed Route

Instructions:

Recipients providing fixed-route service can segregate urbanized and nonurbanized miles based on route maps and allocate system-wide costs accordingly.

Total Route Miles

Total Non-Urbanized Route Miles

% Rural Service (by route miles)

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

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02
Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02

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

Vehicle Request	
Instructions:	Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description.
Project Type	Examples
Expansion Vehicles	—Large heavy- duty transit buses 35’-40’ —Small heavy-duty transit buses 30’
Replacement Vehicles	—Minibus —Standard Cutaway —Minivan

Project Description	
Instructions:	Describe the project being requested within this application.
General Project Description:	The grant application is to purchase One Replacement 35' bus for Fixed Route services. The new vehicle will replace a vehicle that have met their useful life. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.
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 with the purchase of a replacement vehicle.

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

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.
Address projected vulnerabilities?	The Grant funding will ensure that vehicles are replaced in a timely manner, otherwise we may experience service disruptions with an older fleet in operation.
Expand access to essential services?	The existing transit service provides access to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehicle that has met its useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	Grant request is not to maintain services. Documentation and tracking of the replacement vehicle will be managed via Faster system for maintenance records to ensure maintance plan is being adhered to.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

<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 Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.</p>
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Project Readiness	
<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>Existing contract wil be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after</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>Replacement bus: Upon receiving notice of award-existing contract for rolling stock shall be submitted to FDOT for concurrence</p> <p>Purchase Order Approval- 1 month</p> <p>12 months Delivery of Rolling Stock from the time of PO</p> <p>1 month for post-delivery Buy America Review</p> <p>2 months Submit Invoice to FDOT for reimbursement</p>
<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 assignment, and all Fixed Route operators are required to maintain a CDL license, CDL license review is conducted monthly to ensure renewals are occurring within the appropriate time frames.</p>

<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>Single private operator will be responsible for the vehicle and Collier County staff (Fleet Management Division) performs vehicle maintenance . The Operator is regularly monitoreed to ensure that the vehicles used are for their intended purpose.</p>
<p>Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.</p> <p>In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.</p>	<p>The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. The project is also identified within Collier's Transit Asset Management Plan. There will be no other project parties involved in the delivery of this project.</p>

Proof of Local Match – Capital Projects

Instructions:

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

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

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

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

(1)

Transportation Disadvantaged (TD) allocation,

(2)

Letter on official letterhead from the applicant’s CEO attesting to match availability and commitment,

(3)

Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

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

Vehicle and Equipment Request

Instructions:

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

1. Select Desired Vehicle (Cutaway, Minibus etc.)

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

3. Select Order Packet

4. Complete Order Form

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

+

Enable adding rows

−

Disable adding rows

Vehicle Request													
Instructions:	Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22’ gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see reference table in Resources tab. Cost estimates should be supported by order forms or quotes.												
	Requests should be listed in order of priority. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.												
Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	Local Share	Order Form Completed	Passenger Seats (Total)
Use drop-down to select request description	Bus - Replacement Over 30'	11.12.03	Diesel	12	28	2	1	\$621,763	\$621,763	\$497,410	\$124,353	<input type="checkbox"/>	28
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0
Total		-	-	-	28	2	1	-	\$621,763	\$497,410	\$124,353	-	28

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	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A	15GGB2719C1180752	Gillig	Large Heavy	2012	Ramp	28	2	Active	586213
Total/Average						28	2		586,213

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

Instructions for TransCIP Attachments

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

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

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

- 1 - Grant Proposal Excel Workbook** - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.
- 2 - Cover Letter** - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board’s Resolution. This representative must be the same individual referenced throughout the application as “the authorized agency representative.” This ensures one consistent point of contact for questions and follow-up regarding the application.
- 3 - Governing Board’s Resolution** - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency’s board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.
- 4 - Public Hearing Notice** - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5311. An application for Section 5311 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant’s service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

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

- 1 - A hearing must be conducted;
- 2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and
- 3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5311 award can be made.

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

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

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

8 - FTA Section 5333 (b) Assurance - All applicants must include a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application. By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

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

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

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

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

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

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

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

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

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

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

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

17 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

- 1.Select Desired Vehicle
- 2. 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/>)

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

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

I have read and understood the contents of this tab. ☒

Resources

What's on the Market

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

FDOT Vehicle Useful Li

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Sedan
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)	Van (VN)		Van	
	Formerly Type "G"		Formerly Type "F"	Formerly Type "F"		Formerly Type "F"	
Vehicle Description (Source: TRIPS/DMS Contracts)			Sedans/Station Wagons		Vans/Commuter Van (Unmodified)		Mini Vans (Modified)
Year	Age	Mileage	Age	Mileage	Age	Mileage	Age
2022	5	150,000	4	100,000	4	100,000	5
2021	5	150,000	4	100,000	4	100,000	5
2020	5	150,000	4	100,000	4	100,000	5
2019	5	150,000	4	100,000	4	100,000	5
2018	5	150,000	4	100,000	4	100,000	5
2017	5	150,000	4	100,000	4	100,000	5
2016	5	150,000	4	100,000	4	100,000	5
2015	5	150,000	4	100,000	4	100,000	5
2014	5	150,000	4	100,000	4	100,000	5
2013	5	150,000	4	100,000	4	100,000	5
2012	5	150,000	4	100,000	4	100,000	5
2011	5	150,000	4	100,000	4	100,000	5
2010	5	150,000	4	100,000	4	100,000	5
2009	5	150,000	4	100,000	4	100,000	4
2008	5	150,000	4	100,000	4	100,000	4
2007	5	150,000	4	100,000	4	100,000	4
2006	5	150,000	4	100,000	4	100,000	4

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 display monitor	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@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@cfrpc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District Office Contacts		
District 1		P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249
Paul A. Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us	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
District 2		2198 Edison Ave, MS 2806 Jacksonville, FL 32204

Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us	Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Urban/Rural Transit Coordinator
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Urban Transit Coordinator
Christina Nalsen	(904) 360-5667 Christina.Nalson@dot.state.fl.us	Transit Coordinator
District 3		P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	Manager
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
Luciana "Luci" Taylor	(386) 943-5119 Luciana.Taylor@dot.state.fl.us	Transit Project 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 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 DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	

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](#)
[DUNS Numbers](#)
[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](#)

fe Benchmarks 2006-2022

Light-Duty Van, 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 Bus
Van (VN)	Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)		Cutaway (CU)		Bus (BU)		Bus
Formerly Type "E"	Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"		Formerly Type "C"		Formerly Type "B"		Formerly Type "A"
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 Bus
Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age
200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000	7	250,000			10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000					10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	5	200,000			7	250,000	10	350,000	12
200,000	5	200,000	5	200,000	5	200,000	7	200,000			7	250,000	10	350,000	12
100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12
100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12
100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12
100,000	4	100,000	5	150,000	5	150,000	7	200,000			7	250,000	10	350,000	12

[illegible]



Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5311 Grant Submittal

Dear Ms. Hanson:

Collier County Board of County Commissioners submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this 13 day of December, 2022 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

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

Collier County

Agency Name

Signature

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

Typed Name and Title of Authorized Representative

December 13, 2022

Date



RESOLUTION NO. 2022-____

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

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

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

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

This Resolution adopted after motion, second and majority vote favoring same, this 13th day of December 2022.

ATTEST:
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____

By: _____

, Deputy Clerk

William L. McDaniel, Jr., Chairman

Approved as to form and legality:

>

Assistant County Attorney

Public Notice

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

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or 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 December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

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

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.77%.

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 **13** day of **December, 2022**:

- 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 13, 2022

Date

Signature of Contractor's Authorized Official

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

Name and Title of Contractor's Authorized Official

Standard Lobbying Certification

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

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

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

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

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

December 13, 2022 Date

Signature of Contractor's Authorized Official

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

Name and Title of Contractor's Authorized Official

FTA Section 5333 (b) Assurance

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

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

December 13, 2022

Date

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

Name and title of authorized representative

Signature of authorized representative

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

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

1	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Funding of FY23/24 for Collier Area Transit to purchase a replacement bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile.	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Leasing Certification

Memorandum for FTA 5311

December 13, 2022

Date:

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

From:

Signature

William L. McDaniel, Jr. - Chairman

Typed name and title

Collier County Board of County Commissioners

Typed or printed agency name

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

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

Leasing:

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

☒ No

☐ Yes

If yes, specify to whom:

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

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of 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 **13** day of **December, 2022**

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

Name and title of authorized representative

Signature of authorized representative

COUNTY OF COLLIER | COLLIER COUNTY | 1032

- Summary
- Applications/Awards
- TrAMS Users
- Locations
- Designated Recipient
- Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details

Recipient ID
1032

Recipient Name
COUNTY OF COLLIER

Certification and Assurance Information

Fiscal Year 2022
Assigned Date 2/3/2022
Due Date 5/4/2022

Original Certification Date 2/17/2022
Latest Certification Date 2/17/2022

Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

Public Transportation Agency Safety Plan (PTASP)

Applicants and recipients of Section 5307 grants and rail transit agencies that are subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline for certification was July 20, 2020, however, in light of the extraordinary challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR Part 673). FTA will refrain from taking enforcement action until July 21, 2021 for applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain eligible for Chapter 53 grant funds.

List of All Applicable Agencies




















PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 | Official: Trinity Scott | Attorney: Scott Teach

Category	Title	Cer
01	Certifications and Assurances Required of Every Applicant	
02	Public Transportation Agency Safety Plans	

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

Documents

Existing Documents

Document	Description	Uploaded By	Date	
No items available				

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Official's Name Trinity Scott

☒ I accept the above

Certification Date Feb 16, 2022

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Attorney's Name Scott Teach

☒ I accept the above

Certification Date Feb 17, 2022

CANCEL



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

October 5, 2020

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

Re: Title VI Plan

Dear Ms. Arnold:

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

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

Sincerely,

Dale Hanson
Transit Projects Coordinator

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



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

June 19, 2020

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

RE: Collier Area Transit 2019 Triennial Review Confirmation of Compliance

Dear Ms. Arnold:

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

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

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

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

Sincerely,

Michelle S. Peronto	<small>Digitally signed by: Michelle S. Peronto DN: CN = Michelle S. Peronto email = michelle.peronto@dot.state.fl.us C = AD O = FDOT OU = Transit Date: 2020.06.18 17:22:40 -05'00'</small>
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Dale Hanson
Transit Projects Coordinator

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

[County Manager Letterhead]

[Date]

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

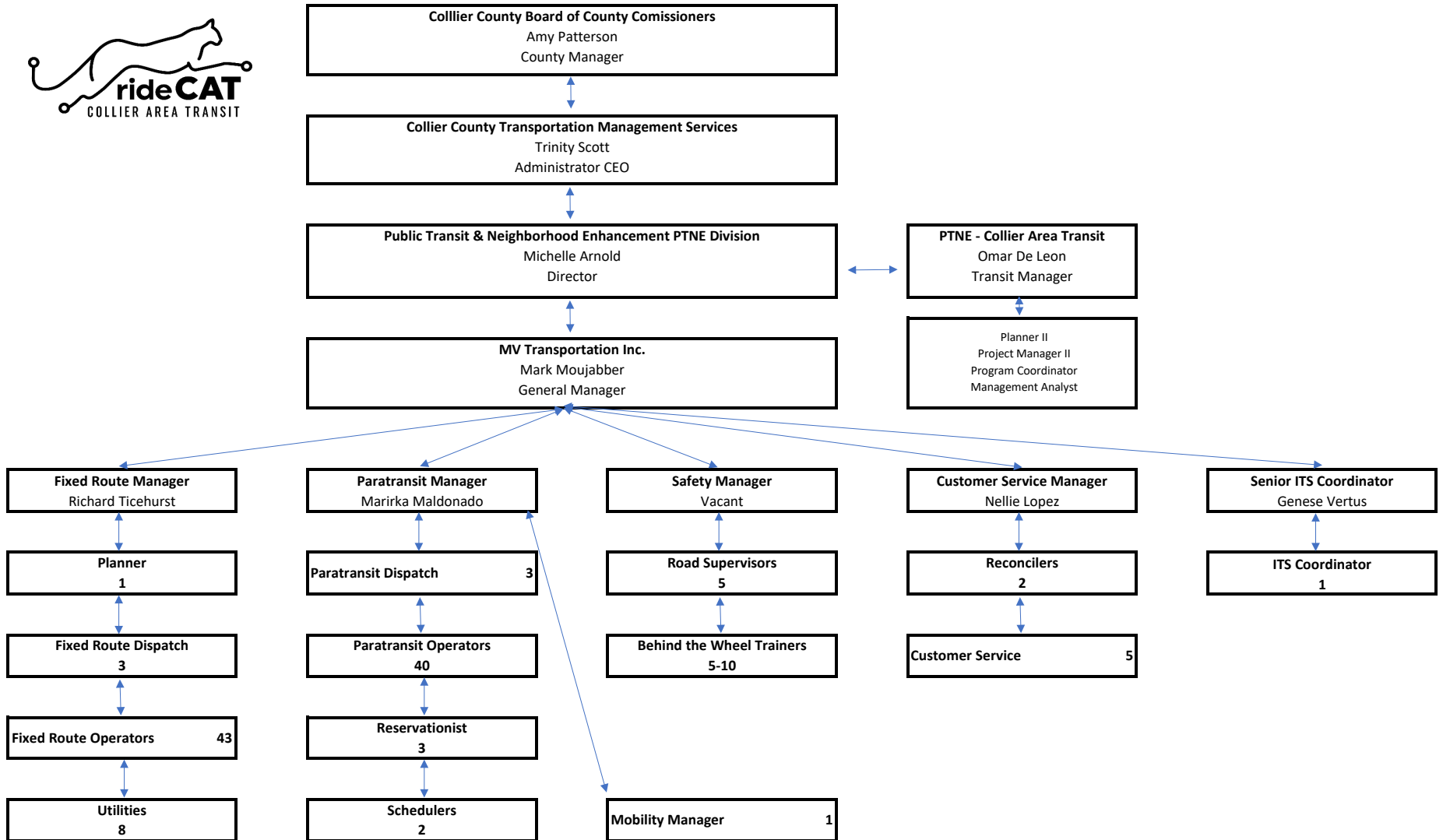
Re: 5311 Match Commitment

Dear Ms. Ross:

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

Sincerely,

Amy Patterson,
County Manager



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

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

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

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

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

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
WARRANTY (WATER LEAKS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (ENGINE L9)	24 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	5,202.00
WARRANTY (TRANSMISSION)	60 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	-
WARRANTY (WHEELCHAIR RAMP)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-
WARRANTY (HVAC UNIT)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-
GILLIG MANUAL (CD)	(1) ONE PER ORDER	(2) TWO PER ORDER	-
DRIVER MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
SERVICE MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
ELECTRICAL MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
PARTS MANUAL (PAPER)	(1) ONE PER ORDER	(2) TWO PER ORDER	-

TOTAL COLLIER COUNTY, FL VARIANCES	75,350.00
STATE OF FLORIDA 35' DIESEL LOW FLOOR BASE PRICE MAY 2019	435,525.00
DELIVERY	INCL
COLLIER COUNTY, FL 35' LF DIESEL BASE PRICE MAY 2019	510,875.00
PPI 1413 ADJUSTMENT 259.3 (APR '20) / 255.9 (MAY '19) = 1.32%	6,744.00
PPI 1413 ADJUSTMENT 269.5 (MAY '21) / 259.3 (APR '20) = 3.93%	20,077.00
PPI 1413 ADJUSTMENT 303.6 (APR '22) / 269.5 (MAY '21) = 12.65% (ADJUSTED TO 7.90%)	40,359.00
BUDGETARY PPI 1413 ADJUSTMENT 330.5 (JUL '22) / 303.6 (APR '22) = 8.86% (CAP 7.0% UNTIL MAY '23)	35,761.00
CURRENT COLLIER COUNTY, FL 35' LOW FLOOR BRT DIESEL BASE UNIT PRICE	613,816.00

CONFIDENTIAL

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Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

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

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

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

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

56-6000558

*** c. UEI:**

JWKJKYRPLLU6

d. Address:

*** Street1:** 3299 Tamiami Trail East, Suite 700

Street2:

*** City:** Naples

County/Parish:

*** State:** FL: Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:** DeLeon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

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

Fax Number:

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

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Bus and Bus Facilities Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5339_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Capital Funding request 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 19/26

* b. Program/Project 19/26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2023

* b. End Date: 09/30/2024

18. Estimated Funding (\$):

* a. Federal	497,410.00
* b. Applicant	
* c. State	124,353.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	621,763.00

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix:	Mr.	* First Name:	William
Middle Name:	L		
* Last Name:	McDaniel		
Suffix:	Jr.		

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8605 Fax Number:

* Email: Bill.McDaniel@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed: 12/13/2022

TransCIP Application Checklist – Section 5339

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

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



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

Bus and Bus Facilities Formula

Program for Rural Areas

Agency Name:	Collier County Board of County Commissioners
FDOT District:	One

FTA Section 5339 Grant Application Introduction
<p>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.</p> <p>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.</p>
Program Information & Instructions
<p><u>Program Administration</u></p> <p>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</p> <ol style="list-style-type: none">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, and7. Provision of technical assistance regarding the section 5339 program. <p>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.</p> <p>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.</p>
<p><u>Eligibility Criteria</u></p> <p>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.</p>
<p><u>Eligible Recipients</u></p> <p>Eligible recipients of Section 5339 Grants include:</p> <ul style="list-style-type: none">• 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. <p>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.</p>
<p><u>Legal Authority and Fiscal & Managerial Capability</u></p> <p>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.</p>
Eligible Expenses
<p>Section 5339 funds may be used for the capital expense of transportation services to the general public in rural areas. Eligible expenses include:</p> <ul style="list-style-type: none">• 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
<p>Ineligible expenses include:</p> <ul style="list-style-type: none">• Expenses for charter service,• Expenses for school bus service,• Expenses for service not open to the general public (prioritized service),• Expenses for service exclusively within an urbanized area,• Depreciation expense,• Expenses incurred prior to federal and state approval of a grant application,• Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA), and• Expenses incurred prior to FDOT’s approval of plans, specifications, and third-party contracts.
Evaluation Criteria

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

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

Grant Award Process

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

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

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

Section 5339 Compliance Requirements

Triennial Review

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

FDOT Site Reviews

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

Preventative Maintenance Plan

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

Vehicle Useful Life Guidelines

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

Matching funds for Section 5339 Capital Assistance

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

Use of Section 5339 vehicles/equipment

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

Services Across Urbanized/Rural Area Boundaries

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

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

Procurement

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

Americans with Disabilities Act (ADA)

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

Civil Rights Submissions

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

Davis-Bacon Act

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

Environmental Determination

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

Construction Projects:

Construction project request will require either environmental analysis National Environmental Policy Act (NEPA), or may qualify as a documented Categorical Exclusion (DCE).

If your project requires a the DCE worksheet your District representative will reach out to provide guidance. Guidance related to projects that require environmental analysis under NEPA or DCE can be found here: [Preparing Environmental Documents | FTA \(dot.gov\)](#)

Administrative Requirements (Only if the Grant is for Facilities)

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

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

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

Planning Requirements

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

Audit Requirements

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

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

Certifications and Assurances

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

I have read and understood the contents of this tab. ☒

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):		8300 Radio Road
City:		Naples
State:		Florida
Zip + 4 Code:		34104
Congressional District:	Use link to access information. Select district(s) affected by the proposed project(s).	19/26
Federal Taxpayer ID Number:		59-6000558
My Florida Marketplace Vendor Number	Use link to access information	F596000558030
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2023-September 30, 2024
Executive Director:		Michelle Arnold
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Omar De Leon
Telephone:		239-252-8995
Fax:		239-252-6425
Email Address:		Omar.Deleon@colliercountyfl.gov

Eligibility Questionnaire

Instructions:

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		
Has your agency completed an FDOT Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLL06	
SAM Registration Expiration Date		8/23/2023	

Revenue Vehicle Inventory Certification

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

Instructions:

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

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

Certification:

Omar De Leon

Date:

11/10/2022

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
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 timePlatform timeTurn-in timeAccident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: <ul style="list-style-type: none">training time either as a student or instructorrevenue vehicle movement control as dispatchers or road supervisorsmovement of revenue vehicles among maintenance and operating facilitiesmaintenance of bus stops and sheltersgeneral administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: <ol style="list-style-type: none">Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers)Directly at the point of service (e.g., fare box, turnstile)After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: <ol style="list-style-type: none">Full Adult Fares: revenues earned by transporting passengers for the full adult fare.Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle 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).No Show Fares: revenues earned from fares for demand response passengers who do not show up for a scheduled ride.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: <ol style="list-style-type: none">State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers).Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards.Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization.Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
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	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. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: <ol style="list-style-type: none">Charter Service Revenues: revenues earned from operating vehicles under charter service contracts.Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111).School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school.Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	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 revenuesConcessionsOther auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	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,

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: <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"> 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. 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.	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	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. <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. 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 amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102).	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	Please refer to Reporting Contractor Expenses for more information. The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. <ol style="list-style-type: none"> 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. 7. 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	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. <ol style="list-style-type: none"> 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): <ol style="list-style-type: none"> 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 fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
	Voluntary Non-Exchange Transactions	<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 Transaction.</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 fees2. Driver's license fees3. Communications access fees and surcharges4. Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	<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

Budget for Year of Anticipated Award

Instructions:

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

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, 2023 to September 30, 2024).

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		-	\$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
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$0

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
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
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$0

Current System Description			
<div><div>Instructions:</div><div>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.</div></div>			
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation system in Collier County. The Public Transportation system, Collier Area Transit (CAT) operates under the supervision of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) for the Collier County Transportation Management Services Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas.	100	68
Program mission	It is the mission of CAT to provide safe, accessible and courteous public transportation services to our customers.	100	18
Program goals	Collier County's goals are to operate reliable, convenient, and cost-effective mobility services that safely and efficiently meet the mobility needs of its workers, residents and visitors. We strive to accomplish this by increasing the resiliency of Collier County by, protecting our man-made and natural resources; providing attractive and convenient mobility alternatives that will reduce adverse carbon and environmental impacts within our communities, as well as building meaningful partnerships that increase awareness and education of and about mobility options and increase the viability of mobility services to promote livability and enhance economic and social well being	100	95
Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service marketl and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	97
Service, route, and trip types provided	Service hours for these routes vary from as early as 3:45 AM to as late as 8:20 PM. The service planned for this grant will provide access for people in non-urbanized areas of Collier County. Funds from this grant will be used to continue operation of fixed route to provide access for people in non-urbanized areas to health care, shopping, education, employment, public services and recreation. Because many of these services are not available in the rural area, most people must travel to the urban areas in order to receive these services.	100	92
Total number of employees in organization	128	-	-
Total number of operators (including volunteer drivers)	83	-	-
Total number of transportation-related employees in the organization	7	-	-

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):		-	-
Insurance	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Training (e.g., wheelchair lift operation, passenger assistance)	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Management	Mark Moujabber, General Manager, Mark.Moujabber@colliercountyfl.gov, 239-252-4983	-	-
Administration (e.g., records maintenance)	Omar De Leon, Transit Manager, Omar.DeLeon@colliercountyfl.gov, 239-252-4996	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The operations are funded through the Federal Transit Administration 5307, 5310, and 5311 programs, Florida Department of Transportation, Agency for persons with Disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the ubranized and non-urbanized areas of the County.	200	54
To what extent does your agency serve minority populations?	According to the 2010 Census, a majority of Collier County's workforce lives in the rural area and the majority of the activity centers which include major employers, health care centers, and public services are within the urban area. The recent TDP Major update included public surveys of the ridership with approximately 1,000 responses. The respondents had ethnic origins of 38% Hispanic/Latino and 25% Black/African American. All CAT routes serve a minority census block group, 48% of route miles are within minority block.	100	82
Is your agency minority-owned?	No	50	1
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?	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintainted without interrupting transportation service.	100	48

Service Characteristics			
<div><div>Instructions:</div><div>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.</div></div>			
Service Characteristic	Value	Data Collection/ Calculation Method	Completion Check
<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.	186,567	Electronic farebox and Mobile Fare Application	COMPLETE
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	186,567	Electronic farebox and Mobile Fare Application	COMPLETE

Activity Line Item Codes**Vehicles**

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

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	
<div>Instructions:</div> <p>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.</p>	
Project Type	Examples
Expansion Vehicles	<div>—Large heavy- duty transit buses 35’-40’</div> <div>—Small heavy-duty transit buses 30’</div> <div>—Minibus</div> <div>—Standard Cutaway</div> <div>—Minivan</div>
Replacement Vehicles	

Project Description	
Instructions:	Describe the project being requested within this application.
General Project Description:	<p>The grant application is to purchase One Replacement 35' bus for Fixed Route services. The new vehicle will replace a vehicle that have met their useful life. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.</p>
Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency’s transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	<p>Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of a replacement vehicle.</p>

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

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.
Address projected vulnerabilities?	The Grant funding will ensure that vehicles are replaced in a timely manner, otherwise we may experience service disruptions with an older fleet in operation.
Expand access to essential services?	The existing transit service provides access to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehicle that has met its useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.	Grant request is not for operating expenses but documentation and tracking of the replacement vehicle will be managed via Faster system for maintenance records to ensure maintance plan is being adhered to.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.
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Project Readiness	
Instructions:	If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Existing contract wil be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Replacement bus: Upon receiving notice of award-existing contract for rolling stock shall be submitted to FDOT for concurrence Purchase Order Approval- 1 month 12 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 2 months Submit Invoice to FDOT for reimbursement
If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification	Dispatchers monitor vehicle assignment, and all Fixed Route operators are required to maintain a CDL license, CDL license review is conducted monthly to ensure renewals are occurring within the appropriate time frames.

<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>Single private operator will be responsible for the vehicle and Collier County staff (Fleet Management Division) performs vehicle maintenance . The Operator is regularly monitoreed to ensure that the vehicles used are 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. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.</p>	<p>The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. The project is also identified within Collier's Transit Asset Management Plan. There will be no other project parties involved in the delivery of this project.</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
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 unloaded.

☒ Enable adding rows

- Disable adding rows

Vehicle Request

Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see reference table in Resources tab. Cost estimates should be supported by order forms or quotes.

Requests should be listed in order of priority. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.

[illegible]

Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Total	-	-	-	28	2	1	-	\$621,763	\$497,410	\$155,441	-	

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	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/a	15GGB2710C1180753	Gillig	Large Heavy	2012	Ramp	28	2	Active	573003
Total/Average						28	2		573,003

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

Instructions for TransCIP Attachments

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

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

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

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

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

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

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

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

- 1 - A hearing must be conducted;
- 2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and
- 3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5339 award can be made.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12 - FTA Section 5333(b) Assurance - All applicants must include a signed FTA Section 5333 (B) Assurance form. By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

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

14 - Protection of the Environment (Required if the proposed project is for facilities) - Most transit projects funded under Section 5339 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon past experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant 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 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency’s latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT’s Triennial Review Process as part of the State Management Plan at <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm>.

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

18 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

- 1.Select Desired Vehicle (Cutaway, Minibus etc.)
- 2.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/>)

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 Mar

Visit the FDOT TRIPS website (<https://tripsflorida.org/>) for all active contracts. They can be found at the Florida Department of Management DMS website (https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts/pricing).

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)	
Vehicle Type (Source: NTD)	Estimated Useful Life (Years)
Vehicle Description (Source: TRIPS/DMS Contracts)	
Year	Age
2022	5
2021	5
2020	5
2019	5
2018	5
2017	5
2016	5
2015	5
2014	5
2013	5
2012	5
2011	5
2010	5
2009	5
2008	5
2007	5
2006	5

Useful Life Bench

ASSET

USEFUL LIFE

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

HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Recipient Risk Assessment

For Department use only. Included here for

Prior to awarding FTA funds, the Department is required to conduct a risk assessment. Risk assessments are conducted by District Grant Managers prior to evaluating the project against the following criteria. Projects that do not satisfactorily pass the risk assessment will not move forward.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 2000-01 items in order to evaluate the risk posed by the applicant for each project:

- Financial stability, including the applicant's financial condition and financial history;
- Quality of the applicant's management systems;
- History of performance accounting specifically for the type of project proposed and 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. Satisfactory financial condition means that the applicant can pay its bills. Financial capability means the applicant's ability to meet its expansion costs in accordance with the project plan.

a. Does the applicant meet the criteria for satisfactory financial capability and provide a written explanation.

b. Consider the type of project, does the applicant have a proven history of successful completion of similar projects?

c. If not, has the applicant effectively communicated its ability to manage this project?

2. Describe the applicant's management systems.

a. Does the organization's structure clearly define, assign, and delegate appropriate responsibilities?

b. Are responsibilities segregated within the organization to ensure that adequate controls are in place?

c. Does the applicant have written operating procedures that are simply state 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 requirements?
4. Review departmental or other oversight entity audit reports. Examples include 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 screenshot of the applicant's SAM profile.

Local Clearinghouses / Regional Planning Organizations

Clearinghouse/RPC	Contact Information
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@thearpc.com (850) 488-6211
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178
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

Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416

FDOT District Office C

District 1

Paul A. Simmons
(863) 519-2388
Paul.Simmons@dot.state.fl.us

Michelle Peronto
(863) 519-2551
Michelle.Peronto@dot.state.fl.us

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Candice Monroy
(239) 225-1982
Candice.Monroy@dot.state.fl.us

Michele Forestt
(863) 519-2412
Michele.Forestt@dot.state.fl.us

District 2

Doreen Joyner-Howard	(904) 360-5650 Doreen.Joyner-Howard@dot.state.fl.us
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us
Christina Nalsen	(904) 360-5687 christina.nalsen@dot.state.fl.us Christina.Nalsen@dot.state.fl.us

District 3

Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us
Debbie "Toni" Prough	(850) 330-1558 debbie.prough@dot.state.fl.us

District 4

Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.us
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us

District 5

Brian M. Stanger, P.E.	(386) 943-5543 Brian.stanger@dot.state.fl.us
Libertad Acosta-Anderson, P.E.	(386) 943-5410 Libertad.Acosta-Anderson@dot.state.fl.us
Jo Santiago	(321) 319-8175 or (386) 943-5109 Jo.Santiago@dot.state.fl.us
Carlos Colon	(321) 319-8173 or (386) 943-5106 Carlos.Colon@dot.state.fl.us
Luciana "Luci" Taylor	(386) 943-5119 Luciana.Taylor@dot.state.fl.us
Jamie Kersey	(386) 943-5195

Jamie.Kersey@dot.state.fl.us

District 6

Raymond Freeman

(305) 470-5255

Raymond.Freeman@dot.state.fl.us

Gina Victoria-Garzon

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Gina.Victoria@dot.state.fl.us

District 7

Ming Gao

(813) 975-6923

Ming.Gao@dot.state.fl.us

Chris Leffert

(813) 975-6403

Chris.Leffert@dot.state.fl.us

Dave Newell

(813) 975-6195

Dave.Newell@dot.state.fl.us

Glossary

Ambulatory - A person who is able to walk and move about freely without being

Annual Operating Report (AOR) - A report outlining the expenses and revenues

Applicant - An agency applying for Section 5339 Federal Assistance. See also "non-

Authorizing Federal and State Legislation - Legislation authorizing the Section 5339 program. See also Section 3006; 49 U.S.C. Section 5339; FTA Circular 9070.1G; Section 341.051, Florida Statutes.

Community transportation coordinator (CTC) - A transportation entity recommending and providing services to the transportation disadvantaged population in a designated service area, as provided for in Sections 427.015(1), Florida Statutes, in an area outside of the urban core.

Contractor - The administering entity of the Transit Research Inspection and Program. The Contractor is responsible for procuring and managing the program. The Contractor is also responsible to coordinate, assist and monitor the program.

Corrective Action Plan (CAP) - A required plan to address any deficiency and / or non-compliance identified during an inspection. For more information see FDOT's Triennial Review Process as part of the program.

Designated Official Planning Agency - A planning entity so designated by the Department of Transportation to provide planning and support functions for the transportation disadvantaged services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business enterprises that are at least a 51% interest and also control management and daily business operations.

District office - Florida Department of Transportation District Public Transportation

District Program of Projects (POP) - A district listing of each applicant agency awarded, and the proposed Federal, state and local share of the project cost. The applicants and projects so proposed either meet all program requirements or will when the Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5339 funds may be used for the capital and/or operating expenses. Eligible expenses are limited to buses, vans or other paratransit vehicle equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul components with a useful life of more than one (1) year and a per unit cost over \$5,000 and vehicle preventative maintenance, passenger facilities related to Section 5339 vehicles, operating costs associated with providing transit service, costs associated with the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and demand responsive and alternative to public transportation that assist seniors and individuals with disabilities. Maintenance costs must have a District approved maintenance plan and a cost analysis. Capital expenses may not exceed eighty percent (80%).

Eligible expenses, operating - For the Section 5339 program, eligible operating expenses are those directly incident to the provision of public transportation services less operating expenses not exceeding fifty percent (50%).

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awarded to public entities, profit CTCs, and to private non-profit organizations providing transportation to the general public. When the CTC is a private for-profit agency, the designated official planning agency must award funds, then sub-contract with the CTC for provision of service. Recipients must be approved by the CTC. Agencies must keep their CTC Agreements current and valid at all times. This includes companies that provide shared-ride taxi service to the general public on a regular basis and passengers in the same vehicle who are otherwise not traveling together.

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

FDOT control number - Is assigned by the Contractor once the vehicle has been titled to the Department of Transportation as the first lienholder.

Human service transportation - Transportation services provided by or on behalf of a public entity to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, including low incomes.

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

Individual with a disability - An individual who, because of illness, injury, age, or physical or mental disability (including an individual who is a wheelchair user or has semi-ambulatory ability), requires special design, public transportation service or a public transportation facility.

Large Urbanized Area - An urbanized area (UZA) with a population of 200,000 or more.

Limited English Proficiency (LEP) - Individuals who do not speak English as the understand English can be limited English proficient, or "LEP." These individuals service, benefit, or encounter. DOT recipients are required to take reasonable steps persons.

Locally developed, coordinated public transit-human services transportation with disabilities, older adults, and people with low incomes, provide strategies for and implementation. Projects considered for Section 5339 funding must serve the Disadvantaged Service Plan (TDSP) will qualify in most instances. All stakeholder

Metropolitan Planning Organization (MPO) - MPOs are the policy and planning in urbanized areas.

New applicant - An applicant for Section 5339 assistance that has not received

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

Non-ambulatory - A person who has a mobility impairment that prevents them

Nonprofit organization - A corporation or association determined by the U. S. 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated State.

One-way passenger trips - A person who rides a transportation vehicle in one (

Operating revenue - For Section 5339, operating revenue includes the sum of a provided or via a prepaid arrangement such as passes or tokens. Operating revenue transportation of social service clients.

Private organization - Non-public organizations, bodies which are not municipal agencies or instrumentalities of one or more states; are not Indian Tribes (except corporations, boards or commissions established under the law of any state; or a municipal.

Program of Projects (POP) - A list of projects to be funded in a grant application Department of Transportation. The program of projects (POP) lists the sub recipient governmental authorities, designates the areas served (including rural areas), and of the projects, total project cost and Federal share for each project, and the amount allowed.

Public agency- An authority, commission, committee, council, department, division city, municipality, county or (

Public transit - The transporting of people by conveyances or systems of conveyance use by the general public. Public transit specifically includes those forms of transit scheduled, non-fixed route nature.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and participation. PTGA's may be for one year or multiple years (up to five years), at (

Recipient - The Florida Department of Transportation, a State Agency designated under Section 5339(b)(1), or a local government authority when Federal Highway for individuals with disabilities.

Recurring applicant - An applicant for Section 5339 Federal Assistance who applies for funding more than once.

Rural areas - An area encompassing a population of fewer than 50,000 people that is not 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 100,000.

Sub-recipient - A private non-profit organization, if the public transportation service is provided by a public authority that is approved by the State to coordinate services for elderly individuals, or a private non-profit organization readily available in the area to provide the services.

Transit Development Plan (TDP) - A locally adopted document, addressing a transportation plan in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the State's transportation plan. The TDP includes an assessment of the need for transit services in the local area, a description of the proposed services, improvements, capital and operating costs of the proposed services, existing and projected ridership, and is updated annually.

Transportation disadvantaged - Those persons who because of physical or mental disability are unable to transport themselves or to purchase transportation and are, therefore, dependent on others for shopping, social activities, or other life-sustaining activities, or children who are in need of transportation.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC that provides recommended strategies to provide service in areas of need. The TDSP may be updated annually but includes a five-year planning window.

Transportation Improvement Program (TIP) - A continuing, cooperative and intermodal transportation program recommended for Federal and state funding during the program period. The MPO must submit a TIP to the CTC under Chapter 339, Florida Statutes.

Transportation operator contract - A written contract between the CTC and the transportation operator that sets forth the terms and conditions for any services to be performed.

Urbanized area - An area encompassing a population of not less than 50,000 people as determined by the census as an urbanized area by the Secretary of Commerce.

Form 424: Application

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety (only if the grant is for facilities). A sample of the standard form is located below. This form is used for all applications.

No pre-application process is used in this program; therefore, all submissions are accepted for review.

The code assigned to the Section 5339 Program in the Catalog of Federal Domestic Assistance is 15.806. The title is: "Bus and Bus Facilities for Rural Areas Program."

[For more information on DUNS Numbers, visit <http://fedgov.dnb.com/webform>.](http://fedgov.dnb.com/webform)

Item

1 Type of Submission should be "Application"

2 Type of Application should be "New"

3 "Not Applicable"

4 "Not Applicable"

5. A "Not Applicable"

Federal Award Identifier (FTA Grant Number)

5 B

This number will be assigned after submission

6 State use only (if applicable)

7 State Application Identifier is "1001"

8.a, b, c,

Enter legal name of applicant, name of primary person to undertake the assistance activity, enter employer name, enter the organization's DUNS number, enter the organization's DU address of the applicant (including country), and enter the organization's contact information 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 Transportation Administration"

11 Bus and Bus Facilities for Rural Areas Program

12 "Not Applicable"

13 "Not Applicable"

14 List the areas affected by project (cities, counties, etc.)

Can be submitted on a separate piece of paper

15

Enter a brief descriptive title of the project. If showing project location. This is where the applicant made capital purchase of vehicle(s) or operating as

16

[List \(a\) the applicant's Congressional District, state, and congressional district number. Find your district's representative](#)

17

Enter the proposed start date and end date of the project (month/year/period/calendar year).

18

Enter the amount of the grant request. For California

19

Check "c. Program is not covered by E.O. 123

20

Check the applicable box. If "yes", provide explanation

21

Must be signed by the governing board representative

Resources and

[Procurement Guidance for Transit Agencies](#)

[Section 5339 FTA Circular](#)

[State Management Plan](#)

[Congressional Districts](#)

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

[Disclosure of Lobbying Activities](#)

[DUNS Numbers](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

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

[TRIPS Florida](#)

[FTA Region 4 NEPA Categorical Exclusion Checklist](#)

[Florida UZA Map](#)

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e Florida Department of Management Services Contract can

ontracts_and_agreements/state_term_contract/motor_vehicle

FDOT Vehicle Usefu

		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
quipment (non-revenue)		Automobile (AO)		Van (VN)	
Formerly Type "G"		Formerly Type "F"		Formerly Type "F"	
Service Trucks		Sedans/Station Wagons		Vans/Commuter Van (Unmodified)	
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	150,000	4	100,000	4	100,000
	150,000	4	100,000	4	100,000
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	150,000	4	100,000	4	100,000
	150,000	4	100,000	4	100,000

marks

SOURCE

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

MENT

Manufacturer /Industry Standards

GAAP Guidelines/Industry Standards

Industry Standards

Manufacturer

GAAP Guidelines/Industry Standards

Manufacturer

Industry Standards

GAAP Guidelines/Industry Standards

GAAP Guidelines/Industry Standards

Industry Standards

Manufacturer

Manufacturer

Industry Standards

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Manufacturer

Industry Standards

Industry Standards

Grantee experience

GASB

Manufacturer

Industry Standards

ssment Tool

informational purposes.

ssment of the project being proposed by the applicant. Risk
project for award using the established project selection
forward for project evaluation.

ular 5010.E. The Department will consider the following

I capability;

osed, particularly previous experience of the applicant in

ssment process.

financial condition of the applicant and the financial capability
y its current costs from existing revenues. Satisfactory
ddition to its existing operations from projected revenues.

condition? Provide supporting documentation or

nplementing this type of project?

s newly implemented project?

ppropriate authority for all duties?

uate internal checks and balances exist

ed, yet meet the applicant's operating, legal, and regulatory

quired documentation?
nclude, FTA Triennials, TD Audits, A-133 Audits and District

reen shot of the SAM.gov check of the

inning Councils (RPC)

Counties Covered
Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia

DeSoto, Hardee, Highlands, Okeechobee, Polk

Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas

Charlotte, Collier, Glades, Hendry, Lee, Sarasota

Indian River, Martin, Palm Beach, St. Lucie

Broward, Miami-Dade, Monroe

Contacts

P.O. Box 1249
801 North Broadway
Bartow, FL 33830-1249

Modal Development Administrator

Transit Projects Administrator

Transit Projects Coordinator (ATKINS)

Counties: *Collier, Manatee, Sarasota, Polk*

Transit Projects Coordinator

Counties: *Charlotte, Lee, Glades, Hendry, DeSoto, Hardee, Highlands, Okeechobee*

Transit Support Consultant

2198 Edison Ave, MS 2806

Jacksonville, FL 32204

Manager

Urban/Rural Transit Coordinator

Urban Transit Coordinator

Transit Coordinator

P.O. Box 607

Chipley, FL 32428-9990

Manager

Public Transit Program Specialist

3400 W Commercial Blvd.

Ft. Lauderdale, FL 33309

Passenger Operations Manager

Transportation Projects Specialist

5310 Program Manager

420 W. Landstreet Road

Orlando, FL 32824

District Modal Administrator

Passenger Operations Manager

Transit Intermodal Supervisor

Transit Project Coordinator

Transit Project Coordinator

Transit Project Coordinator

1000 N.W. 111 Avenue

Miami, Florida 33172

Passenger Operations Manager

Passenger Operations Specialist

11201 N McKinley Dr. MS-7500

Tampa, FL 33612

District Modal Development Administrator

Transit Programs Administrator

Transit Coordinator

sary

g confined to a bed or wheelchair.

es incurred during the preceding 12 months.

new applicant" and "recurring applicant."

n 5339 program are: Fixing America's Surface Transportation Act (FAST Act)

rida Statutes; and Chapter 14-73, Florida Administrative Code. Section 5339

imended by an MPO, or by the appropriate designated official planning

de the purview of an MPO, to ensure that coordinated transportation services

rvice area.

ocurement Services (TRIPS) who is under contract to the Florida Department of

ring vehicles at the lowest cost possible while ensuring that the best product is

st as needed, and report in all procurement activities under the Section 5339

for area of concern identified after FDOT completes a triennial review and

the State Management Plan

Florida Commission for the Transportation Disadvantaged to conduct

concerns where socially and economically disadvantaged individuals own at

5.

tion Office or District Office of Modal Development and/or staff.

for which a grant award is proposed, a description of the equipment to be included in the district program of project includes certification by the District Office that all equipment will meet all program requirements before a Notice of Grant Award and/or

including expense of transportation services to seniors and/or individuals with disabilities (including sedans and station wagons), radios and communications equipment, data processing hardware/software, other durable goods such as spare parts, up to \$300, initial installation costs, vehicle procurement/testing, vehicle inspection and maintenance for 5339-funded vehicles, support facilities and equipment for Section 5339-funded vehicles. The program is designed to provide transit service that exceeds the requirements of the Americans with Disabilities Act to decrease reliance by individuals with disabilities on complementary paratransit, taxis, and other transportation. An applicant applying for preventative maintenance services must demonstrate that the activities are performed in house. The Federal share for eligible

expenses include the total administrative, management, and operation costs and revenues. The federal share for net eligible operating costs may not exceed

and to public agency Community Transportation Coordinators (CTCs), private-non-profit organizations, seniors and/or persons with disabilities under a coordination agreement with a public agency responsible for designating the CTC may apply for Section 5339 funding. The applicant must be either a CTC or providing service under the terms of a written agreement with a public agency when receiving an award under the Section 5339 Program. Private taxicabs and other vehicles on a shared-ride basis are eligible sub-recipients. "Shared-ride" means two or more

vehicles purchased, received and titled to the recipient with the Department of

Transportation of a human service agency to provide access to agency services and/or to provide transportation, especially individuals with disabilities, older adults, and people with

physical or mental impairments or services to be rendered.

individuals with congenital malfunction, or other incapacity or temporary or permanent physical or mental impairment (including but not limited to hearing or vision capability), cannot use effectively, without special facilities, planning or

services for one or more individuals, as determined by the Bureau of Census.

air primary language and who have a limited ability to read, speak, write, or may be entitled to language assistance with respect to a particular type of eaps to ensure meaningful access to their programs and activities by LEP

in plan - means a plan that identifies the transportation needs of individuals or meeting those local needs, and prioritizes transportation services for funding identified needs of the disabled population. A locally developed Transportation s identified in the circular must be included in the development of the TDSP.

ng bodies, designated by the Governor, responsible for transportation

an award in the last two fiscal years.

1 from being able to walk or move about freely.

Secretary of the Treasury to be an organization described by 26 U.S.C. Section rporated within Florida which is certified as not for profit by the Secretary of

direction between two points for a specific purpose.

all fares paid by passengers, whether such fares are paid at the time service is nue excludes revenues from contracts with social service agencies that pay for

alities or other political subdivisions of the State of Florida; are not public t private nonprofit corporations formed by Indian Tribes); are not public are not subject to direct control by public authority, Federal, State, county, or

on submitted to the Federal Transit Administration (FTA) by the Florida ients and indicates whether they are private non-profit agencies or local d identifies any tribal entities. In addition, the POP includes a brief description ount of funds used for program administration from the ten percent (10%)

sion, bureau, board, section or any other unit or entity of the state or of a town, other local governing body. yances, traveling on land or water, local or regional in nature, and available for rportation commonly known as "paratransit" characterized by their non-

and a local sponsor of a transportation project, defining a project and FDOT's the discretion of FDOT.

ed by the Governor to receive funds apportioned by formula to the States y Administration (FHWA) funds are flexed to Section 5339 to support services

plies every year.

that has not been designated in the most recent decennial census as an

ess than 200,000, as determined by the Bureau of the Census.

ervice provided is unavailable, insufficient, or inappropriate; or a governmental
uals and individuals with disabilities or certifies that there are not any non-

minimum five-year time frame. It is prepared by the public transit provider, in
sistent with the applicable approved local government comprehensive plan.
, identifies the local transit policies, existing services and proposed service
d proposed sources of funding and a staged implementation plan. A TDP is

ental disability, income status, or age, or who, for other reasons, are unable to
nt upon others to obtain access to health care, employment, education,
handicapped or high-risk as defined in Chapter 411.202 F.S.

CTC and approved by the Local Coordinating Board that identifies service gaps and
, serve as the Local Coordinated Human Services Transportation Plan. The TDSP is

comprehensive planning process that delineates transportation improvements
PO submits the TIP to the Florida Department of Transportation as required by

ie transportation operator prepared at the local level that outlines the terms

people that has been defined and designated in the most recent decennial

for Federal Assistance

ntirety for Section 5339 applications, and for the local clearinghouse submission
; form must be used for ALL applications.

lications.

ssistance is 20.526. This code should be shown in Section 11 of the form followed by

Entry

is not needed at this time.

n of State POP.

ary organizational unit (including division, if applicable), which will
oyer/taxpayer identification number (EIN/TIN) as assigned by Internal
NS number (received from Dun and Bradstreet), enter the complete
and name, telephone number, e-mail and fax of the person to contact

Transit Administration”

n Catalog of Federal Domestic Assistance is 20.526.

ities, states etc.).

er.

appropriate (e.g., construction or real property projects), attach a map
applicant should define if the project is for capital or operating, e.g.
assistance for transit services.

District and (b) any Congressional District(s) affected by the
here: <https://www.house.gov/representatives/find-your->

of the project (dates must be within the same 12-month

capital applications, the federal amount is 80% of the total cost.

72.”

planation in attachment.

sentative that was authorized to sign this particular application.

d Links

Life Benchmarks 2006-2022

Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Bu
Van (VN)		Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutawa
Formerly Type "E"		Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly
Mini Vans (Modified)		MiniBus (Modified)		Transit Bus -Standard Cutaway		Small Cutaway		Transit Bu Cutaway (I
Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age
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5	200,000	5	200,000	5	200,000	5	200,000	7
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Collier County
Transportation Management
Services Department

Public Transit & Neighborhood Enhancement Division

December 13, 2022

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

Re: 5339 Grant Submittal

Dear Ms. Hanson:

Collier County Board of County Commissioners submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this 13 day of December, 2022 with an original resolution or certified copy of the original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application.

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

Collier County

Agency Name

Signature

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

Typed Name and Title of Authorized Representative

December 13, 2022

Date



RESOLUTION NO. 2022-_____

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

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

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

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

This Resolution adopted after motion, second and majority vote favoring same, this 13th day of December 2022.

ATTEST:
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By: _____,
Deputy Clerk

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

Approved as to form and legality:

>

Assistant County Attorney

Public Notice

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

This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or 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 December 2nd 2022. Requests for a hearing must be sent to Michelle E. Arnold Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

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

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.77%.

Contract # TD-1803

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

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Collier County Board of County Commissioners, Collier Area Transit, 3299 East Tamiami Trail, Naples, FL 34112 the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Collier county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

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



E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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



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

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



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

P. Comply with other requirements as follows:

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

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

II. The Commission Shall:

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

III. The Coordinator and the Commission Further Agree:

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

F. Notice and Contact:

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

Ms. Michelle Arnold,
3299 East Tamiami Trail, Suite 103, Naples, FL 34112

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

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

Thomas Fiala
Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

Collier County Board of County Commissioners
Collier Area Transit

Agency Name

Andy Solis

Printed Name of Authorized Individual

Signature: Andy Solis

Title: Chairman

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Steven Holmes
Printed Name of Authorized Individual

Signature: Steven C Holmes

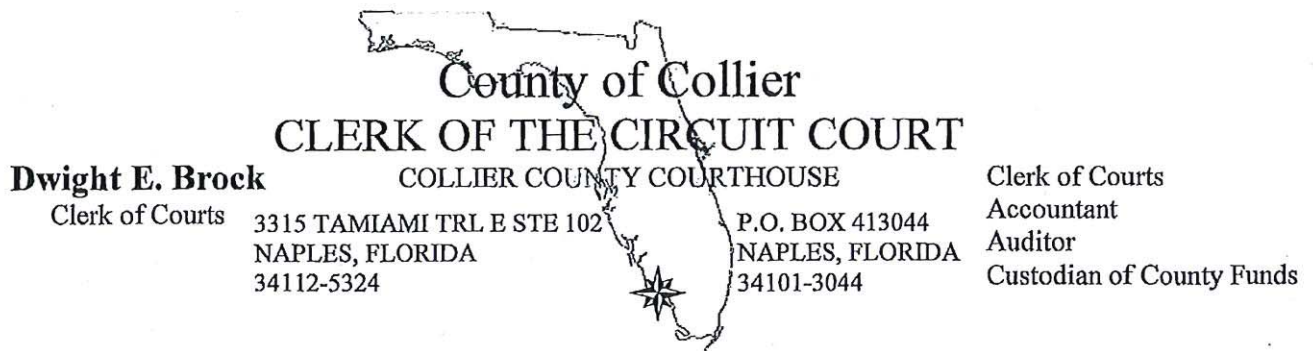
Title: Executive Director

Jeffrey A. Klatzkow
Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST:
DWIGHT E. BROCK, CLERK

Dwight E. Brock
Deputy Clerk
Attest as to Chairman's
signature



June 13, 2018

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

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

Mr. Irvine,

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

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

Thank you.

DWIGHT E. BROCK, CLERK

Ann Jennejohn,
Deputy Clerk

Attachment

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 13 day of **December, 2022**:

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

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

December 13th, 2022 Date

Signature of Authorized Representative

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

Standard Lobbying Certification Form

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

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

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

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

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

December 13th, 2022 **Date**

_____ **Signature of Contractor's Authorized Official**

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

Leasing Certification

MEMORANDUM for FTA 5339

Date: December 13th, 2022

From: William L. McDaniel, Jr., Chairman _____
(Typed name and title) (Signature)

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

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

**Subject: FFY 2023 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION,
CAPITAL GRANTS FOR NON-URBANIZED AREAS PROGRAM,
49 UNITED STATES CODE SECTION 5339**

Leasing

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5339 Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the Applicant) to a third-party?

☐ Yes ☒ No

If yes, specify to whom: _____

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

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

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

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

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

Executed this **13** day of **December, 2022**

William L. McDaniel, Jr. - Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

COUNTY OF COLLIER | COLLIER COUNTY | 1032

- Summary
- Applications/Awards
- TrAMS Users
- Locations
- Designated Recipient
- Related Actions

Certifications & Assurances | FY 2022 C&A Affirmations

Recipient Details

Recipient ID
1032

Recipient Name
COUNTY OF COLLIER

Certification and Assurance Information

Fiscal Year 2022
Assigned Date 2/3/2022
Due Date 5/4/2022

Original Certification Date 2/17/2022
Latest Certification Date 2/17/2022

Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

Public Transportation Agency Safety Plan (PTASP)

Applicants and recipients of Section 5307 grants and rail transit agencies that are subject to the State Safety Oversight Program must certify to Category 2: Public Transportation Agency Safety Plans (PTASP). The deadline for certification was July 20, 2020, however, in light of the extraordinary challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion for the PTASP regulation (49 CFR Part 673). FTA will refrain from taking enforcement action until July 21, 2021 for applicants and recipients unable to certify compliance with the PTASP regulation before July 20, 2021. While applicants and recipients are encouraged to certify compliance as soon as reasonably practicable under the current circumstances caused by the COVID-19 public health emergency, those who do not certify compliance until July 20, 2021 remain eligible for Chapter 53 grant funds.

List of All Applicable Agencies




















PTASP Technical Assistance Center

Certifications and Assurances

Certification History

Certification Date: 2/17/2022 | Official: Trinity Scott | Attorney: Scott Teach

Category	Title	Cer
01	Certifications and Assurances Required of Every Applicant	
02	Public Transportation Agency Safety Plans	

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

[Documents](#)

Existing Documents

Document	Description	Uploaded By	Date	
No items available				

Affirmation of Applicant

Affirmation of Applicant BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Official's Name Trinity Scott
☒ I accept the above

Certification Date Feb 16, 2022

Affirmation of Attorney

Affirmation of Applicant's Attorney As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Attorney's Name Scott Teach
☒ I accept the above

Certification Date Feb 17, 2022

CANCEL

FTA Section 5333 (b) Assurance

Note: By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([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 HEREBY ASSURES that the “Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program” has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

December 13, 2022

Date

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

Signature of authorized representative

Note: All applicants must complete the following form and submit it with the above Assurance. LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

(See Appendix for Example)

1	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 5339 Funding of FY23/24 for Collier Area Transit to purchase a replacement bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and	Collier Area Transit for urban transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

	returning to rural domicile.		
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Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

October 5, 2020

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

Re: Title VI Plan

Dear Ms. Arnold:

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

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

Sincerely,

Dale Hanson
Transit Projects Coordinator

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



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

June 19, 2020

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

RE: Collier Area Transit 2019 Triennial Review Confirmation of Compliance

Dear Ms. Arnold:

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

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

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

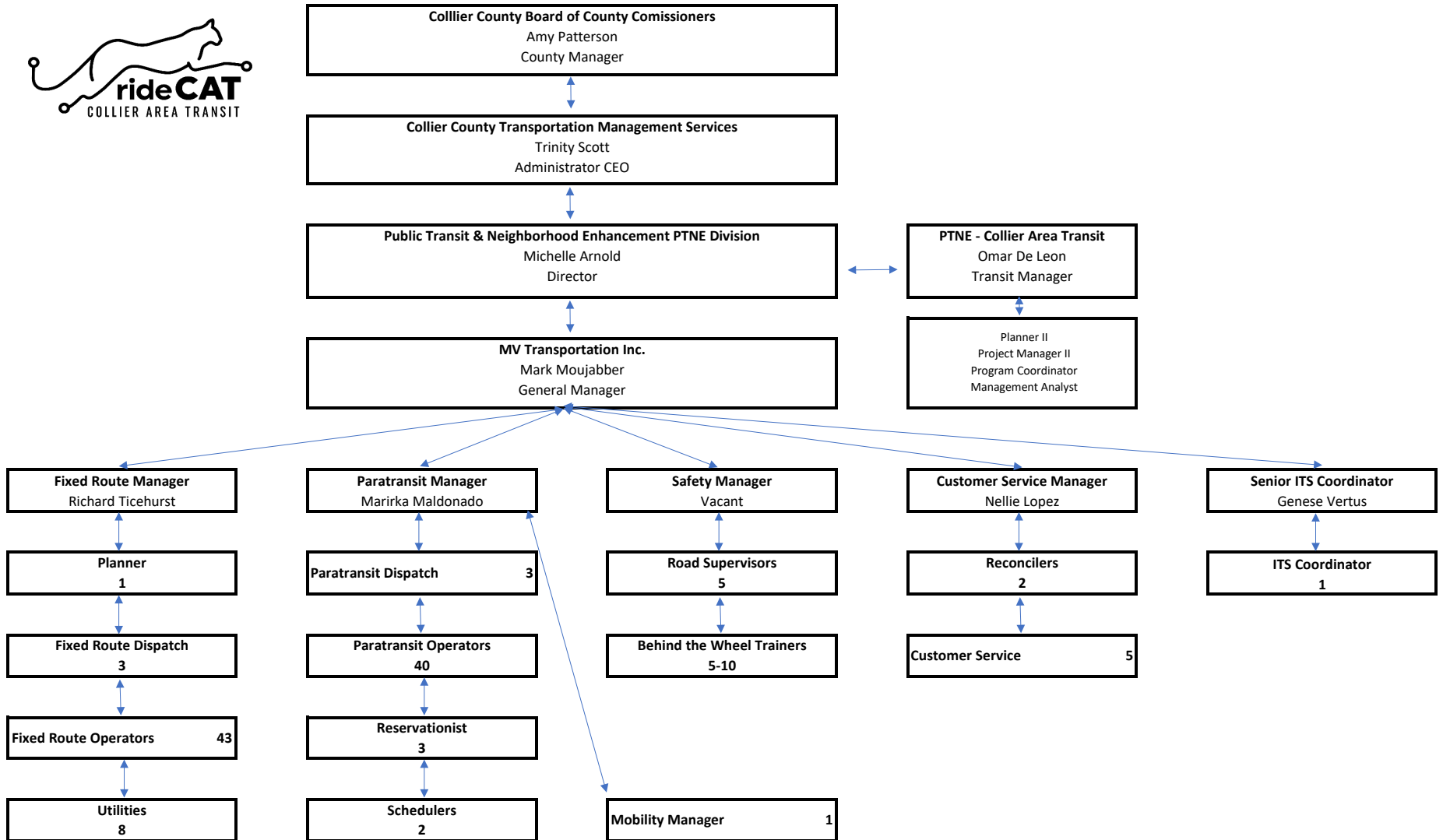
FDOT, District One Transit Office, congratulates you on your compliance with the Triennial Review standards. We appreciate your attention to the importance of creating and maintaining safe and equitable passenger transportation programs in the communities we service.

Sincerely,

Michelle S. Peronto	<small>Digitally signed by: Michelle S. Peronto DN: CN = Michelle S. Peronto email = michelle.peronto@dot.state.fl.us C = AD O = FDOT OU = Transit Date: 2020.06.18 17:22:40 -05'00'</small>
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Dale Hanson
Transit Projects Coordinator

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



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

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

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

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

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

ITEM	STATE OF FLORIDA	NAPLES, FL	VARIANCE
WARRANTY (WATER LEAKS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (ENGINE L9)	24 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	5,202.00
WARRANTY (TRANSMISSION)	60 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	-
WARRANTY (WHEELCHAIR RAMP)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-
WARRANTY (HVAC UNIT)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-
GILLIG MANUAL (CD)	(1) ONE PER ORDER	(2) TWO PER ORDER	-
DRIVER MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
SERVICE MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
ELECTRICAL MANUAL (PAPER)	(1) ONE PER ORDER	(1) ONE PER ORDER	-
PARTS MANUAL (PAPER)	(1) ONE PER ORDER	(2) TWO PER ORDER	-

TOTAL COLLIER COUNTY, FL VARIANCES	75,350.00
STATE OF FLORIDA 35' DIESEL LOW FLOOR BASE PRICE MAY 2019	435,525.00
DELIVERY	INCL
COLLIER COUNTY, FL 35' LF DIESEL BASE PRICE MAY 2019	510,875.00
PPI 1413 ADJUSTMENT 259.3 (APR '20) / 255.9 (MAY '19) = 1.32%	6,744.00
PPI 1413 ADJUSTMENT 269.5 (MAY '21) / 259.3 (APR '20) = 3.93%	20,077.00
PPI 1413 ADJUSTMENT 303.6 (APR '22) / 269.5 (MAY '21) = 12.65% (ADJUSTED TO 7.90%)	40,359.00
BUDGETARY PPI 1413 ADJUSTMENT 330.5 (JUL '22) / 303.6 (APR '22) = 8.86% (CAP 7.0% UNTIL MAY '23)	35,761.00
CURRENT COLLIER COUNTY, FL 35' LOW FLOOR BRT DIESEL BASE UNIT PRICE	613,816.00

CONFIDENTIAL

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Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

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

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Collier County Board of County Commissioners

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

56-6000558

*** c. UEI:**

JWKJKYRPLLU6

d. Address:

*** Street1:**

3299 Tamiami Trail East, Suite 700

Street2:

*** City:**

Naples

County/Parish:

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

*** First Name:**

Omar

Middle Name:

*** Last Name:**

De Leon

Suffix:

Title:

Transit Manager

Organizational Affiliation:

Collier County

*** Telephone Number:**

239-252-4996

Fax Number:

*** Email:**

Omar.DeLeon@colliercountyfl.gov

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Enhanced Mobility of Seniors & Individuals with Disabilities

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

5310_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Section 5310 Capital Application to purchase four replacement vehicles with four radios and tablets for the use of those vehicles.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant 19/26

* b. Program/Project 19/26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2023

* b. End Date: 09/30/2024

18. Estimated Funding (\$):

* a. Federal	460,108.00
* b. Applicant	57,516.00
* c. State	57,512.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	575,136.00

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: Mr. * First Name: William

Middle Name: L

* Last Name: McDaniel

Suffix: Jr.

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8605 Fax Number:

* Email: Bill.McDaniel@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed: 12/13/2022

EXECUTIVE SUMMARY
Reports and Presentation
Item 5b
Reconsideration of Vice-Chair Election

Objective:

For PTAC to reconsider the Vice Chair Election to provide for consideration to all interested members eligible for the position.

Considerations:

Each year election of officers must occur in accordance with the Public Transit Advisory Committee By-Laws. The election process must allow for all interested parties for positions be considered before a vote is taken. Nominations will be reconsidered, and a new vote will be taken at the meeting.

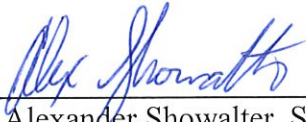
Past Vice-chair, Peter Berry, is interested in continuing to serve but was not offered consideration prior to the vote. Both Mr. Berry and Ms. Samek should be considered for the position.


Recommendation:

That PTAC hold a re-election for the vice-chair position.

Attachment:

None

Prepared by:  **Date:** 11/15/22
Alexander Showalter, Senior Planner

Approved by:  **Date:** 11-15-2022
Michelle Arnold, PTNE Division Director