Public Transit Advisory Committee
Collier Area Transit
Hybrid Meeting
Collier County Government Center Human Resources Building "B"
HR Training Room
3303 Tamiami Trail East Naples, Florida
November 19th, 2025
1:00 p.m.

Agenda Packet

1) Call to Order
2) Roll Call
3) Approval of Agenda
4) Approval of Minutes
    a. September 17, 2025
5) Committee Action
    a. Membership Applications – Meghan E Brown
    b. 5311, 5310, 5339 – Grant Application
6) Reports and Presentations
    a. Marketing Update
7) Member Comments
8) Public Comments
9) Next Meeting Date – December 17th, 2025, Human Resources Building "B" HR Training Room
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

SEPTEMBER 17, 2025

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 1:00 P.M. in REGULAR SESSION at Collier County Government Center, Human Resources Building B, 3303 Tamiami Trail E, Naples, Florida 34112 with the following members present:

Chair: John DiMarco, III
Vice Chair: Peter Berry
Cliff Donenfeld
Dewey Enderle
Sonja Lee Samek (Excused)
Benita Staadecker
Open Seat

ALSO PRESENT: Omar DeLeon, Public Transit Manager, Collier County PTNE
Keyla Castro, Operations Support Specialist, Collier County PTNE
Rosio Garcia, Operations Coordinator, PTNE Division
Elena Ortiz-Rosado, Events, Sales and Marketing Coordinator, PTNE
Leslie Barnes, General Manager, MV Transportation
Nolan Begley, Fixed Route Manager, MV Transportation
Jacob Stauffer, Transit Planner, MV Transportation
Carmen T. Monroy, Transportation Planning Manager, CTS Engineering

1. **Call to Order**
   Chair DiMarco called the meeting to order at 1:00 P.M.

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

3. **Approval of Agenda**
   Mr. Enderle moved to approve the Agenda as presented. Second by Chair DiMarco. Carried unanimously 5 - 0.

4. **Approval of Minutes**
   a. August 20, 2025
   Ms. Staadecker moved to approve the minutes of the August 20, 2025, Public Transit Advisory Committee meeting as presented. Second by Mr. Enderle. Carried unanimously 5 – 0.

5. **Committee Action**
   a. Membership Application
   Mr. DeLeon presented Executive Summary *"Membership Application"* for Meghan E. Brown, noting one seat for a three-year term is available on the Committee.

   The application will be considered by the Committee at the next meeting of the PTAC.

   b. TDP Major Update
   Mr. Showalter presented the Executive Summary *"FY25 Major Update of the Transit Development Plan"* to seek endorsement of the TDP from the Public Transit Advisory Committee (PTAC). He noted:
   - To receive State Block Grant Funds for system operations, each transit agency must develop a Transit Development Plan (TDP) Major Update every five (5) years.
   - The requirements that must be met in the TDP Annual Progress Report are outlined in Rule14-73.001 of the *Florida Administrative Code*.
   - The FY2025 TDP Major Update outlines the progress Collier Area Transit (CAT) has made in the past five years towards achieving the goals and objectives outlined in the last TDP Major Update.
   - The TDP is also a planning document outlining CAT goals and objectives for the next ten years.
   - The plan includes a Public Outreach component, public surveys, focus and working group meetings, and stakeholder interviews.
   - TDP is a collaboration between CAT, Collier Metropolitan Organization (MPO) and a consulting team from Stantec.
   - The update is developed in coordination with the Metropolitan Planning Organization's (MPO) long range transportation plan.

<u>Comments</u>

Mr. DeLeon responded to queries:

- The business plan is data driven.
- Peer data focused on top performing neighbors with similar geographic characteristics.
- Avenues to inform the public about proposed system changes include the County website, the County Commissioner newsletter, and Public Workshops. Additional Social Media venues such as a video suggested by the Committee will be considered.
- MPO, CAT Staff, Advisory Committee and Public feedback and comments have been incorporated into the documents.

FY25 TDP Consultant Presentation

Carmen Monroy, Senior Planning Transportation Manager, CTS Engineering, Inc., presented the guidelines applied, data collected, and recommendations for the FY25 Transit Development Plan.

- Agencies contributing to the TDP review process include PTAC (Public Transit Advisory Committee), TAC (Collier MPO Technical Advisory Committee), CAC (Collier MPO Citizens Advisory Committee), MPO (Collier MPO Board) and the BOCC (Collier County Board of County Commissioners.
- Public Engagement is ongoing with a thirty-day public comment period opening in early November 2025.
- Data Collected and Applied
  - Demographic data for Collier County including Collier County residents working in Lee County and vice versa.
  - CAT Peer Evaluation rating CAT's Performance Compared to its Peers.
  - Public Outreach including Onboard and Online Surveys, Stakeholder Interviews, Workforce Development Board, Local Community Events, Listening Group Sessions, and Public Workshops in Golden Gate City and Immokalee.
- Evaluation Methodology
  - Route alignments, patterns, and bus stop locations.
  - Current and anticipated demand.
  - Assessment of Transit Markets.
  - Assessment of productivity/Efficiency.
  - Public outreach and policy directives.
- Recommendations - New/Modified Transit Routes and Mobility on Demand Enhancements
  - Developed based on assessments, policy, directives and evaluation criteria.
  - Factors considered in prioritizing recommendations include Public Outreach, Transit Markets, Proximity, and Efficiency.
- Other recommendations
  - Additional Bus shelters.
  - Evaluation and implementation of technology including data collection and alternative fuels.
  - Future Studies for consideration including fare evaluation, the Immokalee Road Corridor, Mobility on Demand and Operations requirements and Pilot Projects.
  - Expansion of Park-and-Ride lots/systems.

- Ten Year *Implementation Plan Cost Estimate Overview* Study
  - Financial projections for maintenance of existing transit services.
  - New transit services.
  - Transit frequency improvements.
- TDP/LRTP (Long Range Transit Plan) Coordination Underway
  - Coordination with MPO data and use of LRTP socio-economic forecasts for baseline and future year data in the TDP
  - Consistency between TDP and LRTP goals, objectives and transit projects
  - TDP revenue estimates through 2035 extended to 2050 for us in the 2050 LRTP.
  - Developing transit cost estimates through 2050 for use in the LRTP Cost Feasible Plan.

Recommendation

Ms. Staadecker motioned to recommend the Metropolitan Planning Organization and Board of County Commissioner approve the Collier Area Transit Fiscal Year 2025 Major Update of the Transit Development Plan as presented by Staff. Second by Vice Chair Berry. Carried unanimously 5 – 0.

6. Reports and Presentations

None

7. Member and Staff Comments

Airport transit should be considered.

8. Public Comments

None

9. Next Meeting Date

October 15, 2025 - 1:00 P.M.
Collier County Government Center
Human Resources Building "B"
3303 Tamiami Trail E
Naples, FL. 34112

10. Adjournment

There being no further business for the good of the County, the meeting was adjourned by the chair at 1:54 P.M.

Public Transit Advisory Committee

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John DiMarco III, Chair

These minutes approved by the Board/Committee on _________________,2025 as presented_____ or as amended _____.

EXECUTIVE SUMMARY
Committee Action
Item 5a
Membership Application – Meghan Brown

Objective:
To obtain recommendation for Meghan Brown to join the Public Transit Advisory Committee (PTAC).

Considerations:
PTNE staff submits for the Public Transit Advisory Committee consideration, an application from Meghan Brown to join PTAC. Ms. Brown is a user of the CAT system and holds a Bachelors and Masters from Trinity College Dublin.

Applicant	Affiliation	Term	Status
Meghan Brown	**System Rider**	**3 years**	**Resident**

Recommendation:
That the PTAC recommend that the Board of County Commissioners approve the membership of Meghan Brown to PTAC at their next available Board meeting.

Attachments:
PTAC Application

Prepared by: Omar De leon, Transit Manager, PTNE Division

Advisory Board Application Form

Collier County Government
3299 Tamiami Trail East, Suite 800
Naples, FL 34112
(239) 252-8400

Application was received on: 07/25/2025 11:23:38 PM

Name: Meghan E Brown

Email Address: brownme@tcd.ie

Home Address: 871 Meadowland Dr, Unit C, Naples, FL 34108

City/Zip Code: Naples, 34108

Primary Phone: 716-866-4137

Secondary Phone:

Board or Committee: Public Transit Advisory Committee

Category (if Applicable):

Place of Employment? Business Owner; Self-Employed

Do you or your employer do business with the County? No

How many years have you lived in Collier County? 5-10

Home many months out of the year do you reside in Collier County? I am a year-round resident

Have you been convicted or found guilty of a criminal offense (any level felony or first degree misdemeanor only)? No

Would you and/or any organizations with which you are affiliated benefit from decisions or recommendations made by this advisory board? Yes

If yes, Please Explain: I am a user of the CAT system and therefore any decisions from the committee may impact me directly, although I suppose in a limited capacity since I often use other means of transport.

Are you a registered voter in Collier County? Yes

Do you currently hold an elected office? No

Do you now serve, or have you ever served on a Collier County board or committee? No

Please list your community activities and positions held: Associate Leadership Collier - Class of 2025

Education: Trinity College Dublin, BA / MA

Experience / Background: Trinity College Dublin, BA / MA

EXECUTIVE SUMMARY
Reports and Presentation
Item 5b
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 operational funding to support non-urbanized areas and FTA 5339 to replace, rehabilitate, and purchase buses, vans, and related equipment, as well as construct bus-related facilities in the non-urbanized areas.

FTA Section 5310 Grant Request
The 5310 Capital and Operating grant application requests in FY26 support the Collier Area Transit (CAT) System's purchase of replacement vehicles and operating expenses to support the paratransit service. Funding in the amount of $694,400 will be used to purchase four replacement paratransit vehicles and equipment that have met their useful life. The purchase of the replacement vehicles will not be an increase the overall paratransit fleet inventory. This grant acquisition will provide for the ongoing transportation services to the elderly and disabled residents of Collier County. The funding and match requirements are outlined in the chart below.

FTA Section 5311 Grant Request
The 5311 Operation grant application request in FY26 is for $1,558,000 and will be utilized to provide transit services in the non-urbanized areas of Collier County. This operations grant requires a 50% local match. If the grant is approved for the full amount requested, the funding allocation will be $779,000 of Federal funds and $779,000 of Local funds.

Section 5311 funding for operating assistance is essential to continue the existing level of service being provided for the non-urbanized areas of the County.

FTA Section 5339 Grant Request
The 5339 Capital grant application request in FY26 supports the CAT System to purchase one 40 ft. fixed route bus to replace an existing bus that has met its useful life and the purchase and installation of a Canopy for the Immokalee Transfer Station in the amount of $1,503,750. The purchase of the replacement vehicles will not be an increase in the overall fixed route fleet inventory. The funding and match requirements are outlined in the chart below.

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	$ 555,520	$ 69,440	$ 69,440	$ 694,400
5311 Rural	$ 779,000	$ 0	$ 779,000	$ 1,558,000
5339 Rural	$ 1,203,000	$ 300,750	$ 0	$ 1,503,750
Total	$ 2,537,520	$ 370,190	$ 848,440	$ 3,756,150

Recommendation:
That the PTAC endorse the submittal of the applications.

Attachment:
Draft Grant Applications

Prepared by: Omar De leon, Transit Manager, PTNE Division

Florida Department of Transportation

Capital & Operating Assistance Application

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

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

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

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

Revenue Vehicle Inventory Certification

Instructions:

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

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

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

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

Certification: Corene Sanger

Date: 11/6/2025

Transportation Program Operating and Administrative Expenses

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:

1-digit Level: Not applicable
2-digit Level: For example, 5010 Labor
3-digit Level: For example, 5011 Operators Salaries and Wages

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue 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
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.
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).
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.
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: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
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.
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).
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.
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 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).

Transportation Program Operating and Administrative Revenues

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: For example, 4100 Directly Generated Fares
2-digit Level: For example, 4110 Passenger Fares
3-digit Level: For example, 4111 Passenger-Paid Fares

Object Class	Code	Definition
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.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such 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.
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: 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 ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No-show Fines: revenues earned from fines for demand response passengers who do not show up for a scheduled pickup.
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: 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.
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).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying 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.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
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.
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 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: 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 Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 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: · 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. 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 National Transit Database (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 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. 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. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · 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.
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 (4620).
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.
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.
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.
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.
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).

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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 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: 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). A description of any budget shortfall may be included. Please limit your response to the space provided.	The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed as local funds have not been allocated for Capital projets. The grant funding is essential in order to replace four vehicles the associated equipment including (4) wireless routers, and (4) tablets that have met their useful life.

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.

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.

Current and Pending Section 5310 Awards

Instructions: List all current and pending Section 5310 contracts.

Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2Y32	6/11/2024	12/31/2025	$405,932	$405,932	6/30/2026
G3D56	6/3/2025	12/31/2027	$690,038	$690,038	12/31/2027
G2Y74	6/14/2025	12/31/2025	$567,218	$567,218	6/30/2026
G2Y33	5/29/2025	12/31/2025	$721,687	$721,687	6/30/2026

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.

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.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	$296,400
Use drop-down to select	Other Salaries and Wages	5013	$537,000

Use drop-down to select	Other Materials and Supplies	5039	$45,000
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			$9,307,100

Operating & Administrative Revenues			
Instructions	**Object Class**	**Code**	**Amount**
Use drop-down to select	Passenger Fares	4110	$1,149,400
Use drop-down to select	Local Government Funds	4300	$8,060,500
Use drop-down to select	Other Agency Revenues	4150	$97,200
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			$9,307,100

Current System Description

Instructions:	The Current System Description Tab provides space for a short description of who the applicant is a is in a question and answer format with designated text boxes (the applicant's response to the que provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportat and Annual Operating Report (AOR) containing the above information may be uploaded to TransC
Question:	**Response**
Please provide a brief general overview of the organization structure and type (i.e., government authority, private non-profit, etc.)	Collier Area Transit provides seasonal and permanent residents of Collier County with an accessible Board of County Commissioners local government authority. These include seven days a week of fi with approximately 19 to 20 routes per system on a daily basis. The paratransit program, which is c transportation services to individuals who do not have access to any other means of transportation programs.
In the last state fiscal year (July-June) have there been any organizational changes or operating changes?	Since the last submittal, there has been no substantial change to the agency operationaly. There w Director of the agency is currently Ellen Sheffey.
Program mission, goals, and/or objectives	The mission of CATConnect is to identify and safely meet the transportation needs of Collier Coun cost effective and environmentally sound team commitment. CATConnect's goals are committed to transportation system by enhancing the effectiveness of transfers between paratransit and fixed-ro efficient coordinated transportation service, CATConnect educates and publicizes fixed-route and p general public, agency-sponsored clients, visitors, and other potential customers. Moreover, CATCo and ensures the provision of high-quality transportation services.
Service, route, and trip types provided	The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late approximately 25 routes and/or manifests each day using Collier County owned vehicles that cover Immokalee, and Marco Island area. The trip types Collier provides are medical, nutritional, employn

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 progra Transportation, Agency for persons with disabilities, Florida Commission for the Transportation Dis These include funding for individuals with disabilities, low income, and elderly in both the urbanize County.

How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? What proportion of passengers/clientele are seniors and/or individuals with disabilities?	All paratransit passengers go through an application process to ensure eligibility of the 5310 funde need to renew their application every three years. 96% of the trips provided between 10/01/2023 - that are seniors and/or individuals with disabilities.
To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.	Collier Area Transit operates its programs and services without regard to race, color, or national ori Civil Rights Act. CAT operates services to, from, and within areas identified with large minority popu minority census block group, while 50 percent of the service provided has the majority (50 percent census block groups. CAT is continually providing information to LEP residents of the community.
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.	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assig Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is ma are maintained without interrupting transportation service.

Service Characteristics	
Instructions:	The service characteristics sheet is used to determine and report the anticipated quantitative impac agency's transportation program. A calculation column has been provided to calculate the necessa transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct c records, etc.
Service Characteristic	**Value**
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	

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

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	Types of Vehicles			
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified MinibusesTransit Bus Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)	Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to **note** that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the age and mileage of each vehicle to be replaced.				

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

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

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

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips? How many more drivers will be available to your system with the addition of the requested vehicle(s)?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of four replacement vehicles.
Expand service to a larger geographic area within the District? Please specify zip codes, or communities.	The Funding will not expand service, the funding will be utilized to ensure the existing service to the urbanized areas of Collier County with the purchase of four replacement vehicles.

Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.
Address projected vulnerabilities? Examples of vulnerabilities related to the purchase of fleet vehicles include, but are not limited to: 1. Vehicle failure: Public transportation fleets rely on a variety of vehicle components. Shortages for vehicle components can lead to service disruptions, delays, and potential safety risks for passengers. 2. Lack of maintenance: Inadequate maintenance practices can result in breakdowns, accidents, and service disruptions. Regular maintenance and inspections are crucial to ensure the safety and reliability of the fleet.	Grant funding will be used to purchase four vehicles that have met their useful life. By replaceing these vehicles it reduces chances of vehicles breaking down, and disrupting transit service, as well as reduce the overall vehicle maintenance costs.
Expand access to essential services? Examples of essential services expansion include transportation to medical appointments, community engagement activities or transportation to individuals with disabilities or special needs.	The funding will not expand but maintain the existing transit service access to essential services to individuals with disabilities or no access to transportation services. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring four 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. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects underserved/disadvanted to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
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. How will the project improve your organization's overall operations and provision of public transportation services?	All records including manifests and passenger information are in the Ecolane Software which requires an individual log in and password to access. All sensitive paper records are maintainted under lock and key and are kept for five to seven years in an archive room. Grant records are maintained by the Collier County Grants Compliance Office.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider how to reduce the size of the project to be consistent with the funding awarded.	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness

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

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The cost estimate is based on the TRIPS contract
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Vehicle production and delivery about 6 to 9 months
If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	N/A This application is not requesting any vehicles that require a CDL certification.

If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the vehicles are being used for their intended purpose.
Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan? Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants *will* have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

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

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

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

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

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

Supporting documentation must be uploaded into TransCIP.

Required Match (10%): **$68,000**

Revenue Type *Use dropdown to select*	**Description**	**Amount**
Local Government	10% local cash match	$68,000
Total	-	**$68,000**

Vehicle Request

General 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.

Table Instructions:

Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.

Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.

Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	$170,000	$170,000	$136,000	$17,000	$17,000	☑
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
Use drop-down to select request description										$0	$0	$0	$0	☐
	Total	-	-	-	-	48	8	4	-	$680,000	$544,000	$68,000	$68,000	-

Vehicles to be Replaced

Instructions: Vehicles listed for replacement must be included in the TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.

FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
98139	57WMD2C64GM100120	VPG	ds Minivan w	MOVT-MV1	2016	Gasoline	Ramp	3	1	Active	191886
10076	1FDFE4FS9KDC45799	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	295269
10073	1FDFE4FS1KDC49376	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	270238
10077	1FDFE4FS3KDC49377	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	258288
Total/Average								**39**	**10**		**253,920**

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	123512	123,512	Paratransit Software
Unduplicated Passengers per Year	1314	1,314	Paratransit Software

FD

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

DOT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
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	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
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		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Equipment Request

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

Project Type	Examples
Equipment	— 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

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

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

Project Description

Instructions: Describe the project being requested within the application.

Purchase of needed eletronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles.

Project-Related Improvements

Instructions: Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability and safety with the purchase of four radios, tablets, and routers for the replacement vehicles.
Expand service to a larger geographic area within the District?	The Funding will not expand service.

Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The equipment is part of the vehicle replacement, which has been identified within the TAM Plan.
Address projected vulnerabilities?	Grant funding will be used to purchase four tablets, and routers to replace those that have reached the end of their useful life. Replacing this equipment will address vulnerabilities related to the maintenance of reliability and safety of the vehicles, as these devices are critical forms of communication.
Expand access to essential services?	No, the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, passengers will experience highten reliability by the utiliziation of technology to maintian operations on time.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	Reduced transportation costs are enabled by the technology on the tablets, which maximizes operational efficiency. Additionally, the radios will allow for safe communication with the operator.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	Maintenance records are managed by the Fleet Divison using a software called "Faster."
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The funding will be utilized to ensure that the bus service continues to operate at its current level. This will be achieved by using technology to track the buses and keep them on schedule. For the maintenance of records, Collier County utilizes various software. Financial records are managed using SAP to track revenues and expenses. Operational data is managed using Ecolane, a paratransit software that captures all trips and necessary details of the operations of service. Finally, grant records are maintained by the Collier County Grants Compliance Office. These tools are utlized to compile data for the necessary reports.

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

Project Readiness	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendors.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Equipment delivery is approximately 9 months Post Delivery 3 months for final invoice
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the technology on the bus are being used for their intended purpose.

Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan? Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants *will* have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

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

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

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.
Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

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

Supporting documentation must be uploaded into TransCIP.

Required Match (10%): $1,440

Revenue Type *Use dropdown to select*	Description	Amount
Local Government	10% reqired local cash match	$1,440
Total	-	**$1,440**

Equipment Request

General Instructions:

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

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

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

Table Instructions:

List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only.

Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.

Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	OnBoard Tablet	5	4	$275	$1,100	$880	$110	$110
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/WiFi equipment	5	4	$3,325	$13,300	$10,640	$1,330	$1,330
Use drop-down to select request description							$0	$0	$0	$0
Use drop-down to select request description							$0	$0	$0	$0
Use drop-down to select request description							$0	$0	$0	$0
	Total						$14,400	$11,520	$1,440	$1,440

Service Characteristics

Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	123512		
Unduplicated Passengers per Year	1314		

Instructions for TransCIP Attachments

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

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

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

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

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

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

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

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and
3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5310

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 - 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.

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 - 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.

13 - 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 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.

14 - 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.

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

18 - 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

19 - 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/)

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

All returning subrecipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning subrecipient should upload the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should upload a commitment letter stating that a compliant TOP will be developed will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

21 - 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.

22 - Affidavit Regarding Labor and Services - Requires an authorized representative of the applicant (if a nongovernmental entity) to attest that the applicant does not use coercion for labor or services as defined in 787.06, Florida Statutes. Required when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity.

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. ☑

Resour

Evaluation C

Section 5310 funds shall be awarded to eligible recipients on the basis of merit and n

GENERAL - USED FOR ALL PROJECTS	
Point Value	
1. Project Description	
40 Points	Based on review team member assessment o
2. Need Assessment	
15 Points	**Financial Need:** Based on the review of the a
5 Points	**Service Gaps:** Based on identified supply anc project area (GIS web map).
Subtotal: 60 Points	

TRADITIONAL PROJECTS ONLY	
Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not
2. Section 5310 Performance Measures	
20 Points	**Gaps in Service Filled:** Provision of transpor individuals with disabilities measured in num have without program support as a result of
20 Points	**Ridership:** Actual or estimated number of ric disabilities and seniors on Section 5310–supp
Subtotal: Maximum 40 Points	

NON-TRADITIONAL PROJECTS ONLY	
Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not
2. Section 5310 Performance Measures	
20 Points	**Service Improvements:** Increases or enhanc that impact availability of transportation serv Service improvements may also be predicate changes to physical infrastructure (e.g., trans availability of transportation services for seni

20 Points	**Ridership:** Actual or estimated number of ric individuals with disabilities on Section 5310 s
Subtotal: Maximum 40 Points	
Total: 100 Points	

What's on the

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Flor Florida Department of Management DMS website (https://www.dms.myflorida.com)

Navigate to: business_operations/state_purchasing/state_contracts_and_agreements/s

Useful Life Requirements

ASSET	USEFUL LIFE
	TROLLEY
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
	FACILITIE
Buildings- concrete, steel and frame construction	40 years
	OTHER CAPITAL E
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

Local Clearinghouses / Region

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 67th Place	Scott Koons skoons@ncfrpc.org

Gainesville, FL 32653-1603	(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 Off

District 1	801 N. Broadway Ave. Bartow, FL 33830
Paul A. Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us
Dale Hanson	(863) 519-2321

Dale Hanson	Dale.Hanson@dot.state.fl.us
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us
District 2	1109 South Marion Ave. Lake City, FL 32025
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us
Heather Fish	(904) 360-5693 Heather.Fish@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	
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us
District 5	719 South Woodland Blvd. DeLand, FL 32720
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us
District 6	

District 6

Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us

District 7

Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us

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

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

Applicant - An agency applying for Section 5310 Federal Assistance. See also "new a

Authorizing Federal and State Legislation - Legislation authorizing the Section 531
341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity recommenc
area outside the purview of an MPO, to ensure that coordinated transportation servic

Contractor - The administering entity of the Transit Research Inspection and Procure
purpose of procuring vehicles at the lowest cost possible while ensuring that the best
activities under the Section 5310 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency and /or ar
as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated by the Flori
services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business conc
business operations.

District office - Florida Department of Transportation District Public Transportation (

District Program of Projects (POP) - A district listing of each applicant agency for w
project cost. The district program of project includes certification by the District Office
of Grant Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5310 funds may be used for the capital and/or operating
paratransit vehicles (including sedans and station wagons), radios and communicatior
goods such as spare components with a useful life of more than one (1) year and a pe
passenger facilities related to Section 5310-funded vehicles, support facilities and equ
exceeds the requirements of the Americans with Disabilities Act of 1990, projects that
public transportation that assist seniors and individuals with disabilities with transport
activities are performed in house. The Federal share for eligible capital expenses may

Eligible expenses, operating - For the Section 5310 program, eligible operating exp
less operating revenues. The federal share for net eligible operating costs may not ex

Eligible recipient, 5310 - For the Section 5310 Program, funds may be awarded to p
transportation to seniors and/or persons with disabilities under a coordination agreer
may apply for Section 5310 funds, then sub-contract with the CTC for provision of ser
Agreements current and valid at all times when receiving an award under the Section
recipients. "Shared-ride" means two or more passengers in the same vehicle who are

Human service transportation - Transportation services provided by or on behalf of
disadvantaged populations, especially individuals with disabilities, older adults, and p

Incurred - Commitment or obligation to spend funds for goods to be received or ser

Individual with a disability - An individual who, because of illness, injury, age, conge
ambulatory capability), cannot use effectively, without special facilities, planning or de

Job Access and Reverse Commute Program (JARC) - The Federal Transit Administr
welfare recipients and eligible low-income individuals to and from jobs and activities
employment opportunities.

Limited English Proficiency (LEP) - Individuals who do not speak English as their pri
individuals may be entitled to language assistance with respect to a particular type of
activities by LEP persons.

Locally developed, coordinated public transit-human services transportation pla
strategies for meeting those local needs, and prioritizes transportation services for fu
developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most insta

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

Minority persons include the following: (1) American Indian and Alaska Native, which tribal affiliation or community attachment. (2) Asian, which refers to people having or India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or othe the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

Nonprofit organization - A corporation or association determined by the U. S. Secre 501(a) or one incorporated within Florida which is certified as not for profit by the Sec

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

Operating revenue - For Section 5310, operating revenue includes the sum of all far Operating revenue excludes revenues from contracts with social service agencies that

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

Program of Projects (POP) - A list of projects to be funded in a grant application su sub-recipients and indicates whether they are private non-profit agencies or local gov brief description of the projects, total project cost and Federal share for each project,

Public agency- An authority, commission, committee, council, department, division, b

Public transit - The transporting of people by conveyances or systems of conveyance forms of transportation commonly known as "paratransit" characterized by their non-

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a five years), at the discretion of FDOT.

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

Recurring applicant - An applicant for Section 5310 Federal Assistance who applies

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

Sub-recipient - A private non-profit organization, if the public transportation service
elderly individuals and individuals with disabilities or certifies that there are not any n

Transit Development Plan (TDP) - A locally adopted document, addressing a minim
Organization. It is consistent with the applicable approved local government compre
services and proposed service improvements, capital and operating costs of the prop

Transportation disadvantaged - Those persons who because of physical or mental
therefore, dependent upon others to obtain access to health care, employment, educ
411.202 F.S.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC
areas of need. The TDSP may serve as the Local Coordinated Human Services Transp

Transportation Improvement Program (TIP) - A continuing, cooperative and comp
period. The MPO submits the TIP to the Florida Department of Transportation as requ

Transportation operator contract - A written contract between the CTC and the tra

Form 424 Ins

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 nc This number will be assigned after submission of S
6	State use only (if applicable)
7	State Application Identifier is "1001"

8.a, b, c, d e, f	Enter legal name of applicant, name of primary or assistance activity, enter employer/taxpayer identi organization's UEI number (received from Dun an name, telephone number, e-mail and fax of the pe
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Trans
11	Catalog of Federal Domestic Assistance Number i CFDA Title should be: Enhanced Mobility of Senio
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties, Can be submitted on a separate piece of paper.
15	Enter a brief descriptive title of the project. If appr location. This is where the applicant should define operating assistance for transit services.
16	List (a) the applicant's Congressional Distric Find your district here: https://www.house.go
17	Enter the proposed start date and end date of the
18	Enter the amount of the grant request. For **capita** 10% of the total cost, and the state amount is 10 project cost and the applicant amount is 50% of t
19	Check "c. Program is not covered by E.O. 12372."
20	Check the applicable box. If "yes", provide explana

21	Must be signed by the governing board represent

Resources a

[Procurement Guidance for Transit Agencies (June 2024)]
FTA Circular 9070.1H: Enhanced Mobility of Seniors and Individuals with Disabilities P
State Management Plan
Congressional Districts
Department of Management Services
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Standard Form 424
Sunbiz
TransCIP 2.0 – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist
FTA Mobility Management Information & Resources
Florida UZA Map

ces

Criteria

eed in accordance with the below evaluation criteria:

Detail
f project merit and District project priorities.
agency's budget and other factors outlined in scorecard criteria.
d demand for transportation service to 5310-eligible populations in the

Detail
currently provide transportation services.
tation options that would not otherwise be available for seniors and bers of seniors and people with disabilities afforded mobility they would not the traditional Section 5310 project
des (as measured by one-way trips) provided annually for individuals with ported vehicles and services as a result of the traditional Section 5310 project

Detail
currently provide transportation services.
ements related to geographic coverage, service quality, and/or service times ices for seniors and individuals with disabilities.
d by projects designed to provide **Physical Improvements:** Additions or portation facilities, sidewalks, etc.), technology, and vehicles that impact ors and individuals with disabilities.

ıes (as measured by one-way trips) provided annually for seniors or
ıupported vehicles and services

e Market

rida Department of Management Services Contract can be found at the

state_term_contract/motor_vehicles/pricing

SOURCE
S
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
ES
FTA Circular 5010.1D
QUIPMENT
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
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Industry Standards
Manufacturer
Manufacturer
Manufacturer
Manufacturer
Industry Standards
Industry Standards
Grantee experience
GASB
Manufacturer
Industry Standards

al 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

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

ice Contacts

10041 Daniels Parkway Fort Myers, FL 33913
District Modal Development Manager
Transit Programs Administrator
Transit Projects Coordinator (ATKINS)

Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*
Transit Projects Coordinator Counties: *Charlotte, Lee, Glades, Hendry*
Transit Projects Coordinator Counties: *Sarasota, Manatee, Collier*
Transit Support Consultant
2198 Edison Ave Jacksonville, FL 32204
Intermodal Systems Development Manager
Rural/Urban Transportation Coordinator
Transportation Coordinator
Passenger Operations Specialist IV
1074 Highway 90 Chipley, FL 32428
District Modal Development Manager
Public Transit Program Specialist
3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
District Modal Development Administrator
Passenger Operations Manager
Transit Coordinator
Transit Coordinator
420 W. Landstreet Road Orlando, FL 32824
Passenger Operations Supervisor
Transit Project Coordinator
Transit Project Coordinator
1000 N.W. 111 Avenue

Miami, Florida 33172
Passenger Operations Manager
Passenger Operations Specialist
Passenger Operations Specialist
11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Transit Programs Administrator
Transit Programs Coordinator
Transit Programs Coordinator
Transit Programs Coordinator

Glossary

ıfined to a bed or wheelchair.
:urred during the preceding 12 months.
pplicant" and "recurring applicant."
0 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3(
ded by an MPO, or by the appropriate designated official planning agency, as prc es are provided to the transportation disadvantaged population in a designated
ment Services (TRIPS) who is under contract to the Florida Department of Transp : product is available for the program. The Contractor is also responsible to coorc
ea of concern identified after FDOT completes a triennial review and inspection. I
da Commission for the Transportation Disadvantaged to conduct planning and s
:erns where socially and economically disadvantaged individuals own at least a 5
Office or District Office of Modal Development and/or staff.

/hich a grant award is proposed, a description of the equipment to be awarded, a
e that all applicants and projects so proposed either meet all program requireme

expense of transportation services to seniors and/or individuals with disabilities.
ns equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overha
er unit cost over $300, initial installation costs, vehicle procurement/testing, vehic
uipment for Section 5310-funded vehicles, operating costs associated with provid
: improve access to fixed route service and decrease reliance by individuals with c
tation. An applicant applying for preventative maintenance costs must have a Dis
not exceed eighty percent (80%).

enses include the total administrative, management, and operation costs directly
ceed fifty percent 50%.

ublic agency Community Transportation Coordinators (CTCs), private-non-profit
nent with a CTC. When the CTC is a private for-profit agency, the designated offi
vice. Recipients must be either a CTC or providing service under the terms of a w
5310 Program. Private taxi companies that provide shared-ride taxi service to the
otherwise not traveling together.

a human service agency to provide access to agency services and/or to meet th
eople with low incomes.

vices to be rendered.

enital malfunction, or other incapacity or temporary or permanent disability (inclu
esign, public transportation service or a public transportation facility.

ation formula grant program for projects relating to the development and maint
related to their employment, and for public transportation projects designed to t

imary language and who have a limited ability to read, speak, write, or understan
service, benefit, or encounter. DOT recipients are required to take reasonable ste

an - means a plan that identifies the transportation needs of individuals with disa
nding and implementation. Projects considered for Section 5310 funding must se
ances. All stakeholders identified in the circular must be included in the developn

odies, designated by the Governor, responsible for transportation planning in urb

n refers to people having origins in any of the original peoples of North and Sout
igins in any of the original peoples of the Far East, Southeast Asia, or the Indian s
(3) Black or African American, which refers to people having origins in any of the
er Spanish culture or origin, regardless of race. (5) Native Hawaiian or Other Pacif

n being able to walk or move about freely.

etary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) v
cretary of State.

tion between two points for a specific purpose.

es paid by passengers, whether such fares are paid at the time service is providec
pay for transportation of social service clients.

s or other political subdivisions of the State of Florida; are not public agencies or
corporations, boards or commissions established under the law of any state; or a

bmitted to the Federal Transit Administration by the Florida Department of Trans
vernmental authorities, designates the areas served (including rural areas), and id
and the amount of funds used for program administration from the ten percent

bureau, board, section or any other unit or entity of the state or of a town, city, m

es, traveling on land or water, local or regional in nature, and available for use by
-scheduled, non-fixed route nature.

local sponsor of a transportation project, defining a project and FDOT's participa

the Governor to receive funds apportioned by formula to the States under Sectic
s for individuals with disabilities.

every year.

has not been designated in the most recent decennial census as an urban area by

provided is unavailable, insufficient, or inappropriate; or a governmental authori
on-profit organizations readily available in the area to provide the services.

ıum five-year time frame. It is prepared by the public transit provider, in coopera
hensive plan. The TDP includes an assessment of the need for transit services in t
osed services, existing and proposed sources of funding and a staged implement

disability, income status, or age, or who, for other reasons, are unable to transpoı
ation, shopping, social activities, or other life-sustaining activities, or children whı

: and approved by the Local Coordinating Board that identifies service gaps and ı
ortation Plan. The TDSP is updated annually but includes a five-year planning wiı

ırehensive planning process that delineates transportation improvements recomı
ıired by Chapter 339, Florida Statutes.

ınsportation operator prepared at the local level that outlines the terms and cond

structions

ıt needed at this time.

State POP.

ganizational unit (including division, if applicable), which will undertake the fication number (EIN/TIN) as assigned by Internal Revenue Service, enter the d Bradstreet), enter the complete address of the applicant (including country), and erson to contact on matters related to this application.
sit Administration”
s: 20.513
rs and Individuals with Disabilities
states etc.).
ropriate (e.g., construction or real property projects), attach a map showing project e if the project is for capital or operating, e.g. capital purchase of vehicle(s) or
t and (b) any Congressional District(s) affected by the program or project. v/representatives/find-your-representative
e project (dates must be within the same 12-month period/calendar year).
l applications, the federal amount is 80% of the total cost, the applicant amount is 6 of the total cost. For **operating** applications, the federal amount is 50% of the total he total project cost.
ation in attachment.

tative that was authorized to sign this particular application.

nd Links

rogram Guidance

)06; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

›vided for in Sections 427.015(1), Florida Statutes, in an
service area.

ortation to establish statewide vehicle contracts for the
linate, assist as needed, and report in all procurement

For more information see FDOT's Triennial Review Process

upport functions for the transportation disadvantaged

1% interest and also control management and daily

ınd the proposed Federal, state and local share of the
nts or will meet all program requirements before a Notice

Eligible expenses are limited to buses, vans or other
ıul, data processing hardware/software, other durable
:le inspection and vehicle preventative maintenance,
ling transit service, costs associated with transit service that
lisabilities on complementary paratransit, and alternative to
trict approved maintenance plan and a cost allocation if

incident to the provision of public transportation services

CTCs, and to private non-profit organizations providing
cial planning agency responsible for designating the CTC
vritten agreement with a CTC. Agencies must keep their CTC
e general public on a regular basis are eligible sub-

e basic, day-to-day mobility needs of transportation-

ıding an individual who is a wheelchair user or has semi-

enance of transportation services designed to transport
ransport residents of urban and rural areas to suburban

d English can be limited English proficient, or "LEP." These
eps to ensure meaningful access to their programs and

bilities, older adults, and people with low incomes, provide
rve identified needs of the disabled population. A locally
nent of the TDSP.

ɔan areas.

:h America (including Central America), and who maintain
ɜubcontinent, including, for example, Cambodia, China,
Black racial groups of Africa. (4) Hispanic or Latino, which
ic Islander, which refers to people having origins in any of

which is exempt from taxation under 26 U.S.C. Section

ɟ or via a prepaid arrangement such as passes or tokens.

instrumentalities of one or more states; are not Indian
ɪre not subject to direct control by public authority, Federal,

ɜportation. The program of projects (POP) lists the
entifies any tribal entities. In addition, the POP includes a
(10%) allowed.

ıunicipality, county or other local governing body.

the general public. Public transit specifically includes those

ıtion. PTGA's may be for one year or multiple years (up to

ɔn 5310(b)(1), or a local government authority when Federal

the Secretary of Commerce.

ty that is approved by the State to coordinate services for

ation with the appropriate Metropolitan Planning
he local area, identifies the local transit policies, existing
tation plan. A TDP is updated annually.

rt themselves or to purchase transportation and are,
o are handicapped or high-risk as defined in Chapter

provides recommended strategies to provide service in
ndow.

nended for Federal and state funding during the program

itions for any services to be performed.

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

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

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

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***the Chairman of the Board of County Commissioners*** to sign this Application.

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

Collier County Board of County Commissioners
Agency Name

Signature

Burt L. Saunders – Chairman
Typed Name and Title of Authorized Representative

December 09, 2025
Date

Governing Board's Resolution

(On Agency Letterhead)

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

WHEREAS, ***(Applicant)*** 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 ***(Governing Board)***, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5310.

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

(Authorized Individual by Name and Title) is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date***, ***Year***

By

____

Signature, Chairperson of the Board

____

Typed Name and Title

ATTEST:

____

LocaliQ
Florida
GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025

Legal Clerk

Kongmeng Yang

Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	$336.00
Tax Amount:	$0.00
Payment Cost:	$336.00
Order No:	11831480
Customer No:	1126645
PO #:	

# of Copies:
1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

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 four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. 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 and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of $1,503,750. 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 5th 2025. Requests for a hearing must be sent to Omar De Leon, 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 Omar De Leon at Omar.DeLeon@collier.gov , Collier County Transportation Management 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 1.73%.

Nov. 12, 2025

Contract # TD2303

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

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

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

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

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

CAO

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 $l million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

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

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

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

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

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:
Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

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

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on May 3, 2023.

Coordinating Board Chairperson , Tony Pernas

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

COMMUNITY TRANSPORTATION COORDINATOR:

Collier Co Board of County Commissioners
Agency Name

Printed Name of Authorized Individual

Signature:

Rick LoCastro, Chairman

Title:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Printed Name of Authorized Individual

Signature:

Title: Executive Director

Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST:
CRYSTAL K. KINZEL, CLERK

BY:

Attest as to Chairman's signature only

Rev. 04/02/2012

CAO

CAO

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 ***9th*** day of ***December***, ***2025***:

1. It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2. It shall comply with Florida Statues:
   - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
   - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
   - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
3. It shall comply with Florida Administrative Code **(Does not apply to Section 5310 only recipients):**
   - Rule Chapter 14-73–Public Transportation
   - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
   - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
   - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
4. It shall comply with FDOT's:
   - Bus Transit System Safety Program Procedure No. 725-030-009 **(Does not apply to Section 5310 only recipients)**
   - Transit Vehicle Inventory Management Procedure No. 725-030-025
   - Public Transportation Vehicle Leasing Procedure No. 725-030-001
   - Guidelines for Acquiring Vehicles
   - Procurement Guidance for Transit Agencies (2024)
5. It has the fiscal and managerial capability and legal authority to file the application. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
6. It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
7. It will maintain project vehicles/equipment in good working order for the useful life of

the vehicles/equipment.

8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.

9 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.

10 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.

11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.

12 It will notify FDOT and request assistance if a vehicle should become unserviceable.

13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.

14 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

15 Executive Order 20-44: If agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute. Agencies (sub-recipients) shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the agency's executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the agency receiving Department funding.

__12/09/2025________________Date

___________________________Signature of Authorized Representative

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

12/09/2025 **Date**

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

Burt L. Saunders - Chairman **Typed Name and Title of Authorized Representative**

Leasing Certification

Memorandum for FTA 5310

12/09/2025

Date:

From:

Signature

Burt L. Saunders- Chairman

Typed Name and Title of Authorized Representative

Collier County Board of County Commissioners

Typed Agency Name

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

Subject: FFY26/SFY27 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 Comissioners**, 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 vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. 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 ***9th*** day of ***December***, ***2025***

Burt l. Saunders, Chairman
Typed Name and Title of Authorized Representative

____

Signature of Authorized Representative

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County 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:	Division Name:
Transportation Management Svcs	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:

Organizational Affiliation:

Collier County

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

* Email: omar.deleon@collier.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:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

5310_Areas_Affected.pdf

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Section 5310 Capital Application to purchase four replacement vehicles. In addition, (4)tablet and (4) routers for the use of those vehicles. In the Bonita Springs-Estero UZA.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant	19
* b. Program/Project	19&26

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date:	10/01/2025
* b. End Date:	09/30/2026

18. Estimated Funding ($):

* a. Federal	555,520.00
* b. Applicant	
* c. State	69,440.00
* d. Local	69,440.00
* e. Other	
* f. Program Income	
* g. TOTAL	694,400.00

*** 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:	Burt
Middle Name:	L.
* Last Name:	Saunders
Suffix:	
* Title:	Chairman, Board of County Commissioners
* Telephone Number:	239-252-8603
Fax Number:	
* Email:	Burt.Saunders@collier.gov
* Signature of Authorized Representative:	
* Date Signed:	12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

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

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

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

Re: Title VI Plan Concurrence

Dear Mr. Wells:

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

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...
Missiel Da Silva
Transit Projects Coordinator

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

CAO

Not Applicable

Protection of the Environment

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

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

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

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

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

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

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

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

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

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

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

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

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

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

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

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

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

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

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

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

☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)

☐ Utility installations along or across a transit facility

☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way

☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

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

D. Does the project appear on the following list of potential documented Categorical Exclusions?

These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.

☐ YES (Check and continue to Part III)
☐ NO (Contact FTA Regional Office)

- ☐ Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
- ☐ Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
- ☐ Carpool programs and activities requiring land acquisition and construction

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

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

III. Information Required for Documented Categorical Exclusions

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

A. Detailed Project Description

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

B. Location and Zoning

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

C. Traffic

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

D. Aesthetics

Will the project have an adverse effect on a scenic vista?

☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?

☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

☐ No
☐ Yes, describe

E. Air Quality

Does the project have the potential to impact air quality?

☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?

☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O_3)
☐ Particulate Matter (PM_{10})

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?

☐ NO
☐ YES

Date of USDOT conformity finding

F. Coastal Zone

Is the proposed project located in a designated coastal zone management area?

☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

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

H. Floodplains

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

☐ No

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

I. Hazardous Materials

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

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

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

J. Navigable Waterways

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

☐ No

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

K. Noise and vibration

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

☐ NO

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

L. Prime and Unique Farmlands

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

☐ No

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

M. Resources

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

☐ NO

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

☐ Natural

☐ Cultural

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

☐ Recreational

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

☐ Other, describe

N. Seismic

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

☐ No

☐ Yes, describe

O. Water Quality

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

☐ No

☐ Yes, describe potential impacts

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

☐ No

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

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

☐ No

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

P. Wetlands

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

☐ No

☐ Yes, describe potential impacts

Q. Construction Impacts

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

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No

☐ Yes, describe the reasonably foreseeable:

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

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

S. Property Acquisition

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

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

T. Public Notification

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

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

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

W. State and Local Policies and Ordinances

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

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

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

Describe as applicable:

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

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

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

Appendix:
Topical guidance links

Air Quality

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

Coastal Zone Management

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

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
http://environment.fhwa.dot.gov/guidebook/qaimpact.htm

Endangered Species Act and Consultation

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

Endangered Species List

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

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

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

Environmental Justice

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

Farmlands

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

Floodplain

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

Hazardous Materials

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

Historic, Archaeological and Cultural Resources

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

Magnuson-Stevens Fishery Conservation and Management Act

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

Navigable Waterways

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

NEPA

http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0771.htm
http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm
http://environment.fhwa.dot.gov/guidebook/index.htm
http://www.fta.dot.gov/office/planning/ep/index.html

Noise and Vibration

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

Property Acquisition

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

Tribal Consultation

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

Section 4(f)

http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd
http://www.section4f.com/
http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

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

Sole Source Aquifer

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

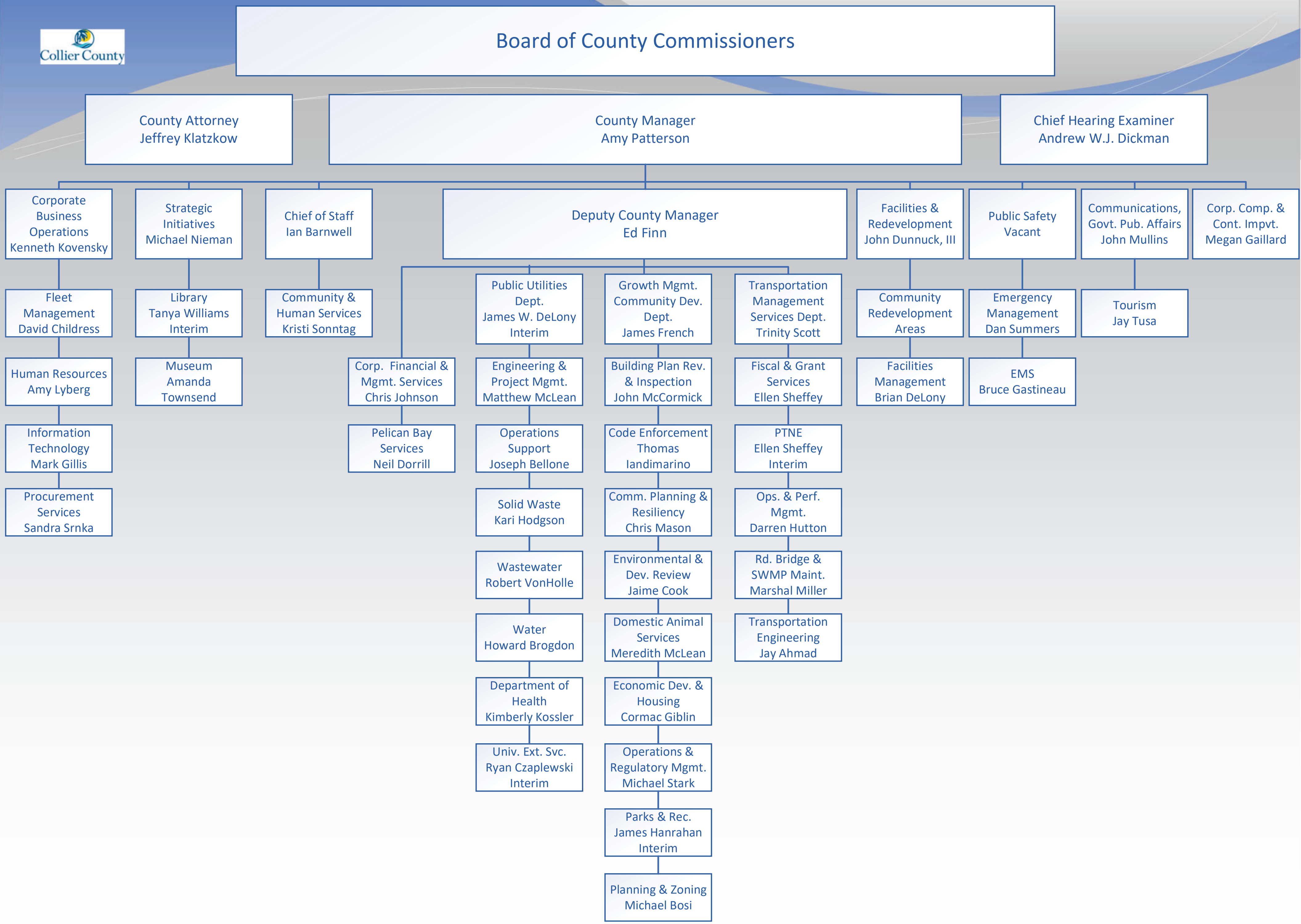
Water Quality

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

not applicable

Local Clearinghouse Agency/RPC Cover Letter

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



September 10,2025

Transportation Management Services Department

Trinity Scott
DEPARTMENT HEAD

Public Information Coor. — Connie Deane

H.R. Business Partner — Karina Cabeza

Division Director	Pending Reclassification
Executive Secretary	Vacant

Operations & Performance Management
Darren Hutton - Director

PERFORMANCE ENHANCEMENT	
Management Analyst II	**Patricia Moran**
Applications Analyst I	Jonathon Milum
Applications Analyst I	Victoria Lewis

ASSET, INVENTORY & SYSTEMS MANAGEMENT	
Manager - Operations & Systems	**Daniel Leon**
Management Analyst II	**Dan Jones**
Applications Analyst I	Yuejin (Jean) Xue
Applications Analyst I	Derek Gilbert
Management Analyst I	Michelle Casto
GIS Technician II	Brian Chorman
GIS Technician I	Maria Andrea Nunez
Management Analyst I	Corene Sanger
Management Analyst I	Leigh Blackburn
Inventory Specialist II	Vacant 9546
Supervisor - Inventory	**Anthony Robinson**
Inventory Specialist II	German Hernandez

REAL PROPERTY	
Manager - Property Acquisition	**Jennifer Belpedio**
Management Analyst I	Emily Brockmeier
Ops. Support Specialist II	Iveta Willer
Review Appraiser II	**Roosevelt Leonard, Jr.**
Property Mgmt Specialist	Sonja Stephenson
Property Acquisition Spec. II	Grant Cox
Property Acquisition Spec. II	Deborah Goodaker
Property Acquisition Specialist I	Vera Ivanova
Property Acquisition Specialist I	Vivian Rodriguez Martinez

RIGHT OF WAY ACQUISITION	
Manager - Right of Way	**Robert Bosch**
Review Appraiser I	Lisa Barfield
Right of Way Coordinator	**Michelle Sweet**
Property Acquisition Spec. II	Robin Goldsboro
Property Acquisition Spec. I	Abigail Jose Morales
Property Acquisition Spec. I	Ronald Thomas

AIRPORTS	
Executive Manager - Airport	**Bryant Garrett**
Management Analyst II	**Eileen Hartmann**
Accountant II	Rookmin Nauth
Management Analyst I	Salma Nader Preston
Marco Island	
Mgr - Airport Operations	**Nick Rossdale**
Line Service Technician II	Mary Armstrong
Line Service Technician II	Seth Volkheimer
Line Service Technician II	Michael Nowicki
Line Service Technician II	Andrew Welton
Line Service Technician I	Adrian Alcantar
Line Service Technician I	Marc Caballero
Line Service Technician I	Roy Sweet
Line Service Technician I	Joshua Nazario
Customer Service Specialist I	Nicole Hallinan
Customer Service Specialist I	Sonya Tolbert
Immokalee	
Mgr - Airport Operations	**Spencer Brillon**
Line Service Technician II	Frederick Broszeit
Line Service Technician II	Luis Pizarro
Line Service Technician II	Shawn O'Neill
Everglades	
Line Service Technician II	Zachary Pyle

MPO
Anne McLaughlin - Director

Operations Support Specialist II	Suzanne Miceli
Planner III	Sean Kingston
Planner II	Dusty Hansen

OPERATIONS

Management Analyst II	**Richard Koenigsknecht**
Management Analyst I	Tonya Phillips
Operations Support Specialist II	Samantha Roe
Operations Support Specialist I	Maria Navas
Operations Support Specialist I	Alina Harris
Admin Supprt Specialist II	Ruth Hughes

POLLUTION CONTROL & PREVENTION	
Manager - Pollution Control	**Chad Ward, P.G.**
Project Manager III*	Andrew O'Rourke
Project Manager III	Rhonda Watkins
Supervisor - Environmental	**Nosbel Perez**
Environmental Specialist II	Michael Odom
Environmental Specialist II	Aliyah Walker
Environmental Specialist II	Caitlyn Hayes
Environmental Specialist I	Eric Leon
Environmental Specialist I	Brittney Eaton
Supervisor - Environmental	**Geoffrey Rosenaw**
Environmental Specialist III	Danny Berger
Environmental Specialist II	Vacant 9662
Environmental Specialist I	Amanda Sinn
Environmental Specialist I	Natja Melendez
Supervisor - Laboratory	**Tunda Meyers**
Chemist	Vacant 9688
Chemist	Natalie Farinacci
Chemist	Carl Gibson
Chemist	Sangita Pokhrel
Chemist	Heather Cizek
Laboratory QA Specialist	Vacant 9525

Fiscal and Grants Services
Ellen Sheffey - Director

Operations Support Specialist II	Celia Ambielli

FISCAL SERVICES	
Mgr - Financial Operations	**Tara Castillo**
Budget Analyst II	Lisa Taylor
Budget Analyst II	Melissa Simmons
Budget Analyst I	Jennifer Ziglar
Budget Analyst I	Gloria Herrera
Budget Analyst I	Melissa Vanderwerken
Contract Admin Specialist	Leeann Charles

GRANT SERVICES	
Manager - Grants	**Brandy Otero**
Management Analyst I	Michelle D'Andrea-Hall
Accountant II	Yousi Cardeso
Grants Coordinator I	Josh Thomas
Grants Coordinator I	Danielle Bates
Grants Coordinator I	Caroline Soto
Grants Coordinator I	Kezia Domond
Accountant I	Maria Murphy
Contract Admin Specialist	Matthew Webster

Public Transit & Neighborhood Enhancement
Ellen Sheffey - Interim Director

PUBLIC TRANSIT	
Manager - Public Transit	**Omar Deleon**
CAT Operations	
Project Manager II	Liz Soriano
Planner II	Vacant 9607
Program Manager	Elena Ortiz-Rosado

MSTU OPERATIONS	
Project Manager II	Judith Sizensky
Project Manager II	Jeffrey Felger
Operations Support Specialist II	Keyla Castro

Road, Bridge & Stormwater Maintenance
Marshal Miller - Director

ROAD & BRIDGE MAINTENANCE	
Superintendent	**Roland Colon**
Maintenance Area 1	
Supervisor - Area 1	**Francisco Javier Hoyos**
Crew Leader I	Lazaro Rodriguez
Crew Leader I	Eric Norgard
Heavy Equip Operator	Robert Marsh
Heavy Equip Operator	Robert Dianjoell
Equipment Operator I	Roderick Sealy
Equipment Operator I	David Arencibia
Gen'l Maint Specialist II	Allen Williams
Gen'l Maint Specialist II	Jordany Fleurosna
Gen'l Maint Specialist II	Vacant 9524
Gen'l Maint Specialist II	Louisca Vasor
Gen'l Maint Specialist II	Octavio Valdespino
Maintenance Area 2	
Supervisor - Area 2	**Jon Vortherms**
Crew Leader I	Robert Furar
Crew Leader I	Raul Llorca
Heavy Equip Operator	David Carpenter
Heavy Equip Operator	Luis Valderrama
Equipment Operator I	Joseph McGee
Equipment Operator I	James Stadalsky
Gen'l Maint Specialist II	Luis Madero
Gen'l Maint Specialist II	Victor Correa
Gen'l Maint Specialist II	Isaac Fernandez Perez
Gen'l Maint Specialist II	Danny Dominguez
Gen'l Maint Specialist II	Matthew Yarberry
Maintenance Area 3	
Supervisor - Area 3	**Michael Born**
Crew Leader I	Lisa Neiderhiser
Crew Leader I	David Sirenord
Heavy Equip Operator	Rodolfo Ortega
Heavy Equip Operator	Jean Gracien
Equipment Operator II	Robert Delahunt
Equipment Operator II	Steven Perry
Gen'l Maint Specialist II	Vacant 9576
Gen'l Maint Specialist II	Luis Lara Amador
Gen'l Maint Specialist II	Smagne Ackman
Gen'l Maint Specialist II	Steve Hatcher
Maintenance Area 4	
Supervisor - Area 4	**Scott Pickens**
Crew Leader I	Flaubert Augustin
Crew Leader I	Enrique Midney
Heavy Equip Operator	Aaron Almond
Heavy Equip Operator	Jose Garcia
Equipment Operator I	Vacant 9153
Equipment Operator I	Miguel Burroso
Equipment Operator I	Joesph Vieira
Gen'l Maint Specialist II	Ernesto Garcia
Gen'l Maint Specialist II	Janoy Olivera
Gen'l Maint Specialist II	Vacant 9691
Countywide Swale Maintenance	
Supervisor - Field II	**Robert Smith**
Crew Leader I	Acdel Barbara
Heavy Equip Operator	Matt Bertges
Equipment Operator I	Vacant 9689
Equipment Operator I	Joseph Swaby
Gen'l Maint Specialist II	Humberto De La Nuez
Gen'l Maint Specialist II	Alexander Montenegro
Gen'l Maint Specialist II	Gerardo Hernandez
Gen'l Maint Specialist II	Michel Jimenez Tombo
Crew Leader I	Ronald Kuhn
Heavy Equip Operator	Ted Hill
Equipment Operator I	Jose Diaz
Equipment Operator I	Gustavo Hernandez
Gen'l Maint Specialist II	Amaury Acosta Gonzalez
Gen'l Maint Specialist II	Ruben Rodriguez Herrera
Gen'l Maint Specialist II	Carlos Quinones Romero
Gen'l Maint Specialist II	Ramon Cruz Pacheco
Countywide Roadway & Bridge Maintenance	
Supervisor - Field II	**Vacant 9699**
Field Inspector I	Mike Stone
Field Inspector I	Kelvin Ward
Field Inspector I	Mohammad Baqeri
Field Inspector I	Juan Vargas
Heavy Equip Operator	Tito Nikolic
Heavy Equip Operator	Dustin Zappone
Gen'l Maint Specialist II	Michael Patten
Gen'l Maint Specialist II	Oleide Gamboa Delgado

STORMWATER MAINTENANCE	
Manager Stormwater Maintenance	Geovanny Gonzalez
Aquatics	
Supervisor - SW Maintenance	**Vacant 9690**
Heavy Equip Operator	Manuel Arca
Heavy Equip Operator	Ramon Arca, Jr.
Heavy Equip Operator	Humberto Alvarez
Heavy Equip Operator	Phillip Chidester
Equipment Operator II	Vacant 9523
Gen'l Maint Specialist II	John Miller
Gen'l Maint Specialist II	Noel Armas
Infrastructure Maintenance - Weirs & Pumps	
Supervisor - SW Infrastructure	**William Alan Booker**
Field Inspector I	Omar Castillo
Field Inspector I	Marvin Garcia
Crew Leader II	Robert Sykora
Heavy Equip Operator	Carlo D'Orazio
Heavy Equip Operator	Bruce Wombough
Crew Leader I	Misael Diaz Fajardo
Gen'l Maint Specialist II	David Hill
Gen'l Maint Specialist II	Jhon Gonzalez
Underground Infrastructure Maintenance	
Supervisor - Field II	**Edwin "Eddie" Terry**
Crew Leader I	Vacant 9575
Equipment Operator I	Max Walters
Equipment Operator I	Robert Howard
Equipment Operator I	Michael Guido
Equipment Operator II	Rolando Hernandez
Equipment Operator II	Lautaro "Henry" Veliz
Gen'l Maint Specialist II	Javier Perez
Gen'l Maint Specialist II	Adalberto Medina

PROJECT MANAGEMENT	
Supervisor - Project Management*	**Bee Thao**
Project Manager II - SW	Erik Montalvo
Project Manager II - LS	Alex Shabalow
Project Manager II	Mary Morrissey
County Surveyor	Thomas Anderson
Technician	Daryle Bucel

LANDSCAPE DEVELOPMENT REVIEW & MAINTENANCE	
Mgr - Landscape Operations	**Pam Lulich, RLA**
Supervisor - Landscaping	**Daniel Smith**
Field Inspector I	Arnaldo Martinez
Field Inspector I	Shekhar Kumar
Field Inspector I	Hery Nunez
Supervisor - Field II	**Frank Franklin**
Crew Leader I	Alberto Yaques Quintan
Crew Leader I	Yobany Martinez
Landscape Technician II	Jose Tabares Perez
Landscape Technician II	Miguel Mendoza
Landscape Technician II	Dunior Perez Nunez
Landscape Technician II	Ernesto Fernandez
Landscape Technician II	Jhon Gonzalez

IRRIGATION MAINTENANCE	
Mgr - Landscape Operations	**Benjamin Graebner**
Supervisor - Irrigation	**John Furlong**
Crew Leader I	Luis Varela Valdes
Landscape Technician II	Eloy Rodriguez
Landscape Technician II	Christopher Bolanos
Landscape Technician II	Luis Madero Cantillo
Supervisor - Field II	**Andres Blandon**
Crew Leader I	Adarick Pagan Guzman
Landscape Technician II	Luis Acosta
Landscape Technician II	Jesus Ruiz Santana
Landscape Technician II	Javier Gonzalez
Landscape Technician II	Vacant 9577

Transportation Engineering
Jay Ahmad, P.E. - Director

Management Analyst II	**Christine Arnold**
Management Analyst I	Maria Becerra
Management Analyst I	Jennessee Delgado
Management Analyst I	Nadine Dunham
Ops Support Specialist I	Pamela Wilson
Admin Support Specialist II	Kimberly Brandes

TRAFFIC OPERATIONS & PLANNING	
Director - Traffic Operations & Planning	**Anthony Khawaja, P.E.**
Project Manager III*	Christopher Ordonez
Supervisor - Project Mgmt*	**Dan Hall, P.E.**
Project Manager II	Brett Genzale
Traffic Counts	
Gen'l Maintenance Specialist II	Luis Trujillo
Traffic Sign Operations	
Supervisor - Field II	**Felix Burgos**
Technician	Eddie Gonzalez
Gen'l Maintenance Specialist II	Carlos Rodriguez
Gen'l Maintenance Specialist II	Sydney De La Cruz Parchment
Gen'l Maintenance Specialist II	Vacant 9562
Gen'l Maintenance Specialist II	Juan Almirall
Lighting Operations & Maintenance	
Project Manager II	Roy Lolly
Traffic Signal Technician III	Anthony Scapardine
Traffic Signal Technician III	Don Taylor
Traffic Signal Technician II	Patrick Hobson
Traffic Signal Technician II	Connor Cullen
Manager - Tech Systems Ops	**Haris Domond**
Traffic Management Center	
Project Manager II	Vacant 9574
Project Manager II	Bret Sorling
Signal Systems Specialist	**Matthew Adaline**
Applications Analyst I	Jose Guevara
Tech Support Professional I	Terri Meyer
Technician	Vacant 9659
Locates	
Gen'l Maintenance Specialist II	Andres Santamaria
Gen'l Maintenance Specialist II	Enrique Iglesias
Gen'l Maintenance Specialist II	Carlos Cepero
Gen'l Maintenance Specialist II	Victor Melo
Signal Operations & Inspection	
Field Inspector II	Gregory Garcia
Field Inspector I	Benito Gonzalez
Supervisor - Signal Operations	**Michael Stephenson**
Traffic Signal Technician III	Ken Martin
Traffic Signal Technician II	Luis Diez
Traffic Signal Technician I	Luis Batista
Traffic Signal Technician II	Ronald Cherfils
Traffic Signal Technician II	Danilo Diaz
Traffic Signal Technician I	Vacant

TRAFFIC ENGINEERING IN-HOUSE DESIGN	
Supervisor - Project Mgmt*	**Mark McCleary, P.E. PSM**
Project Manager III*	Katherine Chachere, RLA
Project Manager III*	Vacant 9251
Project Manager II	Vacant 9657
CAD Technician	Tania Delgado
Engineering Intern	Michael Gumina
Engineering Intern	William Johnson

TRANSPORTATION PLANNING	
Manager - Trans Planning	**Lorraine Lantz, AICP**
Planner III	Katherine Eastley
Project Manager II	Michael Sawyer

ROADWAY & BRIDGE PROJECT MANAGEMENT	
Supervisor - Project Mgmt*	**Marlene Messam, P.E.**
Project Manager III*	Dennis McCoy, P.E.
Project Manager III*	Andrew Suarez, P.E.
Project Manager III*	Vacant 9246
Project Manager III*	Robert White, P.E.
Project Manager III*	Ray Girgis, P.E.

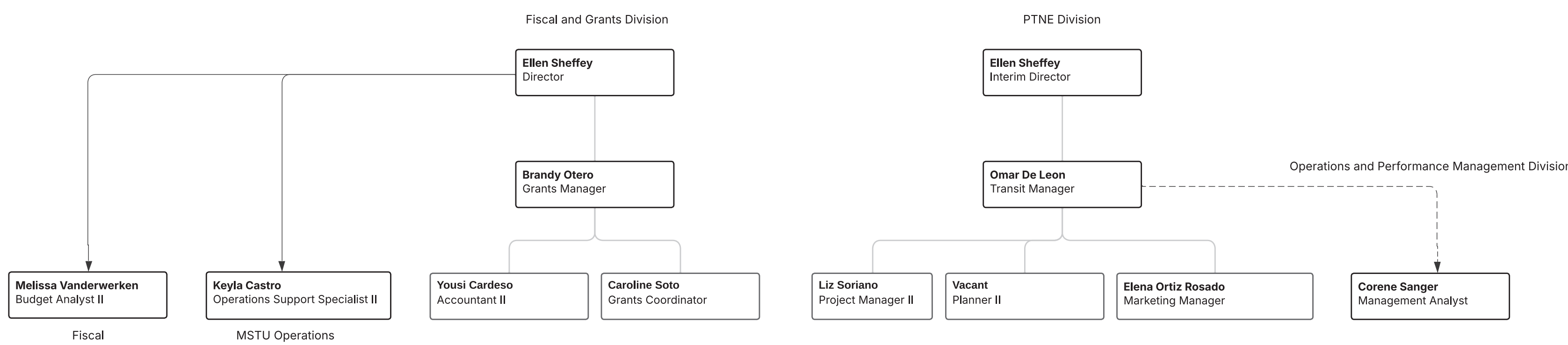
ROAD CONSTRUCTION CEI	
Supervisor - Project Mgmt*	**Matthew Thomas, P.E.**
Supervisor - Site Inspection	**Felipe Baez Delacruz**
Project Manager II	Julio Castro
Project Manager II	Luis Herrera Haro
Field Inspector II	Joseph Coccia
Field Inspector II	Brandon Varela
Field Inspector I	Vacant 9617
Field Inspector I	Dimitrios Lambros
Field Inspector I	Sylvio Lumeus
Field Inspector I	Pierre Bien Aime
Supervisor - Site Inspection	**Jamie Khawaja**
Field Inspector II	Shannon Bassett
Field Inspector II	Michael Losurdo
Field Inspector II	Stephen Henon
Field Inspector II	Paul Zani
Field Inspector I	Raul Cano

STORMWATER MANAGEMENT	
Supervisor - Project Mgmt*	**Peter Hayden**
Project Manager III*	Michael Studney
Project Manager II	Pawel Brzeski
Project Manager II	Christopher Lienhardt
Project Manager II	Eric Ovares
Project Manager II	Isabel Soto
Project Manager I	Jacob Tryfus

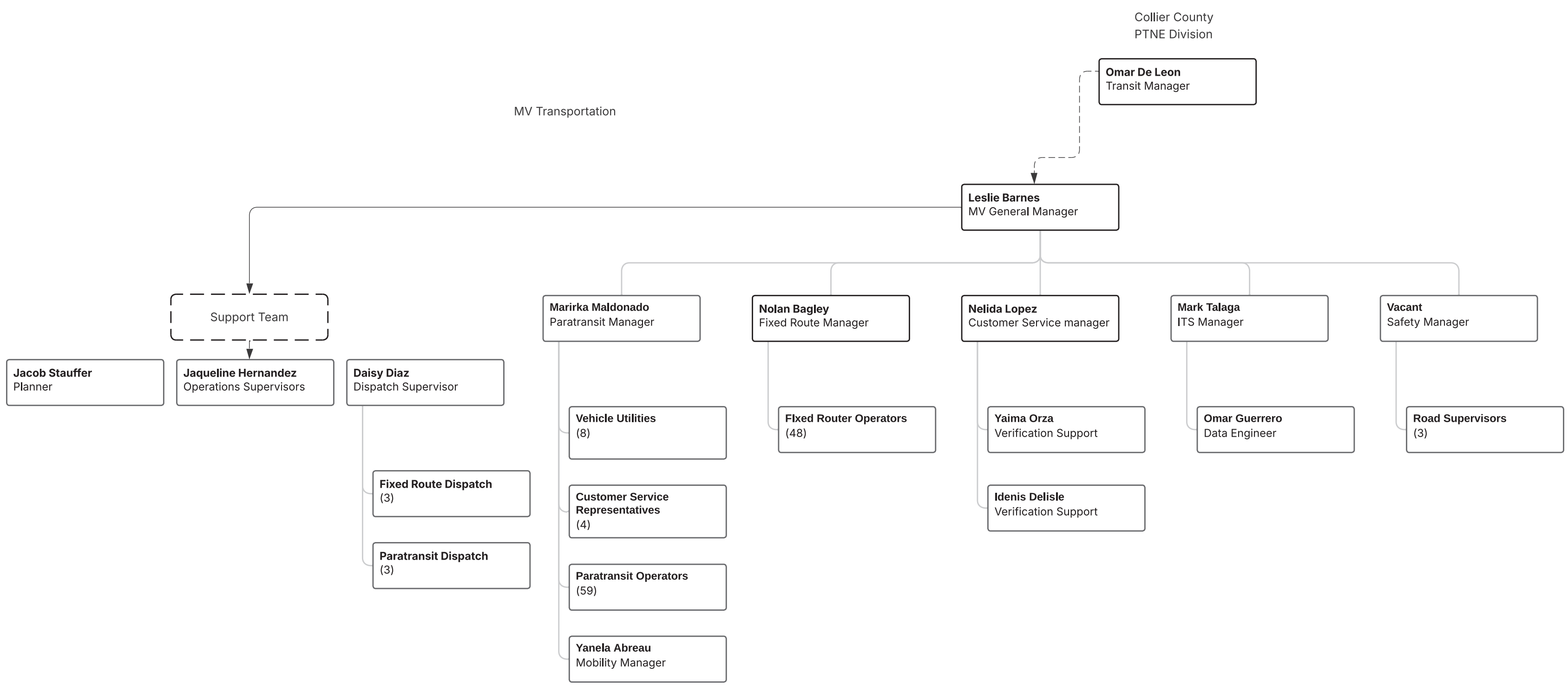
COASTAL ZONE MANAGEMENT	
Supervisor - Project Mgmt*	**Andrew Miller, P.E.**
Project Manager II	Larry Humphries
Field Inspector II	Chris D'Arco
Environmental Specialist II	Ronald Kirby Wolfe
Equipment Operator II	Bryan King
Equipment Operator I	Jason Collett

SEA TURTLE MONITORING	
Supervisor - Environmental	**Mary Toro**
Environmental Specialist I	Alexander Grimes
Environmental Specialist I	Markus Hennig

* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025



Fiscal and Grants Division
Ellen Sheffey
Director
Brandy Otero
Grants Manager
Melissa Vanderwerken
Budget Analyst II
Fiscal
Keyla Castro
Operations Support Specialist II
MSTU Operations
Yousi Cardeso
Accountant II
Caroline Soto
Grants Coordinator
PTNE Division
Ellen Sheffey
Interim Director
Omar De Leon
Transit Manager
Operations and Performance Management Division
Liz Soriano
Project Manager II
Vacant
Planner II
Elena Ortiz Rosado
Marketing Manager
Corene Sanger
Management Analyst


Collier County
PTNE Division
Omar De Leon
Transit Manager
MV Transportation
Leslie Barnes
MV General Manager
Support Team
Jacob Stauffer
Planner
Jaqueline Hernandez
Operations Supervisors
Daisy Diaz
Dispatch Supervisor
Fixed Route Dispatch
(3)
Paratransit Dispatch
(3)
Marirka Maldonado
Paratransit Manager
Vehicle Utilities
(8)
Customer Service Representatives
(4)
Paratransit Operators
(59)
Yanela Abreau
Mobility Manager
Nolan Bagley
Fixed Route Manager
Fixed Router Operators
(48)
Nelida Lopez
Customer Service manager
Yaima Orza
Verification Support
Idenis Delisle
Verification Support
Mark Talaga
ITS Manager
Omar Guerrero
Data Engineer
Vacant
Safety Manager
Road Supervisors
(3)

[County Manager Letterhead]

[Date]

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

Re: 5310 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the ten percent local match requirement for the FTA 5310 Grant Application and commits to using $69,354 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager

not applicable

Certification of Incorporation

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

Not applicable

Proof of Non-Profit Status

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

not applicable

Transportation Operating Procedure (TOP)

(Applies to Section 5310-only Applicants)

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

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: ______________________________
Address: ______________________________
Phone Number: ______________________________
Authorized Representative's Name: ______________________________
Authorized Representative's Title: ______________________________
Email Address: ______________________________

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name*does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

____
(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐online notarization, this ____ day of ______, ______ (year), by

____
Notary Public

____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

Florida Department of Transportation

Capital & Operating Assistance Application

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

Formula Grants for Rural Areas

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

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

Revenue Vehicle Inventory Certification

Instructions:

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

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

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 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 DeLeon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses

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:

1-digit Level: Not applicable
2-digit Level: **For example, 5010 Labor**
3-digit Level: **For example, 5011 Operators Salaries and Wages**

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue 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
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.
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).
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.
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: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
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.
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).
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.
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 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).

Transportation Program Operating and Administrative Revenues

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: **For example, 4100 Directly Generated Fares**
2-digit Level: **For example, 4110 Passenger Fares**
3-digit Level: **For example, 4111 Passenger-Paid Fares**

Object Class	Code	Definition
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.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such 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.
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: 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 ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No-show Fines: revenues earned from fines for demand response passengers who do not show up for a scheduled pickup.
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: 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.
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).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying 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.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
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.
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 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: 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 Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 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: · 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. 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). 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. 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. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · 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.
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 (4620).
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.
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.
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.
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.
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).

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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 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: 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). Please limit your response to 250 words.	Section 5311 funding for operating assistance is essential if service is to continue for the non-urbanized areas of the County. The budget is reflective of the funds necessary to operate routes in the rural area, the routes are a key component of economic development in the areas they serve.

Current and Pending Section 5311 Awards					
Instructions:	List all current and pending Section 5311 contracts.				
Contract Number or Pending	**Execution Date or Not Applicable**	**Expiration Date or Not Applicable**	**Original Amount**	**Current Balance**	**Expected Closeout Date**
G2B95	2/24/2023	12/31/2025	$2,264,610	$582,177	6/30/2026
G3974	2/12/2025	12/31/2026	$1,568,510	$1,568,510	12/31/2026
Pending 410120-2-84-25	n/a	n/a	$860,522	$860,522	

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.

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.

Operating & Administrative Expenses			
Instructions	**Object Class**	**Code**	**Amount**
Use drop-down to select Object Class	Services	5020	$ 6,665,300
Use drop-down to select Object Class	Fuel and Lubricants	5031	$ 1,763,400
Use drop-down to select Object Class	Miscellaneous Expenses	5090	$ 296,400
Use drop-down to select Object Class	Other Salaries and Wages	5013	$ 537,000

Use drop-down to select Object Class	Other Materials and Supplies	5039	$ 45,000
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
Use drop-down to select Object Class		-	$ -
			$ 9,307,100

Operating & Administrative Revenues

Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Passenger Fares	4110	$ 1,149,400
Use drop-down to select Object Class	Local Government Funds	4300	$ 8,060,500
Use drop-down to select Object Class	Other Agency Revenues	4150	$ 97,200
Use drop-down to select Object Class		-	$ -

Current System Description

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

Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation System in Collier County. Operating under the oversight of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) within the Collier County Transportation Management Services Department, Collier Area Transit (CAT) serves as the principal public transit provider for Collier County, catering to the areas of Naples, Marco Island, and Immokalee.	100	**67**
Program mission, goals, and/or objectives	To provide safe, accessible, reliable, convenient, and courteous mobility services to our customers. CAT aims to provide dependable, convenient, and affordable mobility services, ensuring the safety and efficiency of its workforce, residents, and visitors. We offer appealing and eco-friendly mobility alternatives to reduce carbon footprints and environmental effects. Building strategic partnerships that raise awareness and educate communities about mobility choices is integral to bolstering the viability of our services, fostering livability, and enriching economic and social well-being.	100	**77**
Service, route, and trip types provided	Fixed Route Service - Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents to grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.	100	**61**
Please inform the Department of any major organizational or operational changes since the submittal of your last application, examples include: implementation of mobility on demand services or leadership changes.	Since the last submittal, there has been no substantial change to the agency operationaly. There was a change in leadership, the Interim Director of the agency is currently Ellen Sheffey.	100	**30**

According to your Title VI Plan, what populations do you serve?	Based on 2020 ACS Estimates, approximately 14.6% of the population residing in the CAT service area speak a language other than English. The two major languages other than English are Spanish and Creole. As a large portion of the residents served are considered LEP persons, we have created services to accomodate the other languages commonly seen in Collier.	100	**58**

Service Characteristics

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
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	170,022	Data collected using farebox's on-board Fixed Route buses.
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	170,022	Data collected using farebox's on-board Fixed Route buses.

Activity Line Item Codes

Operating Assistance

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

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

Equipment

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

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

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

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

Operating Award Request

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

Operating Award Request

Budget Category	Total	Federal	Local
Salaries		$0	$0
Fringe Benefits		$0	$0
Contractual Services	$1,558,000	$779,000	$779,000
Other Direct Costs		$0	$0
a.		$0	$0
b.		$0	$0
c.		$0	$0
d.		$0	$0
e.		$0	$0
f.		$0	$0
g.		$0	$0
h.		$0	$0
i.		$0	$0
j.		$0	$0
k.		$0	$0
l.		$0	$0
m.		$0	$0
n.		$0	$0
o.		$0	$0
p.		$0	$0
Indirect Costs		$0	$0
Total	**$1,558,000**	**$779,000**	**$779,000**
The above information should be transferred to Form 424.	The total should match 18g within Form 424.	The total should match 18a within Form 424.	The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions:

The Section 5311 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds.

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment.

	The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution. Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to: (1) Transportation Disadvantaged (TD) allocation, (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment, (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.
Required Match (50%)	**$779,000**

Revenue Type *Use dropdown to select*	**Description**	**Amount**
Local Government	General Fund	$779,000
	Operating Match Total:	**$779,000**

Project Description

Instructions: Describe the project being requested within the application.

Funding is sought to sustain rural transit routes in Collier County, Florida, including Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Consider the below questions when identifying project related improvements. Will the project allow your agency to: Provide more hours of service and/or more trips? Expand service to a larger geographic area? Reduce headways/increase frequency? Expand access to essential services	Grant funding will not extend the current service but the funding will allow the agency to maintain the existing service.

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Data collected using Farebox's on board Fixed Route buses.
Unduplicated Passengers per Year	**170,022**	170,022	Data collected using Farebox's on board Fixed Route buses.

FD

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

DOT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
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	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
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		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Ins

Each form and certification provides FDOT with information
that each required form and certification be complete and c
obtain federal grants (18 U.S.C. 1001, Crimes and Criminal P

The complete application should be uploaded into the Dep
are acceptable. Incomplete, illegible, or unsigned applicatio

Questions regarding Section 5311 applications or the applic
Resources tab. All signature pages must be completed follo
please review the following details to understand form requ

1 - Grant Proposal Excel Workbook - Each program appli
validation process to ensure completion based on the proje

2 - Cover Letter - A sample cover letter is included in the g
representative authorized in the Governing Board's Resoluti
agency representative." This ensures one consistent point o

3 - Governing Board's Resolution - A sample resolution fo
signed by the chairperson of the agency's board. A new sig
in that year.

4 - Public Hearing Notice - An opportunity for a public he
5311 submitted by a public agency should contain a copy o
notice should contain all pertinent information relating to th
published at least one time in a newspaper of general circul
The notice should state that persons requesting a hearing n
Office.

The deadline for hearing requests must be prior to the date
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, tir
3 - A copy of the minutes of the hearing (to include a discus
award can be made.

5 - Local Clearinghouse Agency/RPC Cover Letter ***(Requi***
letter submitted to the local clearinghouse agency or RPC.

6 - FDOT Certification and Assurances - To be completed
TransCIP.

7 - Standard Lobby Certification - All grant awards issued
authorized agency representative.

8 - FTA Section 5333 (b) Assurance - All applicants must i
following assurance, the recipient of Section 5311 and/or 53
following actions: (1) signing the Special Warranty for the R
approved by the (Department of Labor (DOL); or (3) obtaini

9 - Leasing Certification - This certification must be compl
does not need to be completed if the applicant plans to lea

10 - Certification of Equivalent Service - The "Certificatio

11 - Form 424: Application for Federal Assistance - ALL a
assigned to the Section 5311 Program in the Catalog of Fec
"Formula Grants for Rural Areas, Section 5311." Further instr

12 - Federal Certifications and Assurances - The last page
applicants with a single signature page on which an applica
agreements. The Federal Register Notice is revised annually
through the internet at the FTA website. If unable to access
certification/assurance form must be included in the applica

If the FTA Certifications & Assurances are not available for t
applicants must submit an updated form. The signature pag
the individual authorized by the applicant's governing boar

All applicants must use the current year form and it must be
form. DO NOT copy Federal Certifications & Assurances ont

13 - Title VI Plan ***(Required if not previously submitted to Di***
with the application. A template for this attachment may be
Title VI Plan's concurrence letter.

14 - Protection of the Environment ***(Required if the propo***
exclusions. Examples of categorical exclusions include purch
of facilities or other buildings, further evaluation may be rec
described in 23 CFR 771, as a project which, based upon exp
excluded from the requirement to prepare an Environmenta
requires a lower level of documentation. These projects do
numbers of people; do not have a significant impact on any
impacts; do not have significant impacts on travel patterns;

Types of projects that have been determined by FTA to qua
listed in 23 CFR 771.118(c). Additional actions which meet th
cases, the applicant must submit documentation which dem
will not result.

To meet the requirements of a CE determination, a propose
be implemented in phases or as part of a larger undertaking
alternatives. In order to meet a CE designation, a proposed
protected by Section 4(f) of the US DOT Act (public park an
Preservation Act (cultural resources including historic and ar
also require additional documentation. The applicant should
of documentation required. The FDOT will use a description
meet FTA criteria for a CE. See the "Resources" tab for a link

15 - Organization Chart - Upload a full organizational char
applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of
(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO a
(3) Written statements from county commissions, state ag

17 - Completed Sample Order Form - To identify vehicle t
sample order form for estimating the vehicle cost. The orde
1. Select Desired Vehicle
2. Choose Vendor (use drop down arrow next to vendor nam
3. Select Order Packet
4. Complete Exhibit A (Order Form)
The Florida Department of Management Services Contract c

18 - Triennial Review- Closeout/Concurrence Letter or C
area of concern is identified after FDOT completes a trienni
Management Plan at https://www.fdot.gov/transit/currentp

19 - Affidavit Regarding Labor and Services - Requires a
coercion for labor or services as defined in 787.06, Florida S
governmental entity.

You may upload other relevant documents such as

I have read and understood the contents of thi

structions for TransCIP Attachments

it must have to make required assurances to the Federal government and to make project sel
correct. Applicants should be aware that there are criminal sanctions for furnishing false inform
Procedure – Statements or entries generally).

artment's grant management system (TransCIP). Electronic resolutions, applications, and accep
ns may be rejected.

cation process should be directed to the FDOT District Office in the applicant's service area, as
wing the board resolution date. Some forms may not be required based on the type of applica
irements. Each applicant will be responsible for attaching applicable forms to project applicati

cation should contain the Grant Proposal provided within this Excel Workbook. This workbook
cts submitted. Once complete Excel Workbook should be uploaded to TransCIP within the ass

rant application for reference. The cover letter must be completed on agency letterhead and s
ion. This representative must be the same individual referenced throughout the application as
f contact for questions and follow-up regarding the application.

orm is included in the grant application for reference. The resolution must be completed on ag
ned resolution must be submitted for each grant application and reference each program that

aring is required ONLY for public agencies requesting capital grants under Section 5311. An ap
of the notice of public hearing and an affidavit of publication. A sample public notice is in the a
he project (such as number and types of vehicles as well as the estimated cost of the vehicles) a
lation in the applicant's service area, no less than 15 or more than 30 days prior to the submiss
must notify the applicant of the request, in writing, and send a copy of the request for a hearing

applications are due at the District Office. If a hearing is requested:

me, and location of the hearing; and
ssion of issues raised and resolution of issues) must be submitted to the FDOT District Office, b

red if proposed project is for facilities) - If the grant application is for facilities, please include a and signed by the individual authorized by the governing board of the applicant agency and

l to a recipient in the amount of $100,000 or more must include a standard lobbying certificati

nclude a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application.
311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b)
ural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative compa
ng a waiver from the DOL.)

eted by all applicants for capital assistance and signed by the authorized agency representativ
se the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle i

n of Equivalent Service" must be completed for all non-accessible vehicles.

applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Fo
deral Domestic Assistance is 20.509. This code should be shown in Section 11 of the form follo
ructions for Form 424 can be found on the "Resources" tab with in this workbook.

e (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and
nt and its attorney must certify compliance with the requirements of the various FTA grants or
and is usually available around January 1 of each year. Applicants may obtain a copy of the cu
the form, applicants may contact their FDOT District Office for assistance. The appropriate sig
ation when it is submitted to the FDOT District Office.

the year of application, applicants may use theprevious year's form. When the current year form
ge for Federal Certifications and Assurances (include the page listing the certification categorie
d to sign and submit applications, and its attorney.

e the actual form from the FTA. This form cannot be an edited version of a prior year's forms o
to agency letterhead for signature, it will be returned to you and delay processing your grant r

strict) **-** If an applicant has not previously submitted their Title VI plan to the Department, a co
obtained from your District office and/or the FDOT State Management Plan. Existing grantees

sed project is for facilities) - Most transit projects funded under Section 5311 will be classified b
hase of transit vehicles, and purchase of office equipment. If the proposed project is for constru
quired before a determination can be made that the project is a categorical exclusion. A Catego
perience with similar actions, does not individually or cumulatively have a significant environme
al Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifi
not bring significant impacts to planned growth or land use for the area; do not require the rel
natural, cultural, recreational, historic, or other resources; do not involve significant air, noise,
and do not otherwise individually or cumulatively have any significant environmental impacts.

lify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) a
he criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 7
nonstrates that the specific conditions or criteria for these CEs are satisfied and that significant

ed project may not be impermissibly segmented from a larger project. This means that a projec
g, but must still demonstrate independent utility, connect logical termini, and should not restric
project cannot have substantial controversy on environmental grounds, or significant impact t
d recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the Nati
rchaeological sites). The presence of features such as wetlands and floodplains within the proje
d contact the Florida Department of Transportation (FDOT) District Office for assistance with de
of the proposed project, along with any maps or figures to assist with determining if a propos
to the FTA Region 4 Categorical Exclusion checklist.

rt for your organization into TransCIP as part of your application documents, this is required fo

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

ttesting to match availability and commitment,
gencies, city managers, mayors, town councils, organizations, accounting firms and financial ins

type and estimated cost visit http://tripsflorida.org/. NOTE: All vehicle requests must be suppor
r form can be obtained from http://www.tripsflorida.org/contracts.html

he to see information)

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

CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once
al review and inspection. For more information see FDOT's Triennial Review Process as part of t
ages/navigation/grantsadministration.shtm.

n authorized representative of the applicant (if a nongovernmental entity) to attest that the ap
statutes. Required when a contract is executed, renewed, or extended between a nongovernme

project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder ass application.

is tab. ☑

ections. It is important
ation in order to

tance of grant awards

shown in the
ation being submitted,
on within TransCIP.

has a built in
ociated opportunity.

igned by the agency
"the authorized

ency letterhead and
is being applied for

pplication for Section
pplication. A public
and should be
ion of an application.
to the FDOT District

efore a Section 5311

copy of the cover

uploaded into

on signed by the

By signing the
) by one of the
rable arrangements

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Resources

What's on the Market

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

Navigate to:
business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/motor_vehicles/pricing

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

Local Clearinghouses / Regional Planning Councils (RPC)

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

Tallahassee, FL 32303		
North Central Florida RPC 2009 NW 67th 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	801 N. Broadway Ave. Bartow, FL 33830	10041 Daniels Parkway Fort Myers, FL 33913
Paul Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us	District Modal Development Manager
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Transit Projects Coordinator Counties: *Charlotte, Lee, Glades, Hendry*
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Transit Projects Coordinator Counties*: Sarasota, Manatee, Collier*
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
District 2	1109 South Marion Ave. Lake City, FL 32025	2198 Edison Ave Jacksonville, FL 32204
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us	Transit Manager
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us	Transportation Coordinator
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us	Passenger Operations Specialist IV
District 3		1074 Highway 90 Chipley, FL 32428
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Prough	(850) 330-1558	Public Transit Program Specialist

Debbie "Toni" Prough	Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us	Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5	719 South Woodland Blvd. DeLand, FL 32720	420 W. Landstreet Road Orlando, FL 32824
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Passenger Operations Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		1000 N.W. 111 Avenue Miami, FL 33172
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us	Passenger Operations Specialist
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us	Passenger Operations Specialist
District 7		11201 N. Malcolm McKinley Dr. Tampa, FL 33612
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 Programs Coordinator
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us	Transit Programs Coordinator
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us	Transit Programs Coordinator

Form 424 Instructions

Item	Entry
1	Type of Submission should be "Application"
2	Type of Application should be "New"
3	"Not Applicable"
4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This number will be assigned after submission of State POP.
6	State use only (if applicable)
7	State Application Identifier is "1001"
8.a, b, c, d, e, and f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization's UEI number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Transit Administration"
11	Catalog of Federal Domestic Assistance (CFDA) Number is: 20.509. CFDA Title should be: Formula Grants for Rural Areas, Section 5311
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties, states etc.). Can be submitted as a separate attachment.
15	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.

16	List (a) the applicant's Congressional District and (b) any Congressional District(s) affected by the program or project. Find your district here: https://www.house.gov/representatives/find-your-representative
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item
19	Check the applicable box
20	Check the applicable box. If "yes", provide explanation in attachment.
21	Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

Procurement Guidance for Transit Agencies (June 2024)
Section 5311 FTA Circular
State Management Plan 2024
FDOT Grants Administration Website
Congressional Districts
Department of Management Services (DMS)
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Standard Form 424
Sunbiz
TransCIP – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist
· Sunbiz

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

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

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

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***the Chairman of the Board of County Commissioners*** to sign this Application.

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

Collier County Board of County Commissioners
____
Agency Name

____
Signature

Burt L. Saunders – Chairman, Board of County Commissioners
____
Typed Name and Title of Authorized Representative

12/9/2025
____
Date

Governing Board's Resolution

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

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

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

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

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

(Authorized Individual by Name and Title) is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date***, ***Year***

By

____

Signature, Chairperson of the Board

Burt L. Saunders, Chairman

Typed Name and Title

ATTEST:

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

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

Public Notice–Sample

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

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

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

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

All public notices must include the following language:

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

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

Not applicable

Local Clearinghouse Agency/RPC Cover Letter

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

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated ***9th*** day of ***December***, ***2025***:

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

2 It shall comply with Florida Statues:

- Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
- Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
- Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.

3 It shall comply with Florida Administrative Code:

- Rule Chapter 14-73–Public Transportation
- Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
- Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
- Rule Chapter 41-2–Commission for the Transportation Disadvantaged

4 It shall comply with FDOT's:

- Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
- Public Transit Substance Abuse Management Program Procedure No. 725-030-035
- Transit Vehicle Inventory Management Procedure No. 725-030-025
- Public Transportation Vehicle Leasing Procedure No. 725-030-001
- Guidelines for Acquiring Vehicles
- Procurement Guidance for Transit Agencies

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.

12/9/2025

____
Date

____
Signature of Contractor's Authorized Official

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

12/9/2025 **Date**

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

Burt L. Saunders - Chairman

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.IH, 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 9, 2025________________
Date

Burt L. Saunders- Chairman__________________
Name and title of authorized representative

____
Signature of authorized representative

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

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

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance funding of FY26/27 for Collier Area Transit to provide continuing public transportation services to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to the rural domicile.	Collier Area Transit for the urban transit service.	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Leasing Certification

Memorandum for FTA 5311

December 9, 2025
Date:

Burt L. Saunders- Chairman
From:

Signature

Burt L. Saunders- 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: ***FFY26/SFY27*** GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

Leasing:

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

☒ No

☐ Yes

If yes, specify to whom:

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

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

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

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

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. 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 ***9th*** day of ***December***, ***2025***

Burt l. saunders, Chairman
Typed Name and Title of Authorized Representative

____
Signature of Authorized Representative

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application	* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision	* If Revision, select appropriate letter(s): * Other (Specify):

* 3. Date Received:
4. Applicant Identifier:

5a. Federal Entity Identifier:
5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:
7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name:

* 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@collier.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:

CFDA Title:

*** 12. Funding Opportunity Number:**

20.509

* Title:

Formula Grants for Rural Area

13. Competition Identification Number:

Title:

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

5311_Areas_Affected.pdf

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

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

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 19
* 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: 10/01/2026
* b. End Date: 09/30/2027

18. Estimated Funding ($):

* a. Federal	779,000.00
* b. Applicant	
* c. State	
* d. Local	779,000.00
* e. Other	
* f. Program Income	
* g. TOTAL	1,558,000.00

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

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] 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
- [x] 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)**

- [x] ** I AGREE

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

Authorized Representative:

Prefix: Mr.
* First Name: Burt
Middle Name: L.
* Last Name: Saunders
Suffix:

* Title: Chairperson, Board of County Commissioners

* Telephone Number: 239-252-8603
Fax Number:

* Email: Burt.Saunders@collier.gov

* Signature of Authorized Representative:
* Date Signed: 12/09/2025

Place Holder

Federal Certifications and Assurances

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

FDOT

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

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

Re: Title VI Plan Concurrence

Dear Mr. Wells:

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

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...
Missiel Da Silva
Transit Projects Coordinator

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

Not applicable

Protection of the Environment

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

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

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

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

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

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

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

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Does the project appear on the following list of potential documented Categorical Exclusions?

These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.

- [ ] YES (Check and continue to Part III)
- [ ] NO (Contact FTA Regional Office)

- [ ] Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
- [ ] Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
- [ ] Carpool programs and activities requiring land acquisition and construction

☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards

☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic

☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users

☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic

☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community

☐ Area-wide coordination of multiple ITS elements

☐ Advance land acquisition including:

- Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
- Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

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

III. Information Required for Documented Categorical Exclusions

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

A. Detailed Project Description

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

B. Location and Zoning

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

C.	**Traffic** Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.
D.	**Aesthetics** Will the project have an adverse effect on a scenic vista? ☐ No ☐ Yes, describe Will the project substantially degrade the existing visual character or quality of the site and its surroundings? ☐ No ☐ Yes, describe Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? ☐ No ☐ Yes, describe

E.	**Air Quality** Does the project have the potential to impact air quality? ☐ NO ☐ YES, describe Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area? ☐ NO ☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary. ☐ Carbon Monoxide (CO) ☐ Ozone (O_3) ☐ Particulate Matter (PM_{10}) If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis? ☐ NO ☐ YES Date of USDOT conformity finding

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

G. Environmental Justice

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

H. Floodplains

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

☐ No

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

I. Hazardous Materials

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

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

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

J. Navigable Waterways

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

☐ No

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

K. Noise and vibration

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

☐ NO

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

L. Prime and Unique Farmlands

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

☐ No

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

M. **Resources**

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

☐ NO

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

☐ Natural

☐ Cultural

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

☐ Recreational

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

☐ Other, describe

N. **Seismic**

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

☐ No

☐ Yes, describe

O. **Water Quality**

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

☐ No

☐ Yes, describe potential impacts

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

☐ No

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

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

☐ No

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

P. Wetlands

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

☐ No

☐ Yes, describe potential impacts

Q. Construction Impacts

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

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

☐ No

☐ Yes, describe the reasonably foreseeable:

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

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

S. Property Acquisition

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

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

T. Public Notification

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

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

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

W. State and Local Policies and Ordinances

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

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

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

Describe as applicable:

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

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

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

Appendix:
Topical guidance links

Air Quality

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

Coastal Zone Management

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

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
http://environment.fhwa.dot.gov/guidebook/qaimpact.htm

Endangered Species Act and Consultation

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

Endangered Species List

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

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

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

Environmental Justice

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

Farmlands

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

Floodplain

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

Hazardous Materials

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

Historic, Archaeological and Cultural Resources

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

Magnuson-Stevens Fishery Conservation and Management Act

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

Navigable Waterways

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

NEPA

http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0771.htm
http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm
http://environment.fhwa.dot.gov/guidebook/index.htm
http://www.fta.dot.gov/office/planning/ep/index.html

Noise and Vibration

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

Property Acquisition

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

Tribal Consultation

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

Section 4(f)

http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd
http://www.section4f.com/
http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

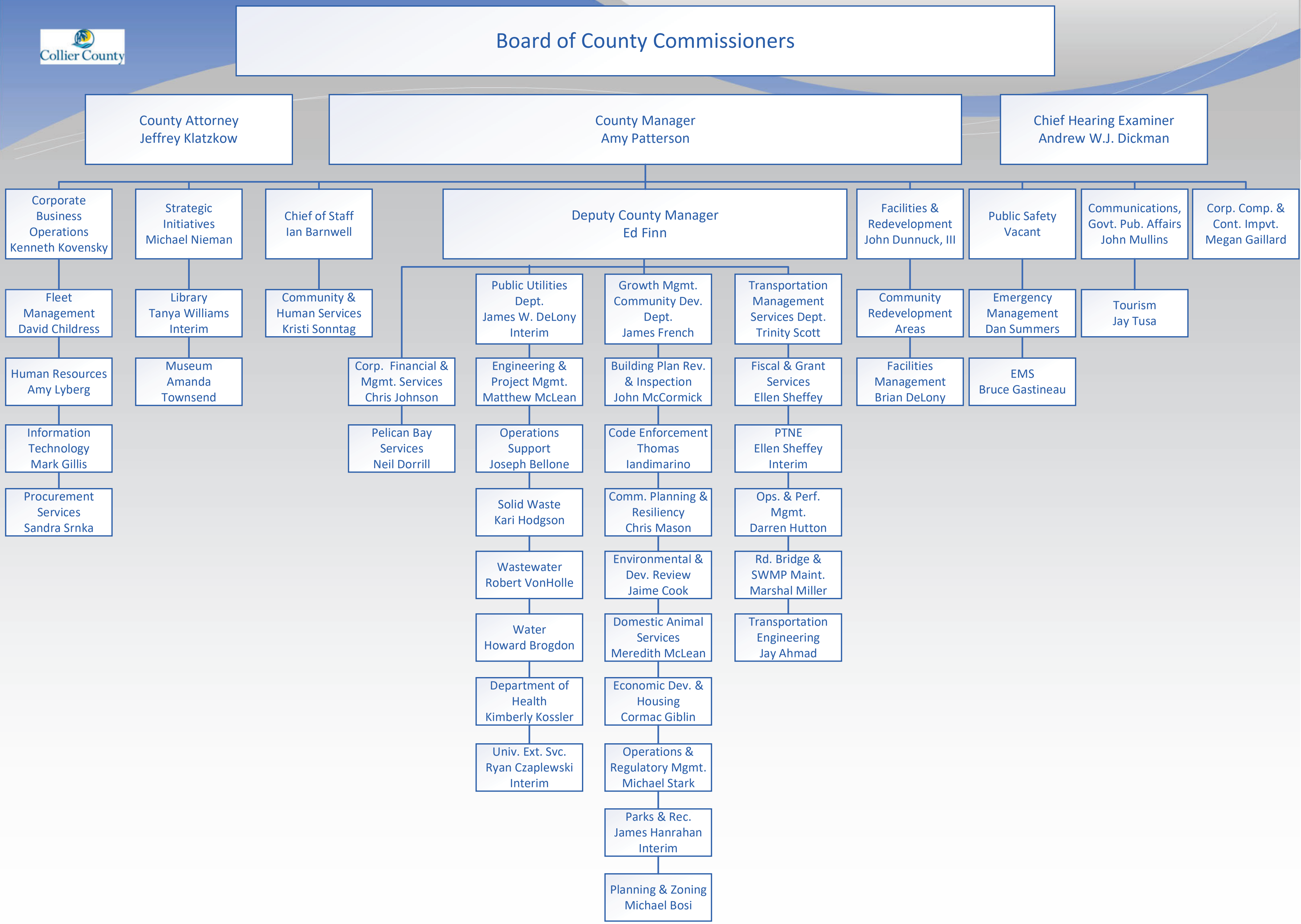
http://www.nps.gov/ncrc/programs/lwcf/protect.html

Sole Source Aquifer

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

Water Quality

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



September 10,2025

Transportation Management Services Department

Trinity Scott
DEPARTMENT HEAD

Public Information Coor.
Connie Deane

H.R. Business Partner
Karina Cabeza

Division Director	Pending Reclassification
Executive Secretary	Vacant

Operations & Performance Management
Darren Hutton - Director

PERFORMANCE ENHANCEMENT	
Management Analyst II	**Patricia Moran**
Applications Analyst I	Jonathon Milum
Applications Analyst I	Victoria Lewis
ASSET, INVENTORY & SYSTEMS MANAGEMENT	
Manager - Operations & Systems	**Daniel Leon**
Management Analyst II	**Dan Jones**
Applications Analyst I	Yuejin (Jean) Xue
Applications Analyst I	Derek Gilbert
Management Analyst I	Michelle Casto
GIS Technician II	Brian Chorman
GIS Technician I	Maria Andrea Nunez
Management Analyst I	Corene Sanger
Management Analyst I	Leigh Blackburn
Inventory Specialist II	Vacant 9546
Supervisor - Inventory	**Anthony Robinson**
Inventory Specialist II	German Hernandez
REAL PROPERTY	
Manager - Property Acquisition	**Jennifer Belpedio**
Management Analyst I	Emily Brockmeier
Ops. Support Specialist II	Iveta Willer
Review Appraiser II	**Roosevelt Leonard, Jr.**
Property Mgmt Specialist	Sonja Stephenson
Property Acquisition Spec. II	Grant Cox
Property Acquisition Spec. II	Deborah Goodaker
Property Acquisition Specialist I	Vera Ivanova
Property Acquisition Specialist I	Vivian Rodriguez Martinez
RIGHT OF WAY ACQUISITION	
Manager - Right of Way	**Robert Bosch**
Review Appraiser I	Lisa Barfield
Right of Way Coordinator	**Michelle Sweet**
Property Acquisition Spec. II	Robin Goldsboro
Property Acquisition Spec. I	Abigail Jose Morales
Property Acquisition Spec. I	Ronald Thomas
AIRPORTS	
Executive Manager - Airport	**Bryant Garrett**
Management Analyst II	**Eileen Hartmann**
Accountant II	Rookmin Nauth
Management Analyst I	Salma Nader Preston
Marco Island	
Mgr - Airport Operations	**Nick Rossdale**
Line Service Technician II	Mary Armstrong
Line Service Technician II	Seth Volkheimer
Line Service Technician II	Michael Nowicki
Line Service Technician II	Andrew Welton
Line Service Technician I	Adrian Alcantar
Line Service Technician I	Marc Caballero
Line Service Technician I	Roy Sweet
Line Service Technician I	Joshua Nazario
Customer Service Specialist I	Nicole Hallinan
Customer Service Specialist I	Sonya Tolbert
Immokalee	
Mgr - Airport Operations	**Spencer Brillon**
Line Service Technician II	Frederick Broszeit
Line Service Technician II	Luis Pizarro
Line Service Technician II	Shawn O'Neill
Everglades	
Line Service Technician II	Zachary Pyle

MPO
Anne McLaughlin - Director

Operations Support Specialist II	Suzanne Miceli
Planner III	Sean Kingston
Planner II	Dusty Hansen

Operations

OPERATIONS	
Management Analyst II	**Richard Koenigsknecht**
Management Analyst I	Tonya Phillips
Operations Support Specialist II	Samantha Roe
Operations Support Specialist I	Maria Navas
Operations Support Specialist I	Alina Harris
Admin Supprt Specialist II	Ruth Hughes
POLLUTION CONTROL & PREVENTION	
Manager - Pollution Control	**Chad Ward, P.G.**
Project Manager III*	Andrew O'Rourke
Project Manager III	Rhonda Watkins
Supervisor - Environmental	**Nosbel Perez**
Environmental Specialist II	Michael Odom
Environmental Specialist II	Aliyah Walker
Environmental Specialist I	Caitlyn Hayes
Environmental Specialist I	Eric Leon
Environmental Specialist I	Brittney Eaton
Supervisor - Environmental	**Geoffrey Rosenaw**
Environmental Specialist III	Danny Berger
Environmental Specialist II	Vacant 9662
Environmental Specialist I	Amanda Sinn
Environmental Specialist I	Natja Melendez
Supervisor - Laboratory	**Tunda Meyers**
Chemist	Vacant 9688
Chemist	Natalie Farinacci
Chemist	Carl Gibson
Chemist	Sangita Pokhrel
Chemist	Heather Cizek
Laboratory QA Specialist	Vacant 9525

Fiscal and Grants Services
Ellen Sheffey - Director

Operations Support Specialist II	Celia Ambielli
FISCAL SERVICES	
Mgr - Financial Operations	**Tara Castillo**
Budget Analyst II	Lisa Taylor
Budget Analyst II	Melissa Simmons
Budget Analyst I	Jennifer Ziglar
Budget Analyst I	Gloria Herrera
Budget Analyst I	Melissa Vanderwerken
Contract Admin Specialist	Leeann Charles
GRANT SERVICES	
Manager - Grants	**Brandy Otero**
Management Analyst I	Michelle D'Andrea-Hall
Accountant II	Yousi Cardeso
Grants Coordinator I	Josh Thomas
Grants Coordinator I	Danielle Bates
Grants Coordinator I	Caroline Soto
Grants Coordinator I	Kezia Domond
Accountant I	Maria Murphy
Contract Admin Specialist	Matthew Webster

Public Transit & Neighborhood Enhancement
Ellen Sheffey - Interim Director

PUBLIC TRANSIT	
Manager - Public Transit	**Omar Deleon**
CAT Operations	
Project Manager II	Liz Soriano
Planner II	Vacant 9607
Program Manager	Elena Ortiz-Rosado
MSTU OPERATIONS	
Project Manager II	Judith Sizensky
Project Manager II	Jeffrey Felger
Operations Support Specialist II	Keyla Castro

Road, Bridge & Stormwater Maintenance
Marshal Miller - Director

ROAD & BRIDGE MAINTENANCE	
Superintendent	**Roland Colon**
Maintenance Area 1	
Supervisor - Area 1	**Francisco Javier Hoyos**
Crew Leader I	Lazaro Rodriguez
Crew Leader I	Eric Norgard
Heavy Equip Operator	Robert Marsh
Heavy Equip Operator	Robert Dianjoell
Equipment Operator I	Roderick Sealy
Equipment Operator I	David Arencibia
Gen'l Maint Specialist II	Allen Williams
Gen'l Maint Specialist II	Jordany Fleurosna
Gen'l Maint Specialist II	Vacant 9524
Gen'l Maint Specialist II	Louisca Vasor
Gen'l Maint Specialist II	Octavio Valdespino
Maintenance Area 2	
Supervisor - Area 2	**Jon Vorthems**
Crew Leader I	Robert Furar
Crew Leader I	Raul Llorca
Heavy Equip Operator	David Carpenter
Heavy Equip Operator	Luis Valderrama
Equipment Operator I	Joseph McGee
Equipment Operator I	James Stadalsky
Gen'l Maint Specialist II	Luis Madero
Gen'l Maint Specialist II	Victor Correa
Gen'l Maint Specialist II	Isaac Fernandez Perez
Gen'l Maint Specialist II	Danny Dominguez
Gen'l Maint Specialist II	Matthew Yarberry
Maintenance Area 3	
Supervisor - Area 3	**Michael Born**
Crew Leader I	Lisa Neiderhiser
Crew Leader I	David Sirenord
Heavy Equip Operator	Rodolfo Ortega
Heavy Equip Operator	Jean Gracien
Equipment Operator II	Robert Delahunt
Equipment Operator II	Steven Perry
Gen'l Maint Specialist II	Vacant 9576
Gen'l Maint Specialist II	Luis Lara Amador
Gen'l Maint Specialist II	Smagne Ackman
Gen'l Maint Specialist II	Steve Hatcher
Maintenance Area 4	
Supervisor - Area 4	**Scott Pickens**
Crew Leader I	Flaubert Augustin
Crew Leader I	Enrique Midney
Heavy Equip Operator	Aaron Almond
Heavy Equip Operator	Jose Garcia
Equipment Operator I	Vacant 9153
Equipment Operator I	Miguel Burroso
Equipment Operator I	Joesph Vieira
Gen'l Maint Specialist II	Ernesto Garcia
Gen'l Maint Specialist II	Janoy Olivera
Gen'l Maint Specialist II	Vacant 9691
Countywide Swale Maintenance	
Supervisor - Field II	**Robert Smith**
Crew Leader I	Acdel Barbara
Heavy Equip Operator	Matt Bertges
Equipment Operator I	Vacant 9689
Equipment Operator I	Joseph Swaby
Gen'l Maint Specialist II	Humberto De La Nuez
Gen'l Maint Specialist II	Alexander Montenegro
Gen'l Maint Specialist II	Gerardo Hernandez
Gen'l Maint Specialist II	Michel Jimenez Tombo
Crew Leader I	Ronald Kuhn
Heavy Equip Operator	Ted Hill
Equipment Operator I	Jose Diaz
Equipment Operator I	Gustavo Hernandez
Gen'l Maint Specialist II	Amaury Acosta Gonzalez
Gen'l Maint Specialist II	Ruben Rodriguez Herrera
Gen'l Maint Specialist II	Carlos Quinones Romero
Gen'l Maint Specialist II	Ramon Cruz Pacheco
Countywide Roadway & Bridge Maintenance	
Supervisor - Field II	**Vacant 9699**
Field Inspector I	Mike Stone
Field Inspector I	Kelvin Ward
Field Inspector I	Mohammad Baqeri
Field Inspector I	Juan Vargas
Heavy Equip Operator	Tito Nikolic
Heavy Equip Operator	Dustin Zappone
Gen'l Maint Specialist II	Michael Patten
Gen'l Maint Specialist II	Oleide Gamboa Delgado

STORMWATER MAINTENANCE	
Manager Stormwater Maintenance	Geovanny Gonzalez
Aquatics	
Supervisor - SW Maintenance	**Vacant 9690**
Heavy Equip Operator	Manuel Arca
Heavy Equip Operator	Ramon Arca, Jr.
Heavy Equip Operator	Humberto Alvarez
Heavy Equip Operator	Phillip Chidester
Equipment Operator II	Vacant 9523
Gen'l Maint Specialist II	John Miller
Gen'l Maint Specialist II	Noel Armas
Infrastructure Maintenance - Weirs & Pumps	
Supervisor - SW Infrastructure	**William Alan Booker**
Field Inspector I	Omar Castillo
Field Inspector I	Marvin Garcia
Crew Leader II	Robert Sykora
Heavy Equip Operator	Carlo D'Orazio
Heavy Equip Operator	Bruce Wombough
Crew Leader I	Misael Diaz Fajardo
Gen'l Maint Specialist II	David Hill
Gen'l Maint Specialist II	Jhon Gonzalez
Underground Infrastructure Maintenance	
Supervisor - Field II	**Edwin "Eddie" Terry**
Crew Leader I	Vacant 9575
Equipment Operator I	Max Walters
Equipment Operator I	Robert Howard
Equipment Operator I	Michael Guido
Equipment Operator II	Rolando Hernandez
Equipment Operator II	Lautaro "Henry" Veliz
Gen'l Maint Specialist II	Javier Perez
Gen'l Maint Specialist II	Adalberto Medina
PROJECT MANAGEMENT	
Supervisor - Project Management*	**Bee Thao**
Project Manager II - SW	Erik Montalvo
Project Manager II - LS	Alex Shabalow
Project Manager II	Mary Morrissey
County Surveyor	Thomas Anderson
Technician	Daryle Bucel
LANDSCAPE DEVELOPMENT REVIEW & MAINTENANCE	
Mgr - Landscape Operations	**Pam Lulich, RLA**
Supervisor - Landscaping	**Daniel Smith**
Field Inspector I	Arnaldo Martinez
Field Inspector I	Shekhar Kumar
Field Inspector I	Hery Nunez
Supervisor - Field II	**Frank Franklin**
Crew Leader I	Alberto Yaques Quintan
Crew Leader I	Yobany Martinez
Landscape Technician II	Jose Tabares Perez
Landscape Technician II	Miguel Mendoza
Landscape Technician II	Dunior Perez Nunez
Landscape Technician II	Ernesto Fernandez
Landscape Technician II	Jhon Gonzalez
IRRIGATION MAINTENANCE	
Mgr - Landscape Operations	**Benjamin Graebner**
Supervisor - Irrigation	**John Furlong**
Crew Leader I	Luis Varela Valdes
Landscape Technician II	Eloy Rodriguez
Landscape Technician II	Christopher Bolanos
Landscape Technician II	Luis Madero Cantillo
Supervisor - Field II	**Andres Blandon**
Crew Leader I	Adarick Pagan Guzman
Landscape Technician II	Luis Acosta
Landscape Technician II	Jesus Ruiz Santana
Landscape Technician II	Javier Gonzalez
Landscape Technician II	Vacant 9577

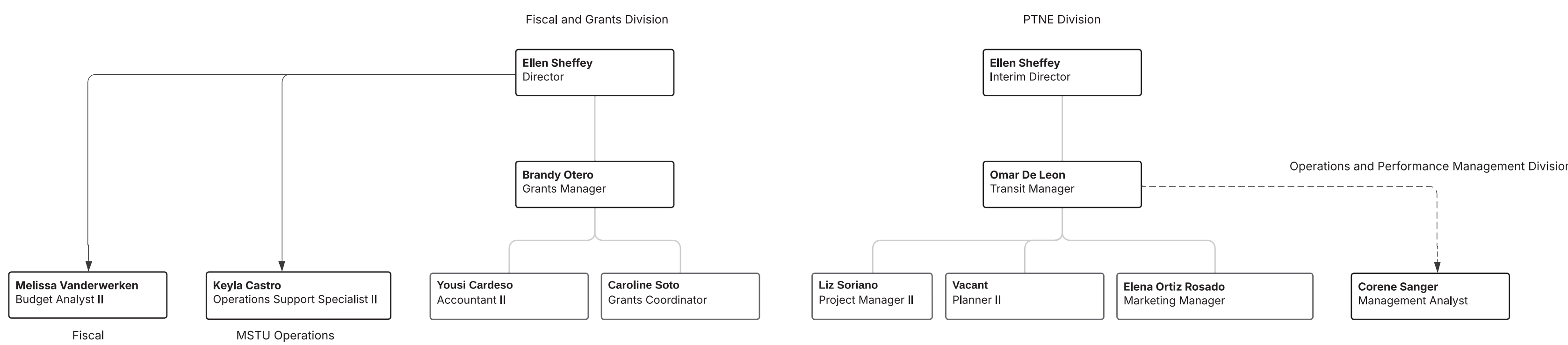
Transportation Engineering
Jay Ahmad, P.E. - Director

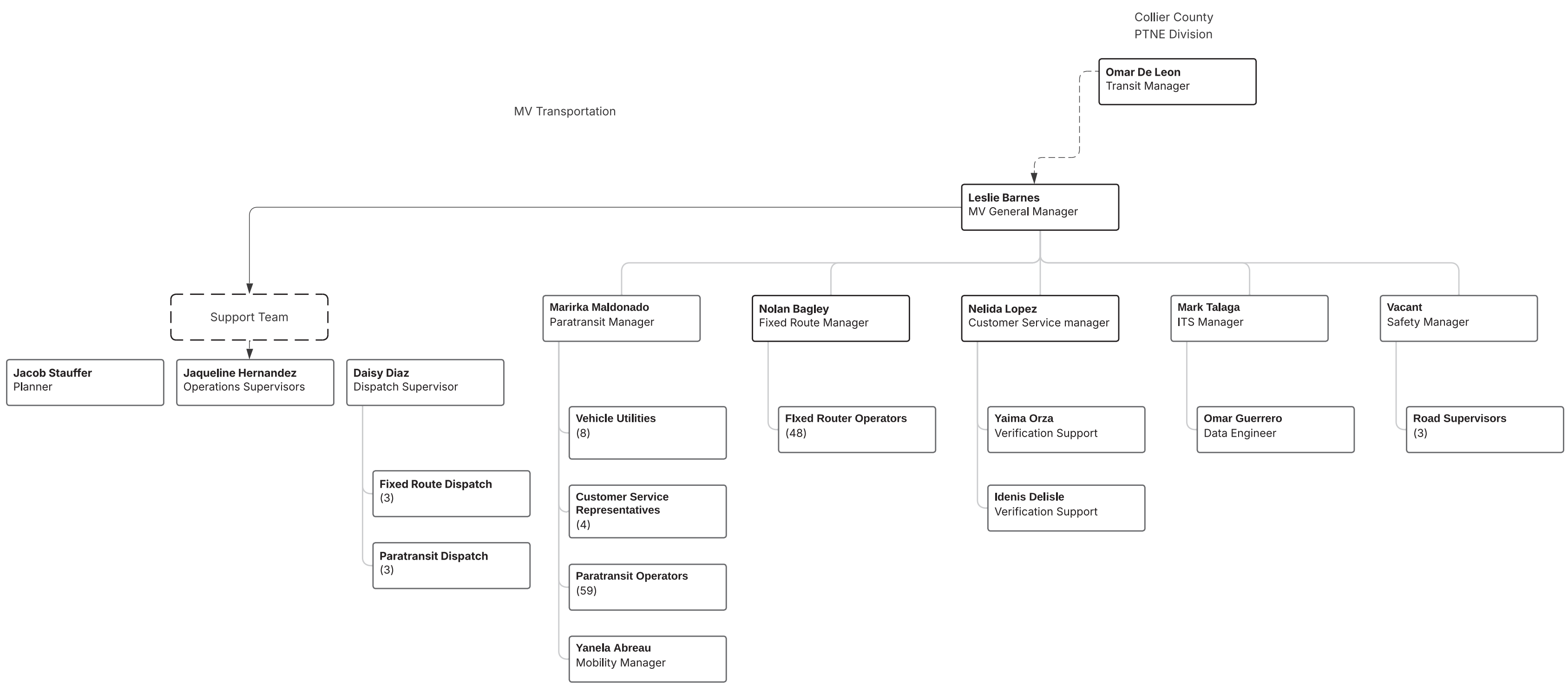
Management Analyst II	**Christine Arnold**
Management Analyst I	Maria Becerra
Management Analyst I	Jennessee Delgado
Management Analyst I	Nadine Dunham
Ops Support Specialist I	Pamela Wilson
Admin Support Specialist II	Kimberly Brandes

TRAFFIC OPERATIONS & PLANNING	
Director - Traffic Operations & Planning	**Anthony Khawaja, P.E.**
Project Manager III*	Christopher Ordonez
Supervisor - Project Mgmt*	**Dan Hall, P.E.**
Project Manager II	Brett Genzale
Traffic Counts	
Gen'l Maintenance Specialist II	Luis Trujillo
Traffic Sign Operations	
Supervisor - Field II	**Felix Burgos**
Technician	Eddie Gonzalez
Gen'l Maintenance Specialist II	Carlos Rodriguez
Gen'l Maintenance Specialist II	Sydney De La Cruz Parchment
Gen'l Maintenance Specialist II	Vacant 9562
Gen'l Maintenance Specialist II	Juan Almirall
Lighting Operations & Maintenance	
Project Manager II	Roy Lolly
Traffic Signal Technician III	Anthony Scapardine
Traffic Signal Technician III	Don Taylor
Traffic Signal Technician II	Patrick Hobson
Traffic Signal Technician II	Connor Cullen
Manager - Tech Systems Ops	**Haris Domond**
Traffic Management Center	
Project Manager II	Vacant 9574
Project Manager II	Bret Sorling
Signal Systems Specialist	**Matthew Adaline**
Applications Analyst I	Jose Guevara
Tech Support Professional I	Terri Mever
Technician	Vacant 9659
Locates	
Gen'l Maintenance Specialist II	Andres Santamaria
Gen'l Maintenance Specialist II	Enrique Iglesias
Gen'l Maintenance Specialist II	Carlos Cepero
Gen'l Maintenance Specialist II	Victor Melo
Signal Operations & Inspection	
Field Inspector II	Gregory Garcia
Field Inspector I	Benito Gonzalez
Supervisor - Signal Operations	**Michael Stephenson**
Traffic Signal Technician III	Ken Martin
Traffic Signal Technician II	Luis Diez
Traffic Signal Technician I	Luis Batista
Traffic Signal Technician II	Ronald Cherfils
Traffic Signal Technician II	Danilo Diaz
Traffic Signal Technician I	Vacant
TRAFFIC ENGINEERING IN-HOUSE DESIGN	
Supervisor - Project Mgmt*	**Mark McCleary, P.E. PSM**
Project Manager III*	Katherine Chachere, RLA
Project Manager III*	Vacant 9251
Project Manager II	Vacant 9657
CAD Technician	Tania Delgado
Engineering Intern	Michael Gumina
Engineering Intern	William Johnson
TRANSPORTATION PLANNING	
Manager - Trans Planning	**Lorraine Lantz, AICP**
Planner III	Katherine Eastley
Project Manager II	Michael Sawyer

ROADWAY & BRIDGE PROJECT MANAGEMENT	
Supervisor - Project Mgmt*	**Marlene Messam, P.E.**
Project Manager III*	Dennis McCoy, P.E.
Project Manager III*	Andrew Suarez, P.E.
Project Manager III*	Vacant 9246
Project Manager III*	Robert White, P.E.
Project Manager III*	Ray Girgis, P.E.
ROAD CONSTRUCTION CEI	
Supervisor - Project Mgmt*	**Matthew Thomas, P.E.**
Supervisor - Site Inspection	**Felipe Baez Delacruz**
Project Manager II	Julio Castro
Project Manager II	Luis Herrera Haro
Field Inspector II	Joseph Coccia
Field Inspector II	Brandon Varela
Field Inspector I	Vacant 9617
Field Inspector I	Dimitrios Lambros
Field Inspector I	Sylvio Lumeus
Field Inspector I	Pierre Bien Aime
Supervisor - Site Inspection	**Jamie Khawaja**
Field Inspector II	Shannon Bassett
Field Inspector II	Michael Losurdo
Field Inspector II	Stephen Henon
Field Inspector II	Paul Zani
Field Inspector I	Raul Cano
STORMWATER MANAGEMENT	
Supervisor - Project Mgmt*	**Peter Hayden**
Project Manager III*	Michael Studney
Project Manager II	Pawel Brzeski
Project Manager II	Christopher Lienhardt
Project Manager II	Eric Ovares
Project Manager II	Isabel Soto
Project Manager I	Jacob Tryfus
COASTAL ZONE MANAGEMENT	
Supervisor - Project Mgmt*	**Andrew Miller, P.E.**
Project Manager II	Larry Humphries
Field Inspector II	Chris D'Arco
Environmental Specialist II	Ronald Kirby Wolfe
Equipment Operator II	Bryan King
Equipment Operator I	Jason Collett
SEA TURTLE MONITORING	
Supervisor - Environmental	**Mary Toro**
Environmental Specialist I	Alexander Grimes
Environmental Specialist I	Markus Hennig

* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025


Fiscal and Grants Division
Ellen Sheffey
Director
Brandy Otero
Grants Manager
Melissa Vanderwerken
Budget Analyst II
Fiscal
Keyla Castro
Operations Support Specialist II
MSTU Operations
Yousi Cardeso
Accountant II
Caroline Soto
Grants Coordinator
PTNE Division
Ellen Sheffey
Interim Director
Omar De Leon
Transit Manager
Operations and Performance Management Division
Liz Soriano
Project Manager II
Vacant
Planner II
Elena Ortiz Rosado
Marketing Manager
Corene Sanger
Management Analyst


Collier County
PTNE Division
Omar De Leon
Transit Manager
MV Transportation
Leslie Barnes
MV General Manager
Support Team
Jacob Stauffer
Planner
Jaqueline Hernandez
Operations Supervisors
Daisy Diaz
Dispatch Supervisor
Fixed Route Dispatch
(3)
Paratransit Dispatch
(3)
Marirka Maldonado
Paratransit Manager
Vehicle Utilities
(8)
Customer Service Representatives
(4)
Paratransit Operators
(59)
Yanela Abreau
Mobility Manager
Nolan Bagley
Fixed Route Manager
Fixed Router Operators
(48)
Nelida Lopez
Customer Service manager
Yaima Orza
Verification Support
Idenis Delisle
Verification Support
Mark Talaga
ITS Manager
Omar Guerrero
Data Engineer
Vacant
Safety Manager
Road Supervisors
(3)

[County Manager Letterhead]

[Date]

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

Re: 5311 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the fifty percent local match requirement for the FTA 5311 Grant Application and commits to using $779,000 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager

FDOT

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

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

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

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

The purpose of the Triennial Review is to determine subrecipient compliance with the State and Federal requirements as described in the State Management Plan and in accordance with the Federal Transit Administration (FTA) Section 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) years in a manner compliant with the standardized Triennial Review Process Guide provided by the FDOT Central Office.

An on-site review was performed at 8300 Radio Road, Naples, FL 34104 on Tuesday, January 24, 2023. Following the site visit, a Draft Report was issued by the District outlining the areas reviewed, compliance deficiencies and recommendation of actions the subrecipient should undertake to remedy the deficiency. Collier Area Transit has addressed and satisfied all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

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

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...
Missiel Da Silva
Transit Projects Coordinator

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

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: ______________________________
Address: ______________________________
Phone Number: ______________________________
Authorized Representative's Name: ______________________________
Authorized Representative's Title: ______________________________
Email Address: ______________________________

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name*does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

____

(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐online notarization, this day of , (year), by

____
Notary Public

____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

Florida Department of Transportatic

Capital Assistance Application

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

Bus and Bus Facilities Formula Capital Program for Ru

STOP: Before beginning your application, make sure all agency profile information is up-to-date in Tı provides critical information. If the agency profile is incorrect, your application may be considered iı consideration.

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

on

ural Areas

ransCIP. The agency profile
ncomplete or ineligible for

Use drop-down to select or type to enter
Use drop-down to select

Revenue Vehicle Inventory Certification

Instructions:

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

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

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

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

Certification:	Omar De Leon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses

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:

1-digit Level:	Not applicable
2-digit Level:	**For example, 5010 Labor**
3-digit Level:	**For example, 5011 Operators Salaries and Wages**

Object Class	Code	Definition
Labor	**5010**	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue 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
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.
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).
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.
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: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.
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.
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).
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.
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 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).

Transportation Program Operating and Administrative Revenues

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:	**For example, 4100 Directly Generated Fares**
2-digit Level:	**For example, 4110 Passenger Fares**
3-digit Level:	**For example, 4111 Passenger-Paid Fares**

Object Class	Code	Definition
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.
Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such 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.
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: 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 ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No-show Fines: revenues earned from fines for demand response passengers who do not show up for a scheduled pickup
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: 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.
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).
Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying 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.
Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
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.
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 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: 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 Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	**5050**	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 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: · 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. 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). 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. 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. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: · 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.
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 (4620)
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.
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.
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.
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.
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).

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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Local Government Funds	**4300**	These are funds received from municipal and county governments.
General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. 1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. 2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
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: 1. Vehicle licensing and registration fees 2. Driver's license fees 3. Communications access fees and surcharges 4. Lottery and casino proceeds
Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
State Government Funds	**4400**	These are funds received from state, commonwealth, or territory governments.
General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. 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: 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). A description of any budget shortfall may be included. Please limit your response to the space provided.	Collier Area Transit provides provides public transit services throughout Collier County, including regions like Naples, Marco Island, and Immokalee. The need is specific for the service provided in the rural portion of the county including Immokalee and Golden Gate Estates. The requested funding will be utilized for the purchase of a replacement bus. In doing so, Collier Area Transit will be addressing the goals set within the Transit Asset Management Plan to replace vehicles as they meet their useful life. Additionally, the funding will be utilized to purchase and construct a canopy for the Immokalee Transfer Station.

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.

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.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	$296,400
Use drop-down to select	Other Salaries and Wages	5013	$537,000
Use drop-down to select	Other Materials and Supplies	5039	$45,000
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
			$9,307,100

Operating & Administrative Revenues			
Instructions	**Object Class**	**Code**	**Amount**
Use drop-down to select	Passenger Fares	4110	$1,149,400
Use drop-down to select	Local Government Funds	4300	$8,060,500
Use drop-down to select	Other Agency Revenues	4150	$97,200
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
Use drop-down to select		-	$0
			$9,307,100

Current System Description

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

Questions:	**Response**
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners oversees the public transportation infrastructure in Collier County. The county's transit system, known as Collier Area Transit (CAT), functions under the guidance of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE), which is a part of the Collier County Transportation Management Services Department. CAT provides transit services throughout Collier County including urban and rural services. The service area includes regions like Naples, Marco Island, and Immokalee. The grant application is specific to the service in the rural portion of the county.
In the last state fiscal year (July-June) have there been any organizational changes or operating changes?	The agency had a leadership change, the current interim Director is Ellen Sheffey. No major operational changes.
Program mission, goals, and/or objectives	Collier County aims to achieve several key objectives. These include operating dependable, user-friendly, and cost-efficient mobility services that effectively address the transportation requirements of our employees, residents, and guests while prioritizing safety and efficiency. We work towards this by bolstering the resilience of Collier County, safeguarding both our man-made and natural resources, offering appealing and convenient mobility alternatives that mitigate carbon emissions and environmental impacts in our communities. Additionally, we seek to foster significant partnerships that enhance awareness and education regarding mobility options and contribute to the vitality of mobility services, ultimately enhancing the livability and promoting economic and social well-being of our area.

Service, route, and trip types provided	The operating hours for these routes span from as early as 3:45 AM to as late as 8:20 PM. The service, which is part of the grant plan, aims to facilitate accessibility for individuals residing in the non-urbanized regions of Collier County. The grant funds will be allocated to sustain the operation of fixed routes, thereby granting access to essential services such as healthcare, shopping, education, employment, public services, and recreational opportunities for those living in non-urbanized areas. Since many of these vital services are unavailable in rural areas, a significant portion of the population is compelled to travel to urban areas in order to access them.
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	Funding for these operations is derived from multiple sources, including the Federal Transit Administration's 5307, 5310, and 5311 programs, the Florida Department of Transportation, the Agency for Persons with Disabilities, the Florida Commission for the Transportation Disadvantaged, and various local funding programs. These funding sources are instrumental in supporting individuals with disabilities, low-income individuals, and the elderly across both urbanized and non-urbanized areas within the county.
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	The maintenance of all vehicles is the responsibility of the specialized Collier County Fleet Management Division team assigned to Transit, situated at the CAT Operations Center on 8300 Radio Road. This team diligently maintains a preventative maintenance schedule for all CAT vehicles, ensuring that maintenance is performed without causing any disruptions to transportation services. The spares ratio is evaluated regularly for peak service to ensure no interuptions occur to the service.

Service Characteristics

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

Service Characteristic	Value	Data Collection/ Calculation Method
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	170,022	Electronic farebox and Mobile Fare Application
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	170,022	Electronic farebox and Mobile Fare Application

Activity Line Item Codes

Vehicles

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

Equipment

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

Facilities

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

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

Vehicle Request

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

Project Type	Examples	Types of Vehicles			
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans,	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified Minibuses, Transit Bus, Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)	Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to **note** that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the age and mileage of each vehicle to be replaced.				

Project Description

One replacement 40-foot bus for fixed-route services is the subject of the grant proposal. A fixed route bus, which has met its useful life, will be replaced with the new bus. Collier County will meet its TAM Goal of keeping rolling stock in good repair by replacing the vehicles.

Project-Related Improvements

Instructions: Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Will the project allow your agency to: Provide more hours of service and/or more trips?	While grant funding won't increase hours worked, it will enable the continuation of the current service and improve reliability by enabling the purchase of a replacement bus.
Expand service to a larger geographic area within the same District?	The service area will remain the same, but the grant funding will be used to buy a replacement vehicle so, the current rural area service may continue to provide dependable service.

Reduce headways/increase frequency?	Funding from grants won't cause headways to decrease or frequency to rise.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The financing will guarantee that buses are replaced when the life expectancy is reached, supporting Collier County's TAM plan.
Address projected vulnerabilities?	With useful life mileage overages of fleet still in use, the Grant funding will guarantee that vehicles are replaced as soon as possible, preventing service interruptions.
Expand access to essential services?	Although the program won't be expanded, it will keep low-income and rural residents connected to the important services they need. To ensure continuing access to vital services, maintaining a vehicle replacement plan is a crucial component.
Enhance passenger experience (e.g., added amenities)?	By offering a dependable service with a new replacement vehicle that will enable CAT to decrease breakdowns by retiring a vehicle that has reached the end of its useful life, the passenger experience will be improved.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/ disadvantaged communities?	Once a vehicle has reached the end of its useful life it is retired and replaced with a new vehicle. In doing so a decrease in cost will be reflected in vehicle maintenance. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects residents to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
Overcome any opertations and administrative challenges or difficulties your agency is experiencing?	The funds will help satisfy the need for keeping capital assets in a satisfactory condition of repair. The cost of maintenance and part replacement rise dramatically as vehicles become older and wear out, placing a significant load on the operating budget. By easing part of that load, these capital grant funds will enable the transit organization to devote more resources to the actual providing of the service.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	The grant award will be utilized to maintain our current public transportation services by funding the replacement of one aging, high-mileage bus, that has met its useful life ensuring the existing operational fleet size is sustained. This replacement directly impacts our organization's overall operations by significantly improving service reliability and supporting a TAM Plan. Specifically, the aging vehicle is a frequent source of costly and unpredictable roadcalls, which disrupt schedules, strand passengers, and divert maintenance staff from preventative tasks. Acquiring a new, reliable bus will mitigate these mechanical failures, drastically reducing roadcalls and subsequent service delays, thereby allowing our maintenance team to focus on proactive care. This action not only ensures service continuity but also lowers long-term maintenance costs and improves the average fleet age, moving us closer to our TAM plan targets and providing the public with a more dependable transportation system.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	The transit program will indeed keep running. Nonetheless, since vehicles that need to be retired will continue to be in use for commercial purposes, the ongoing usage of older vehicles will lower system dependability and raise maintenance costs.

Project Readiness	
Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The bus will be purchased using a contract; prices will be set for the contract base year and will be adjusted annually based on the Producer Price Index (PPI).
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Replacement bus: After being notified of the award, the rolling stock contract will be submitted to FDOT for approval. Purchase Order Approval- 1 month 14 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 3 months post delivery to Submit Invoice to FDOT for reimbursement

If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	Dispatchers monitor vehicle assignments. A CDL license is necessary for all Fixed Route operators, and it is reviewed every month to make sure renewals are done on time.
If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles/equipment to lessees and/or private operators been completed?	The vehicle will be operated by a single private operator, and maintenance is handled by Collier County employees (Fleet Management Division). To make sure the vehicles are being utilized for the correct purpose, the Operator is routinely observed.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The Transit Development Plan, which underwent a thorough public engagement process, includes references to the projects. Additionally, the project is mentioned in Collier's Transit Asset Management Plan. This project will not be delivered in collaboration with any other project parties.

Vehicle Request

General 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, 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.

Table Instructions:

Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.

Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.

Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)	Order Form Completed
Use drop-down to select request description	Bus - Replacement Over 30'	Bus - Replacement Over 30'	11.12.03	Diesel	12	38	2	1	$793,000	$793,000	$793,000	$198,250		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Use drop-down to select request description										$0	$0	$0		☐
Total	-	-	-	-	-	38	2	1	-	793,000	793,000	198,250	-	-

Vehicles to be Replaced

Instructions: Vehicles listed for replacement must be included in your organization's TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.

FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A	15GGB2710C1180509	Gillig	BU-Bus	G27B102N4	2011	Diesel	Ramp	32	2	Active	
Total/Average								**32**	**2**		

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System
Unduplicated Passengers per Year	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GVWR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000-7000LBS	
Vehicle Type (Source: NTD)	Equipment (non-revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
2026	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2025	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2024	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2023	5	150,000	4	100,000	4	100,000	**5**	**200,000**
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

OT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
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	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
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		

Medium-Duty Bus		Medium-Duty Bus		Heavy-Duty Large Bus	
GVWR 22000-33000LBS 28-38FT in legth		GVWR 34000LBS 29-35FT GVWR 22000-33000LBS 28-38FT in		GVWR 34000-40000LBS 30-40-60FT in legth	
Cutaway (CU)		Bus (BU)		Bus (BU)	
Formerly Type "C"		Formerly Type "B"		Formerly Type "A"	
Medium Duty Bus		Medium Duty Bus (El		Heavy Duty	
TRIPS		TRIPS		FPTA Consortium	
Age	**Mileage**	**Age**	**Mileage**	**Age**	**Mileage**
				12	**500,000**
				12	**500,000**
				12	**500,000**
				12	**500,000**
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
		10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000
7	250,000	10	350,000	12	500,000

Equipment Request

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

Project Type	Examples
Equipment	— 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

Project Description

Purchase and install a canopy for the Immokalee Transfer Station.

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.

Provide more hours of service and/or more trips?	Grant funding will not provide more hours of service.

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

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? *Example:* The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The construction of the canopy for the Immokalee Transfer Station aligns with the goal of CAT's Transit Development Plan.
Address projected vulnerabilities?	Yes, while the Immokalee Transfer Facility has been completed, there is a need to add a canopy to protect the passengers from the elements.
Expand access to essential services?	No the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, it will enhance the passengers exerience. The canopy will protect passengers from the elements of being outdoors while they wait for the bus.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	No, it will not improve access or reduce cost. It will be constructed to meets ADA requirements.
Overcome any challenges or difficulties your agency is experiencing?	Yes, sense the construction of the transfer station, passengers are having to wait for the bus in the elements with no cover.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?	No it will not be used to maintain service. The canopy will be incorporated into our asset management system to ensure we are complying with FTA requirements.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate.

Project Readiness

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

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendor.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month equipment delivery about 9 months Post Deliver 3 months for final invoice Bus Stop Improvements (4): Upon receiving notice of award. Procure construction - 2months Construction - 6 Months
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Not applicable, it is a stationary item.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Equipment Request

General Instructions:

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

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

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

Table Instructions:

List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only.

Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.

Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Canopy Installation	30	1	$410,000	$410,000	$410,000	$102,500	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
Use drop-down to select request description							$0	$0	$0	
	Total						$410,000	$410,000	$102,500	-

Service Characteristics			
Service Characteristic	**Before Project**	**If the grant is awarded**	**Data Collection/Calculation Method**
Unlinked Passenger Trips (UPT)	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System
Unduplicated Passengers per Year	**170,022**	170,022	Electronic Fareboxes and Mobile Ticketing System

Each form and certification provides FDOT with information it must
certification be complete and correct. Applicants should be aware th
Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's
illegible, or unsigned applications may be rejected.

Questions regarding Section 5339 applications or the application pr
be completed following the board resolution date. Some forms may
Each applicant will be responsible for attaching applicable forms to

1 - Grant Proposal Excel Workbook - Each program application sh
completion based on the projects submitted. Once complete Excel V

2 - Cover Letter - A sample cover letter is included in the grant app
Governing Board's Resolution. This representative must be the same
for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is in
agency's board. A new signed resolution must be submitted for each

4 - Public Hearing Notice - An application for Section 5339 submit
the application. A public notice should contain all pertinent informat
least one time in a newspaper of general circulation in the applicant
requesting a hearing must notify the applicant of the request, in wri

The deadline for hearing requests must be prior to the date applicat
1 - A hearing must be conducted;
2 - The FDOT District Office must be notified of the date, time, and l
3 - A copy of the minutes of the hearing (to include a discussion of i

5 - CTC Agreement or Certification - If the applicant is a CTC, this

If the applicant is not a CTC, a copy of the written coordination agre
be specific as to how the services to be provided will be compliment

If the applicant's service extends into areas covered by more than o
An executed Commission for the Transportation Disadvantaged Coo
Applications submitted without the appropriate coordination agreer

Agencies must keep their CTC Agreements current and valid at all ti
year until the vehicle(s) reaches its useful life requirement and the ti

6 - FDOT Certification and Assurances - To be completed and sig

7 - Standard Lobbying Certification - All grant awards issued to a
representative.

8 - Leasing Certification - This certification must be completed by
the applicant plans to lease the vehicle. It also must be completed to

9 - Certification of Equivalent Service - The "Certification of Equiv

10 - Form 424: Application for Federal Assistance - ALL applicant
Program in the Catalog of Federal Domestic Assistance is 20.526. Th

Further instructions for Form 424 can be found on the "Resources" t

11 - Federal Certifications and Assurances - The last page (Appen
signature page on which an applicant and its attorney must certify c
is usually available around January 1 of each year. Applicants may o
their FDOT District Office for assistance. The appropriate signed Fed

If the FTA Certifications & Assurances are not available for the year
updated form. The signature page for Federal Certifications and Ass
board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the act
Certifications & Assurances onto agency letterhead for signature, it

12 - FTA Section 5333 (b) Assurance - All applicants must include
comply with the labor protection provisions of 49 U.S.C. 5333(b) by
agreeing to alternative comparable arrangements approved by the

13 - Title VI Plan ***(Required if not previously submitted to District)*** **-**
applicants may provide the Title VI Concurrence letter.

14 - Protection of the Environment ***(Required if the proposed proje***
categorical exclusions include purchase of transit vehicles, and purch
required before a determination can be made that the project is a ca
does not individually or cumulatively have a significant environment
Therefore, a project that qualifies as a CE generally requires a lower
relocation of significant numbers of people; do not have a significan
not have significant impacts on travel patterns; and do not otherwis

Types of projects that have been determined by FTA to qualify as CE
Additional actions which meet the criteria for a CE but may be desig
demonstrates that the specific conditions or criteria for these CEs ar
may not be impermissibly segmented from a larger project. This me
independent utility, connect logical termini, and should not restrict c
grounds, or significant impact to properties protected by Section 4(f
Historic Preservation Act (cultural resources including historic and ar
documentation.

The applicant should contact the Florida Department of Transportat
proposed project, along with any maps or figures to assist with dete
Exclusion checklist

15 - Local Clearinghouse Agency/RPC Cover Letter ***(Required if p***
clearinghouse agency or RPC.

16 - Triennial Review- Closeout/Concurrence Letter or CAP - Re
after FDOT completes a triennial review and inspection. For more in
https://www.fdot.gov/transit/currentpages/navigation/grantsadmini

17 - Organization Chart - Upload a full organizational chart for you
project.

18 - Proof of Local Match - Supporting documentation of match fu
(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO attesting
(3) Written statements from county commissions, state agencies, c

19 - Completed Sample Order Form - To identify vehicle type and
estimating the vehicle cost. The order form can be obtained from ht
1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to se
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be fo

20 - Affidavit Regarding Labor and Services - Requires an author
defined in 787.06, Florida Statutes. Required when a contract is exec

You may upload other relevant documents such as
I have read and understood the contents of this tab.

Instructions for TransCIP Attachments

have to make required assurances to the Federal government and to n
hat there are criminal sanctions for furnishing false information in order

s grant management system (TransCIP). Electronic resolutions, applicat

ocess should be directed to the FDOT District Office in the applicant's
not be required based on the type of application being submitted, ple
project application within TransCIP.

hould contain the Grant Proposal provided within this Excel Workbook.
Vorkbook should be uploaded to TransCIP within the associated oppo

plication for reference. The cover letter must be completed on agency l
individual referenced throughout the application as "the authorized a

cluded in the grant application for reference. The resolution must be c
h grant application and reference each program that is being applied f

cted by a public agency should contain a copy of the notice of public h
tion relating to the project (such as number and types of vehicles as w
's service area, no less than 15 or more than 30 days prior to the subm
ting, and send a copy of the request for a hearing to the FDOT District

tions are due at the District Office. If a hearing is requested:

ocation of the hearing; and
issues raised and resolution of issues) must be submitted to the FDOT

information should be uploaded in TransCIP using the appropriate linl

ement (or letter of support) between the applicant and the CTC in the
tary to the services the CTC provides, and how duplication and fragme

ne CTC, copies of all applicable coordination agreements should be up
ordination Contract or similar document may serve as the written coord
ment may be rejected by FDOT. Grant awards will not be made without

mes when receiving an award under the Section 5339 Program. Agenc
tle is released.

ned by the individual authorized by the governing board of the applica
recipient in the amount of $100,000 or more must include a standard

all applicants for capital assistance and signed by the authorized agen
certify that the agency will NOT lease the vehicle if that is the case.

alent Service" must be completed for all non-accessible vehicles.

s must complete the Standard Application for Federal Assistance (OMI
is code should be shown in Section 11 of the form followed by the titl

ab with in this workbook.

dix A) of the annual Federal Register Notice that applies to Federal Ce
ompliance with the requirements of the various FTA grants or coopera
btain a copy of the current year document through the internet at the
eral certification/assurance form must be included in the application w

of application, applicants may use the previous year's form. When the
urances (include the page listing the certification categories) must be s

ual form from the FTA. This form cannot be an edited version of a prio
will be returned to you and delay processing your grant request.

a signed FTA Section 5333 (B) Assurance form. By signing the followin
one of the following actions: (1) signing the Special Warranty for the R
(Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

If an applicant has not previously submitted their Title VI plan to the D

ct is for facilities) - Most transit projects funded under Section 5339 w
nase of office equipment. If the proposed project is for construction or
ategorical exclusion. A Categorical Exclusion (CE) is described in 23 CFF
al effect, and is excluded from the requirement to prepare an Environn
level of documentation. These projects do not bring significant impact
nt impact on any natural, cultural, recreational, historic, or other resourc
e individually or cumulatively have any significant environmental impa

Es, and normally do not require any further National Environmental Pol
nated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In
e satisfied and that significant environmental effects will not result. To
ans that a project may be proposed to be implemented in phases or a
consideration of alternatives. In order to meet a CE designation, a prop
f) of the US DOT Act (public park and recreation lands, wildlife and wat
rchaeological sites). The presence of features such as wetlands and floo

ion (FDOT) District Office for assistance with determining the level of d
rmining if a proposed project is likely to meet FTA criteria for a CE. See

roposed project is for facilities) - If the grant application is for facilities,

quired if the agency's latest Triennial Review included a CAP. The CAP i
formation see FDOT's Triennial Review Process as part of the State Mar
stration.shtm.

ur organization into TransCIP as part of your application documents, th

unds must be uploaded into TransCIP. Proof may include, but is not lim

to match availability and commitment,
city managers, mayors, town councils, organizations, accounting firms a

estimated cost visit http://tripsflorida.org/. NOTE: All vehicle requests
tp://www.tripsflorida.org/contracts.html

e information)

ound at Florida Department of Management DMS (https://www.dms.m

ized representative of the applicant (if a nongovernmental entity) to at
cuted, renewed, or extended between a nongovernmental entity and a

project timelines, scopes or RFPs into TransCIP in the "Additional
☑

nake project selections. It is important that each required form and
r to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal

tions, and acceptance of grant awards are acceptable. Incomplete,

service area, as shown in the Resources tab. All signature pages must
ease review the following details to understand form requirements.

This workbook has a built in validation process to ensure
rtunity.

etterhead and signed by the agency representative authorized in the
gency representative." This ensures one consistent point of contact

ompleted on agency letterhead and signed by the chairperson of the
for in that year.

earing and an affidavit of publication. A sample public notice is in
ell as the estimated cost of the vehicles) and should be published at
ission of an application. The notice should state that persons
Office.

District Office, before a Section 5339 award can be made.

k. A copy of the CTC's certification must be uploaded.

appropriate service area should be uploaded. The agreement must
ntation of services will be avoided.

loaded into TransCIP.
dination agreement.
t an appropriate coordination agreement.

ies must also keep their CTC Agreements current and valid every

ant agency and uploaded into TransCIP.
lobbying certification signed by the authorized agency

cy representative. This certification does not need to be completed if

B 4040-0004 Form 424). The code assigned to the Section 5339
e: "Grants for Buses and Bus Facilities"

rtifications and Assurances provides applicants with a single
tive agreements. The Federal Register Notice is revised annually and
FTA website. If unable to access the form, applicants may contact
vhen it is submitted to the FDOT District Office.

current year form becomes available, applicants must submit an
signed by the individual authorized by the applicant's governing

r year's forms or a recreation of the form. DO NOT copy Federal

g assurance, the recipient of Section 5339 assistance assures it will
ural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2)

epartment, a copy must be included with the application. Returning

ill be classified by FTA as categorical exclusions. Examples of
acquisition of facilities or other buildings, further evaluation may be
R 771, as a project which, based upon experience with similar actions,
mental Assessment (EA) or an Environmental Impact Statement (EIS).
ts to planned growth or land use for the area; do not require the
ces; do not involve significant air, noise, or water quality impacts; do
cts.

licy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c).
n these cases, the applicant must submit documentation which
meet the requirements of a CE determination, a proposed project
s part of a larger undertaking, but must still demonstrate
posed project cannot have substantial controversy on environmental
terfowl refuges, and historic sites) or Section 106 of the National
odplains within the project area would likely also require additional

documentation required. The FDOT will use a description of the
e the Resources tab for a link to the FTA Region 4 Categorical

please include a copy of the cover letter submitted to the local

is required once a deficiency and /or area of concern is identified
nagement Plan at

his is required for all program applications regardless to type of

nited to:

and financial institutions.

must be supported with a completed sample order form for

nyflorida.com/)

ttest that the applicant does not use coercion for labor or services as
governmental entity.

Documents" folder associated with the application.

Resource

Evaluation Cr

Section 5339 funds shall be awarded to eligible recipients on the basis of me
Quantified scores and ranks are developed to enable further analysis and ma
record of the reason for decision-making. The final decision to award any ap

Criteria	Detail
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.
Needs Assessment (1)	Based on the review of the agency's budget and other factors outlined in scorecard criteria.
Needs Assessment (2)	Project is identified in the FDOT State Group Transit Asset Management (TAM) Plan or agency TAM plan.
Project Description	Based on review team member assessment of project merit and District project priorities.
Total Score	**Informs project prioritization relative to other project proposals evaluated for the same application period on a 100-point scale.**

What's on the M

Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts
Contract can be found at the DMS website (https://www.dms.myflorida.com
business_operations/state_purchasing/state_contracts_and_agreements/state

Useful Life Requirements

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 EQU	
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

Local Clearinghouses / Regi

(RPCs)

Clearinghouse/RPC	Contact Information
West Florida RPC	Austin Mount
4081-A East Olive Rd.	austin.mount@wfrpc.org
Pensacola, FL 32514	(850) 332-7976
	(800) 226-8914
Apalachee RPC	Chris Rietow
2507 Callaway Rd.	crietow@thearpc.com
Suite 200	(850) 488-6211
Tallahassee, FL 32303	
North Central Florida RPC	Scott Koons
2009 NW 67th Place	skoons@ncfrpc.org
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103
Northeast Florida RPC	Eric Anderson
6850 Belfort Oaks Place	eamderspm@nefrpc.org
Jacksonville, FL 32216	(904) 279-0880 ext. 178
East Central Florida RPC	Brenda Defoe-Surprenant
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org
Fourth Floor	(407) 245-0300 ext. 336
Orlando, FL 32801	
Central Florida RPC	Marybeth Soderstrom
Post Office Drawer 2089	msoderstrom@cfrpc.org
Bartow, FL 33830	(863) 534-7130 ext. 134
Tampa Bay RPC	John Meyer
4000 Gateway Center Blvd.	johnm@tbrpc.org
Suite 100	(727) 570-5151 ext. 10
Pinellas Park, FL 33782-6141	
Southwest Florida RPC	Nicole Gwinnett
1926 Victoria Ave	ngwinnett@swfrpc.org
Fort Myers, FL 33901	(239) 338-2550 ext. 232

Treasure Coast RPC	Stephanie Heidt
421 Southwest Camden Ave	sheidt@tcrpc.org
Stuart, FL 34994	(772) 221-4060
South Florida RPC	Kathe Lerch
3440 Hollywood Blvd.	klerch@sfrpc.com
Suite 140	(954) 985-4416
Hollywood, FL 33021	

FDOT District Offic

District 1	801 N. Broadway Ave. Bartow, FL 33830
Paul Simmons	(863) 519-2388 Paul.Simmons@dot.state.fl.us
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.u
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us
District 2	1109 South Marion Ave. Lake City, FL 32025
Geanelly Reveron	(904) 360-5684 Geanelly.Reveron@dot.state.fl.us
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us
District 3	
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us
Debbie "Toni" Prough	(850) 330-1558

Debbie "Toni" Prough	Debbie.Prough@dot.state.fl.us
District 4	
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us
District 5	719 South Woodland Blvd. DeLand, FL 32720
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us
District 6	
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us
District 7	
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us

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

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

Applicant - An agency applying for Section 5339 Federal Assistance. See als

Authorizing Federal and State Legislation - Legislation authorizing the Se 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity re outside the purview of an MPO, to ensure that coordinated transportation se

Contractor - The administering entity of the Transit Research Inspection anc purpose of procuring vehicles at the lowest cost possible while ensuring that activities under the Section 5339 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency a part of the State Management Plan**.**

Designated Official Planning Agency - A planning entity so designated by

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small busi

District office - Florida Department of Transportation District Public Transp

District Program of Projects (POP) - A district listing of each applicant age cost. The district program of project includes certification by the District Offi Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5339 funds may be used for the capital expense radios and communications equipment, wheelchair lifts and restraints, vehicl one (1) year and a per unit cost over $300, initial installation costs, vehicle pr

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awa transportation to seniors and/or persons with disabilities under a coordinatio apply for Section 5310 funds, then sub-contract with the CTC for provision o Agreements current and valid at all times when receiving an award under the "Shared-ride" means two or more passengers in the same vehicle who are o

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

FDOT control number - Is assigned by the Contractor once the vehicle has

Human service transportation - Transportation services provided by or on

Incurred - Commitment or obligation to spend funds for goods to be receiv

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

Limited English Proficiency (LEP) - Individuals who do not speak English a individuals may be entitled to language assistance with respect to a particula

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

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

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

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

Nonprofit organization - A corporation or association determined by the U or one incorporated within Florida which is certified as not for profit by the S

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

Operating revenue - For Section 5339, operating revenue includes the sum
Operating revenue excludes revenues from contracts with social service ager

Private organization - Non-public organizations, bodies which are not mur
(except private nonprofit corporations formed by Indian Tribes); are not pub
county, or municipal.

Program of Projects (POP) - A list of projects to be funded in a grant appli
sub-recipients and indicates whether they are private non-profit agencies or
brief description of the projects, total project cost and Federal share for each

Public agency- An authority, commission, committee, council, department, (

Public transit - The transporting of people by conveyances or systems of cc
forms of transportation commonly known as "paratransit" characterized by t

Public Transportation Grant Agreement (PTGA) - A contract between FD(
years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency desig
Highway Administration (FHWA) funds are flexed to Section 5339.

Recurring applicant - An applicant for Section 5339 Federal Assistance whc

Rural areas - An area encompassing a population of fewer than 50,000 peo|

Small Urbanized Area (UZA) - A UZA with a population of at least 50,000 b

Sub-recipient - A private non-profit organization, if the public transportatio
elderly individuals and individuals with disabilities or certifies that there are r

Transit Development Plan (TDP) - A locally adopted document, addressing
Organization. It is consistent with the applicable approved local governmen
services and proposed service improvements, capital and operating costs of

Transportation disadvantaged - Those persons who because of physical o
dependent upon others to obtain access to health care, employment, educat

Transportation Disadvantaged Service Plan (TDSP) - A plan developed b
of need. The TDSP may serve as the Local Coordinated Human Services Trar

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

Transportation operator contract - A written contract between the CTC an

Urbanized area - An area encompassing a population of not less than 50,0(

Form 424 Inst

1	Type of Submission should be "Applicat
2	Type of Application should be "New"
3	"Not Applicable"

4	“Not Applicable”
5. A	“Not Applicable”
5 B	Federal Award Identifier (FTA Grant Nur
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6	State use only (if applicable)
7	State Application Identifier is “1001”
8.a, b, c, d e, f	Enter legal name of applicant, name of will undertake the assistance activity, en Internal Revenue Service, enter the orga complete address of the applicant (inclu person to contact on matters related to
9	Type of Applicant 1: Select Applicant Ty
10	Name of Federal Agency should be “Fec
11	Catalog of Federal Domestic Assistance
	CFDA Title: Bus and Bus Facilities for Ru
12	“Not Applicable”
13	“Not Applicable”
14	List the areas affected by project (cities,
15	Enter a brief descriptive title of the proj a map showing project location.
16	[List (a) the applicant’s Congressional D or project. Find your district here: https:]
17	Enter the proposed start date and e month period/calendar year).
18	Enter the amount of the grant reque cost.
19	Check “c. Program is not covered by E.C
20	Check the applicable box. If “yes”, provi
21	Must be signed by the governing board

Resources ar

Florida Urban Areas Map (2020 Census)
Procurement Guidance for Transit Agencies (June 2024)
FTA Circular 9040.1H: Rural Areas Formula Grant Programs Guidance (2024)
State Management Plan
Congressional Districts
Department of Management Services (DMS)
Disclosure of Lobbying Activities
Federal Audit Clearinghouse
FTA Certifications & Assurances
My Florida Marketplace
Sunbiz
TransCIP – FDOT's Transit Grant Management System
TRIPS Florida
FTA NEPA Categorical Exclusion Checklist

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Maximum Score
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SOURCE

FTA Circular 5010.1D
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onal Planning Councils

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Covered Counties
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

ce Contacts

10041 Daniels Parkway Fort Myers, FL 33913
District Modal Development Manager
Transit Programs Administrator
Transit Projects Coordinator (ATKINS) Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*
Transit Projects Coordinator Counties: *Charlotte, Lee, Glades, Hendry*
Transit Projects Coordinator Counties*: Sarasota, Manatee, Collier*
Transit Support Consultant
2198 Edison Ave Jacksonville, FL 32204
Transit Manager
Rural/Urban Transportation Coordinator
Transportation Coordinator
Passenger Operations Specialist IV
1074 Highway 90 Chipley, FL 32428
District Modal Development Manager
Public Transit Program Specialist

Public Transit Program Specialist
3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
District Modal Development Administrator
Passenger Operations Manager
Transit Coordinator
Transit Coordinator
420 W. Landstreet Road Orlando, FL 32824
Passenger Operations Supervisor
Transit Project Coordinator
Transit Project Coordinator
1000 N.W. 111 Avenue Miami, FL 33172
Passenger Operations Manager
Passenger Operations Specialist
Passenger Operations Specialist
11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Transit Programs Administrator
Transit Programs Coordinator
Transit Programs Coordinator
Transit Programs Coordinator

Glossary

ɔeing confined to a bed or wheelchair.

enues incurred during the preceding 12 months.

o "new applicant" and "recurring applicant."

ction 5310 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006

commended by an MPO, or by the appropriate designated official planning agency, as provi
ervices are provided to the transportation disadvantaged population in a designated service

d Procurement Services (TRIPS) who is under contract to the Florida Department of Transpor
t the best product is available for the program. The Contractor is also responsible to coordin

nd /or area of concern identified after FDOT completes a triennial review and inspection. For

the Florida Commission for the Transportation Disadvantaged to conduct planning and sup

ness concerns where socially and economically disadvantaged individuals own at least a 51%

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

ency for which a grant award is proposed, a description of the equipment to be awarded, and
ce that all applicants and projects so proposed either meet all program requirements or will

of public transportation services t. Eligible expenses are limited to buses, vans or other para
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rded to public agency Community Transportation Coordinators (CTCs), private-non-profit CT
on agreement with a CTC. When the CTC is a private for-profit agency, the designated officia
f service. Recipients must be either a CTC or providing service under the terms of a written a
e Section 5310 Program. Private taxi companies that provide shared-ride taxi service to the g
therwise not traveling together.

been purchased, received and titled to the recipient with the Department of Transportation a

behalf of a human service agency to provide access to agency services and/or to meet the b

ved or services to be rendered.

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s their primary language and who have a limited ability to read, speak, write, or understand E
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ved an award in the last two fiscal years.

hem from being able to walk or move about freely.

J. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) wh
Secretary of State.

one direction between two points for a specific purpose.

of all fares paid by passengers, whether such fares are paid at the time service is provided o ncies that pay for transportation of social service clients.
ıicipalities or other political subdivisions of the State of Florida; are not public agencies or in: lic corporations, boards or commissions established under the law of any state; or are not su
cation submitted to the Federal Transit Administration by the Florida Department of Transpo local governmental authorities, designates the areas served (including rural areas), and iden ı project, and the amount of funds used for program administration from the ten percent (1(
division, bureau, board, section or any other unit or entity of the state or of a town, city, mur
›nveyances, traveling on land or water, local or regional in nature, and available for use by th heir non-scheduled, non-fixed route nature.
OT and a local sponsor of a transportation project, defining a project and FDOT's participatic
nated by the Governor to receive funds apportioned by formula to the States under Section
› applies every year.
ple that has not been designated in the most recent decennial census as an urbanized area b
›ut less than 200,000, as determined by the Bureau of the Census.
›n service provided is unavailable, insufficient, or inappropriate; or a governmental authority ıot any non-profit organizations readily available in the area to provide the services.
g a minimum five-year time frame. It is prepared by the public transit provider, in cooperatic t comprehensive plan. The TDP includes an assessment of the need for transit services in the the proposed services, existing and proposed sources of funding and a staged implementati
r mental disability, income status, or age, or who, for other reasons, are unable to transport t tion, shopping, social activities, or other life-sustaining activities, or children who are handica
y the CTC and approved by the Local Coordinating Board that identifies service gaps and pro ısportation Plan. The TDSP is updated annually but includes a five-year planning window.
ınd comprehensive planning process that delineates transportation improvements recomme ›n as required by Chapter 339, Florida Statutes.
ıd the transportation operator prepared at the local level that outlines the terms and conditic
)0 people that has been defined and designated in the most recent decennial census as an u

tructions

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nber) is not needed at this time.
nission of State POP.
primary organizational unit (including division, if applicable), which nter employer/taxpayer identification number (EIN/TIN) as assigned by anization's UEI number (received from Dun and Bradstreet), enter the uding country), and name, telephone number, e-mail and fax of the this application.
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deral Transit Administration"
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ral Areas
counties, states etc.).
ect. If appropriate (e.g., construction or real property projects), attach
District and (b) any Congressional District(s) affected by the program //www.house.gov/representatives/find-your-representative
nd date of the project (dates must be within the same 12-
est. For **capital** applications, the federal amount is 80% of the total
). 12372."
de explanation in attachment.
l representative that was authorized to sign this particular application.

nd Links

5; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

ded for in Sections 427.015(1), Florida Statutes, in an area
area.

tation to establish statewide vehicle contracts for the
ate, assist as needed, and report in all procurement

more information see FDOT's Triennial Review Process as

port functions for the transportation disadvantaged

interest and also control management and daily business

the proposed Federal, state and local share of the project
meet all program requirements before a Notice of Grant

transit vehicles (including sedans and station wagons),
uch as spare components with a useful life of more than
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greement with a CTC. Agencies must keep their CTC
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basic, day-to-day mobility needs of transportation-

English can be limited English proficient, or "LEP." These
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ich is exempt from taxation under 26 U.S.C. Section 501(a)

r via a prepaid arrangement such as passes or tokens.
strumentalities of one or more states; are not Indian Tribes ubject to direct control by public authority, Federal, State,
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nicipality, county or other local governing body.
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on. PTGA's may be for one year or multiple years (up to five
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by the Secretary of Commerce.
that is approved by the State to coordinate services for
on with the appropriate Metropolitan Planning local area, identifies the local transit policies, existing ion plan. A TDP is updated annually.
themselves or to purchase transportation and are, therefore, upped or high-risk as defined in Chapter 411.202 F.S.
ovides recommended strategies to provide service in areas
nded for Federal and state funding during the program
ons for any services to be performed.
rbanized area by the Secretary of Commerce.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this ***9th*** day of ***December***, ***2025*** with an original resolution or certified copy of the original resolution authorizing ***Burt L. Saunders, Chairman*** to sign this Application.

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

Collier County Board of County Commissioners
Agency Name

Signature

Burt L. Saunders, Chairman
Typed Name and Title of Authorized Representative

12/9/2025
Date

Governing Board's Resolution

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

WHEREAS, *(Applicant)* 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 ***(Governing Board)*** FLORIDA:

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

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

(Authorized Individual by Name and Title) is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS ***Date, Year***

By

____

Signature, Chairperson of the Board

____

Typed Name and Title

ATTEST:

____

LocaliQ
Florida
GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025

Legal Clerk

Kongmeng Yang
Notary, State of WI, County of Brown

9-3-29
My commission expires

Publication Cost:	$336.00	
Tax Amount:	$0.00	
Payment Cost:	$336.00	
Order No:	11831480	# of Copies:
Customer No:	1126645	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

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 four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. 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 and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of $1,503,750. 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 5th 2025. Requests for a hearing must be sent to Omar De Leon, 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 Omar De Leon at Omar.DeLeon@collier.gov , Collier County Transportation Management 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 1.73%.

Nov. 12, 2025

Contract # TD2303

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

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

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

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

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

CAO

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 $l 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.

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

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

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

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:
Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

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

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on May 3, 2023.

Coordinating Board Chairperson , Tony Pernas

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

COMMUNITY TRANSPORTATION COORDINATOR:

Collier Co Board of County Commissioners
Agency Name

Printed Name of Authorized Individual

Signature:

Rick LoCastro, Chairman

Title:

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Printed Name of Authorized Individual

Signature:

Title: Executive Director

Approved as to form and legality

Jeffrey A. Klatzkow, County Attorney

ATTEST:
CRYSTAL K. KINZEL, CLERK

BY:

Attest as to Chairman's signature only

Rev. 04/02/2012

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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 ***9th*** day of ***December***, ***2025***:

1. It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2. It shall comply with Florida Statues:
   - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
   - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
   - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
3. It shall comply with Florida Administrative Code (Rule Chapter 14-73–Public Transportation)
   - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
   - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
   - Rule Chapter 41-2– Commission for the Transportation Disadvantaged
4. It shall comply with FDOT's:
   - Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
   - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
   - Transit Vehicle Inventory Management Procedure No. 725-030-025
   - Public Transportation Vehicle Leasing Procedure No. 725-030-001
   - Guidelines for Acquiring Vehicles
   - Procurement Guidance for Transit Agencies
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.

12/09/2025 ______________________ Date

______________________________________ Signature of Authorized Representative

Burt L. Saunders, 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.

12/09/2025 **Date**

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

Burt L. Saunders, Chairman **Typed Name and Title of Authorized Representative**

Leasing Certification

MEMORANDUM for FTA 5339

Date: _December 9, 2025__________________

From: **Burt L. Saunders, 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 26/SFY 27*** 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, 5311 and 5339 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. 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 ***9th*** day of ***December***, ***2025***

Burt L. Saunders, Chairman
Typed Name and Title of Authorized Representative

____

Signature of Authorized Representative

OMB Number: 4040-0004

Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:
4. Applicant Identifier:

5a. Federal Entity Identifier:
5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:
7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County 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@collier.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.):

5339AreasAffected.pdf

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Capital Funding request for 5339 to purchase one 40' Fixed-Route bus and the purchase and installation of a canopy for the Immokalee Transfer Station 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
* 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: 10/01/2026
* b. End Date: 09/30/2027

18. Estimated Funding ($):

* a. Federal	1,203,000.00
* b. Applicant	
* c. State	300,750.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,503,750.00

*** 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: Burt
Middle Name: L.
* Last Name: Saunders
Suffix:

* Title: Chairman, Board of County Commissioners

* Telephone Number: 239-252-8603
Fax Number:

* Email: Burt.Saunders@colliercountyfl.gov

* Signature of Authorized Representative:
* Date Signed: 12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

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

FTA Section 5333 (b) Assurance

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

Collier County Board of County Commissioners (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

December 9th, 2025 **Date**

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

Burt L Saunders **Typed Name and Title of Authorized Representative**

Note: All applicants must complete the following form and submit it with the above Assurance.
LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY
(See Appendix for Example)

1 Identify Recipients of Transportation Assistance Under this Grant	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5339 Funding of FY26/27 for Collier Area Transit to purchase a 40' bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile. Additionally the application is to fund the purchase and construction of a canopy at the Immokalee Transfer Station.	Collier Area Transit for transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

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

Re: Title VI Plan Concurrence

Dear Mr. Wells:

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

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:
Missiel Da Silva
A8528335DDC6411...

Missiel Da Silva
Transit Projects Coordinator

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

CAO

Not Applicable

Local Clearinghouse Agency/RPC Cover Letter

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

AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: ______________________________
Address: ______________________________
Phone Number: ______________________________
Authorized Representative's Name: ______________________________
Authorized Representative's Title: ______________________________
Email Address: ______________________________

AFFIDAVIT

I, *insert nongovernmental entity's authorized representative name*, as authorized representative attest that *insert nongovernmental entity's name* does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

____

(Signature of authorized representative) Date

STATE
COUNTY OF
Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of ____, ____ (year), by

____
Notary Public

____
Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

EXECUTIVE SUMMARY
Reports and Presentation
Item 6a
Transit Agency Marketing Initiatives

Objective:
To provide aa overview of the Transit Agency's marketing strategy and execution, highlighting current, historical, and planned initiatives focused on educating the community of the service, enhancing the customer experience, and increasing community engagement.

Considerations:
This presentation will serves to inform the Committee of ongoing activities and planned initiatives within the Marketing and Communications.

Recommendation:
None.

Attachment:
N/A

Prepared by: Omar De leon, Transit Manager, PTNE Division