

Application Instructions	Application Instructions
Agency Name	Fort Bend County
Person to be contacted regarding this application	
First Name *	Yvette
Last Name *	Maldonado
Phone Number *	(281) 243-6722
Email Address *	Yvette.Maldonado@fortbendcountytx.gov

Click [here](#) to download an Obligation Certification.

Obligation Certification *

By checking this box, you are indicating that the service profile for this organization is accurate. *

Project Service Area * Urban Rural

If "Urban" is selected, please select the urbanized area. Abilene

General Information

1. Describe the proposed project(s) for which the funds will be used. *

Fort Bend County provides general public demand response, deviated fixed route and commuter services. All services operate Monday through Friday (excluding County Holidays). Demand Response services operate to accommodate first drop off by 8:00 am and last pick-up by 5:00 pm. Deviated fixed route and commuter services operate in both the morning and evening as listed on the route schedules. Demand Response trips are provided within the County and/or to destinations in adjoining counties within one (1) mile of the Fort Bend County line. Advanced reservations are required and can be requested up to thirty (30) calendar days in advance. Requests are taken on a first come first serve basis. The County provides additional services such as the Ambassador Program in which passenger assistants help passengers with disabilities to & from their destinations. The County also continues planning with human service agency transportation providers within the County and continues to stay involved in the regions public transportation efforts. The deviated fixed route services are limited to the County area with timed stops at designated locations within the County. Vehicles can deviate short distances from the route to pick-up and drop-off clients or to accommodate pick-up and drop-offs at high demand locations. Commuter services are provided into Greenway Plaza, Galleria and Texas Medical Center areas of Houston from park and ride locations in Sugar Land and Rosenberg. The County is also working to construct an additional park and ride facility along the Westpark Toll road in northwest Fort Bend County. All services are provided via contract agreements and paid for with Federal and/or State funding received from the Texas Department of Transportation, FTA, H-GAC and TCEQ. The County provides local match dollars as well as other partners such as the City of Sugar Land and the Development Corp of Richmond and Rosenberg.

2. Provide a description of how the need/demand for the proposed project(s) was determined. *

In 2005, Fort Bend County Public Transportation Department was formed, providing Demand Response services within Fort Bend County and Commuter services going into the Greenway Plaza and Galleria areas . We have since added Commuter Services to the Texas Medical Center as well as Job Access Reverse Commute and New Freedom Services. Funding would provide continued service to individuals in rural areas as well as the individuals who might not have other means of transportation . The surrounding community benefit would be continuity of service to the riders in the areas Fort Bend County serves.

As indicated in the project description, Fort Bend County has targeted multiple agencies, organizations, and institutions in the pursuit of coordinating existing transportation services and implementation of new transportation services. Funding obtained will continue to support all of our coordination activities and projects.

3. Describe the anticipated benefits of the project. *

In FY15, the County completed over 381,000 trips over all the services provided. We have seen significant growth in our Commuter Services especially the Texas Medical Center routes. Ridership in FY2011 was around 27,000 trips and in FY15 we reached over 110,000 trips. The County is helping to bring a better quality of life to individuals, families, communities and businesses. Our services offer personal mobility and freedom for people from every walk of life by providing options to get to work, go to school visit friends or get to a doctor's appointment as well as a reduction in Vehicle Miles Traveled . The Project will not only directly reduce emissions by eliminating passenger-vehicles, but it will also reduce emission by alleviating congestion on the road.

4. Identify and describe methods to procure goods and/or services related to this project.

Formal bid process has already been completed for purchase of service.

5. If vendors have been previously selected, complete the following (press the save button for additional rows).

Vendor Name	Description of goods/services
First Transit	Purchase of Service
ParkWest	Transportation Staffing Assistance

6. Is the proposed project is consistent with continuing, cooperating, and comprehensive regional transportation planning implemented in accordance with 49 U.S.C. §5301? *

Yes No

Obligation Certification

As an authorized official of the Fort Bend County
(Organization Name)

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources to provide the required match.
5. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
6. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
 - ◆ On-site monitoring by TxDOT personnel
 - ◆ Timely submission of required reports
 - ◆ Timely written notification of events that will affect the outcome of the project.
7. The organization will comply with all applicable federal, state and local laws and regulations. This includes but is not limited to:
 - ◆ Annual Certifications and Assurances
 - ◆ Master grant agreements
 - ◆ Project grant agreements
 - ◆ Applicable federal program circulars and similar federal and state guidance
8. **Applicant Affirmation:** Compensation has not been received for participation in the preparation of the specifications for this call for projects.

Signed: _____

Printed/Typed Name: Robert E. Hebert

Title: County Judge

Date: _____

Vehicle Projects

Vehicle projects include the purchase, rebuild and overhaul of vehicles.

1. Are Vehicle Capital expenses parts of the proposed project? *
Yes No

2. Describe the scope of the project: for the purchase of a vehicle, identify if the vehicles will be used for expansion or replacement; for rebuild or overhaul, identify the vehicles to be rebuilt/overhauled or describe them by vehicle type. *

3. For each separate vehicle project, describe the need for the project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed (press the save button for additional rows). *

Vehicle Project Description	Description of Project Need, Selection and Benefit
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4. If vehicles are proposed to be purchased, will the vehicles be ADA accessible. *
Note1: A non-accessible vehicle requires a "waiver" with the Public Transportation Coordinator's endorsement prior to entering into a grant agreement.
Note2: All fixed route service vehicles are required by FTA to be accessible and will not be granted waivers.

If no, please upload an approved copy of Form PTN-116 Request to Purchase Non-Accessible Vehicle(s) in the field provided below.

Yes No N/A

Form PTN-116 upload

Other Capital

Other Capital includes, but is not limited to: shop equipment, communication and computer equipment, hardware and/or software, preventive maintenance, purchase of service, and other miscellaneous equipment. (Program limitations may apply.)

5. Are Other Capital expenses part of the proposed project description? *
 Yes No

6. Describe the scope of the Other Capital project in detail. *
The other capital expenses outlined in the application include Capital Cost of Contracting for general public demand response, deviated fixed route and commuter services already operated by the County. The County currently contracts with First Transit to provide transportation services. According to FTA guidelines, 40% of the service contract is eligible as a capital cost of contracting without further justification.

7. Describe the need for the Other Capital project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. *
The County will use the funds in support of existing transit services being provided.

Attachments

Please upload any additional documentation that you feel may be relevant to this application.

Description	Upload
Demand Response Brochure	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/677037-DemandReponseBrochure.pdf
Commuter Brochure - Greenway	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/677037_2-GreenwayPlazaBrochure.pdf

Commuter - TMC	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/677037_3-TMC.pdf
Commuter - Galleria	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/677037_4-UptownGalleriaBrochure.pdf
Point Deviation Brochure	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/677037_5-Richmond-RosenbergBrochure.pdf

Construction and Rehabilitation Projects

Construction and Rehabilitation Projects can include the following phases:

Planning, Preliminary Engineering (including environmental review), Final Design and Real Estate Acquisition, Construction/Rehabilitation.

1. Are Construction and/or Rehabilitation related expenses part of the proposed project? *

✓ Yes No

2. Identify the Construction and Rehabilitation project phases that will be included as part of the proposed project: *

A. Planning ✓

B. Preliminary Engineering ✓
(including environmental review)

C. Final Design and Real Estate
Acquisition

D. Construction/Rehabilitation

If **C** or **D** are selected above, please upload a copy of your FTA Region 6 Categorical Exclusion Worksheet
(if this project is not eligible as a categorical exclusion please contact your PTC):

FTA Region 6 Categorical Exclusion Worksheet

3. Describe the scope of the Construction and Rehabilitation project in detail. *

In FY14, a County Bond election approved funding for the local match necessary to construct an Administrative/Operations/Maintenance facility for Public Transportation. Project activities include construction of the facility, bus maintenance building, fueling/washing station, two land access road, staff and vehicle parking in addition to construction materials testing, construction management, and remaining design engineering, furniture, fixtures and equipment (FF&E), fencing/gates, security lighting/cameras and landscaping as necessary.

4. Describe the need for the Construction and Rehabilitation project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. *

Fort Bend County's Public Transportation department was officially formed in 2005. At the time the department was formed staff were placed in an office within existing County department. The department has since moved three times in the past 10 years to accommodate for growth and has met capacity yet again.

5. Provide the facility location if available.

N/A ✓

Address

City

State

Zip

6. Describe the facility including the facility function. *

The proposed project will utilize up to 30 acres of land, already owned by Fort Bend County, to construct an Administration/Operations/Maintenance facility. The facility will have accommodations for administrative activities, customer service, reservations, scheduling, dispatch, traffic management, fare sales and collections, and a driver work/break area. The fueling island will include a bus wash facility, parts wash station, and a fare collection station. The maintenance building will accommodate bus and service vehicle repairs as well as inventory storage for parts, tires, batteries, etc.

Note: Agencies must receive consultation with PTN prior to Construction and Rehabilitation projects. Consultation is necessary prior to the inclusion of Construction and Rehabilitation projects in a PGA.

Budget and Milestones

Agency Name Fort Bend County

Program Type STATE-R

Does this budget include indirect costs? * Yes No

If yes, please enter the Indirect Rate %

Attachments

If this budget includes In-Kind funds
please upload supporting documentation.

Description	Upload

When entering budget line items, fill out a row and then press the save button for additional rows.

Description	Scope	Fuel Type							
Third Party Contract Capital Cost of Contracting - 11.71.12			Award Amount	State Match	Local Match	In-Kind Match	Total Funds	Match Ratio	TDC
Cost Per Unit	# of Units	Total Cost	\$21,735				\$21,735		0
\$1	21735	\$21,735							
Engineering and Design Admin/Maintenance Facility - 11.41.03			Award Amount				Total Funds		TDC
Cost Per Unit	# of Units	Total Cost	\$1,798				\$1,798		0
\$1	1798	\$1,798							
Project Administration - 11.79.00			Award Amount				Total Funds		TDC
Cost Per Unit	# of Units	Total Cost	\$16,081				\$16,081		0
\$1	16081	\$16,081							
Project Administration - 11.79.00			Award Amount				Total Funds		TDC
Cost Per Unit	# of Units	Total Cost	\$8,800				\$8,800		0
\$1	8800	\$8,800							
Operating - 30.09.01			Award Amount				Total Funds		TDC
Cost Per Unit	# of Units	Total Cost	\$208,403				\$208,403		0
\$1	208403	\$208,403							
Subtotal:		Total Cost	Award Amount	State Match	Local Match	In-Kind Match	Total Funds		TDC
		\$256,817	\$256,817	\$0	\$0	\$0	\$256,817		0