

Local Initiative Project (LIP) Non-Enforcement Grant Application FY 2016 - 17

General Applicant Information

Date Submitted: 07-25-2017

County Name: Fort Bend County

County Administrative Contact Person: Yvette R. Maldonado

Title: Finance & Administration Manager

Phone Number: 281-243-6722

Email Address: Yvette.Maldonado@fortbendcountytexas.gov

Brief Project Title: Continuation Commuter Services

Brief Project Description:

The proposed project will use Local Initiative Project (LIP) funds for purchase of service cost related to the continuation of our Texas Medical Center service which operates entirely within the Houston-Galveston TMA.

If contracting with another entity, list:

Name of Entity: First Transit

Contact Person: Yvette McNeese

Title: General Manager

Phone Number: 281-633-7777

Email Address: yvette.mcneese@firstgroup.com

Project Schedule

Proposed Project Start Date: when/if funding is awarded

Project End Date: June 28, 2019

Project Description

Provide a detailed description of the proposed project, including:

1. What is the project goal?

To meet existing and growing demand for commuter service to the Texas Medical Center reducing the number of single occupancy vehicle (SOV) trips from a heavily congested corridor; therefore, benefitting overall air quality.

2. Why is this project necessary and a good use of funds?

In June 2010, Fort Bend County Public Transportation began providing commuter service into the Texas Medical Center utilizing a fleet of five buses performing four runs per service day which was part of the initial LIP funded project. Ridership has grown significantly over the years; from 27,000 trips provided in FY2011 to over 129,000 plus trips provided in FY2016. Fort Bend County TMC service currently has two trips that regularly experience passenger loads in excess of the 32 passenger capacity. In efforts to keep up with demand, Fort Bend County replaced two of its 32-passenger buses with two contractor owned buses with a higher capacity (40 passengers). Furthermore, in November 2013 Fort Bend County added an additional run in the morning and one in the afternoon. Fort Bend County continues to experience days in which these buses are completely full. There is sufficient ridership on all other morning and afternoon routes to keep them in service without any change in schedule.

Riders who are hesitant to consider public transportation due to the potential need for a way home outside of the scheduled route service times can utilize our Guaranteed Ride Home (GRH) program. The GRH program provides a free one way trip home in the event of a midday emergency or in the event an employee is asked to work overtime unexpectedly. Up to three free rides are provided each year to passengers utilizing commuter services.

The proposed project will use Local Initiative Project (LIP) funds for purchase of service cost related to the continuation of our Texas Medical Center service which operates entirely within the Houston-Galveston Transportation Management Area (TMA) (see Attachment A).

3. Who will benefit (directly or indirectly) from the project?

The Texas Medical Center is the largest medical complex and life sciences destination in the world. It has over 106,000 employees, 54 institutions, thousands of volunteers and patient visits and over 160,000 visits each day. Parking in the Medical Center can cost anywhere from \$5 to \$12 a day. The service is designed to primarily benefit employees living in Fort Bend County and working within the Texas Medical Center as well as individuals going to medical

appointments or attending classes. With this project we will be able to meet existing demand for commuter service to the Texas Medical Center as well as reduce the number of single occupancy vehicle (SOV) trips from a heavily congested corridor; therefore, benefiting overall air quality.

4. What will the project funds be used for?

Fort Bend County is requesting funding for purchase of service cost related to the continuation of our Texas Medical Center services.

Fort Bend County's Public Transportation Department does not directly operate bus services. Transit service is currently contracted to First Transit, a private sector bus company (see Attachment B). As all of Fort Bend County's transportation services are offered via a contract provider using an all-inclusive turn-key rate, the scope of work and related budget does not include any in-house bus service costs for expenses such as maintenance and driver salaries. Fort Bend County's Public Transportation Department will oversee all project activities and contractors.

5. What are the project's measurements of success on a quarterly, annual, and long term (5 year) basis?

Ridership projections are based on the current trip counts per bus trips of our existing Texas Medical Center route. We also took into consideration the historical ridership increases experienced between 2011 and 2015. An estimated 5% increase for the expansion of the Texas Medical Center Services is factored in for all five years.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Current Ridership	129,130	135,587	142,366	149,484	156,958	713,525

6. If applicable, where will equipment obtained with project funds be stored and how often will it be used?

Not applicable.

7. What emission source or sources is the project targeting?

This project will not only directly reduce emissions by eliminating passenger-vehicles from the road, it will also reduce emissions by alleviating congestion on the road. This is expected to reduce major pollutants such as nitrogen oxide (NOx), volatile organic compounds (VOC), and carbon monoxide (CO).

8. What technologies or methods will be used in the project to reduce emissions?

All of the buses used have diesel engines designed to run on ultra-low sulfur diesel fuel. All buses meet or exceed Federal and State emission standards to provide commuter service; eliminating emissions that would otherwise be emitted by passenger-vehicles.

9. Explain the project's anticipated air quality benefits to the county/region.

The transit service will create immediate and long term emission and congestion benefits for the Houston-Galveston Non-Attainment area by removing SOV trips from a heavily congested corridor. One less cold start on a personal vehicle is achieved with each trip added, netting a continued reduction in emissions for the region. With the one-way distance of the route being close to 40 miles, on-road emission reduction benefits are also realized.

10. Describe how the air quality benefits or emission reductions from the project are enforceable, permanent, and quantifiable. Provide verifiable documentation or research data, if available.

We primarily rely on the fact that emission reductions are quantifiable by measuring ridership. As a secondary measure, we may say they are permanent so long as the service remains in operation and maintains ridership.

Project Budget

Budget Item	TCEQ Funding Amount	Local Matching Amount	Total for Budget Item
Personnel / Salaries List of personnel; number of hours to be worked; hourly, monthly, or annual salary charged to grant			
Fringe Benefits Type of benefits included; percentage and amount of benefits paid per individual			
Travel Type of travel; estimated travel, lodging, cost of meals, and parking expenses			
Supplies Type, brand, and quantity of items purchased			
Equipment Type, brand, and quantity of equipment purchased; explanation of need; explanation of lifespan; salvage value of equipment; how equipment will be disposed of			
Construction Type, timeframe, and location of construction; who will perform the work; blueprint of construction plans			
Contractual First Transit (include contractual activities such as drivers, maintenance, equipment, etc.)	\$164,873.32	\$164,873.32	\$329,746.64
Other - Operating Costs			
Indirect Costs (Costs not directly attributable to a cost object/budget item). Fixed cost; variable cost; type of cost			
TOTAL FUNDING	\$164,873.32	\$164,873.32	\$329,746.64
PERCENT CONTRIBUTION	<u>50</u> %	<u>50</u> %	100%

County LIP Certification

Fort Bend County makes the following certifications regarding the projects included with the accompanying Project Summaries:

1. The projects were selected in accordance with the procedures set forth in the grant agreement with the Texas Commission on Environmental Quality (TCEQ);
2. The project proposals have been fully evaluated and determined to fit within the minimum criteria and standards established by the TCEQ for this program, as well as more specific standards established for the project categories by the County;
3. The project proposals are consistent with and directly support implementation of the Texas Health and Safety Code, 382.220;
4. The governing body of Fort Bend County officially approved the selection and scope of work of this project on July 25, 2017 and has authorized the person signing this proposal to make the preceding certifications and act on behalf of the County.
5. This is to certify that I have reviewed the proposed LIP project/budget and to the best of my knowledge, all costs and expenses are applicable as listed. The project will be conducted in accordance with the standards and reporting requirements listed in the LIP contract between the TCEQ and the County. Non-substantive changes may be made to this project for clarification purposes or refinement so long as the project goal(s) and funding amounts do not change.

Authorized Signature: _____

Type/Printed Name: Robert Hebert

Type/Printed Title: County Judge

Date: _____

Instructions

This document provides the forms necessary for Participating Counties to submit non-enforcement local initiative projects for LIP funding to the TCEQ. These forms must be used by the County to submit non-enforcement projects to the TCEQ for review and approval.

Eligible Projects with This Form

A project must be implemented in consultation with the TCEQ. Projects eligible for funding with this grant application form may include projects to:

- expand and enhance the AirCheckTexas Repair and Replacement Assistance Program;
- develop and implement projects to implement the TCEQ's Smoking Vehicle Program;
- develop and implement programs to enhance transportation system improvements; and
- develop and implement new air control strategies designed to assist local areas in complying with state and federal air quality rules and regulations.

Project Budget

Budget figures must be exact on all pages of the proposal.

LIP funds may not be expended for local government fleet or vehicle acquisition or replacement, call center management, application oversight, invoice analysis, education, outreach, or advertising purposes.

Certification

The County LIP Certification form serves as written certification by the County that the project was reviewed for eligibility and found to meet the minimum criteria. It must be submitted as part of the Grant Application.

Application Process

The TCEQ will review the project proposal and notify the County of any project or project components that the TCEQ determines may not meet project eligibility criteria under the terms of the grant agreement, or for which there may be a question about the project. The County is required to respond to any request from the TCEQ for additional information concerning a project.

The County may not proceed with a project until notified that it may do so by the TCEQ. Any modification, after the TCEQ approval, to a project budget or to project activities must be approved in writing by the TCEQ. The County may rescind the proposal at any time during the review of the project.

ATTACHMENT A
Budget Breakdown Letter



**FORT BEND COUNTY
PUBLIC TRANSPORTATION DEPARTMENT**

PAULETTE SHELTON
Director

July 19, 2017

Ms. Cindy Orendorff
Mobile Source Programs
Air Quality Planning Section/Air Quality Division/MC206
Texas Commission on Environmental Quality
PO Box 13087
Austin, Texas 78711-3087

Dear Ms. Orendorff,

The following is a summary of the proposed allocation by fiscal year for our grant application (FY 2016 - 17 LIP). The LIP proposal requests will fund the Continuation of Commuter Services and is apportioned as follows:

Funding to be utilized:

FY 2016 remaining balance (to be expended by 8/31/2018)	\$3,166.32
FY 2017 available funds (to be expended by 8/31/2019)	\$161,707.00
Total Grant Funding needed for LIP	\$164,873.32

This project period will begin upon approval by TCEQ and will end June 28, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paulette Shelton", is written over a horizontal line.

Paulette Shelton
Transit Director

ATTACHMENT B
First Transit Service Contract

STATE OF TEXAS

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COUNTY OF FORT BEND

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**AMENDMENT NO. 4 TO TRANSPORTATION SERVICES AGREEMENT
BETWEEN FORT BEND COUNTY AND FIRST TRANSIT, INC.**

THIS AMENDMENT is entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and First Transit, Inc., (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

THAT, WHEREAS, the parties have executed and accepted that certain Transportation Services Agreement between Fort Bend County and First Transit, Inc., on November 22, 2011, and as amended on December 20, 2011, and on February 28, 2012, and on November 28, 2014 (hereinafter the "Agreement"), attached hereto as Exhibit "A" and incorporated by reference; and

WHEREAS the parties desire to further amend the Agreement to make changes to the Compensation and Billing provisions described in Section 3 of the Agreement; and

WHEREAS exit interviews conducted by Contractor, indicate that 55% of hourly workers are leaving Contractor employment for higher paying jobs; and

WHEREAS Contractor represents that driver and hourly staff turnover rates continue to effect service performance; and

WHEREAS County and Contractor desire to positively affect the turnover rate by increasing hourly rates;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Exhibit A of the Agreement is replaced with "Exhibit A – 4th Amendment New Rate Schedule", attached hereto and incorporated by reference, which raises the rates for Services rendered.
2. Funds collected by Contractor from the rate increases described in Exhibit A to this Amendment will be for the sole purpose of increasing hourly rates for all positions listed on Exhibit B, attached hereto and incorporated by reference, including Drivers/Operators, Supervisors, Clerks, Dispatchers and Service Workers.
3. Existing pay rates in effect as of June 1st, 2016 for the above listed positions are included on Attachment B. Contractor agrees to increase pay rates for all positions indicated on Exhibit B by a minimum of seventy-five cents (\$0.75)/hour.
4. In addition, Contractor agrees to increase the minimum starting rate for all Driver/Operator positions from \$11.00 per hour to \$12.50 per hour.

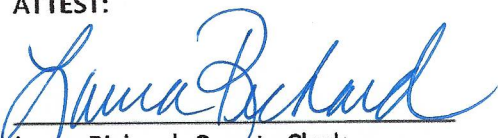
5. Upon execution of this amendment, Contractor shall provide County with a list of existing staff and related pay rates in effect on June 1st, 2016.
6. Contractor will provide the County with quarterly reports during the remainder of the Agreement. Reports will be due within 10 days of the last day of that quarter. Reports will include:
 - a. Any new staff's or rehired staff's hourly pay rate information.
 - b. Quarterly turnover rates for Driver/Operators.
 - c. A list reflecting current hourly staff and related pay rates.
7. Currently Contractor is reporting a 55% turnover rate for Drivers/Operators. This rate will be used as a benchmark to determine if any positive impact has been generated from pay rate increases towards reducing turnover rates.
8. Hourly rate increases for all positions and Driver/Operator minimum starting rate increases shall take place on or before the first full pay period after execution of this Amendment.
9. This Amendment shall be in effect as of September 1st, 2016, and shall remain in effect throughout the term of the Agreement and any subsequent Amendments, including periods of renewal.

Except as provided herein, all terms and conditions of the Agreement shall remain unchanged.

FORT BEND COUNTY


Robert E. Hebert, County Judge

ATTEST:


Laura Richard, County Clerk

FIRST TRANSIT, INC.


Authorized Agent- Signature

Beverly A. Edwards
Authorized Agent- Printed Name

Sr. Vice President
Title

9/7/2016
Date



AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$ 4,900,000.⁰⁰ are available to pay the obligation of Fort Bend County within the foregoing Agreement.



Robert Ed Sturdivant, County Auditor

EXHIBIT A: 4TH Amendment New Rate Schedule
EXHIBIT B: Salary Ranges
EXHIBIT C: Transportation Agreement with First Transit including:
First Amendment to Transportation Agreement,
Second Amendment to Transportation Agreement, and
Third Amendment to Transportation Agreement

EXHIBIT A

EXHIBIT A - 4th AMENDMENT NEW RATE SCHEDULE

SERVICE DESCRIPTION	JANUARY 1, 2012 THROUGHOUT APRIL 30, 2013			MAY 1, 2013 THROUGHOUT OCTOBER 31, 2014			NOVEMBER 1, 2014 THROUGHOUT AUGUST 31, 2016			SEPTEMBER 1, 2016 THROUGHOUT DECEMBER 31, 2017		
	CONTRACTOR VEHICLE		COUNTY VEHICLE	CONTRACTOR VEHICLE		COUNTY VEHICLE	CONTRACTOR VEHICLE		COUNTY VEHICLE	CONTRACTOR VEHICLE		COUNTY VEHICLE
	Demand Response Point Deviation	Fixed Route Commuter Park & Ride	Demand Response Point Deviation	Demand Response Point Deviation	Fixed Route Commuter Park & Ride	Demand Response Point Deviation	Demand Response Point Deviation	Fixed Route Commuter Park & Ride	Demand Response Point Deviation	Fixed Route Commuter Park & Ride	Demand Response Point Deviation	Fixed Route Commuter Park & Ride
ALL SERVICES- RATE PER VEHICLE PER SERVICE HOUR COMBINED COUNTY OWNED/CONTRACTOR OWNED FACILITY	\$ 52.89	\$ 52.24	\$ 42.19	\$ 52.80	\$ 51.12	\$ 42.10	\$ 55.97	\$ 54.19	\$ 44.63	\$ 58.03	\$ 56.25	\$ 46.69
TWC COMMUTER SERVICE - RATE PER VEHICLE PER SERVICE HOUR COMBINED COUNTY OWNED/ CONTRACTOR OWNED FACILITY		\$ 52.38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GUARANTEED RIDE HOME RATE , PRICE PER TRIP FOR REGISTERED USERS	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
												\$ 44.91

EXHIBIT B

Exhibit B AMENDMENT 4

Description	Range Prior to 6/01/2016	Range 8/1/2016	PREVIOUS		SEPT. 2016	
			STARTING RATE	STARTING RATE	STARTING RATE	STARTING RATE
Driver (OPERATOR)	\$11.00/hour to 12.63/Hour	\$12.50/hour to 13.50/Hour	\$11.00/Hour		\$12.50/Hour	
Supervisor	\$12.16/Hour to \$14.25/Hour	\$13.16/Hour to \$14.75/Hour				
Clerk	\$12.92/Hour to \$13.10/Hour	\$13.92/Hour to \$14.10/Hour				
Dispatcher	\$13.00/Hour to \$13.09/Hour	\$14.00/Hour to \$14.09/Hour				
Service worker	\$10.00/Hour to \$10.25/Hour	\$11.00/Hour to \$11.25/Hour				

EXHIBIT C