



**COUNTY JUDGE**  
Fort Bend County, Texas

Robert E. Hebert  
County Judge

(281) 341-8608  
Fax (281) 341-8609

August 11, 2009

Texas Department of Transportation  
Attn: Lucy Lapaglia  
Hand Delivery to Houston District Office

Subject: Fort Bend County  
FY10 5310 Grant Application  
Local Match Documentation Letter

Dear Ms. Lapaglia:

This letter is to verify that should Fort Bend County be awarded funding under the enclosed application, the County will provide the required local match share. Fort Bend County will provide up to \$91,672 from general revenues should the grant be accepted. The County amount provided will be based on the grant award amount, to comply with the required twenty percent (20%) local share participation ratio. This funding will be available for use during the related contracting period.

Should you have any questions regarding the enclosed application, or our transportation services, please contact Paulette Shelton, Transportation Director, at telephone 281-633-RIDE. Fort Bend County appreciates consideration of our application by the Texas Department of Transportation, and we look forward to working together to continue the County's public transportation efforts.

Sincerely,

Robert E. Hebert  
County Judge

/Enclosures

8-13-09 copy received

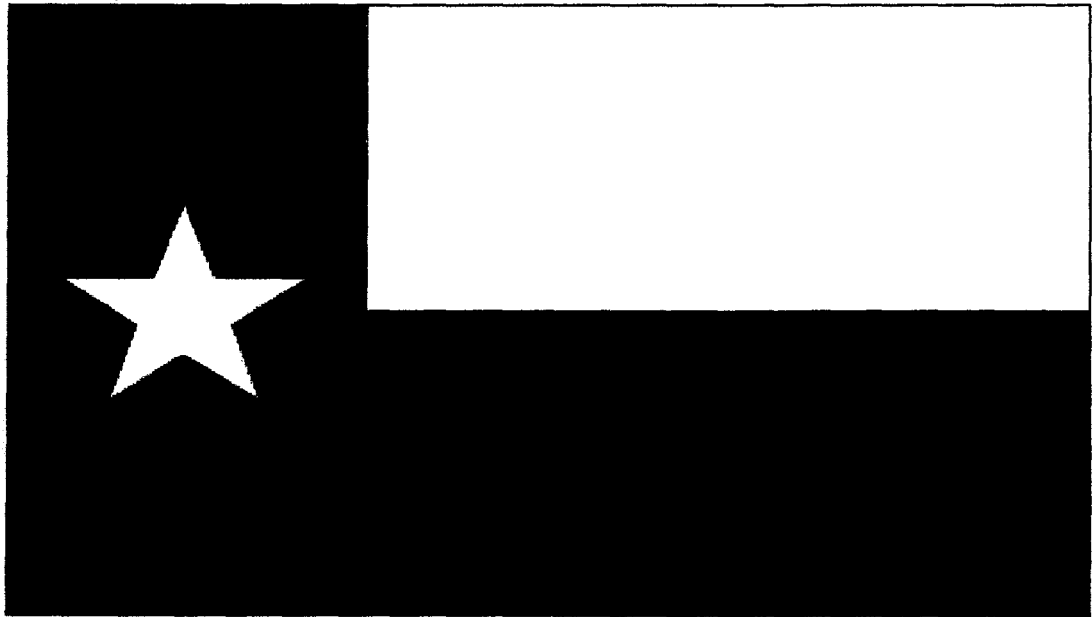
ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION  
PROGRAM

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TEXAS DEPARTMENT OF TRANSPORTATION

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Public Transportation Division



# **Section 5310 Elderly and Persons with Disabilities Supplement Form to FY10 Application Part I**

**Funding Source:** Federal Transit Administration (FTA),  
Fiscal Year 2010 Appropriation  
Form Prepared: July 2009 for FY10 Funding Award

ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION  
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**General Application Instructions and Application Deadline Date:**

Please read all of the enclosed material and provide answers to all questions on both Application Part I and on this Supplement Form to apply to Texas Department of Transportation (TxDOT), Houston District, for Fiscal Year 2010 (FY 10) Federal Section 5310 funding. This Supplement Form will provide the Houston District's Selection Committee additional information needed in order to evaluate and select projects for funding.

For funding consideration of your project, please submit one (1) original (marked as ORIGINAL), and ten (10) copies of the Application Part 1, and this Supplement Form by 5:00 p.m. on Monday, August 17, 2009, to the following address:

**Texas Department of Transportation  
Attention: Ms. Lucy Lapaglia  
P. O. Box 1386  
7721 Washington Avenue (77007-1037)  
Houston, Texas 77251-1386**

**Phone Number: (713) 802-5315**

**We will not accept faxed or e-mail copies of the Application Part I and the Supplement to Application Part I.**

**Note: If you are a 5307 or 5311 agency who has already completed the Application Part 1 to receive your 2010 formula funding, please provide the 11-copies of Application Part 1, along with the original and 10-copies of the Supplement to Application Part 1.**

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**CHECKLIST FOR COMPLETION OF THIS SUPPLEMENTAL FORM**

**Note: Please use this checklist to assure that you have completed all the requested information required in this Supplement to the FY10 Application Part I.**

- |               |                                                                                                                                                                                                         |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>X</u>      | 1. General Agency Information                                                                                                                                                                           |
| <u>      </u> | 2. Project Approval/Denial Status <i>(to be completed by District Office)</i>                                                                                                                           |
| <u>X</u>      | 3. Eligible Applicant Certification                                                                                                                                                                     |
| <u>X</u>      | 4. Project Description                                                                                                                                                                                  |
| <u>X</u>      | 5. Current or Proposed Service & Transit Service/Ridership Figures                                                                                                                                      |
| <u>X</u>      | 6. Project Budget/Funding Availability                                                                                                                                                                  |
| <u>X</u>      | 7. Local Match                                                                                                                                                                                          |
| <u>X</u>      | 8. Coordination Agreements or Proposed Agreements                                                                                                                                                       |
| <u>X</u>      | 9. Existing Fleet Information (This is also requested under Application Part I)                                                                                                                         |
| <u>X</u>      | 10. Budget & funding availability                                                                                                                                                                       |
| <u>      </u> | 11. Managerial/Operational Capabilities; transportation history, experience, project sustainability, Third Party Contractor monitoring capability, maintenance program, driver selection, and training. |
| <u>X</u>      | 12. Public/Private Sector Involvement                                                                                                                                                                   |
| <u>N/A</u>    | 13. Private Sector Opportunity to Bid Your Services, if Requested...                                                                                                                                    |
| <u>X</u>      | 14. Signature Warranty                                                                                                                                                                                  |

**Note: If funded, and you are a new agency, you may be requested to complete a Master Grant Application. Federal Certifications and additional certifications will be requested for completion once the Fiscal Year 2010 Annual funding apportionments have been announced. You will be required to run a newspaper ad and provide an opportunity for public comment, public hearing, and opportunity for private sector to bid your services for competitiveness, if requested.**

N/A

# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

## 1. GENERAL AGENCY INFORMATION AND SUMMARY

Date: August 11, 2009

LEGAL NAME OF APPLICANT <b>Fort Bend County</b>		Payee Identification Number (14 digits) <b>17460019692031</b>	
MAILING ADDRESS <b>301 Jackson, Suite 719</b>	CITY <b>Richmond</b>	STATE <b>Texas</b>	ZIP CODE <b>77469</b>
PHYSICAL ADDRESS <b>12550 Emily Court, Suite 400</b>	CITY <b>Sugar Land</b>	STATE <b>Texas</b>	ZIP CODE <b>77478</b>
PROJECT MANAGER, TITLE <b>Paulette Shelton, Transit Director</b>	PHONE NUMBER <b>281-633-7433 Ext 5</b>	FAX NUMBER <b>281-243-6715</b>	EMAIL ADDRESS <b>sheltonp@co.fort-bend.tx.us</b>

<b>LEGAL STATUS</b> <input checked="" type="checkbox"/> Eligible Recipient (5307, 5311, or MTA – indicate which one below): <u>5307 and 5311</u>  <input type="checkbox"/> Other; i.e., Non-profit, corporations or associations requesting a waiver to provide service.	<b>ARTICLES OF INCORPORATION AND 501(c)(3) ATTACHED? Required for Non-profit agency: YES ___ NO <input checked="" type="checkbox"/></b>  <input checked="" type="checkbox"/> Applicant Operates in an Urbanized area (50,000 or more in population)- Large Urban Area <input checked="" type="checkbox"/> Applicant Operates in a Non-Urbanized Area - Rural <input type="checkbox"/> Applicant operates in a small urbanized area (50,000 to 200,000 in population. – Small Urban	<b>PUBLIC NOTICE</b> will be required if funded to allow for public participation or comments pertaining to your transportation program.
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	Is the applicant a minority organization? ___ yes <input checked="" type="checkbox"/> no	
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<b>Total number of Elderly and Persons with Disabilities you serve:</b> <u>31071</u> ELDERLY Persons <u>46724</u> PERSONS W/Disabilities  <u>77795</u> TOTAL ( *** This number will be used to complete the Ethnic Numbers requested on right-hand side of this page)  <u>493187</u> TOTAL SERVICE AREA POPULATION	<b>ESTIMATED NUMBER OF ONE-WAY PASSENGER TRIPS TO BE PROVIDED PER MONTH:</b> <u>2574</u> ELDERLY PERSONS <u>1386</u> PERSONS WITH DISABILITIES  <u>0</u> ESTIMATED NUMBER OF UNDUPLICATED PERSONS TRANSPORTED. Note: For our purposes, this would be persons who make use of your service infrequently. If you do not track this, put a "0" on the line.	<b>Using the Total Number of E&amp;D Served: Fill in the numbers below for the Ethnic Clients Served:</b>  <u>16570</u> Black <u>17815</u> Hispanic <u>11514</u> Asian or Pacific Islander <u>311</u> American Indian or Alaskan <u>0</u> Native <u>31274</u> Anglo <u>311</u> Other  <u>77795</u> TOTAL (*** Numbers here must equal the same number you entered for "Total" of E&D persons you serve)
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**ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM**

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**3. Eligible Applicant Certification**

**Certification of Non-profit Corporation, Organization, or Association**

*(Please Note: This section should be completed by applicants to be granted a waiver and are not classified as a governmental entity. The approved waiver notification should be attached following this page. APPLICANTS must attach documentation (Articles of Incorporation and/or IRS 501(c)(3) letter) certifying their status as a private or public nonprofit organization to this application.)*

The GOALS AND OBJECTIVES FOR THE SECTION 5310 PROGRAM is to improve mobility for elderly individuals and individuals with disabilities (E&D) throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of the E&D in all areas - - - urbanized, small urban, and rural. The program requires coordination with other Federally-assisted programs and services as well as with locally counties and cities in order to make the most efficient use of Federal resources.

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate the funds apportioned to it to:

- a. a private non-profit organization, if public transportation services provided by State and local governmental authorities under Section 5310(a)(1) is unavailable, insufficient or inappropriate, or
- b. a governmental authority that:
  - (1) is approved by the State or coordinate services for E&D, or
  - (2) certifies that there are not any non-profit organizations readily available in the area to provide the special services.

**Please check the box that indicates how the services in your area may be characterized:**

**UNAVAILABLE SERVICE**

Explain the "unavailability" of current transportation services in your proposed / existing service area. A complete answer will include your agency's efforts to secure service in your proposed service area. List agencies and persons contacted. Insert additional pages if necessary.

**INSUFFICIENT SERVICE**

Explain how the current transportation services in your proposed / existing service area is "insufficient." A complete answer will include what existing services are available, what are your agencies' specific needs, what steps have been taken by your agency to make the existing provider aware of your needs, the current provider's reasons for not providing this service. List agencies and persons contacted. Insert additional pages if necessary

**INAPPROPRIATE SERVICE**

Explain how the current transportation service in your proposed / existing service area is "inappropriate." A complete answer will include what existing services are available; what are your agencies' specific needs; what steps have been taken by your agency to make the existing provider aware of your needs; what efforts your agency has expended to have the existing service modified and the current provider's reason(s) for not modifying service. List agencies and persons contacted. Insert additional pages if necessary.

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## **Certification of Governmental Body**

*(Please Note: This section should be completed by an existing Section 5307 or Section 5311 grantees only. Section 5307 or Section 5311 operators should check the second option. Governmental entities that received a waiver to receive Section 5310 funds must check the first option. The approved waiver notification should be attached following this page.)*

Please explain your agency's eligibility to receive Section 5310 funds by selecting and supplying documentation for one or more of the following:

       **Governmental Body**

Provide certification to the Governor (Texas Department of Transportation) that no nonprofit organizations, corporations or associations are readily available in an area to provide the service. Proper documentation may include but not be limited to agency's efforts to secure service in your proposed service area. List agencies and persons contacted.

  **X**   **Governmental Body**

Approved by the state to **coordinate** services for elderly persons and persons with disabilities. (Examples include transit districts, city transportation departments, county transportation departments, etc.)

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**4. PROJECT DESCRIPTION**

Describe, **IN DETAIL**, the services to be provided by your agency/organization to provide transportation services for the Elderly and Individuals with Disabilities for the County that your agency operates in for the Houston District area. Please also include answers to all the questions outlined below.

A complete answer should include your agencies' projects to specifically meet the special needs of the elderly and/or disabled citizens in your community. Your proposed specialty E&D transit project(s), and the current special needs transit projects that you are already providing for the E&D in the county you serve for the Houston District.

When your project description is complete, you should tell us how you are meeting the current E&D special needs in your county, tell us what needs are not being met, and what steps your agency is taking to assure that these problems are being resolved (in order to assure that the unmet E&D trips are being met).

List the non-profit agencies and persons contacted who provide for the E&D to let us know how you are working to meet the E&D special transit needs in the Houston District County for which this funding is intended - **Insert additional pages, if necessary.**

Explain what steps your agency has taken to coordinate the proposed services with other transportation providers (both public, private, or non-profit) in the Houston District county for which you are applying for funding.

Attach any agreements, letters of support, minutes of meetings, etc. that support the above action

Describe any special services for the E&D in the Houston District County for which you are applying that do not fall within your normal day-to-day operations.

Describe how the special needs E&D transit is marketed to the E&D in the Houston District county for which you are applying for funding.

Excluding holiday periods, does your transportation service cease to operate at any time during the year? If yes, please explain why and give the length of time that service stops. What arrangements have been made for coordinated use of the grant vehicle(s) during this time?

# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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## PROJECT DESCRIPTION

Fort Bend County Public Transportation Department

### FY10 Section 5310 Project Request

*The Fort Bend County Transportation program does not operate any services directly. Services are provided via contracts with two bus service providers. Because of this, Fort Bend County is requesting purchase of service funding from the Section 5310 Elderly and Disabled Transportation Program to continue support of our coordination efforts with agencies serving elderly and disabled citizens. Access to services by individuals with disabilities is hindered by geographic issues and limited transportation services in Fort Bend County. There are both unmet transportation needs and insufficient funding support for the transportation services needed within the County. The County will seek to alleviate a portion of these problems by ensuring the existing elderly and disabled transportation program operated by the County is maintained at current service levels and by expanding our coordination efforts to other agencies.*

*In January of 2007, Fort Bend County's transportation coordination efforts resulted in the County taking over approximately 75% of the trips being provided by Fort Bend County Seniors Citizens, Inc. The agency desired to change its focus from both transportation services and meal provision to strictly providing meals to elderly citizens. Utilizing funding from the Area Agency on Aging, fund raising efforts and Fort Bend County general revenue funds, the agency was providing approximately 6 hours of service per day. By reconfiguring the Agency's agreement with the County and collapsing the transportation services into the County's elderly and disabled program funding, the County was able to increase the service hours provided to 12 hours per day. Due to the success of the service change, the agency requested the County take over the remaining trips still being provided by the agency. The County evaluated the costs associated with providing these additional trips and utilizing the FY07 award of elderly and disabled funding received from TXDOT completed the coordination effort in FY08. The County now provides 100% of the transportation services formerly provided by this agency. To affect the change, the agency transferred 3 Section 5310 funded vehicles to Fort Bend County. Fort Bend County refurbished the vehicles and utilizes them to provide services to the senior centers in Fulshear, Kendleton and Arcola. At this writing, approximately 22 service hours per day are consumed providing transportation services to 5 senior centers. Centers are located in Fresno, Stafford, Rosenberg, Kendleton, and Fulshear. Approximately 2,574 trips are provided each month. We are requesting \$187,609 in FY10 Section 5310 funding to continue this service.*

*With the FY07 and FY08 5310 applications the County requested additional funding to support the County's coordination efforts with the TEXANA Center, the County's Mental Health Mental Retardation Authority. Funding was not awarded in those applications and the County wishes to reapply so our next coordinating opportunity can be funded. TEXANA has identified unmet transportation needs and has indicated their willingness to collapse a portion of the transportation services they are providing into the County's elderly and disabled program. This will allow them to re-allocate their fleet and related funding to address those un-met needs. Currently, the three vehicles transferred to Fort Bend County from the seniors program only have funding to support 3 hours of service per day. This equipment is available for use during the remainder of the day and can be utilized to support our coordination efforts with TEXANA. A total of 21 service hours per day (7 hours/day/vehicle) is being requested to initiate these efforts and to provide best utilization of the transferred 5310 equipment. We are requesting \$179,082 in Federal dollars to support this service.*

*Also note our funding request this year includes an increase in the hourly rate charged to us by our bus contractor. In July of this year, our contractor requested an 18% increase in hourly rates. Current contract provisions allow for an increase of up to 25%. The bus contractor has maintained the same rate over the last three years and has indicated the rate increase request is due to fuel*

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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price increases and increases in minimum wage rates. The rate increase will have to be approved by our Commissioner's Court. It is anticipated the rate increase will be approved and the funding requested reflects the new rate. The economic decline has affected Fort Bend County's local revenue sources. In FY10, all County Departments were asked to reduce their budgets by 10%. As a result, there are no additional local funds to offset the rate increase. Without additional federal funding support to offset the rate increase, we will have to consider service reductions.

The table below clarifies our proposed distribution of purchase of services funding:

### FORT BEND COUNTY SECTION 5310 REQUEST

DESCRIPTION	FEDERAL SHARE	LOCAL SHARE	TOTAL
Existing Senior Services	\$ 187,609	\$46,902	\$234,511
TEXANA Center Expansion	\$179,082	\$44,770	\$223,852
<b>TOTAL REQUESTED</b>	<b>\$366,691</b>	<b>\$91,672</b>	<b>\$458,363</b>

#### Existing Services

Fort Bend County provides general public demand response and commuter services as well as elderly and disabled demand response transportation services. Demand Response Services are provided via a contract agreement between the County and GBJ, Inc. dba AFC Corporate Transportation. Demand Response Services are paid for with grant funding received from the Texas Department of Transportation's (TxDOT) Section 5310 Elderly and Disabled Transportation program, TxDOT Section 5311 Rural Public Transportation Program and Federal Transit Administration (FTA) Section 5307 Urban Area Program Funding.

Demand Response and Elderly and Disabled Services are operated Monday through Friday (excluding County holidays) to accommodate first drop offs by 8:00 am and last pick ups by 5:00 pm. Passengers may request service up to 30 days in advance of the need for service or as late as the day before service is needed. Requests are taken on a first come, first serve basis and denied trips are put on a waiting list for contact later should an opportunity for service open. Services are provided on 22-passenger buses and each bus is wheelchair accessible. Fort Bend County uses a fleet of 13 vehicles to provide demand response services. Due to funding constraints, three vehicles are only operated 3 hours per day. All other vehicles are operated 12 hours per day.

Fort Bend County provides additional services to disabled residents of the county through its New Freedom program. Three (3) point deviation routes in the rural areas of Fort Bend County began in early 2009 using three (3) 6-passenger wheelchair equipped min-vans. Similar services are planned under the New Freedom program for our urbanized area. Urbanized area services are scheduled to begin in FY10 under the same configuration as the rural service with the provision of vehicles to support three (3) point-deviation routes. Registrations for New Freedom Urban services are already being accepted and some service to qualified residents is currently being coordinated within our demand response and Rural New Freedom program dependent upon space availability.

Commuter Services are provided using vehicles owned by our bus service contractor. Operating as the TREK Express, commuter services are provided into the Greenway Plaza and Galleria areas of Houston from two park and ride locations in Sugar Land. Services operate in the morning and evening peak hours, Monday through Friday (excluding County holidays). Nine (9) contractor owned vehicles are used to provide six hours each of daily service.

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Utilizing funding obtained through the Houston Galveston Area Council's Commute Solutions Program, in FY10 Fort Bend County will expand commuter services to include service into the Texas Medical Center. Texas Medical Center Services will be known as the Fort Bend Express and include destinations to major employers and hospitals in the medical center area of Houston. Service planning includes implementation of service using a fleet of six vehicles. Vehicles will operate approximately 7 hours on workdays during peak hours with accommodations for mid-day service and medical trips to the Veteran's hospital also provided.

Also, in FY10, all commuter services will be expanded to Fort Bend County's rural residents via opening of a park and ride lot in Rosenberg. Rural area residents will be able to access both the TREK Express and Fort Bend Express from this location.

Service Type	FY05 Trips	FY06 Trips	FY07 Trips	FY08 Trips
Demand Response	4,210	7,042	31,004	50,452
Commuter	52,723	76,440	91,059	116,354
Total Trips	56933	83482	122,063	166,806

Rural New Freedom	
Month	FY09 Monthly Trips
March	45
April	429
May	504
June	684
Total Trips	1,662

### Unavailable Service

As one of the fastest growing counties in the State, Fort Bend County's public transportation service continues to work diligently to keep up with the unmet demand for public transportation services. With over 77,000 elderly and disabled residents service demand continues to outpace the funding available to provide services. The Department currently operates 13 buses providing in-county demand response services. In FY08, the demand response service provided over 50,400 trips. Thru June of FY09, we have completed 49,325 demand response trips. With this trend, we expect to have provided over 8,500 more trips in FY09 than in FY08 trips. Currently, the fleet is at capacity during morning and afternoon peak periods. There is some availability in the early afternoon, generally between 1:00 p.m. and 4:00 p.m. Estimates are approximately 25 additional daily trips could be accommodated during this time; however, the demand for service is in the peak hours, not in the early afternoon.

The Public Transportation Department continues to seek additional funding sources for provision of services for our elderly and disabled residents. In FY08, New Freedom funding available for disabled residents in both our urban and rural areas was awarded. Funding is used to provide in-county point deviation routes for our disabled residents. At this writing, the rural services have been initiated and are at capacity during peak hours.

Fort Bend County has also continued each year to request Section 5310 funding to support existing and new services for our elderly and disabled residents. Section 5310 funding for the region is not sufficient to keep up with demand in the region. While successful in receiving awards with each application, funding has not been available to fully fund the application requests submitted by us as well as other agencies in the region. As a result, service expansion has been limited while the demand continues to grow. More recently, Fort Bend County was successful in receiving stimulus

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*funding to support our vehicle replacement needs. With just over 4 years in operation, our FY10 Section 5310 would have needed to include funding to replace vehicles that have been in service since our start-up had we not received stimulus funding. Fort Bend County currently has three (3) vehicles on inventory that are decommissioned and awaiting disposal and replacement. These vehicles were part of the demand response fleet. Receipt of the stimulus funding for their replacement allows our application to be focused on maintaining and expanding service as opposed to vehicle replacement needs. Replacement vehicles are now on order and delivery is expected in October 2009.*

*There are two other non-profit agencies in Fort Bend County which provide transportation services for people with disabilities, Caring People and Texana. Caring People, located in Rosenberg, serves people with cognitive disabilities utilizing a small fleet of wheelchair equipped vans. With the implementation of Fort Bend County's New Freedom program, we were able to accommodate some of the trips the agency was not able to provide with their fleet. More recently the agency has indicated an interest in entering in to a more formalized coordination agreement with the County. Initial discussions indicate the agency is interested in contracting for service with the County to accommodate additional trips they are not able to serve with their fleet. Texana is the Mental Health Mental Retardation Authority for Fort Bend County. Current transportation services provided by Texana are limited to trips into Texana training centers. Texana patrons need transportation for access to shopping, employment and medical trips. This Section 5310 application includes funding to accommodate this need.*

### Coordination Activities

*As is stated above, Fort Bend County continues planning discussion with the two primary human service agency transportation providers in the County, The Texana Center and Fort Bend County Senior Citizens. The Fort Bend County Senior Citizens agency elected to re-new their operating contract with the county and TEXANA continues to express a desire to prevent the duplication of service currently in place if funding can be obtained. The partnerships developed with The ARC of Fort Bend, The United Way, The Worksource and The George Foundation under the New Freedom and JARC initiatives saw service start up in FY09. Fort Bend County entered into a formal agreement with Workforce Solutions to provide training and work related transportation service for approved riders. This service began in May 2009 with one contracted vehicle. Demand for this service is anticipated to increase and require two vehicles within the next year. Fort Bend County will seek acquisition of additional vehicles in support of this service when the existing service reaches capacity.*

*The agencies contacted and activities undertaken by Fort Bend County to expand coordination of services include the following:*

#### The Arc of Fort Bend (contact: Laura Lavigne)

*Transportation Coordination for clients for social, education and work purposes. Resulted in award and coordination of New Freedom Project Services.*

#### Texana – MHMR (contact: Manuel Lopez)

*Transportation Coordination for clients for social, education and work purposes. Upon receipt of funding, duplicated services will be eliminated.*

#### United Way (contact: Jan Ridding)

*Promote transportation coordination, networking of affiliate organizations, providing funding, education and resource information. Following the success of the New Freedom programs, the United Way has continued to express support and interest in funding additional transportation coordination projects in Fort Bend County. Recent activities have*

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*included discussions regarding providing partial funding for a coordinated project between Fort Bend County Transit and Colorado Valley Transit for services into the Texas Medical Center.*

### American Red Cross (contact: Steve Atchison)

*Collaborative efforts are underway to provide communication between agencies and coordination of trips. Efforts have resulted in coordinated trips via passenger transfers between the two operators.*

### Caring People (contact: Patrick Friend)

*FY09 activities have included reducing the agency's transportation waiting list in the rural areas via our New Freedom services. Efforts are now underway to initiate a contract to accommodate other riders the agency is unable to serve in our rural areas. Service will provide trips into day rehabilitation and socialization programs.*

### Wharton County Community College (contact: Kandace Nasis)

*The New Freedom Program Funding allowed collaboration with the College for their SUCCESS program. The SUCCESS program is a summer program of occupational classes designed for students with developmental disabilities. New Freedom vans provided service to and from the college for the summer session. Current planning revolves around providing similar service in the urban area via urbanized area funding for New Freedom services.*

### Alzheimer Association (contact: Jessica Abad Maz)

*New Freedom initiatives provided funding for passenger attendants. Currently being called the "Ambassador" program, on-board, curbside and hand to hand assistance is being planned for this agency's clients.*

### Fort Bend Center for Independent Living (FBCIL) (contact: John Bickham)

*Collaborative efforts with this agency have been focused on public outreach and marketing to disabled residents of our county. The agency is providing a monthly forum dedicated solely to transportation outreach and educational efforts. These educational workshops are helping to expand the awareness of transportation services and operators as well as providing attendees with opportunities to receive one-on-one trip consultation.*

### Gateway to Care – Fort Bend Transportation Collaborative (contact: Merriette Manson)

*In FY09, Gateway to Care expanded outreach efforts into Fort Bend County. The initiative is focused on collaborative efforts promoting healthcare and access to healthcare. Healthcare providers identified the lack of transportation services as a key barrier to healthcare access. Concerns resulted in a sub-committee dedicated to increasing transportation awareness in Fort Bend County. Known as the Gateway to Care – Fort Bend Transportation Collaborative committee members are providing public transportation outreach activities and interactive networking efforts to ensure individuals needing healthcare are aware of the transportation services available to get them to medical appointments.*

### Department of Assistive and Rehabilitative Services (DARS) (contact: Beatrice Bisong-Ashu)

*Efforts have just begun with this agency and are focused on developing appropriate transportation services for the agency's low income and disabled clients using New Freedom and JARC program funding.*

### Katy Area Chamber of Commerce

*The City of Katy city limit boundaries extend into three counties with transportation services provided by four different public providers. In FY09, planning funding was requested from*

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*the Houston-Galveston Area Council to undertake a transportation coordination study which would provide elderly and disabled residents in the County with a seamless transportation system. Collaborative efforts are underway between Fort Bend County Transit, Houston Metro, Harris County Rides, the American Red Cross, the City of Katy and the Katy Chamber of Commerce to achieve this goal.*

### Harris County Rides

*Currently the Harris County Rides program is operating a highly successful taxi-vouchering program. Collaborative efforts are working towards expansion of this program into Fort Bend County. In addition, through the Regional Transportation Coordination Council's coordination activities, Fort Bend County Transit and the Harris County Transportation Department are working together to research and define the systems necessary to create seamless fare transfers between these programs and Houston Metro.*

### Colorado Valley Transit (CVT)

*Collaborative efforts are underway to obtain funding support for CVT cross-county transit trips which would connect CVT passenger's to Fort Bend County's Texas Medical Center service. Connections between services would occur at Fort Bend County's Fairgrounds Park and Ride Facility.*

### University of Houston – Sugar Land & Katy Campuses

*Discussion are currently underway on a proposal to provide connector services between the two U of H campuses located in Fort Bend County.*

### Workforce Solutions

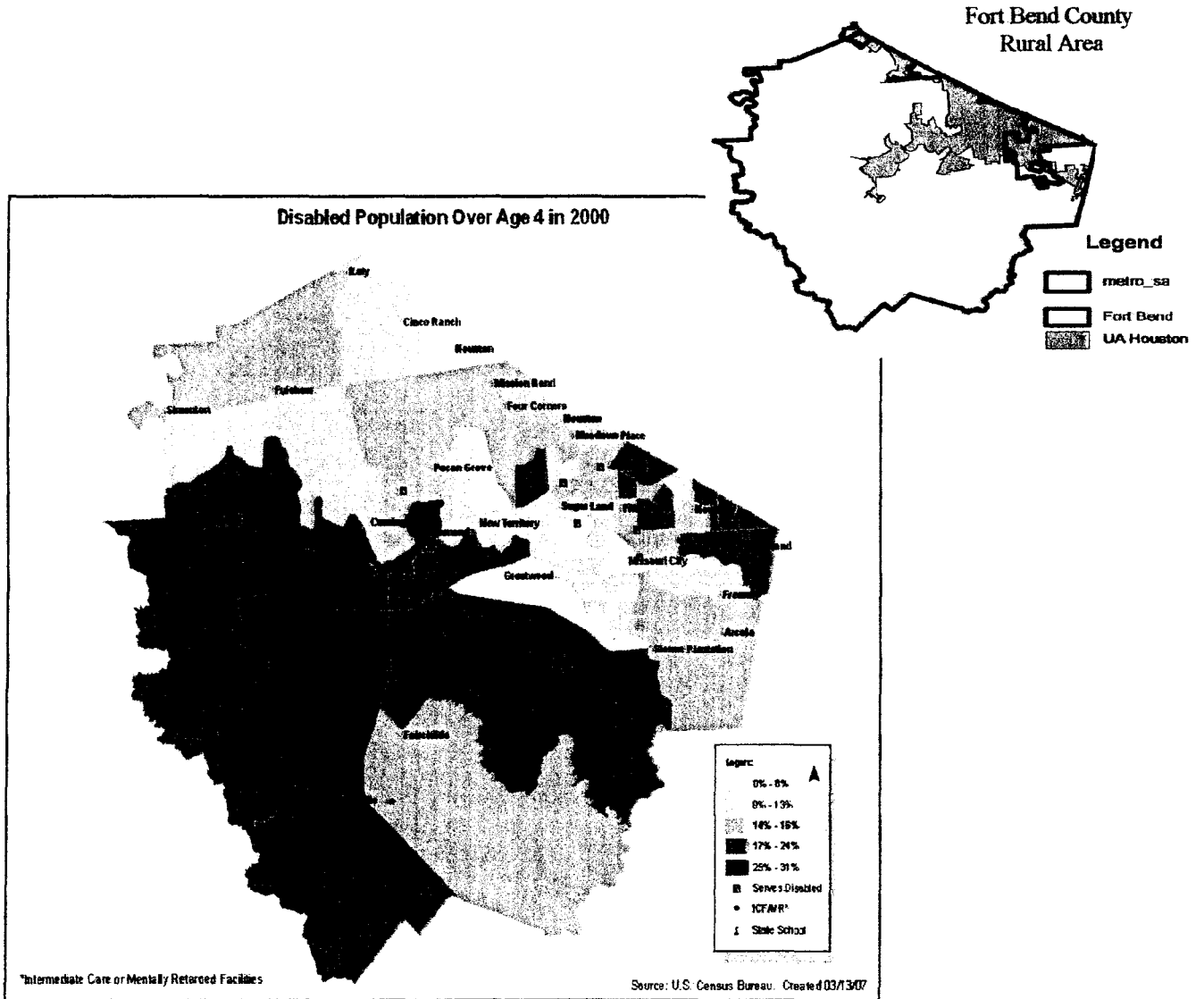
*Fort Bend County has entered into a formal agreement with Workforce Solutions to provide training and work related transportation service for approved riders. This service began in May 2009 with one contracted vehicle. Demand for this service is anticipated to increase and require two vehicles within the next year.*

**For further information you can also reference Attachment B – Coordination.**

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## Needs Assessment

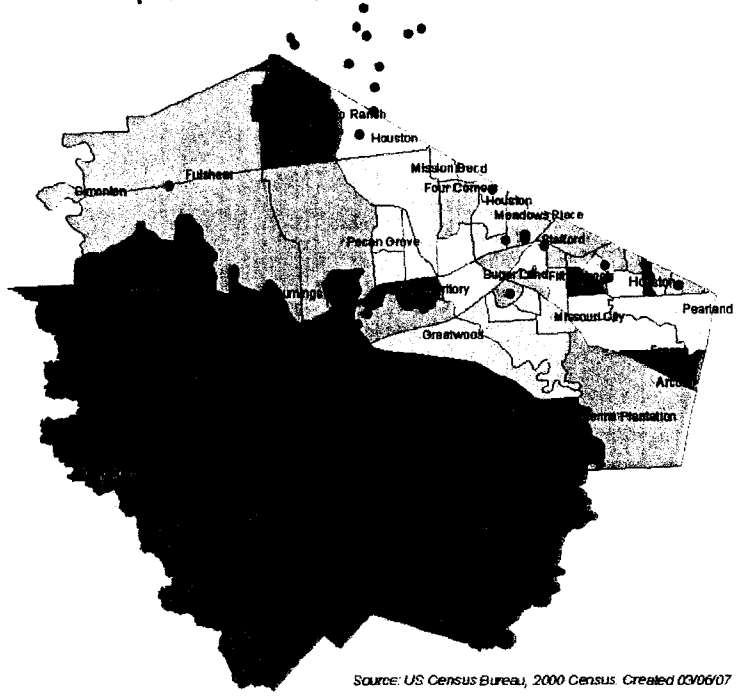
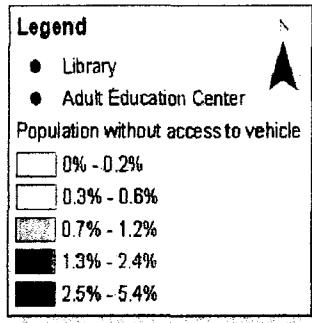
In the fall of 2006, The George Foundation, a local philanthropic organization, engaged the University of Texas LBJ School of Public Affairs to conduct a comprehensive "Needs Assessment of Fort Bend County." The study reveals the lack of transportation options and magnifies problems in the areas they researched which included: Health, Education and Human Services. As the maps below indicate, the rural areas of Fort Bend County house a significant portion of the disabled population of Fort Bend County.



# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

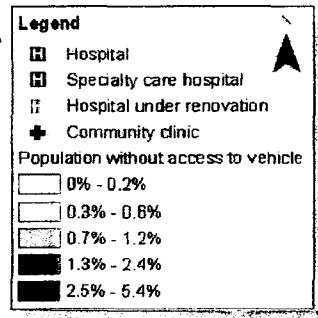
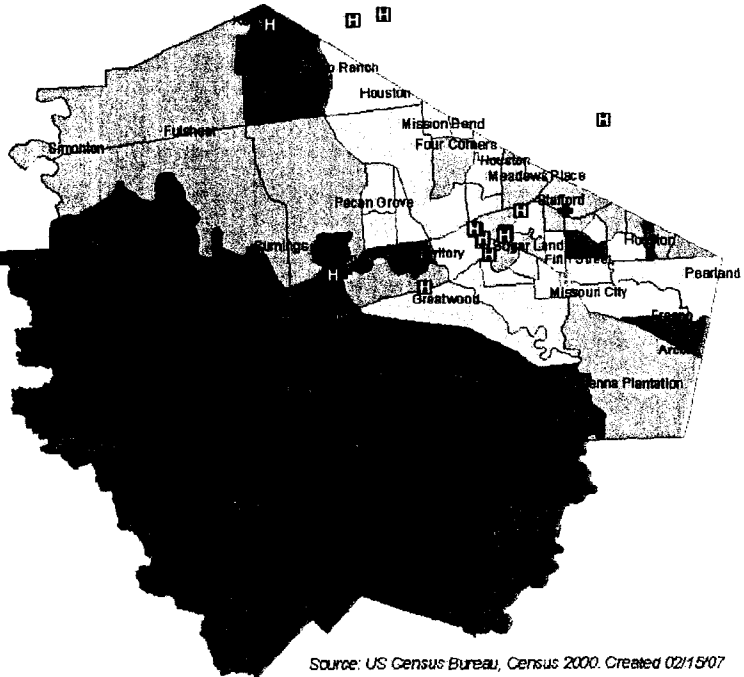
*In addition, The George Foundation Needs Assessment Study demonstrates service providers are located in urbanized areas while the transit dependent populations needing to access those services are located in rural areas. (Page 6, Fort Bend County Needs Assessment Report)*

**Adult Education Centers and Population without Access to Vehicle**



Source: US Census Bureau, 2000 Census. Created 03/06/07

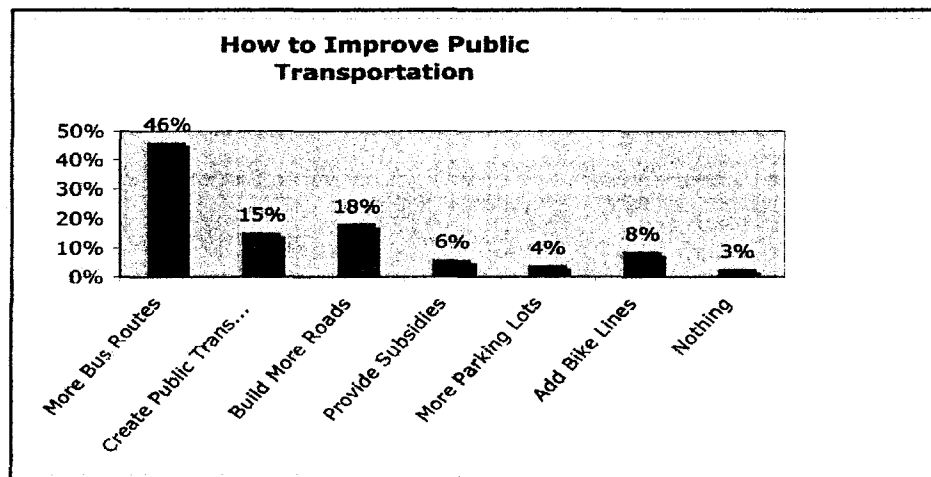
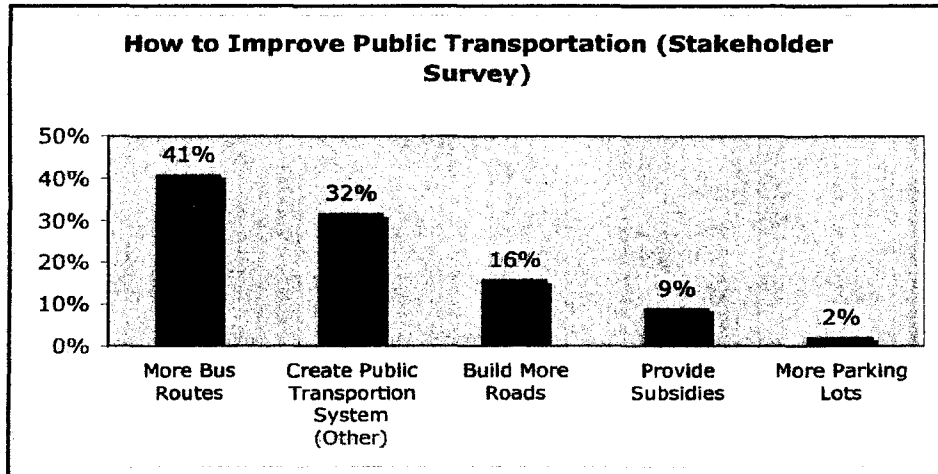
**Health Care Institutions and Population without Access to Vehicle**



Source: US Census Bureau, Census 2000. Created 02/15/07

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

**Community stakeholders and the general public were polled with the resulting needs assessment representing both the views of the public and stakeholders involved in service provision. When asked "how could the public transportation in Fort Bend County be improved" both stakeholders and the public overwhelmingly indicated more bus routes were needed.**



**The purpose of the needs assessment was to investigate those areas of need related to the Foundation's mission and present findings that would help set priorities and guide the grant-making decisions of the foundations trustees.**

**In the Needs Assessment, transportation and service coordination were indicated repeatedly as significant needs. As a result of these findings, Fort Bend County along with area human service agencies stepped up coordination efforts and partnered on numerous grant applications with proposals addressing transportation coordination.**

**ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM**

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**5. RIDERSHIP FIGURES**

Please complete the following questions by filling in the space as appropriate.

For existing 5307, 5310, and 5311 operators, please give us the actual E&D ridership information as requested below for the county within the Houston District for which you are applying for funding:

- (1) 2574 Actual number of E&D one-way passenger trips per month.
- (2) 0 Actual number of E&D one-way passenger trips per month by 3<sup>rd</sup> party contractor (if applicable).
- (3) 198 Actual number of **total** E&D one-way passenger trips per-month, per-vehicle.
- (4) 1,687 List the number of additional E&D one-way passenger trips per month that will be provided with this funding.

For new providers or new projects with no ridership figures:

- (1) \_\_\_\_\_ Estimated number of E&D one-way passenger trips per month.
- (2) \_\_\_\_\_ Estimated number of E&D one-way passenger trips per month by 3<sup>rd</sup> party contractor (if applicable).
- (3) \_\_\_\_\_ Estimated number of one-way passenger trips per month per vehicle.

**CURRENT OR PROPOSED SERVICE PROVISION – in the County your transit services for the Houston District area:**

**Current / Proposed Agency Transportation Statistics:**

**Note: The figures listed below are based on Current E & D Trip Data.**

Scheduled or Proposed Service Weeks per year	<u>52</u>
Current or Proposed Operational hours per week	<u>134</u>
<b>TOTAL REVENUE SERVICE HOURS PER YEAR</b>	<b><u>6968</u></b>
Scheduled or Proposed transportation revenue miles per week	<u>2664</u>
<b>TOTAL REVENUE MILES PER YEAR</b>	<b><u>138,528</u></b>
Scheduled or Proposed passengers trips per week	<u>594</u>
<b>TOTAL PASSENGERS PER YEAR</b>	<b><u>30,888</u></b>

# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

## 6. PROJECT BUDGET FUNDING REQUEST

For each vehicle being requested, please indicate below whether the vehicle is for new service, expanding existing service or replacing a current vehicle. (Existing 49 U.S.C. Section 5311 operators should also indicate whether this vehicle will replace an existing 49 U.S.C. Section 5310 or an existing 49 U.S.C. Section 5311 vehicle.)

Each agency requesting funding for a Vehicle or Other Capital is required to conduct a cost-estimate to determine the actual cost of the vehicle or capital item to purchase. Funding is awarded based on the price(s) you submit. If the amount we award, based on your figures, does not actually cover the 80% or 83%-ADA share of the vehicle, you're agency will have to pay the difference. Also, we do not want to award your agency more than the actual Federal share of the vehicle. The remaining balance will go become de-obligated when it could have been used for another agency's project. **Attach a copy of your cost-estimates used to determine the cost of vehicle or other capital requested.**

**NOTE: Only Capital being is capital cost related to our Purchase of Service contract. The total Contracted cost are arrived by taking the total number of service hours / day / vehicle / year and multiplying by the contracted rate.**

<b>* Eligible Grant Expenses</b>	<u><b>Total</b></u>	<u><b>Federal</b></u> <small>80% or 83% for ADA Vehicles</small>	<u><b>Local</b></u> <small>20% or 17%-ADA</small>	<b>Indicate if vehicle is for New or Expansion</b>
<u><b>Vehicles: Example: 1-type 3, etc.</b></u>				
Purchase of Service	<u><b>\$ 458,363</b></u>	<u><b>\$ 366,691</b></u>	<u><b>\$ 91,672</b></u>	_____
ADA Vehicle Rehab	_____	_____	_____	_____
Dispatch Equipment Upgrade	_____	_____	_____	_____
Preventative Maintenance (No a priority item to be funded unless there is additional funding available).	_____	_____	_____	_____
1. Total of Estimated Costs:	<u><b>\$458,363</b></u>	<u><b>\$ 366,691</b></u>	<u><b>\$ 91,672</b></u>	_____
2. Local Funds (minimum 20%-17% ADA Equipped Vehicle)	<u><b>\$ 366,691</b></u>	_____	_____	_____
3. Total Federal Grant Request	<u><b>\$ 91,672</b></u>	_____	_____	_____

**Note: You must show a local match in this Budget and the source of where the local match is coming from. Should TDCs become available, we will award them in lieu of local match.**

I wish to receive TDC's in lieu of local match  
 YES   X    
 NO \_\_\_\_\_

Use total cost of vehicles, show both Federal & Local Shares. If information if available include costs of tax, title, license and any other applicable fees to purchase the vehicle.

ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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**7. LOCAL MATCH**

**Local Match Requirements:**

**Budget must show a local match and list below the funding source and the periods of availability.**

Period of Availability	Funding Source	Funding Amount
<b>FY10</b>	<b>Fort Bend County</b>	<b>\$ 91,672</b>

**Attach a letter or letters from sources providing local match to verify funding agreements.**

*See Attachment A – Local Match Letter*

**8. COORDINATION**

Agency has current interagency agreements for the County they serve within the Houston District six-county area: Yes X No \_\_\_

Attach a list of the **current** interagency transportation agreements your agency has in place. The agreements should specify the type of cooperative agreement your agency has with other transportation providers in your service area. **Note:** A valid, current agreement must be fully executed, i.e., signed and dated by all parties concerned, and each agreement’s terms and conditions must be detailed.

**Listed below are the interagency transportation agreements we have in place. Attachment B includes copies of the agreements. The agreement documents detail each agreement’s terms, and conditions.**

<b>Agency</b>	<b>Type of Cooperative Agreement</b>
<b>Fort Bend Seniors</b>	<b>Contract for Service</b>
<b>Workforce Solutions</b>	<b>Contract for Service</b>

Agency has Proposed E&D interagency transportation agreements for the County they serve within the Houston District six-county area: Yes X No \_\_\_

**ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM**

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Attach a list of any **Proposed Agreements** in the works listing when they will become effective and when they will expire. List the type of agency the agreement is with; i.e. non-profit agency, nursing home, adult day care, etc.

<b>Agency</b>	<b>Effective Date</b>	<b>Expiration Date</b>	<b>Type of Agency</b>
<b>TEXANA</b>	<b>FY10</b>	<b>Renewable Annually</b>	<b>MHMR-Non Profit</b>
<b>Caring People</b>	<b>FY10</b>	<b>Renewable Annually</b>	<b>Rehabilitation and Socialization Programs for Elderly and Disabled – Non Profit</b>

**No Current Or Proposed Plans To Coordinate**

If your agency has no current or proposed plans to coordinate its transportation services, please explain in detail the circumstances or conditions which would restrict or prohibit your Agency from coordinating in general, and specifically with regard to the shared use of any vehicles obtained through this grant. A complete answer should also include measures being taken to include coordination in your transportation service.

ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

**9. EXISTING FLEET INFORMATION**

Your ability to provide service depends upon your current fleet's reliability and condition. Please explain the condition of your fleet or the fleet of your Third Party Contractor.

Do you have a vehicle inventory: Yes X No     

If yes, provide a complete listing of your vehicle inventory, including year/make, license number, vin number, and mileage.

<b>Fort Bend County Vehicle Inventory</b>					
<b>Plate No.</b>	<b>VIN</b>	<b>Make/Model</b>	<b>Year</b>	<b>County I.D.</b>	<b>Mileage</b>
209-473	1FDWE35P65HB39086	El Dorado	2005	K-003	141,493
225-805	1FDXE45P66HB07251	El Dorado	2006	K-022	100,585
225-806	1FDXE45P46HB01285	El Dorado	2006	K-039	117,866
227-343	1FDXE45P36HB29885	El Dorado	2006	K-124	190,710
227-344	1FDXE45P56HB29886	El Dorado	2006	K-125	112,289
103-7293	1FDXE45S27DB43502	Ford/Goshen	2007	M-030	72,201
103-7295	1FDXE45S57DB43509	Ford/Goshen	2007	M-043	59,704
225-807	1FDXE45P26HB01284	El Dorado	2006	K-040	137,866
103-7294	1FDXE45S47DB43498	Ford/Goshen	2007	M-029	83,618
103-7292	1FDXE45S67DB43504	Ford/Goshen	2007	M-042	69,000
*753-541	1FDXE40F1WHC13105	Ford	1998	FB2	244,948
*753-542	1FDXE40F0WHC13077	Ford	1998	FB4	269,041
*103-7349	1FDWE35S21HA13550	Ford	2001	M-104	169,702
103-7347	1FDWE35S01HA78641	Ford	2001	M-102	164,879
103-7348	1FDWE35S21HA78642	Ford	2001	M-103	180,502
**105-0105	1GBDV13W28D184164	Chevrolet	2008	M-155	18,642
**105-0106	1GBDV13W38D184125	Chevrolet	2008	M-156	20,867
**105-0104	1GBDV13W38D184660	Chevrolet	2008	M-157	17,780

\* These vehicles are no longer in service and are scheduled for disposal.

\*\* These vehicles are utilized for the Rural New Freedom Services.

# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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Do you use a 3<sup>rd</sup> party contractor for service? Yes  No

Please provide a listing of the 3<sup>rd</sup> party contract's inventory that is used for your transportation services of Elderly and Disabled using the same information requested above.

Unit #	VIN #	Year	Make	Model	License Plate #	Mileage
27	1FDWE45F51HA10408	2001	Ford	E-450	U72-911	421168
28	1FDWE45F4YHA90553	2001	Ford	E-450	U72-912	304122
29	1FDWE45F81HB38481	2001	Ford	E-450	U73-070	190969
30	1FDWE45FX1HB42452	2001	Ford	E-450	U73-071	234322
35	1FDWE45F11HB42453	2001	Ford	E-450	U73-073	249274
38	1FDWE45F81HB47102	2001	Ford	E-450	U73-072	195036
39	1FDWE45F61HB47101	2001	Ford	E-450	U73-074	244207
49	1FDWE45F21HA38652	2001	Ford	E-450	U72-883	377259

ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

**10. OPERATING BUDGET**

*Annual Transportation Operating Budget*

Complete Column 1 by using actual transportation data from the most recently completed fiscal year. Complete Column 2 by using current data for the current fiscal year. Complete Column 3 by using estimated data for the next fiscal year, which will include the vehicle requested in this application. A monetary value must be identified for volunteer or in-kind costs.

Date Budget Year begins: October 1 and Ends September 30

	Column 1	Column 2	Column 3
<b>Expenses - Transportation Related Only</b>	<b>Prior Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Projected Fiscal Year</b>
Transit Salaries (drivers, administration, mechanics, supervisor/dispatch, etc.)	\$316,796	\$635,150	\$825,167
Maintenance (parts, labor, routine repairs, etc.)			
Fuel, Oil, and Tires			
Materials and Supplies	\$7,950	\$12,000	\$11,236
Insurance – Transportation only			
Overhead (Rent, utilities, etc.)	\$33,290	\$13,040	\$4,857
Vehicle Costs (registration, inspection, license, etc.)			
Capital Equipment Lease/Purchase	\$360,549	\$1,177,570	\$2,269,459
Office Equipment Lease/Purchase			
Professional Services (legal, accounting, etc.)	\$4,081,420	\$5,836,149	\$6,151,202
Taxes			
Drug and Alcohol Testing Program			
Miscellaneous (please specify)	\$50,251	\$39,857	\$236,581
Travel, Training Fees, Furniture, and Vehicle Maintenance			
<b>Total</b>	<b>\$4,850,256</b>	<b>\$7,713,766</b>	<b>\$9,498,502</b>

**ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM**

Column 1

Column 2

Column 3

<b>Revenues - Transportation Related Only</b>	<b>Please provide the information below for each.</b>	<b>Prior Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Projected Fiscal Year</b>
Capital Revenue Source(s) for Vehicles/Equipment Requested	Source: Amount: Period Available:			
Operational Revenue Source(s)	Source: Amount: Period Available:			
Fares	Source: <b>5307, 5311, 5316, 5317</b> Amount: Period Available:		<b>\$234,089</b>	<b>\$260,464</b>
Grants	Source: <b>5307, 5309, 5310, 5311, 5316, 5317 &amp; CMAQ</b> Amount: Period Available:	<b>\$3,061,320</b>	<b>\$4,011,091</b>	<b>\$6,849,023</b>
Donations	Source: Amount: Period Available:			
Other Sources	Source: <b>Fort Bend County</b> Amount: Period Available:	<b>\$1,788,936</b>	<b>\$3,468,586</b>	<b>\$2,389,015</b>
<b>Total</b>		<b>\$4,850,256</b>	<b>\$7,713,766</b>	<b>\$9,498,502</b>

**Revenue must equal or exceed expenses. Any deviation may indicate a deficit.**

**Funding Availability:** The funds required by your agency to operate your existing and/or proposed new vehicle(s) or transportation service over the next five years are:

- a. a certainty because of the stability of the income source.
- b. reasonably secure, because revenues are not guaranteed
- c. uncertain because funding sources are not reliable

# ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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## 11. Managerial/Operational Capabilities

**Note:** An agency must be able to manage and operate current and/or future transportation services. Please provide all information requested in this section.

**Project Sustainability:** Explain in detail how your agency is planning or has developed plans to sustain the current (E&D) transportation services should this Federal 5310 funding become unavailable:

*Should Elderly and Disabled Program funding become unavailable, substitute funding would be requested from general public transportation funding sources as well as the New Freedom program. The Section 5311 Rural transportation funding available for general public transportation services is allocated by a funding formula. Fort Bend County receives a portion of the formula for its rural area service. There is a portion of this funding set aside for Transportation Commission Selected Projects. If Section 5310 funding was reduced or not provided at all, a formal request for a Commission Selected Project would be made. Currently, general public transportation services in Fort Bend County's urbanized area is provided via a negotiation with Houston Metro for a portion of the urbanized area apportionment identified for the Houston Urbanized Area. This funding is directly received by Houston Metro. Should Section 5310 funding be eliminated or reduced, we would seek to receive a larger portion of the Houston Urbanized Area allocation from Metro. The recent New Freedom Program initiative could also provide a portion of lost Section 5310 program funding. The New Freedom program is specifically targeted for people with disabilities. While the majority of our passengers currently benefiting from Section 5310 funding are senior citizens, most could qualify as New Freedom riders. As has been demonstrated in our current New Freedom programs, Fort Bend County has been successful in garnering local cash support from local non-profit agencies and foundations. With a reduction or loss of Section 5310 funding, local partners would also be contacted and asked to provide funding to sustain services.*

### Agency's Transportation History (Additional sheets may be added.)

*Fort Bend County has been involved with Transportation efforts for more than 10 years. Initial activities included the forming of a task-force committee which began the exploration of coordination opportunities, and start-up of transportation services. In May 2005, the county hired its first official Transportation Department employee, Paulette Shelton, to lead transportation activities for the county. With more than 18 years experience in transit operations and funding, Ms. Shelton is the department head and directs all activities related to Fort Bend County's public transportation services. Ms. Shelton has hired additional staff to assist with the transportation efforts setting into motion the activities and processes necessary to initiate full-scale transportation administrative and operations activities. With just over 4 years since the department's inception, the County's transportation programming has had a continuous growth in both demand response and commuter services. Beginning with only 2 demand response vehicles in September 2005 Fort Bend is now operating 13 vehicles in demand response service and 9 vehicles in commuter service. The commuter service began with 5 vehicles and was expanded by 4 in 2006. The Department has further expanded public transportation services through use of New Freedom program funding by adding 3 point deviation routes in rural service. An additional 3 point deviation routes in the urbanized area will be put in service in FY10.*

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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*Transportation department staff knowledge and expertise coupled with the existing County organizational structure exhibits a capable structure for operation of these transportation services. The Transportation Director reports directly to the Commissioner's Court and all fiscal, purchasing, and legal activities of the transportation Department have been incorporated into the activities of the corresponding County Departments. In addition, County structures provide the checks and balances necessary to provide appropriate stewardship of the public funding utilized to maintain transportation services.*

*Listed below are the qualifications of Transportation Department Staff:*

**Paulette Shelton, CCTM**  
**Transit Director**

*Ms. Shelton brings over 19 years of experience in transportation management and operations to the project. She has served as the County's Transportation Director for four years. Prior to joining Fort Bend County, Ms. Shelton directed a demand response public transit system operating 26 routes at peak service for 14 years and initiated capital projects valued at over 11 million dollars. Ms. Shelton's significant experience and training in public transportation services has resulted in her appointment to several transit task forces and committees. Currently, Ms. Shelton serves as the representative for rural transit on the Houston-Galveston Area Council's (H-GAC) Technical Advisory Committee. As the representative for rural transit on this committee, she reviews Transit programs and projects within the H-GAC 13-county region. She maintains her national certification as a community transit manager through the Community Transportation Association of America's certification program. Ms. Shelton has significant education and experience in public and client transportation that will be drawn upon to oversee and administer the Section 5310 project.*

**Tennille Jones**  
**Assistant Director**

*Ms. Jones has been employed with Fort Bend County since 2002. She joined the Transportation Department in December of 2007 after having served in the capacity of executive assistant for the Precinct 2 County Commissioner and in the County's Administrative Services and Auditing offices. Her duties in the Commissioner's office included public relations, community outreach and communications. Prior to working in the Commissioner's offices, Ms. Jones worked over 4 years as an internal auditor in the County Auditor's office. Her responsibilities there included budgeting, supervision of employees, auditing departmental receipts, cash bond checks and fee officer refunds. With a bachelors degree of science, an alternative teaching certificate, and her previous work experience Ms. Jones has a combination of education and experience which enables her to effectively carry out her duties as Assistant Director. She is responsible for the direct supervision of Transportation Department staff, office and systems management and monitoring, staff recruiting, community outreach, and representing the department on numerous external committees and task forces. She is the departmental liaison officer with other County Departments and takes over management responsibilities when the Transit Director is not available.*

**Stephen Gipson**  
**Receptionist/Director's Assistant**

*Mr. Gipson joined the Transportation Department in March 2008. He is currently attending college on a part time basis working on an Applied Sciences degree with an emphasis in Business Administration and Finance. His previous work experience includes payroll processing, retail cash handling, maintaining inventories and inventory records, and accounts payable/receivable duties. He has also worked as a package courier providing pick-up and delivery of packages along a scheduled route covering 175 square miles in the Houston Area. Mr. Gipson's primary responsibility as receptionist for the Transportation Department includes answering phones and*

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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*routing calls, greeting visitors, and processing requests for computer, office machines and/or building maintenance and repair requests. He is responsible for monitoring and checking contractor billings received from bus contractors, preparation of billings to agencies purchasing transportation services from the Department and preparing related status and statistical reports. He also serves as the administrative assistant to the Director. In this capacity he is responsible for scheduling activities, coordinating/preparing correspondence, maintaining/preparing reports and filing systems and representing the director at various meetings/activities. He is an integral part of the Director's emergency management activities and responsibilities and acts in partnership with the Director during emergency evacuation activities.*

**Yvette Maldonado**  
**Senior Grant Program Specialist**

*With four years of experience as the administrator of grant funding for Sections 5307, 5310 and 5311 transportation programs, Ms. Maldonado will be responsible for financial reporting and management during the contract period. Her qualifications include the following Bachelors of Business Administration (BBA) with a major in Marketing. Four years experience preparing, maintaining, and coordinating federal and state grant programs, including interpreting grant guidelines/regulations. Four years experience monitoring grant expenditures, reimbursement billings and budget preparation. Four years experience compiling/submitted financial data for reporting to the Federal Transit Administration, the Texas Department of Transportation and other agencies. She also has six years of Tax Office experience which includes cash handling, supervision and training of employees, and assisting taxpayers.*

**Valerie Horton**  
**Administrative Assistant**

*With over 8 years experience in office and clerical work, Ms. Horton joined Fort Bend County's public transportation department in May 2008, after having been a technical assistant for a neighboring rural and small urban transit operator. During her tenure there she was responsible for monitoring vehicle records for a 32 vehicle fleet and acting as the safety officer for the program. She was directly responsible for organizing grant writing activities as well as assisting with writing grants. She prepared monthly TXDOT and FTA reports, reconciled fare box collections, prepared contract billings and trained new transportation employees. Ms. Horton's education includes two years of college as well as transportation related training. She acts as the assistant to the Senior Grants Management Position. In this capacity she prepares and submits requisitions, payment requests, travel requests, etc. She is also the Department's designated Records Manager and Inventory Control Officer. She is responsible for all Departmental records and inventory system controls.*

**Randall Bond**  
**Operations Manager**

*Randall Bond joined the Transportation Department in October 2008. Mr. Bond has 12 years transit experience with duties such as administration and operation of shuttle bus services for systems with annual expenses in excess of \$17 million. His job duties included ensuring all property activities were in accordance with contracted obligations and Company policies and procedures, and adherence to Federal, state and city guidelines and regulations concerning the operation of a transit system. He also performed oversight activities and schedules of twelve dispatchers, supervisors and sixty drivers. He determined and scheduled maintenance as needed for all equipment assigned to the operations, including 24 buses and support equipment. With an Associates in Arts degree and his previous transit experience Mr. Bond has both the education and experience to effectively carry out his duties as Operations Manager for the Department. As Operations Manager, he is responsible for service planning and oversight of all aspects of transit*

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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*operations, from supervising and scheduling bus operator contractors, monitoring equipment availability, routes, and contract requirements compliance to handling customer complaints. He monitors and performs contract site inspections to ensure compliance with regulations and assists and advises contractors in delivering services and responding to system issues. He also acts as the Departments Fleet Manager and as such is responsible for fleet procurement and monitoring activities. In addition, he acts as the liaison between the Information Technology Department and our scheduling software vendor to manage system hardware and software.*

**Cindy Sumrall**  
**Operations Assistant**

*Cindy Sumrall has a Bachelors of Science Degree in Environmental Science. She also has over 7 years experience in preparing environmental site assessments, researching and interpreting technical reports, and coordinating projects with various regulatory agencies, vendors and project sponsors. She is a key member of our capital development team and represents the department on various regional committees dealing with air quality attainment issues. She has managed project budgets, maintained tracked and updated project records and directly assisted clients and contractors with project issues and concerns. In addition to providing her expertise on environmental concerns, Ms. Sumrall handles passenger complaints and tracking, service data collection and reporting, checks and monitors vehicle maintenance records and provides administrative assistance to the assistant director and operations manager.*

**Angelete R. Owens**  
**Scheduler**

*Angelete Owens joined the Transportation Department in May 2009. She comes to Fort Bend County with eight years of transit dispatching experience. She has vast software applications knowledge such as Excel, MS Word, Access, Power Point, Trapeze, DMS (Distribution Management System) and PASS System. She has experience facilitating Performance Management for 55 driver operators and 6 warehouse staff members. Her past job duties have included handling fuel trip records, Safety Management & Reporting to the FMCSA (Federal Motor Carrier Safety Administration), routing, scheduling and dispatching. She was member of a team who scheduled transportation services for approximately 5000 mentally and physically challenged customers throughout the Houston Metropolitan area on a daily basis. Her transit experience enables her to successfully carry out her tasks as scheduler. Ms. Owens is responsible for scheduling rides for Fort Bend County residents using an automated scheduling system. She inputs passenger data, changes and cancels trips, produces driver schedules and/or manifests for transit contractors, tracks "delivered" and "no show" trips and prepares data for reporting purposes. She prepares daily driver manifests and forwards to the service contractor, works with the contractor to ensure smooth delivery of services, facilitates resolutions to scheduling issues, and handles service requests and complaints. She is responsible for maintaining the automated scheduling system as well as auditing and monitoring system data inputs to ensure accuracy of information. She also assists customers in obtaining needed services and/or information.*

**Don Smithers**  
**Project Coordinator**

*Don Smithers has an Associate Degree in Applied Science from the Community College of the Air Force, numerous Management Trainings, 10 years public and community service, and over 21 years experience with Southwestern Bell and Western Electric designing and installing telephone systems. Mr. Smithers brings a unique set of skills to his position as project coordinator for the Transportation Department. As a city council member for the City of Sugar Land, a current member of the Fort Bend County Fair Association, National Guard Association of Texas, Houston Livestock Show and Rodeo Association, and member of the Sugar Land Cultural Arts Foundation Board, Fort*

## ELDERLY AND DISABLED PERSONS WITH DISABILITIES TRANSPORTATION PROGRAM

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**Bend Boys Choir, Rosenberg Rotary Club, Imperial Sugar Development Board Mr. Smithers provides a vital link to the community for the department. He is the department's liaison with the community for transit project planning and implementation and promotes the Department's activities within the community. He coordinates new project implementation with other County Departments, cities, state agencies, private developers and non-profit institutions. He is also responsible for construction project coordination and in this capacity acts as the primary contact between the Department, contractors, and other governmental agencies.**

**Joe Gardzina  
Mobility Manager**

**Through grant awards in the New Freedom program, the Department has employed Joe Gardzina to undertake specific tasks related to transportation coordination efforts. As the mobility manager, he is responsible for carrying out transportation coordination efforts aimed at increasing service availability and decreasing service duplication. In conjunction with efforts to garner additional coordination agreements between human service agencies, he will be developing a transportation resource guide for Fort Bend County. Mr. Gardzina is the former Director of Community Investment for the United Way of Brazoria County. His experiences there and as a private business owner affords him the skills needed to garner agency participation in building the partnerships necessary to bring about successful agency coordination. At the United Way, he was responsible for managing outcomes focused community building, regional collaboration, and maintaining agency partnerships. Mr. Gardzina has over ten years of progressively responsible management experience which includes expertise in strategic planning and experience in leading and effectively addressing complex community concerns. He is a licensed Chemical Dependency Counselor and has undertaken Addiction Studies at the University of Houston. He is a private business owner, directing clinical programs for multi-site outpatient substance abuse treatment programs.**

**Linda Picard  
Trip Coordinator**

**Mrs. Picard was employed with Fort Bend County through the Rural New Freedom grant project. She offers the Transportation department a degree in computer operations and 20 yrs of administration experience & project management. She is currently managing all program services for children of her church as well as planning and implementing all aspects of the special needs ministry and community events. She is involved in the management and coordination of membership services (A/R) for the Houston World Affairs Council creating awareness for global issues through forums and educational programs, seminars and luncheons. As Trip Coordinator for Fort Bend County, Mrs. Picard, is responsible for developing travel training curriculum to be used for people with developmental disabilities and provide direct, individual travel training to those in need. She is currently working with local social service agencies to identify and develop a customer base in need of public transportation within Fort Bend County. She has conducted an active outreach program in the Fort Bend County area by preparing flyers and brochures for distribution during community events, job and health fairs and speaking before area organizations to promote the public transportation options available to persons with disabilities.**

**Mike Flory  
Project Manager**

**Mike Flory has a Bachelors of Science in Education from Indiana State University. He was involved with the installation and implementation of the smart card fare system for Houston METRO. During his tenure at Houston METRO he had oversight of the installation of the smart card fare system and sixteen transit centers. He is the former owner of an Educational and Consulting Services which provided specialized training and consulting in the areas of Environmental, Safety and Quality Assurance Mr. Flory was also the Marketing director of a bank in which he served as the**

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*community liaison marketing to a tri-city area. Retained as a temporary employee by the Fort Bend County Public Transportation department Mr. Flory will be responsible for implementing our ARRA funded Intelligent Transportation System projects and marketing and outreach for the implementation and initiation for commuter services to the Texas Medical Center.*

**Experience:** How many years of experience does your agency have in operating a transportation system for the elderly and disabled?

- a. no experience \_\_\_\_\_
- b. less than 1 year of experience \_\_\_\_\_
- c. 1-5 years of experience   X
- d. 5 years or more experience \_\_\_\_\_

**Third Party Contracting Federal Monitoring Compliance Reviews and Inventory Inspections:** Does your agency's have the staff to meet the Federal Transit Administration's monitoring compliance guidelines on 3<sup>rd</sup> Party Contractors? This would be transit providers contracted to provide service using funds from this program.  
  X   YES                      \_\_\_\_\_ NO

**Note:** During the TxDOT annual monitoring visit, your agency will be required to provide TxDOT with your policy & procedures for conducting 3<sup>rd</sup> party contract monitoring as required by the Federal and State regulations.

*Attached please find our Departments 3<sup>rd</sup> Party Contractor monitoring forms - labeled as Attachment C. As is indicated on the monitoring form, Fort Bend County's monitoring activities provide a complete and comprehensive assessment of contractor activities and compliance.*

**Maintenance Program** - which of the following describes your vehicle maintenance program:

Does your agency have a preventative maintenance policy and procedures in place:

Yes   X   No \_\_\_\_\_

- During TxDOT's annual monitoring visit to your agency, you will be asked to provide us with a copy of your preventative maintenance policy and procedures.

*As the Departments fleet is maintained by our bus contractor, The Department routinely monitors our bus operating contractor to ensure compliance with preventive maintenance activities. Attachment D will direct you to the Department's Operational Standards. These standards dictate the contractor's minimum requirements for all services, including maintenance of the Department's fleet. Fleet maintenance activity requirements include routine preventive maintenance activities, performed at manufacturer's recommended intervals, as well as daily monitoring via pre and post trip inspections. In addition, Fort Bend County's Operations Manager reviews preventive maintenance activities for completion compliance on a weekly basis. The Operations Manager prepares a report indicating the percentage of preventive maintenance activities completed on-time to meet the Federal Transit Administrations requirement of 80 % completed on time. As a result of these monitoring activities, our contractor is routinely achieving above 90 % performed on-time.*

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Does your agency have daily driver inspection logs to assure the safety of vehicles:

Yes X No     

- During TxDOT's annual monitoring visit to your agency, we will review the driver daily logs to assure that any maintenance that is identified by the driver has a record to support that the vehicle was immediately taken out of service and sent to be repaired including the wheel chair lifts.

*Attachment E will direct you to copies of driver daily inspection logs. Drivers are required to complete and inspection of vehicle safety items both before an after completing a route.*

*Also, as indicated in Application Part I, if you are funded and use 3<sup>rd</sup> party contractors, you will be required to provide TxDOT during annual monitoring visit a copy of your 3<sup>rd</sup> party contractor's Preventative Maintenance Policy and Procedures.*

**Driver Selection:** When selecting drivers does your agency...

- a. check driving records? Yes X No
- b. require a physical examination? Yes      No X
- c. perform a criminal back-ground check? Yes X No
- c. other; specify: Service is contracted.

*Fort Bend's bus operating contract provisions require the contractor to meet minimum standards related to driver hiring and retention. These minimum requirements are detailed in Fort Bend County's Operational Standards. A copy of the standards is provided with this proposal and is labeled as Attachment D. The answers provided above indicate the requirements conveyed to the contractor.*

Please explain any NO answer:

Does your agency have a Drug Free Workplace: Yes X No     

Do your agency have a written Drug & Alcohol policy and procedures to drug and alcohol testing to assure a drug free workplace: Yes X No     

- During TxDOT's monitoring visit on your agency you may be asked to provide TxDOT with a copy of your D&A policy and procedures.

*Attachment F includes copies of Fort Bend County's drug and alcohol testing policy and our bus operating Contractor's Drug and Alcohol Testing policies.*

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**Training:** Does your agency provide training to your Executive Staff, Managers, Employees, and drivers: Yes X No    

*Listed below are some examples of training required for bus operators. All employees are required to receive at least 1 hour of training related to our drug and alcohol testing policy upon employment with the County.*

- *CPR/First Aid*
- *Drug and Alcohol Testing and Awareness*
- *Driver Safety Training*
- *Passenger Assistance Training*

**Describe existing or proposed transit training. Description should state whether a certification is granted after completing a particular course and how frequently you will require them to be trained.**

*Fort Bend County's bus operating contractor is required to provide a minimum of at least 24 hours of training to drivers. The contractor provides these trainings "in house" to drivers and other safety sensitive personnel. Training includes defensive driving, passenger assistance training and other driver safety training programs. CPR and First Aid training are in accordance with the certification process defined by the American Red Cross. These certifications are required to be renewed. In addition, Fort Bend County has provides travel scholarships for Departmental personnel to attend TxDOT, FTA and other agency sponsored training. Fort bend County executive staff and managers attend job related trainings as they become available on such subjects as operations management, drug and alcohol testing, Triennial Reviews, Transportation Coordination, Public Private Sector Agreements, Marketing, etc.*

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**12. PUBLIC INVOLVEMENT**

**Public Notification (to be required if your agency is approved for funding under this program)**

What provisions will be taken for ensure that the general E&D public, organizations and groups representing elderly individuals and individuals with disabilities are given adequate notice of, and an opportunity to comment on, the proposed activity of your application? Please select one choice below and provide documentation?

**Public Hearing** (copy of notice as published and transcript required)  
*Fort Bend County will hold a Public Hearing if awarded 5310 funds.*

**Public Meeting(s)** (copy of the notice as published required)

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**13. PRIVATE SECTOR INVOLVEMENT**

**NOTE: This section is not applicable to Fort Bend County's Submission.**

***NOTE: This section would be completed an applicant (another Transportation Provider) requesting an opportunity to bid on the services you are proposing to provide (next 4-page) if they feel they could do the services cheaper than you agency can provide the service.***

***If you are approached by another Transit Provider with this request, allow them to complete this page and the following three (3) pages expressing their interest in bidding the transportation services. Section 5310 applicants must provide the form to all transit providers who request an opportunity to bid.***

**Please note that the form includes four (4) sections that must be completed by the Section 5310 applicant before forwarding to interested transportation providers. These sections are:**

- X The name, business address and phone number of the Section 5310 grant applicant (top of the first page);
- X A description, including days and hours of service, client or passenger types and special needs, vehicles and vehicle accessories required to transport the clients, distances and times of travel, and other special considerations of the transportation service proposed by the Section 5310 applicant (on the lines at the bottom of first page);
- X The date (at least two weeks after the form is sent) that the form must be returned (bottom of third page); and
- X The mailing address of the Section 5310 applicant must be furnished to allow the bidder to return the bid form (also at bottom of third page).

Each area that the Section 5310 applicant is responsible for completing prior to mailing to interested parties is marked by a bullet (X).

Interested parties must be allowed two weeks to complete a3. bid form and return it to the address provided. Upon receipt of a bid form, applicants should immediately forward a copy to their local Public Transportation Coordinator for review.

Please contact the local Public Transportation Coordinator for questions or further information.



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**X BID FORM FOR OTHER TRANSPORTATION PROVIDERS (cont.):**

**NOTE: This section is not applicable to Fort Bend County's Submission.**

Please complete the form below to indicate the annual cost for the provision of transportation services as described on the previous page (to be completed by 5310 original applicant).

<b>CATEGORY</b>	<b>ANNUAL COST</b>	<b>CATEGORY</b>	<b>ANNUAL COST</b>
<b>ADMINISTRATIVE</b>	\$	<b>OPERATING</b>	
Personnel	\$	Driver's wages	
Fringe Benefits	\$	Dispatcher's wages	
Postage/ printing	\$	Fringe benefits	
Office equipment/supplies	\$	Fuel & Oil	
Telephone	\$	Maintenance/repair	
Insurance	\$	Vehicle Storage	
Marketing	\$	Space/utilities	
Office space/utilities	\$	Licensing	
Short-term debt	\$	Driver training	
Audit	\$	Subcontracts	
Other	\$	Other	
<b>ADMINISTRATIVE SUBTOTAL</b>	\$	<b>OPERATING SUBTOTAL</b>	
		<b>TOTAL ESTIMATE</b>	

**Additional Information:**

1. Additional equipment would be needed to provide this service:

No

Yes (indicate the number of vehicles or other equipment and estimated cost):

2. Briefly indicate the methods used to calculate the operating/ administrative costs shown on the previous page:

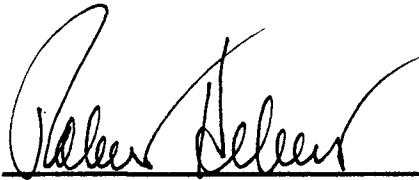
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**Signatory Warranty**

The undersigned signatory for the Subrecipient hereby represents and warrants that the information provided on this Application Part I and Supplement to Application Part I is accurate to the best of my knowledge.

The undersigned signatory for the Subrecipient hereby represents and warrants that he/she is an officer of the organization for which he/she has executed this agreement and that he/she has full and complete authority to enter into an agreement on behalf of the organization.



8-11-09

Date

Fort Bend County

Name of Agency

Signature

Robert E. Hebert, County Judge

Print Signature