

ARF-644

Item #: ~~87.0~~

## REGULAR SESSION AGENDA

Public Transportation

Date: 06/22/2010

## FY11 Grant Application Part 1

Submitted For: Paulette SheltonSubmitted By: Public TransportationDepartment: Public TransportationType of Item: Discussion ItemRenewal Agreement/ YesAppointment:Reviewed by County YesAttorney's Office:Multiple Originals YY/N?:

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InformationSUMMARY OF ITEM

Take all appropriate action to approve and authorize County Judge to sign the Fiscal Year 2011 Application Part 1 and authorize the Transit Director to submit application to the Texas Department of Transportation for FY11 Rural Transportation funds to be received from the Texas Department of Transportation.

SPECIAL HANDLING

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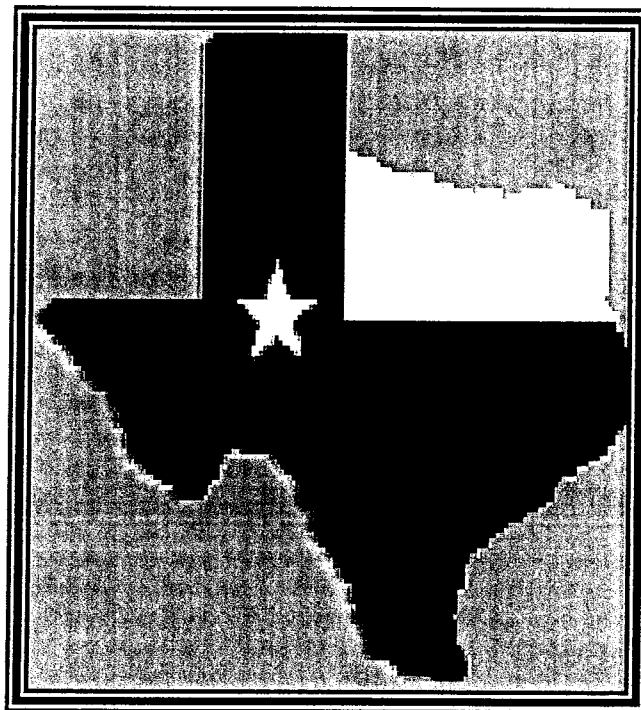
The attachments to this document are available at Fort Bend County, Public Transportation (see contact information within this document.)

6-24-10 copy received



**FORT BEND COUNTY**  
(Name of Agency)

**Fiscal Year 2011  
Grant Application Part I  
For Transit Providers and Service Agencies**



**Texas Department of Transportation  
Public Transportation Division**

## Introduction

The application for public transportation funds includes the following elements:  
Grant Application Part I - Applicant and Project Information  
Grant Application Part II - Federal Certifications and Assurances (if applicable)  
New Applicant information (if applicable)

By submission of this application, the applicant will be certifying that the proposed public transportation project is consistent with the regional transportation planning requirement.

**For awards after January 1, 2011, a new requirement will be added. Subrecipients will be required to have an Internal Compliance Policy – Refer to new Section VII – H.**

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## Section I: Information

### A. Agency Information

Name of Agency: <b>Fort Bend County</b>	Legal Name on Grant Agreement (if different):
Physical Address: Street: <b>301 Jackson, Ste 719</b> City: <b>Richmond</b> County: <b>Fort Bend</b> State: Texas (change if different) Zip: <b>77469</b>	Mailing Address (if different): Address: <b>12550 Emily Court, Ste 400</b> City: <b>Sugar Land</b> County: <b>Fort Bend</b> State: Texas (change if different) Zip: <b>77478</b>
Agency Telephone: <b>281-633-7433 EXT 5</b>	Email: <b>sheltonp@co.fort-bend.tx.us</b>
Agency Fax: <b>281-243-6715</b>	Website: <b>www.FortBendCountyGov.com</b>
Payee Identification (PIN) Number (14 digits) <b>[REDACTED]</b>	
<b>Primary Agency Contact Person</b>	<b>Secondary (Backup) Contact</b>
Name: <b>Paulette Shelton</b>	Name: <b>Christina Bune</b>
Title: <b>Director</b>	Title: <b>Administrative Manager of Finance</b>
Telephone # : <b>281-633-7433 Ext 0</b>	Telephone # : <b>281-633-7433 Ext 0</b>
Email: <b>sheltonp@co.fort-bend.tx.us</b>	Email: <b>bunechr@co.fort-bend.tx.us</b>
Other (pager, etc.): <b>281-303-1734</b>	Other (pager, etc.):

### B. Emergency Operations Contact

Enter the name of the primary and secondary person to contact in the event of an emergency.

**A 24 hour access phone number must be provided.**

<b>Primary Contact</b>	<b>Secondary Contact</b>
Name: <b>Paulette Shelton</b>	Name: <b>Christina Bune</b>
Office Telephone # <b>281-633-7433 Ext 0</b>	Office Telephone # <b>281-633-7433 Ext 0</b>
Home or Cell Telephone # <b>282-303-1734</b>	Home or Cell Telephone # <b>281-239-5701</b>
Email: <b>sheltonp@co.fort-bend.tx.us</b>	Email: <b>bunechr@co.fort-bend.tx.us</b>
Other (pager, etc.): <b>409-771-0273</b>	Other (pager, etc.):

### C. Signature Authority

Enter the name of the designated official representative(s) of the agency who can legally sign applications, contracts and commit resources.

Name: <b>Robert E Hebert</b>	Name:
Title: <b>County Judge</b>	Title:
Address: <b>301 Jackson, Ste 719 Richmond, TX 77469</b>	Address:
Telephone: <b>281-341-8608</b>	Telephone:

### D. Subcontractor(s)

If a subcontractor provides transit services, provide the information below. If there is more than one subcontractor provide this information for each one.

Is any part of the agency's service subcontracted to another agency? ☒ Yes ☐ No **If Yes, provide the following information:**

Name of Agency: <b>TREK</b>	Name of Parent Agency (if different):
Physical Address: <b>4 Greenway Plaza, Ste C950 Houston, TX 77046</b>	Mailing Address (if different):
Agency Contact Person: <b>Janet Redeker</b>	Telephone:
Title: <b>Executive Director</b>	Fax:
Email: <b>jr@trekhouston.org</b>	Website:
What type of service is provided? <b>Management and Provision of Commuter Services</b>	

## Section I: Information

Name of Agency: <b>GBJ, Inc., dba AFC Corporate Transportation</b>	Name of Parent Agency (if different):
Physical Address: <b>15734 Aldine Westfield Rd.</b>	Mailing Address (if different):
Agency Contact Person: <b>Lisa Smith</b>	Telephone:
Title: <b>Dir. Corporate Sales and Marketing</b>	Fax:
Email: <b>John@firstclasslimo.com</b>	Website:
What type of service is provided? <b>Demand Response, Pointe Deviation and Commuter Bus Services</b>	

## Section II: Funding

### A. Eligibility

Eligibility for the following programs is contingent on agency type. Check all the appropriate box(es) to identify agency type.

Existing Agency	New Agency
<input checked="" type="checkbox"/> Rural Transit District	<input type="checkbox"/> Rural Transit District
<input type="checkbox"/> Urban Transit District	<input type="checkbox"/> Urban Transit District
<input type="checkbox"/> Metropolitan Planning Organization	<input type="checkbox"/> Metropolitan Planning Organization
<input type="checkbox"/> Metropolitan Transit Authority	<input type="checkbox"/> Metropolitan Transit Authority
<input checked="" type="checkbox"/> Governmental Entity	<input type="checkbox"/> Governmental Entity
<input type="checkbox"/> Native American Tribes or Indian Tribal Organization	<input type="checkbox"/> Native American Tribe or Indian Tribal Organization
<input type="checkbox"/> Non-Profit Agency	<input type="checkbox"/> Non-Profit Agency
<input type="checkbox"/> Private For-Profit Agency	<input type="checkbox"/> Private For-Profit Agency
<p>New Recipients <b>are</b> required to provide additional information regarding eligibility (such as a copy of Non-Profit Status - I.R.S. Form # 501(c)(3)). Contact the TxDOT District Public Transportation Coordinator (PTC) in your area for assistance.</p>	

### B. Programs

Indicate the different funding sources the applicant **will apply** for with this TxDOT application, include a description and/or explanation for each program selected:

Describe/explain what funds will be used for: \_\_\_\_\_

☐ **§5307 State - Small Urbanized Area** (CFDA Number 20.507)

State public transportation funds are allocated to municipalities that are designated recipients or transit providers in urbanized areas. (TAC 43 Rule §31.11)

Describe/explain what funds will be used for: \_\_\_\_\_

☒ **§5309 Vehicle Capital Replacement (VCR)** (CFDA Number 20.500)

The Federal Transit Act, codified at 49 USC §5309, provides capital investment grants. Section 5309 funds are available to local public bodies. (TAC 43 Rule §31.16) **As funding becomes available, vehicle replacement and fleet additions may be requested as well as facility improvements, acquisition and/or construction. Facility projects may include park and ride facilities, ITS equipment, passenger transfer stations, bus stops, maintenance facilities, operating and administrative facilities, etc.**

Describe/explain what funds will be used for: \_\_\_\_\_

☒ **§5310 Elderly and Persons with Disabilities (E&D)** (CFDA Number 20.513)

The Federal Transit Act, codified at 49 USC §5310(a)(2), provides capital grants to meet the special needs of the elderly and persons with disabilities. (TAC 43 Rule §31.31) **Purchase of service funding will be requested to cover the costs of transportation services for the elderly and persons with disabilities. New and replacement vehicles may also be requested on an as needed basis.**

Describe/explain what funds will be used for: \_\_\_\_\_

☒ **§5311 State - Non-Urbanized Area**

Transportation Code, Chapter 456 provides grant funds for public transportation projects in non-urbanized areas (TAC 43 Rule §31.11)

Describe/explain what funds will be used for: **Purchase of service as well as capital, administrative and operating cost funding will be pursued to support provision of general public demand response, commuter and point deviation transportation services.**

☒ **§5311 Federal - Non-Urbanized Area** (CFDA Number 20.509)

The Federal Transit Act, codified at 49 USC §5311, provides grants for public transportation projects in non-urbanized areas. (TAC 43 Rule §31.11)

Describe/explain what funds will be used for: **Purchase of service as well as capital, administrative and operating cost funding will be pursued to support provisions of general public demand response, commuter and point deviation transportation services**

☒ **Other: 5316 and 5317 JARC and New Freedom program funding**

Describe/explain what funds will be used for: **Purchase of service as well as capital, administrative and operating costs will be pursued to support transportation services qualifying for these programs. Services for mobility management and passenger assistance may also be requested.**

### **Section III: (Rural, Urban Transit Districts and Metropolitan Transit Authorities)**

#### **Project Description**

This part of the application provides general information to assist the Department in meeting its obligations in the administration and management of FTA programs.

#### **Guidance:**

The project description should be brief, but contain the general information required below:

- ◆ Identify the geographic area to be served and type of service provided (e.g., fixed route, demand response, etc.)
- ◆ Identify who will operate the service (subrecipient or subcontractor)
- ◆ Describe how the project will meet the needs of the **target population**

#### **Required Project Description:**

***Fort Bend County provides general public demand response, commuter and point deviation services. Transportation service is provided for any trip purpose. Services are not directly operated by Fort Bend County. Two service contractors are used, one for Trek commuter services the other for all other services.***

***Demand Response service is operated on a first-call, first-served basis and allows scheduling of service up to thirty days in advance. The service operates in both the urban and rural areas of the county for appointment times between the hours of 8:00 am and 5:00 pm, Monday through Friday (excluding County holidays). All vehicles for this service are ADA compliant. Coordination of services and passengers with the Section 5310 Elderly and Disabled and the JARC and New Freedom programs is also provided.***

***Fort Bend County provides commuter services along the SH 59 corridor from Fort Bend County into the Greenway Plaza, Galleria Mall and Texas Medical Center areas of Harris County. This service is available to all Fort Bend County residents for any trip purpose. Vehicles for these services are ADA compliant. Services are provided Monday through Friday (excluding County holidays) from 5:00 a.m. to 8:45 a.m. and from 3:00 p.m. to 7:30 p.m. Services into the Texas Medical Center are augmented with a midday run to accommodate shift workers as well as individuals using the service for medical appointments. In addition, all commuter services offer a guaranteed ride home program for users.***

***Fort Bend County provides additional services to low income and disabled residents of the county via demand response and point-deviation operations. Point-deviation services for disabled residents in the urban areas will be initiated in January of 2011 using urban area New Freedom funds.***

Currently, demand response services are in place utilizing three (3) wheelchair equipped mini-vans using rural New Freedom funding. Services are offered for any trip purpose. Through Urban area JARC programming, three (3) additional point deviation routes will be added in the later part of FY10. JARC services will be offered to low income residents for work or vocational rehabilitation trips and to the general public for reverse commute and suburban to suburban work and vocational rehabilitation trips. Any trip purpose will be accommodated on a space available basis. Some service to qualified New Freedom Urban residents is currently being coordinated on the rural New Freedom routes however, this is limited to space available basis. All vehicles for these services are or will be ADA compliant. Service hours and days for services being implemented later this year have not yet been determined. Service hours for the rural New Freedom program are Monday through Friday (excluding County holidays) with first drop-offs by 8:00 a.m. and last pick-ups at 5:00 p.m.

**Capital Project Budget (Rural, Urban Transit Districts and Metropolitan Transit Authorities)**

1) Transit Vehicles - Provide adequate description of the vehicles being procured (i.e. quantity, type, passenger capacity, vehicle length, fuel type etc.

Specifications and Estimated Budget for Transportation Capital Projects

Description	Quantity	Type	Passenger Capacity	Federal	Local	Total	TDC
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
Total				\$	\$	\$	

**LOCAL SHARE SOURCES**


## Section IV: Section 5310 (Nonprofit Subrecipients)

### A. Project Description

This part of the application provides general information to assist TxDOT in meeting its obligations in the administration and management of the FTA Section 5310 program.

1. Mark the appropriate box below as applicable. **(One box must be checked)**

☐ **Unavailable**

There is no existing rural or mass public transportation

☒ **Insufficient**

Available rural and mass transportation services are insufficient to meet the needs of the target population or equipment needs replacement to ensure continuance of service. (Examples: capacity, routes, hours, paratransit eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)

☐ **Inappropriate**

Target population has unique or special needs, which are difficult or impossible to serve on available mass transportation.

2. Provide specific examples of how existing transit is unavailable, insufficient or inappropriate. Include testimonies, hearings, complaints etc.)

*Peak hours requested for demand response services are between 8 a.m. and 12 p.m. and between 4 p.m. and 6 p.m. Demand Response services are currently at capacity during peak hours. Reservations denied are recorded on a waiting list and individuals are contacted as openings occur. New Freedom services in the rural area are currently at capacity during peak service hours as well. Current budgets are insufficient to provide evening and weekend services. Non-profit agencies serving individuals with disabilities continue to request after-hours services.*

3. Explain how the project supports regional coordination efforts should be brief, but contain the general information required below:

Input response below how project supports regional coordination:

*Fort Bend County's Public Transportation Director has continued the County's efforts to stay involved in the region's public transportation coordination efforts. The Director was a member of the area's original steering committee for the regional coordination plan and Chairs the MPO's current committee charged with the responsibility of implementing projects recommended in the plan. Coordination agreements are in place with The Association for Retarded Citizens of Fort Bend County, The George Foundation, The Fort Bend Senior's Meals on Wheels program and the Worksource. As additional funding becomes available, agreements with TEXANA, the area's mental health, and mental retardation authority will be sought. We are currently working on a coordination project with the Katy Area Chamber of Commerce and have recently supported the City of Sugar Land and City of Rosenberg's completion of transit studies.*

### Project Description

This part of the application provides general information to assist the Department in meeting its obligations in the administration and management of FTA programs.

#### Guidance:

The project description should be brief, but contain the general information required (listed below):

- ◆ Identify who will operate the service (subrecipient or subcontractor)
- ◆ Describe how the project will meet the needs of the **target population**

**Required Project Description:**

***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 requests purchase of service funding from the Section 5310 Elderly and Disabled Transportation Program that continue support of our coordination efforts with agencies serving elderly and disabled citizens. Access to services by individuals with disabilities and the elderly 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 utilized them to provide services to the senior centers in Fulshear, Kendleton and Arcola. The County will be replacing these vehicles with new vehicles in FY10 at no cost to the agency. 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. Over 2,500 trips are provided each month. We will request FY11 Section 5310 funding to continue this service.***

***With the FY07, FY08, FY09 and FY10 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 dedicated by Fort Bend County to 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) will be requested to initiate these efforts and to provide best utilization of the buses.***

**Also note, our FY10 funding requests included an increase in the hourly rate charged to us by our bus contractor. In July of 2009 our contractor requested an 18% increase in hourly rates. Current contract provisions allow for an increase of up to 25%. The bus contractor had maintained the same rate over the last three years and had indicated the rate increase request was due to fuel price increases and increases in minimum wage rates. The rate increase was approved by our Commissioner's Court and went into effect on 10-1-2009. The funding requested in FY 10 and requests for FY11 reflect 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%. In FY11, Departments were asked to reduce budgets by another 8%. 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.**

### **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 demand response vehicles began operation in the rural areas of Fort Bend County in early 2009. Services are provided 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 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.**

**Utilizing funding obtained through the Houston Galveston Area Council's Commute Solutions Program, in FY10 Fort Bend County expanded commuter services to include service into the Texas Medical Center. Known as the Fort Bend Express, destinations**

include major employers and hospitals in the medical center area of Houston. The service uses a fleet of six vehicles operating approximately 7 hours on workdays during peak hours. Accommodations for mid-day service and medical trips to the Veteran's hospital are also provided.

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

#### 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 50,400 trips; in FY09 the service provided 57,811 trips. With an increase of over 7,000 trips between FY08 and FY09 it is obvious that there is continual demand for services. 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. 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 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 2010.

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. 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. Section 5310 applications will include funding requests to accommodate this need.**

**Capital Projects (Section 5310 - Nonprofit Subrecipients)**

1) Transit Vehicles - Provide adequate description of the vehicles and/or other capital projects being procured (i.e. quantity, type, passenger capacity, vehicle length, fuel type etc.

Specifications and Estimated Budget for Transportation Capital Projects for each TxDOT District.

District:							
Description	Quantity	Type	Passenger Capacity	Federal	Local	Total	TDC
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				\$	\$	\$	

District:							
Description	Quantity	Type	Passenger Capacity	Federal	Local	Total	TDC
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				\$	\$	\$	

District:							
Description	Quantity	Type	Passenger Capacity	Federal	Local	Total	TDC
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
<b>Total</b>				\$	\$	\$	

Description	Quantity	Type	Passenger Capacity	Federal	Local	Total	TDC
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
Total				\$	\$	\$	

LOCAL SHARE SOURCES


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[End of Section IV](#)

## Section V: Utilization of Services

### A. Vehicle Availability and Capacity

- How many vehicles are Available for passenger service? 31 (15 of these vehicles are owned by the bus contractor)  
Required in peak periods? 31(15 of these vehicles are owned by the bus contractor)
- Can all requests for service be accommodated with the existing fleet?  
☐ Yes  
☒ No If No, explain *Demand Response and New Freedom services are at capacity during peak hours. Trips are being denied during these hours.*

### B. Service Changes

- If the agency is proposing to change services (changing routes, increasing or decreasing service), describe the changes and why they are proposed, or enter N/A for not applicable.

*In a 2010 Fort Bend County increased its commuter service by providing connections between the Texas Medical Center in Harris County and park-n-ride locations along the SH 59 corridor in Fort Bend County. The service, initiated in June of 2010, will likely have some changes made to the schedule to accommodate passenger requests and/or ridership trends.*

*Fort Bend County has coordinated with Workforce Solutions to provide training and work related transportation service for approved riders. This service began in May 2009. Demand for this service has been down and we do not expect the Worksource will renew their service contract.*

### C. Vehicle Replacement / Service Expansion

- Will vehicle(s) be used for: ☐ service expansion  
☐ vehicle replacement
- For the proposed replacement / expansion vehicle  
☐ What is the estimated total vehicle mileage (1 year)? \_\_\_\_\_  
☐ What is the estimated total passengers (1 year)? \_\_\_\_\_

### D. Total Fleet - Vehicle Inventory and Condition

- Attach the most current agency inventory list or attach a copy of the most recent PTMS.

Fort Bend County Vehicle Inventory						
Plate No.	VIN	Make/Model	Year	County I.D.	Mileage	Condition
753-541	1FDXE40F1WHC13105	El Dorado	1998	RB-9056 (FB4)	269,041	Poor
753-542	1FDXE40F0WHC13077	El Dorado	1998	RB-9057 (FB2)	244,948	Poor
209-473	1FDWE35P65HB39086	El Dorado Aerolite	2005	K-003	165908	Fair
225-805	1FDXE45P66HBO7251	El Dorado Aerotech	2006	K-022	129,597	Good
225-806	1FDXE45P46HBO1285	El Dorado Aerotech	2006	K-039	154,666	Good
227-343	1FDXE45P36HB29885	El Dorado Aerotech	2006	K-124	129,797	Good
227-344	1FDXE45P56HB29886	El Dorado Aerotech	2006	K-125	142,946	Good
225-807	1FDXE45P26HBO1284	El Dorado Aerotech	2006	K-040	167,721	Good
103-7294	1FDXE45S47DB43498	Goshen	2007	M-029	123,482	Excellent
103-7293	1FDXE45S27DB43502	Goshen	2007	M-030	115,318	Excellent
103-7292	1FDXE45S67DB43504	Goshen	2007	M-042	106,587	Excellent
103-7295	1FDXE45S57DB43509	Goshen	2007	M-043	100,909	Excellent
103-7349	1FDWE35S21HA13550	El Dorado	2001	M-104	out of	Poor

		National			service (Aug- 2008) 169,702	
103-7347	1FDWE35S01HA78641	El Dorado National	2001	M-102	199,749	Poor
103-7348	1FDWE35S21HA78642	El Dorado National	2001	M-103	210,198	Poor
105-0105	1GBDV13W28D184164	Uplander	2008	M-155	66,950	Excellent
105-0106	1GBDV13W38D184125	Uplander	2008	M-156	71,771	Excellent
105-0104	1GBDV13W38D184660	Uplander	2008	M-157	68,222	Excellent
108-5260	1FDDE45P49DA47204	El Dorado Aerotech	2010	P-002	5,896	Excellent
108-5261	1FDDE45P29DA92304	El Dorado Aerotech	2010	P-003	12,574	Excellent
108-5262	1FDDE45P49DA92305	El Dorado Aerotech	2010	P-004	14,803	Excellent
803-876	2FAFP71WX1X156458	Crown Victoria	2001	25-F	90189	Fair
1102793	JTEBW3EH2A2044011	Toyota Highlander	2010	P-086	N/A	Excellent

## E. Demographics

Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same group of people two different ways, so your total number of clients by ethnicity should equal the total number of clients by elderly or disabled status.

Category	# of Clients	%
American Indian or Alaska Native	637	.4%
Asian or Pacific Islander	23099	14.5 %
Black	32976	20.7 %
White (including Hispanic)	159	.1%
Other	100362	63.0 %
	2071	1.3%
	159304	100 %

= TOTAL\* =

%	# of Clients	Category
16%	25388	Elderly (non-disabled)
		Persons with disabilities (including elderly)
84%	133916	Other (everyone else)

100 %	159304

\* These totals should equal.

- Describe the process for determining demographic of the service area. **2000 Census data was used to determine the diversity of population within Fort Bend County.**
- Describe how the current service meets the needs of the targeting population. **Fort Bend County provides general public demand response transportation service for any trip purpose. The service is operated on a first-call, first-served basis and allows scheduling of service up to thirty days in advance. The service operates in both the urban and rural areas of the County. In FY09 Fort Bend County completed its required Title VI review and plan. Outcome of the review indicated that minority and low income populations as well as other demographic categories were served appropriately. Attachment A is a copy of the report, which provides graphics of demand response trip origins as they relate to specified demographic areas. All vehicles for this service are ADA compliant and services include specialized service for the elderly.**

**Fort Bend County's commuter services are also open to the public and connections to it are provided via the demand response system to any resident. Vehicles for these services are also ADA compliant.**

Fort Bend County provides additional services to low income and disabled residents of the county through JARC and New Freedom programs. Planned services under the urban JARC and New Freedom program will include point-deviation routes operating in low income areas as well as in areas with demand from the disabled community for access to jobs, community services and activities. Demand Response Services operated under the New Freedom programs require self-certification of disability from passengers and are offered for any trip purpose. All vehicles for these services are or will be ADA compliant.

4. Does your Agency provide equivalent levels of service for disabled and non-disabled passengers?

☒ Yes

☐ No If No, explain: \_\_\_\_\_

## F. Fare Structure

1. Enter the Fare for each of the following services.

Fare Type	Amount	Comments:
Regular Fare:	<u>Demand Response \$1.00/ Trip/ Person</u> <u>New Freedom \$1.00/ Trip / Person</u> <u>TREK Commuter Service \$2.25/ Trip / Person</u> <u>TREK Commuter Service Transfer to Metro \$1.00/ Trip/ Person</u> <u>TMC Commuter Service \$3.50/Trip</u>	
Senior Fare:	<u>Demand Response \$1.00/ Trip / Person</u> <u>New Freedom \$1.00/ Trip / Person</u> <u>TREK Commuter Service \$2.25/ Trip / Person</u> <u>TREK Commuter Service Transfer to Metro \$1.00/ Trip/ Person</u> <u>TMC Commuter Service \$3.50/Trip</u>	
Persons with Disabilities (non-Paratransit):	<u>Demand Response \$1.00/ Trip / Person</u> <u>New Freedom \$1.00/ Trip / Person</u> <u>TREK Commuter Service \$2.25/ Trip / Person</u> <u>TREK Commuter Service Transfer to Metro Service \$1.00/ Trip/ Person</u> <u>TMC Commuter Service \$3.50/Trip</u>	
Personal Care Attendant	<u>No Charge</u>	
Paratransit:	<u>N/A</u>	
Student Fare:	<u>Demand Response \$1.00/ Trip / Person</u> <u>New Freedom \$1.00/ Trip / Person</u> <u>TREK Commuter Service \$2.25/ Trip / Person</u> <u>TREK Commuter Service Transfer to Metro \$1.00/ Trip/ Person</u> <u>TMC Commuter Service \$3.50/Trip</u>	
Monthly Pass:		
Tickets or Tokens:	<u>Demand Response \$1.00/ Trip / Person</u> <u>TREK Commuter Service \$2.00/ Trip / Person</u> <u>TMC Commuter Service \$3.50/Trip</u>	<u>Passengers purchasing ticket books are offered discounts off of the single ticket price.</u>
No Fare Charged:	<u>N/A</u>	
Other: _____	_____	

2. Does the agency prioritize service?

☐ Yes If Yes, explain \_\_\_\_\_

☒ No

3. Are requested trips or reservations denied?

☒ Yes **If Yes**, describe why denied and how tracked: ***Trips are reserved on a first call first served basis. Peak hours requested are between 8 am and 12 pm and between 4 pm and 6 pm. Demand Response services are currently at capacity during peak hours. Reservations denied are recorded on a waiting list and individuals are contacted as openings occur. New Freedom services in the rural area are currently at capacity during peak service hours.***

☐ No

## **G. Incidental Services**

1. Is incidental services with TxDOT/FTA funded vehicles compatible with the approved purposes of the project and not interfere with the intended public transportation uses of project assets?

No

☒ Yes, with TxDOT/FTA funded vehicles

☒ Yes, with Locally funded vehicles. Where are the vehicles housed:

☐ TxDOT/FTA funded facility ☒ Locally funded facility ☒ Other ***Bus Contractor's Facility***

If Yes, describe the services. ***Fort Bend County will provide charter services for elected officials, the elderly and/or to people with disabilities as is allowed under the new charter regulations. Fort Bend County may also provide Charter services to these same groups and/or other groups utilizing 100% local funding. Federally funded vehicles will not be used for charter services if not allowed in the regulations..***

## **H. Complementary Paratransit Information**

1. Is the agency a Rural Transit District that operates a fixed route service?

☐ Yes **If Yes**, attach the most recent Complementary Paratransit Plan to this Application.

☒ No

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**End of Section V**

## Section VI: Coordination of Efforts

### A. Coordination of Service

What human service agencies, employment / training programs, or other transportation providers has the agency met with in the last year to discuss transit service coordination? Explain the outcomes. **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 renew 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. In FY10, Fort Bend County supported the cities of Rosenberg and Sugar Land in completing transportation plans for the city and also joined efforts by the Katy Area Chamber of Commerce to create a transportation coordination plan for the Katy area.**

1. Check the statements below for which the agency presently coordinates or shares services or vehicles with other agencies and those which the agency is willing to consider in an effort to increase coordination.

	Currently Do	Would Consider
Sending drivers to training held by others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inviting other drivers to attend training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharing back-up vehicles with other agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Providing information to riders/patrons on other available services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with other agencies to identify when there is space available on their vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing rides from other agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Selling rides to other agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: _____		

3. Describe the agency's role in the regional public transportation coordination planning efforts?

**Fort Bend County's Public Transportation Director has continued the County's efforts to stay involved in the region's public transportation coordination efforts. The Director was a member of the area's original steering committee for the regional coordination plan and Chairs the MPO's current committee charged with the responsibility of updating the plan and implementing projects recommended in the plan.**

4. How will these funds address gaps and / or barriers identified in the regional public transportation coordination plan? **The regional public transportation plan identified service deficiencies and service gaps plus the need for expanded services to the transit dependent populations in the region. As is indicated by our coordination efforts, Fort Bend County has targeted multiple agencies, organizations, and institutions in the pursuit of coordination of existing transportation services and implementation of new transportation services.**

**Funding obtained will be used to support our coordination activities and will include providing connections between Fort Bend, Austin and Harris Counties. Fort Bend County is developing links with Colorado County to provide a consolidated service to the Texas Medical Center in Harris County and to senior centers in Fort Bend County. Fort Bend County is pursuing a taxi voucher program with Harris County Rides and is attempting to enable a seamless transfer of rides to Houston Metro by installation of electronic fare systems. Additional transportation services are being explored with Catholic Charities as they near completion of a new community service center in Richmond.**

5. Describe any special efforts made to provide information about the agency's service to human service agencies, the Work Force Center, or other activity centers. **Fort Bend County has performed an extensive outreach effort to multiple community programs and transportation agencies in an effort to consolidate services and expand opportunities for elderly and disabled residents of local and neighboring communities. Outreach efforts have included participation in workshops with agencies such as the Katy Area Chamber of Commerce, Colorado Valley Transit, Harris County Rides, and the American Red Cross. Fort Bend County has directly communicated its existing programs, such as JARC and New Freedom, as well as other transportation opportunities to community organizations including Workforce Solutions, Texana, Caring People, the Alzheimer Association, Catholic Charities and Gateway to Care. These efforts have resulted in coordinating services with Texana and Workforce Solutions. Fort Bend County has also conducted one-on-one and community fair meetings with many churches, private businesses and special need schools in the county to promote its transportation service.**

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**End of Section VI**

## Section VII: Financial Management / Grant Capability

### A. Fiscal / Managerial Capabilities

1. Describe the experience your agency has in managing grants and/or other governmental grant programs. Fort Bend County is a unit of local government as defined in the Texas Administrative Code. As such, the County's governing structure includes several different departments with specific responsibilities designed to appropriately manage and account for public funds. The County's organizational structure includes a County Auditor, County Treasurer, County Attorney and Purchasing Department. As a recipient of numerous federal and state grant funding programs, the County has the experience and organizational structure necessary to provide stewardship for these programs.

Paulette Shelton will serve as Primary Contact for all TxDOT programs and is the Department Head for the Fort Bend County Transportation Department. Ms. Shelton brings over 20 years of experience in transportation management and operations to the project as well as certification as a Community Transit Manager by the Community Transit Association of America. She has served as the County's Transportation Director for five 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 will ensure program regulations and objectives are achieved.

James Hoss serves as the Operations Manager for the Department. Mr. Hoss came to the County in March of 2010 after spending 10 years as the Operations Supervisor and 1 year as the Transportation Director for Fort Bend ISD. During his tenure with Fort Bend ISD, Mr. Hoss oversaw operations of 440 routes including hiring, training, and supervising drivers. He was also responsible for maintenance activities on the fleet. His experience and training will ensure that operational objectives and goals are met.

Christina Bune is the Administrative Manager of Finance for the Department. Ms. Bune has a BBA degree in Business Management from the University of Houston-Downtown. Prior to coming to this Department Ms. Bune worked in the Fort Bend County Auditor's office as an Internal Auditor and then as a grants Accountant. She is responsible for completing and managing all of the Department's fiscal responsibilities (grants, budgets, financial reports, etc.) as well as all reporting activities. Her unique experience with managing grant activities in the Auditor's office combined with her education provides the Department with the needed financial specialist that ensures financial program oversight is achieved.

2. Has the agency expended \$500,000 or more in federal awards in a year?  
☒ Yes ☐ No **If Yes**, were annual audits completed in accordance with OMB Circular A-133 and submitted to the TxDOT district? ☒ Yes ☐ No **If Yes**, attach copy of FY 2010 Annual Audit. Please note: The FY2010 Annual Audit is not yet completed. Attachment B is the FY2009 Annual Audit reports completed in March 2010.

#### ➤ Cost Allocation Plans

3. Will indirect costs charged to TxDOT grant(s)? ☐ Yes ☒ No **If Yes**, is there an approved cost allocation plan to support indirect administrative costs? ☐ Yes ☐ No **If Yes**, attach the approved Cost Allocation Plan Certification.

### B. Program Management

#### ➤ General

1. What, if any, problems have arisen with submitting invoices on a timely basis or closing out contracts promptly at the end of the fiscal year?  
N/A
2. Has the agency corrected any deficiencies noted in the last site visit or by TxDOT Public Transportation staff?  
Yes

3. In the last fiscal year has the agency requested a contract extension(s) from TxDOT for a Public Transportation grant?

☒ Yes If Yes, explain Extensions were requested for contract 51812F7098 (Fed FY08 5311), contract 51812F7259 (FY08 5311 Discretionary), and contract 51012F7307 (FY10 New Freedom) to allow adequate time to complete bus orders and other services for the rural transportation projects funded under those grants.

☐ No

➤ **Procurement**

1. Does the agency have written procurement policies and procedures? ☒ Yes ☐ No  
A copy of our procurement policies are attached and labeled as Attachment C.

➤ **Maintenance**

1. Does the agency's have a vehicle preventive maintenance program? ☒ Yes ☐ No  
A copy of our Operational Standards is attached. These standards detail the minimum requirements our bus operating contractor must maintain for services and vehicle maintenance. Please refer to Attachment D for details.

**C. Intelligent Transportation System (ITS) Project**

1. Will ITS equipment (such as computer software, communications equipment, etc) be purchased during the fiscal year covered by this application?

Yes ☒ If Yes, list the ITS equipment funded by this application. While not anticipated at this writing, it is possible there may be a need to purchase additional software and/or hardware for the department. Recent funding awards under the ARRA will allow acquisition of ITS equipment. System Engineering Design Analysis is currently underway to determine feasibility and operability of adding electronic fare collection equipment, mobile data terminals, automatic vehicle locators, passenger counters, and if funding allows, security camera systems. Once final analysis has been completed and reviewed, final decisions will be made regarding the types of equipment to be purchased and related acquisition processes implemented. It is also possible we may need to purchase supplemental and/or software or software upgrades to accommodate implementation of the ARRA ITS funded project.

No ☐

2. Identify the Regional ITS Architecture and Deployment Plan(s) that includes this agency. Houston Region ITS Strategic Plan

**D. Civil Rights**

1. Subrecipient must describe any lawsuits or complaints that have been received or acted on in the last year relating to Title VI or other relevant civil rights requirements; and subrecipient must provide a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.

☒ The applicant has no lawsuits or complaints received in the last year relating to Title VI or other Civil Rights requirements.

☐ The applicant had lawsuits and/or complaints that were received in the last year relating to Title VI or other Civil Rights requirements. The applicant acted upon these as described below. \_\_\_\_\_

2. Does the agency have an Equal Employment Opportunity Policy? ☒ Yes ☐ No

3. Number of transit-related employees: **13** (An employee is considered a transit-related employee if they are classified as such (full or part-time) or if part of their salary is paid with transit funds.)

## E. Local Support

1. What efforts are being made to involve local business and civic groups to promote your transit system?  
**Numerous presentations are made throughout the year at local schools, churches and community events. We also purchase booth space at community events and attend chamber of commerce meetings, city council meetings and other community meetings.**
2. Describe your participation in local transportation planning and policy decisions in your community?  
**The Department's Director represents rural transit interests on MPO's Technical Advisory Committee of the Transportation Policy Council. The Director also serves as the alternate for the Chairman of the MPO Transportation Policy Council. All planning activities required by the Federal Transportation Administration are conducted through these processes. The Department has passed through transportation planning funding to complete transportation studies in the Cities of Sugar Land and Rosenberg and to support initiation of a study to determine the feasibility of moving freight rail from one corridor to another in Fort Bend County to allow for commuter rail services.**
3. Explain any efforts to obtain additional local funds within your own community.  
**The City of Sugar Land provides funding to support commuter services originating in Sugar Land. The City also provided the local match needed to support planning funds for a transportation circulator study within the City. The City of Rosenberg provided local match to support planning funds for completion of a transit plan for Rosenberg. Both cities are aware that the County will ask them to provide the local match needed for transportation services provided exclusively within their Cities.**

## F. Public Involvement and Communication

1. Is a web page maintained for transit? ☒ Yes ☐ No If Yes, are schedules, maps and fare information described? ☒ Yes ☐ No
2. Are minority individuals, low-income families, and persons with disabilities informed about the availability of transit service in your community? ☒ Yes ☐ No
3. Is the community provided an opportunity for comment on the service including, proposed service changes or changes to fares? ☒ Yes ☐ No
4. Are communities informed of your intent to apply for Section 5310, 5316 or 5317 funding? ☒ Yes ☐ No

## G. Federal Forms - Debarment and Lobbying

1. Are you applying for federal funds in this Application?  
No ☐  
Yes ☒ If Yes, complete the attached "**Debarment and Suspension (Nonprocurement)**" and "**Lobbying Certification required for each application exceeding \$100,000**" forms.
2. Has or will your Agency do Lobbying Activities pursuant to 31 U.S.C. 1352?  
No ☐ (If your Agency does Lobby during the year, then it is your responsibility to update the "**Disclosure of Lobby Activities**" immediately.)  
Yes ☒ If Yes, complete the attached "**Disclosure of Lobby Activities**" form.

## H. Internal Compliance Program

All subrecipients that receive any awards after January 1, 2011 must have an internal compliance program in writing for their organization as required for the Texas Administrative Code. The department will provide training and have sample policies available to assist.

1. Was your project awarded received after January 1, 2011?  
No ☒  
Yes ☐ If Yes, provide a copy of your internal compliance program to the local PTC or ask for assistance in creating a policy immediately.

## **I. Debarment, Suspension and Lobbying**

Debarment and Suspension Certification is to be completed by **all applicants**.

Lobbying Certification is to be completed by all subrecipients receiving grant funds **exceeding \$100,000**.

*Disclosure of Lobbying Activities* is to be completed by subrecipients **participating in lobbying activities**.

# Debarment and Suspension (Nonprocurement)

## DEBARMENT AND SUSPENSION (NONPROCUREMENT)

49 CFR Part 29 Executive Order 12549

**(TxDOT requires this form to be completed with all Applications for Federal funding)**

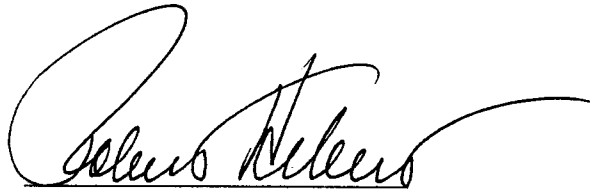
### Applicability to Contracts

Executive Order 12549, as implemented by 49 CFR Part 29, prohibits FTA recipients and sub-recipients from contracting for goods and services from organizations that have been suspended or debarred from receiving Federally-assisted contracts. As part of their applications each year, recipients are required to submit a certification to the effect that they will not enter into contracts over **\$25,000** with suspended or debarred contractors and that they will require their contractors (and their subcontractors) to make the same certification to them.

### Flow Down

Subrecipients are required to pass this requirement on to subcontractors seeking subcontracts over **\$25,000**. Thus, the terms "lower tier covered participant" and "lower tier covered transaction" include both contractors and subcontractors and contracts and subcontracts over **\$25,000**.

- (1) The Subrecipients certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions terminated for cause or default.
- (2) Where the Subrecipient is unable to certify to any of the statements in this certification, such Subrecipient shall attach an explanation to this certification.



Signature of Certifying Official  
**County Judge** Robert Hebert

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date June 22, 2010

## **Lobbying Certification required for each application exceeding \$100,000**

### **(TxDOT requires this form to be completed with all Applications for Federal funding)**

An Applicant that submits, or intends to submit this fiscal year, an application for Federal assistance exceeding \$100,000 **from all Federal sources** must provide the following certification. FTA may not provide Federal assistance for an application exceeding \$100,000 until the Applicant provides this certification by selecting Category II on the Signature Page.

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

- A. As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that for each application for a Federal assistance exceeding \$100,000:
- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and
  - (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for each such failure.

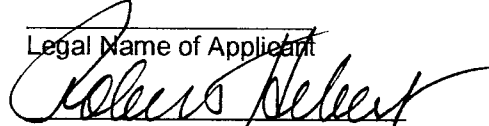
- B. The Applicant understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**The undersigned states, to the best of his or her knowledge and belief, that:**

**If any funds have been paid or will be paid to any person for influencing or attempting to influence** an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, **the undersigned shall complete and submit Standard Form-LLL, a Disclosure Form to Report Lobbying**, and in accordance with its instructions.

Fort Bend County

Legal Name of Applicant



Signature of Certifying Official

Robert Hebert  
County Judge

Title \_\_\_\_\_

Date: 6-22-2010

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[End of Section VII](#)

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352**

(See reverse for public burden disclosure)

1. Type of Federal Action:		2. Status of Federal Action:		3. Report Type:	
<div>B</div> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		<div>B</div> a. bid/offer/application b. initial award c. post award		<div>A</div> a. initial filing b. material change  For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: Name: Address:  ____ Prime    X ____ Subawardee Tier, _____ if known:  Congressional District, if known:		4. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:  Name: Texas Dept of Transportation Address: 7600 Washington Ave Houston, TX 77077 PO Box 1386 Houston, TX 77251-1386  Congressional District, if known:			
6. Federal Department/Agency: Federal Transit Administration		7. Federal Program Name/Description: Section 5307, 5308, 5309, 5310, 5311, 5316 & 5317 CFDA Number, if applicable:			
8. Federal Action Number, if known:		9. Award Amount, if known:			
10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): Hicks-Richards & Associates Fred B. Hicks PO Box 2115 Springfield, VA 22152-0115		10b. Individuals Performing Services (including address if different from No. 10.a.) (last name, first name, MI): State: Jim Short                      Darryl B. Carter PO Box 188                     1301 Travis Ste 200 Fulshear, TX 77441         Houston, TX 77002  One Ingram Group Maya Ingram 524 County Line Rd. Dale, Texas 78616			
(attach Continuation Sheet(s) SF-LLL-A, if necessary)					
11. Amount of payment (check all that apply): \$ _____ actual planned		12. Type of Payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____			
13. Form of payment (check all that apply): ____ a. cash ____ b. in-kind; specify nature value					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in item 11.:  (attach Continuation Sheet(s) SF-LLL-A, if necessary)					
15. Continuation Sheet(s) SF-LLL-A, attached: Yes No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annual and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: Robert Hebert Print Name: Robert Hebert Title: County Judge Telephone: _____ Date: 6-22-2010			
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)			

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application / proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

SECTION VIII: WARRANTIES AND ASSURANCES

**Agency Signature Warranty and Assurance**

The undersigned signatory for the Agency hereby represents and warrants that the information provided in this Application is accurate to the best of my knowledge. The undersigned signatory for the Agency 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. The undersigned signatory for the Agency further represents and warrants the Agency is in compliance with all statutory requirements and regulations.

**Fort Bend County**

Agency Name

Signature

Date

June 22, 2010

**Robert Hebert, County Judge**

Typed or Printed Name and Title

**TxDOT District Review**

The undersigned signatory hereby represents and warrants that the information provided in this Application has been reviewed, and is complete and accurate to the best of my knowledge

Typed / Printed Name of TxDOT District PTC

District

Signature

Date

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**[End of Section](#)**