

Fiscal Year 2012
Grant Application Part I

20B

FTA Section §5310, §5311 and
State Non-Urbanized (Rural),
Small-Urbanized Transit Providers

Transit Provider (Applicant) Legal Name: Fort Bend County

Organizational Unit (if applicable):

Physical Address – No P.O. Box: 301 Jackson, Ste 719

City: Richmond

State: TX

Zip Code: 77469

Fax Number: 281-243-6715

E-Mail Address: sheltonp@co.fort-bend.tx.us

Website Address:
www.FortBendCountyGov.com

County: Fort Bend

Name of person to be contacted on matters involving this application:
Paulette Shelton

Phone: 281-633-7433 Ext.0

Name of person to be contacted in an Emergency: Paulette Shelton

Phone: 281-633-7433 Ext.0

Applicants Payee Identification (PIN) Number (14 digits): 1746001969231

Applicant's D-U-N-S number: 081497075

The undersigned signatory for the Applicant hereby represents and warrants that the information provided in this Application is accurate to the best of my knowledge.

Printed Name: Robert Hebert

Title: County Judge

Signature

August 9, 2011
Date

Revised 7/18/11

8-10-11 copy received

General Instructions

The Application consists of two parts, Application Part 1 and Application Part II. The Application include(s):

- A **checklist** of required elements
- **Basic transit provider information**
- **Budget pages** for administrative, operating, and capital expenses.
- A **description of any capital requests**
- **Certifications, assurances, and other attachments**

Application Process and Awards

Application Part I is a written process for applying for TxDOT formula funded programs for both state and federal funds. Each summer, Application Part I is distributed to all applicants for the next funding cycle. To receive federal funding, an applicant must provide certain certifications and assurances (Application Part II) required by Federal laws and regulations. The certifications and assurance are a compilation of Federal certification and assurance requirements for all programs represent The Federal Transit Administration (FTA) current expectations concerning the responsibilities of the grant applicants.

§Section 5310 Elderly Individuals and Individuals with Disabilities (E&D) Program funds are allocated to TxDOT districts. §Section 5310 applications undergo an evaluation process led by TxDOT Public Transportation Coordinators (PTCs). §5307 Small Urbanized Area (State), §5311 Non-Urbanized Area (State) and §5311 Federal Non-Urbanized Area Programs funds are distributed via formula. The information submitted in your application and Attachment C will be the primary source for determining project priority.

Application Submittal

Applicants should complete all sections completely and concisely. Applicants applying for Section 5310 funds are required to complete *Attachment C, as well as Attachment A and B.*

The application process includes the following:

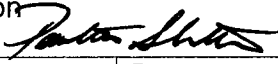
1. Submit an original copy of your application to your Public Transportation Coordinator (PTC).
2. The PTC will:
 - a. Review the application for completeness and may contact the agency for questions and clarification.
 - b. Forward an electronic copy of the completed application to the Public Transportation Division (Austin).
3. A project will NOT be included in the any grant until the complete application package is received.

A complete set of application forms are presented on the following pages. Applicants are urged to work from an electronic copy of the forms.

A checklist of required elements to submit with your application is presented below.

THE FOLLOWING ATTACHMENTS MUST BE SUBMITTED AS A PART OF YOUR APPLICATION:

Applicant Check-off	TxDOT PTN-PTC Check-off	
<input type="checkbox"/> N/A	<input type="checkbox"/>	IRS Form 501(c)(3) Verification Letter (new non-profit applicants only)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal Compliance Program Certification (Attachment D)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Third Party Contract (Attachment E)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Map(s) / Bus Schedule of service area (Attachment F)
<input type="checkbox"/> N/A	<input type="checkbox"/>	Indirect Cost Allocation Plan Certification
<input type="checkbox"/> N/A	<input type="checkbox"/>	Complimentary Paratransit Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment A – Vehicle Inventory List or PTMS Agency Inventory List
<input type="checkbox"/> N/A	<input type="checkbox"/>	Form PTN-116 Request to Purchase Non-Accessible Vehicle(s) (If applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letters of Support (Attachment G)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment C – Section 5310 (if applicable)

Application Prepared By: Paulette Shelton 	
Title: Transportation Director	Date: 8-3-11

PTN-PTC:
Date of Review:

Eligibility

Applicants must be eligible to receive funding from TxDOT.

1. Indicate the program in which you are applying (check all that apply).

☐ State - Small Urbanized Area

The Federal Transit Act, codified at 49 USC §5307, is formula based program and provides funding to municipalities that are designated recipients or transit providers in urbanized areas. The governor or the governor's designee is the designated recipient for small urban funds under 200,000 in population. Eligible activities include operating, administration and capital expenses.

☒ State - Non-Urbanized Area (Rural)

Transportation Code, Chapter 456 is a formula based program and provides state grant funds to designated rural transit districts for public transportation projects in non-urbanized areas. Eligible activities include operating, administration and capital expenses.

☒ §5310 Elderly Individuals and Individuals with Disabilities (E&D)

The Federal Transit Act, codified at 49 USC §5310 is a capital program which provides funding to local public bodies, rural transit districts and non-profit organizations for the purpose of meeting the transportation needs of elderly individuals and individuals disabilities. Eligible activities include capital expenses. **Applicants requesting Section 5310 Program funds must complete SECTION C of this application.**

☒ §5311 Federal - Non-Urbanized Area

The Federal Transit Act, codified at 49 USC §5311, is a formula based program and provides funding to designated rural transit districts for the purpose of supporting public transportation in rural areas. Eligible activities include operating, administration and capital expenses.

Eligibility

2. TYPE OF APPLICANT (enter appropriate letter in the blank: A&E.)

- A. Rural Transit District
- B. Urban Transit District
- C. Metropolitan Planning Organization
- D. Metropolitan Transit Authority
- E. Governmental Entity
- F. Native American Tribes or Indian Tribal Organization
- G. * Private Non-Profit

*New private non-profit applicants must attach the verification (e.g. letter) indicating Non-Profit Status from the United States Internal Revenue Service (IRS). To apply for recognition by the IRS of exempt status under section 501(c)(3) of the Code, use one of these two methods:

1. To obtain verification over the Internet, go to:
<http://www.irs.gov/charities/article/0,,id=96109,00.html> , use Form 1023, Application for Recognition of Exemption, and its instructions.
2. If you are unable to locate the information on line, you can obtain verification by making a written request to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192
(877) 829-5500

Service Overview

3. Indicate the type(s) of service currently being performed. (Check all that apply.)

- ☐ Fixed route – Vehicles will travel on specific roads and stop at pre-designated locations according to a schedule
- ☒ Demand-response – Vehicles will pick people up when they need a ride
- ☒ Deviated fixed route – Vehicles will travel from point A to point B but go out of the way to pick up or drop off people if necessary
- ☐ ADA Complementary Paratransit
- ☒ Commuter Park & Ride

4. Briefly describe your agency's purpose and transportation program. Attach any brochures which explain your transportation service.

Fort Bend County provides general public demand response, commuter and deviated fixed route 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-Galleria commuter services and one for all other services. 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 area of Harris County. Demand response and deviated fixed route services are provided within Fort Bend County. See attached brochures.
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*Attachment

5. How many annual passenger trips do you provide (total for all vehicles)? 236,386

6. How many days of service do you operate? 5 (Monday – Friday)

7. How many trips do you currently provide (total for all vehicles)?

Daily: 938 Annually: 236,386

8. During what time do you provide transportation service? (Check all that apply)

- ☒ Weekdays
☒ Weeknights after 6 pm (Commuter Only)
☐ Weekends

9. Service Area. List Towns and Counties to be served by award: (If providing service in part of a county list specific towns served in that county).

All cities in Fort Bend County which are: Arcola, Beasley, Village of Fairchild, Fulshear, Katy, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompson. Commuter Service into the Texas Medical Center. Greenway Plaza and Galleria areas of Houston in Harris County. Connections are provided to Houston's METRO service for passengers wishing to access other areas of Houston.

10. Is transportation service currently contracted out to a third party operator?

☒ Yes ☐ No

If yes, provide the contact information.

(Applicant) Legal Name: TREK	
Physical Address – No P.O. Box: 4 Greenway Plaza, Ste C950	
City: Houston	State: TX Zip Code: 77046
Fax Number: 713-961-1547	E-Mail Address: jr@trekhouston.org

Public Transportation Division Application Part I

(Applicant) Legal Name: GBJ, Inc., dba AFC Corporate Transportation	
Physical Address – No P.O. Box: 15734 Aldine Westfield Rd	
City: Houston	State: TX Zip Code: 77032
Fax Number: 281-598-4678	E-Mail Address: John@firstclasslimo.com

11. Do you charge a fare or request a donation from the passengers you carry?

- ☒ A fare is charged
☐ A donation is requested (but not mandatory)
☐ No fees are requested

If yes, indicated the amount charged on the following table:

Fare Type	Amount	Comments:
Regular Fare:	<u>Demand Response \$1.00/Trip/Person</u> <u>JARC / New Freedom \$1.00/Trip/Person</u> <u>Commuter Services \$2.25/Trip/Person to Greenway/Galleria</u> <u>Commuter Services Transfer to METRO \$1.00/Trip/Person</u> <u>Commuter Service \$3.50/Trip/Person to Texas Medical Center</u>	
Senior Fare:	<u>Same as above</u>	
Persons with Disabilities (non-Paratransit):	<u>Same as above</u>	
Personal Care Attendant	<u>No Charge</u>	
Paratransit:	<u>N/A</u>	
Student Fare:	<u>Same as above</u>	
Monthly Pass:		
Tickets or Tokens:	<u>Same as above</u>	<u>Passengers purchasing ticket books receive a 10% discount off of the single ticket price.</u>
No Fare Charged:		
Other: _____	_____	

12. Have you changed fares in the last year?

- ☐ Yes ☒ No

If yes, how was the public notified of the fare change? N/A

- ☐ Newspaper ☐ Flyer
☐ Radio ☐ TV/Cable
☐ Public Meeting/Hearing ☐ Other Specify: _____

13. Storage of vehicles (check all that apply)

- ☐ Garage kept
☒ Secured lot – **Off-site**
☒ On site in an unsecured lot
☒ Off-site location in an unsecured lot
☐ Staff take vehicle(s) home at end of day

Public Transportation Division Application Part I

14. Trip Scheduling (check one)

- ☐ 72 hours or greater in advance
- ☐ 24 – 48 hours in advance
- ☐ Same day as needed
- ☒ Other: **1 to 30 calendar days in advance**

15. Are trips scheduled on a first come first served basis?

☒ Yes ☐ No

16. How is dispatching accomplished? (check one)

- ☐ Two way radio
☒ Cell phone
☐ Mobile Data Terminal
☒ Other (describe)

Trapeze scheduling software is used to reserve, schedule and dispatch trips.

17. Is a web site available with transit information?

☒ Yes ☐ No

If yes, are schedules, maps and fare information described?

☒ Yes ☐ No

18. How is your service marketed? (Check all that apply.)

- ☒ Newspaper
☐ Radio
☐ Public Hearing
☒ Flyer
☒ TV/Cable
☒ Other Specify:

Facebook, Twitter, County Website

Grants Administration

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. The County's governing structure includes several different departments with specific responsibilities designed to appropriately manage and account for public funds. The County's organization 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.
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Public Transportation Division Application Part I

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. She has served as the County's Transportation Director for six 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 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.

PART III – PROFILE

2. Does the agency have the ability to:

- Match and Manage state and federal grant funds
- Cover cost overruns
- Cover operating deficits
- Maintain and Operate federally funded facilities and equipment

☒ Yes

☐ No

3. If your agency has/will receive state funds or federal Section 5307, 5310 or Section 5311 and/or Medicaid or any combination thereof, describe the cost allocation methodology your agency uses to segregate these costs.

Separate cost centers are established in the County's financial software system for each funding source to track all costs and revenues. An allocation percentage based on trip origin is used to allocate costs directly to the appropriate cost center. Fort Bend County does not charge indirect costs.

Audit

Applicants of federal funding are required to comply with federal (OMB A-133) and/or state (State of Texas Single Audit Circular) requirements.

Public Transportation Division Application Part I

- If threshold expenditures of \$500,000 or more are met during the Transit Provider's fiscal year ending, the Transit Provider must submit a copy of the Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East Eleventh Street, Austin, TX 78701 or contact TxDOT's Audit Office at http://www.txdot.gov/contact_us/audit.htm
- If expenditures are less than \$500,000 during the Transit Provider's fiscal year ending, the Transit Provider must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$500,000 expenditure threshold or are a For-Profit agency and therefore, are not required to have a single audit performed for FY _____."

4. Has the agency expended \$500,000 or more in transit or non-transit federal awards in a year?

☒ Yes ☐ No

A. If yes, were annual audits completed in accordance with OMB Circular A-133 and copies of the management letter submitted to the TxDOT Audit Office?

☒ ☐ No
Submitted 4-5-11

B. If no, was a statement (e.g. letter) submitted to the TxDOT Audit Office as follows: "We did not meet the \$500,000 expenditure threshold or are a For-Profit agency and therefore, are not required to have a single audit performed for FY _____."

☐ Yes ☐ No

Compliance

5. Do you have written procurement policies and procedures?

☒ Yes ☐ No

If yes, will you procure the proposed project using internal procedures or by participating in a group/bulk procurement? Explain:

Internal procedures and controls are exercised in all procurements. A copy of the our procurement policies are attached. Most procurements are handled internally. Occasionally we do take Advantage of group/bulk procurements.

6. Do you have a preventive maintenance program required for both vehicles and facilities with state and federal interest?

☒ Yes ☐ No

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

☒ Yes ☐ No

8. All applicants 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. Do you have an Internal Compliance Program Certification on file with TxDOT?

☒ Yes ☐ No

*If no, attach a copy of Internal Compliance Program Certification with this application.

9. Recipients of TxDOT funds should be in compliance at time of application submittal. Is your agency currently in compliance state and federal regulations?

☒ Yes ☐ No

Provide a status update of any ongoing Improvement Action Plans with TxDOT.

No pending Improvement Action Plan.

*Attachment

Project Description

1. Briefly describe your the proposed project(s). Add additional sheets if necessary.

Fort Bend County provides general public demand response, deviated fixed route and commuter services. Elderly and disabled demand response transportation services are part of our overall project. These services are provided via contract agreements between the County and GBJ, Inc. dba AFC Corporation Transportation and TREK. Services are paid for with Federal and/or State grant funding received from the Texas Department of Transportation (TxDOT) Section 5310 Elderly and Disabled Transportation program, TxDOT Section 5311 Rural Public Transportation Program, TxDOT Section 5316 New Freedom Program, Federal Transit Administration (FTA) Section 5307 Urban Area Program Funding, and Section 5316 JARC Program.

Demand Response and Deviated Fixed Route Services are operated Monday through Friday (excluding County holidays) to accommodate first drop offs of 8:00am and last pick ups by 5:00pm. Passengers may request service as 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 and 3 vehicles to provide deviated fixed route services under the JARC program. 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 Demand Response program. Rural services began in 2009 using three (3) 6-passenger wheelchair equipped mini-vans. Similar services began in 2011 under the New Freedom program for our urbanized area.

Commuter Services are provided using a combination of vehicles owned by our bus service contractor and by the County. 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 hours. Monday through Friday (excluding County holidays). Five (5) contractor owned vehicles and five (5) County 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 five vehicles operating approximately 7 hours Monday through Friday during peak hours. Accommodations for mid-day service and medical trips to the Veteran's hospital are also provided.

In FY10 all commuter services were expanded to Fort Bend County's rural residents via opening of a temporary park and ride lot in Rosenberg. A permanent lot is scheduled to open in December 2011. Fort Bend County also has planning efforts in place for 3 other possible park and ride lots and is studying the feasibility of developing a freight rail bypass which would allow commuter rail on existing freight lines. Fort Bend County is currently in the process of initiating an Intelligent Transportation System (ITS) project through use of Urban ARRA funds. Currently under Consideration for this project is an on-board camera system, vehicle locators, mobile data terminals, and electronic fare media.

Unavailable Services

Public Transportation Division Application Part I

As one of the fastest growing counties in the State, Fort Bend County's public transportation services continues to work diligently to keep up with the unmet demand for public transportation services. Due to an increasing population of elderly and disabled residents, demand continues to outpace the Funding available to provide services. The Department currently operates 13 buses providing in-county demand response services. In FY09, the demand response service provided 57,811 trips, in FY10 the service provided 70,936 trips. With an increase of over 13,125 trips between FY09 and FY10. 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 provisions of services for our elderly and disabled residents. In FY08, Rural New Freedom funding for disabled residents was awarded. These services are currently at capacity during peak hours. Fort Bend County is currently re-bidding for transportation services and anticipates a significant increase in contract rates. In response, the department will seek additional County funds to help accommodate the increased cost of service but will continue to rely heavily on grant funding for support. Fort Bend County is requesting the funding necessary to support these services at existing service levels.

2. Are "Operating" expenses part of the proposed project description?

☒ Yes ☐ No (if no, skip to Question 4)

Operating Project Budget

This part of the application provides general information to assist the Department in meeting its obligations in the administration and management of FTA programs. The Federal share of eligible operating costs may not exceed 50 percent.

3. Complete the following table for operating expenses (estimated).

Total Operating Expenses (Itemize)	
Total Direct Labor	\$ 194,496
Total Equipment and Supplies	\$ 5,417
Total Other Direct Costs	\$ 502,671
TOTAL DIRECT OPERATING EXPENSES	\$ 702,584
*TOTAL INDIRECT EXPENSES (Indirect Rate: _____ %)	\$ 0
TOTAL DIRECT & INDIRECT EXPENSES	\$ 702,584

* Attach Indirect Cost Allocation Plan Certification.

Per 49 CFR 18.3, an indirect cost allocation plan is required to support the distribution of indirect costs related to the grant program, and must be approved by FTA or cognizant agency. Without a certification, indirect costs must be excluded from the reimbursement process. N/A

*Attachment

Vehicle Capital Project Budget

The following questions are associated with vehicle capital purchases.

The Federal share of eligible capital costs may not exceed 80/20 percent for non-ADA accessible vehicles, 83/17 for ADA accessible vehicles.

If the project is selected and the agency receives approval, the transit provider will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice TxDOT for reimbursement of the Federal portion.

Transportation Development Credits (TDC) are not always available. Currently, only Vehicles, Purchase of Service and Communication Equipment that supports regional coordination activities are eligible for TDCs. Check with your PTC for further information.

4. Are "Vehicle Capital" expenses parts of the proposed project description?

☒ Yes ☐ No (if no, skip to Question 12)

5. Complete Attachment B – Vehicle Inventory **OR** Attach agency/PTMS Inventory List obtained by PTC. Vehicle Inventory Attached

6. Describe the need for this equipment?

- i. How did you select the project?
- ii. Describe what service improvements would be addressed by acquiring other equipment.
- iii. If funding for this equipment is approved, how will the surrounding community benefit?
- iv. If your agency is requesting vehicle(s) replacement, explain why the vehicle(s) replacement is needed.
- v. If the request for vehicle(s) is for service expansion, how was the need for the expansion determined?

Fort Bend County is proposing to expand our fleet to provide County owned buses for our Galleria commuter service route. This service is currently operated using contractor owned buses. Under our current operating contracts there is a \$20.06/hour cost differential between contractor owned buses and County owned buses. The cost savings realized will help to mitigate not receiving additional funding to provide services and the anticipated rate increase expected once new operating contracts are awarded (reference the Project Description).

Vehicle Capital Project Budget

7. Will the proposed vehicle be ADA accessible?

☒ Yes ☐ No

Note1: A non-accessible vehicle requires a "waiver" with the Public Transportation Coordinator's endorsement prior to entering into a grant agreement.

Note2: All commuter service vehicles are required by FTA to be accessible and will not be granted waivers.

Note 3: All vehicles purchased with Section 5310 funds must be accessible.

Note 4: Service or Administration vehicles may not be purchased with Section 5310 funds. "Service Vehicles" include, but not limited to: management/supervisor vehicles, shop trucks, tow trucks, equipment trucks, pickup trucks, security vehicles etc.

* If no, attach an approved copy of Form PTN-116 Request to Purchase Non-Accessible Vehicle(s).

8. Will a Non-cash share, such as donations and contributions (i.e. in-kind), be counted as local match?

☐ Yes ☒ No

If yes, is the in-kind match documented and eligible under the program, and is included in the net project costs in the project budget.

☐ Yes ☐ No

9. Describe the impact should you not receive this vehicle award.

Operating County owned buses as opposed to Contractor owned buses provides a significant cost savings on our existing services due to lower hourly rates. Due to anticipated rate increases with upcoming new bid processes and contract awards, this potential savings provides the County with the needed assurance that services can be maintained at existing levels. Should the vehicle request not be funded, the expected rate increase will likely result in service reductions.

*Attachment

10. Complete the following table for vehicle(s) requested - **See Attachment B Project Table** for estimated costs. Contact your PTC for ALI Codes.

11. Identify the **Local Match** for the vehicle funding request:

Page 18

The following questions are associated with "Other Equipment". Other equipment includes, but not limited to: preventive maintenance, purchase of service, communication and computer equipment, hardware and/or software, or any other miscellaneous equipment.

If the project is selected and the agency receives approval, the transit provider will purchase the equipment using 100% of their funds. Once the equipment is received, the agency will invoice TxDOT for reimbursement of the Federal or state portion.

12. Are "Other Equipment" capital expenses part of the proposed project description?

13. Describe the need for this equipment?

- i. How did you select the project?
- ii. Describe what service improvements would be addressed by acquiring other equipment.
- iii. If funding for this equipment is approved, how will the surrounding community benefit?

Page 19

14. Complete the following table for the other capital equipment requested.

15. Identify the **Local Match** for the equipment funding request:

Page 20

Other Equipment Capital Budget

16. Describe the type of equipment you are requesting and specifically identify the components.

As mentioned previously, expenses outlined in this section include the Capital Cost of Contracting portion of the demand response, commuter and deviated fixed route services previously described, as well as the Purchase of Service costs related to services provided for the Fort Bend Seniors Meals on Wheels and Texana, as fully described in Attachment C – For Section 5310.

17. Will a Non-cash share, such as donations and contributions (i.e. in-kind), be counted as local match?

☐ Yes ☒ No

If yes, is the in-kind match documented and eligible under the program, and is included in the net project costs in the project budget.

☐ Yes ☐ No

18. Describe the impact should you not receive this vehicle award.

Title VI

1. Applicants 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. The status of lawsuits or any other relevant civil rights 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.

Disadvantaged Business Enterprise (DBE)

2. Successful applicants are required to submit semi-annual reports on procurement opportunities (excluding transit vehicle purchases) exceeding \$250,000 in all federal funds in a Federal fiscal year.

☐ The applicant **will not** expend \$250,000 in all federal funds in a federal fiscal year.

☒ The applicant **will** expend more than \$250,000 in all federal funds in a federal fiscal year.

Equal Employment Opportunity (EEO)

3. A formal EEO program is required of any applicant that both employed 50 or more transit-related employees (including temporary, full-time or part-time employees) and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous Federal fiscal year.

☒ The applicant **has not** employed 50 or more transit-related employees (including temporary, full-time or part-time employees) and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous Federal fiscal year.

☐ The applicant **has** employed 50 or more transit-related employees (including temporary, full-time or part-time employees) and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous Federal fiscal year.

4. Do you have an Equal Employment Opportunity Policy?

☒ Yes ☐ No

Americans with Disabilities Act (ADA)

5. For paratransit projects funded, please fill out the following: ☒ N/A

- ☐ Applicant states that there have been no changes in its paratransit plan as filed on _____. The plan continues to meet all requirements for complementary paratransit service as required by Federal Regulations, Title 49, Part 37.

(OR)

- ☐ Applicant's initial paratransit plan has been updated. A copy of the revised plan and a letter of explanation are attached with this application.

Note: The DOT ADA regulations require public entities operating fixed route transit to provide complementary paratransit to persons with disabilities who are unable to use the regular fixed route system. Deviated fixed route systems are defined as demand responsive systems, which do not require ADA complementary paratransit.

*Attachment

Coordination of Service

As part of the local coordinated planning process, the lead agency develops, adopts and implements a plan in consultation with regional stakeholders. This grant application must document the local plan from which each project is derived, including the name of the lead agency, the date of adoption of the plan, or other appropriate identifying information.

Coordinated Plan Lead Agency

Name of Lead Agency responsible for preparation of the Coordinated Plan Houston-Galveston Area Council	
Title of Coordinated Plan Gulf Coast Region Regionally Coordinated Transportation Plan	
Agency Representative Name (Print): Kari Hackett	Title: Program Manager

1. What human service agencies, employment / training programs, or other transportation providers has the agency met with 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 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 2009.

2. Describe the agency's role in your local regional service planning efforts?

Fort Bend County's Public Transportation Director has continued the County's efforts to stay involved in the region's public transportation 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. She also serves as the Rural Transit Representative on the MPO's Technical Advisory Committee to the Transportation Policy Council.
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3. How will these funds address gaps and/or barriers identified in your local regional service plan?

The regional public transportation plan identified service deficiencies and service gaps plus the need for expanded services to the transit dependent populations of the region. As indicated by our coordination efforts, Fort Bend County has targeted multiple agencies, organizations, and institutions in the pursuit of coordinating existing transportation services and implementation of new transportation services.
Funding obtained will be used to support our coordination activities and will support efforts aimed at connections between Fort Bend, Austin and Harris Counties.

PART VII – PUBLIC NOTICE AND HEARINGS

All applicants for Section 5307, 5310 and Section 5311 funding must issue a public notice in the newspaper(s) having general circulation in the vicinity of the proposed undertaking.

Note: TxDOT Public Transportation Coordinators issue a public notice and hold a public meeting in lieu of the public notice requirement for all proposed Section 5310 projects.

An Applicant seeking Federal assistance authorized under 49 U.S.C. Chapter 53 for a capital project that will substantially affect a community or a community's public transportation service is required to hold a public hearing.

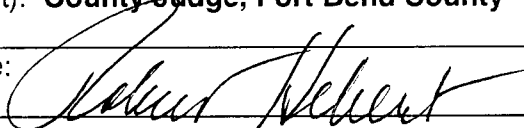
Public hearings should be held at a place and time generally convenient for persons affected by the proposed undertaking. The site must be accessible to the elderly and persons and/or with disabilities. Provisions should be made at the hearing for submission of written statements, exhibits, and oral statements. If requested to the ethnic makeup of the community, translators must be provided for non-English speaking persons at the hearing. A written summary of the oral proceedings must be prepared.

An Applicant seeking Federal assistance authorized under 49 U.S.C. Chapter 53 for a capital project that will substantially affect a community or a community's public transportation service is required to provide the following certification.

FTA may not award Federal assistance for a capital project until the Applicant provides this certification.

The Applicant certifies that it has, or will have:

- A. Provided an adequate opportunity for public review and comment on the proposed project (if applicable);
- B. After providing notice, including a concise description of the proposed project, published in a newspaper of general circulation in the geographic area to be served, held a public hearing on the project if the project affects significant economic, social, or environmental interests (if applicable);
- C. Determined that the proposed project is consistent with official plans for developing the community.

Applicant Name (print): Robert Hebert	
Title (print): County Judge, Fort Bend County	
Signature: 	Date: <i>August 9, 2011</i>
Date of Hearing (if required):	

End of Application Part 1

ATTACHMENT A – VEHICLE INVENTORY SHEET

Attach copy of PTMS or complete the following:

VEHICLE INVENTORY							
EX	Year	Vehicle Make	Replace Yes or No	VIN (Last 6 digits)	Passenger Capacity/ Wheelchair	Current Mileage	Date Purchased or Leased
	2009	El Dorado	Yes	654321	5-2	150,000	6/1/2025
	1998	El Dorado		1FDXE40F1WHC 13105		269,041	
	1998	El Dorado		1FDXE40F0WHC1 3077		244,948	
	2005	El Dorado		1FDWE35P65HB 39086		165,908	9/23/2005
	2006	El Dorado Aerotech		1FDXE45P66HB0 7251		129,597	9/23/2005
	2006	El Dorado Aerotech		1FDXE45P46HB0 1285		154,666	10/25/2005
	2006	El Dorado Aerotech		1FDXE45P36HB2 9885		129,797	3/31/2007
	2006	El Dorado Aerotech		1FDXE45P56HB2 9886		142,946	3/31/2007
	2006	El Dorado Aerotech		1FDXE45P26HB0 1284		167,721	10/26/2005
	2007	Goshen		1FDXE45S47DB4 3498		123,482	3/25/2008
	2007	Goshen		1FDXE45S27DB4 3502		115,318	3/25/2008
	2007	Goshen		1FDXE45S27DB4 3504		106,587	3/25/2008
	2007	Goshen		1FDXE45S57DB4 3509		100,909	3/25/2008
	2001	El Dorado		1FDWE35S21HA 13550		Out of Service (8/08) 169,702	
	2001	El Dorado National		1FDWE35S01HA 78641		199,749	7/1/2001
	2001	El Dorado National		1FDWE35S21HA 78642		210,198	7/1/2001

Public Transportation Division Application Part I

2008	Uplander		1GBDV13W28D1 84164		140,161	6/23/2008
2008	Uplander		1GBDV13W38D1 84125		143,409	6/23/2008
2008	Uplander		1GBDV13W38D1 84660		137,158	6/23/2008
2010	El Dorado Aerotech		1DFE45P49DA4 7204		51,771	12/30/2009
2010	El Dorado Aerotech		1DFE45P29DA9 2304		75,905	12/30/2009
2010	El Dorado Aerotech		1DFE45P49DA9 2305		74,649	12/14/2009
2010	Toyota Highlander		JTEBW3EH2A204 4011		6,449	12/4/2009
2010	Champion Challenger		1GB9G5A67A112 3992		45,309	9/30/2010
2010	Champion CH250FL		1GB9G5A61A112 3504		7,972	10/29/2010
2010	Champion 19'-22'		1GBJG316X9117 1371		34,987	10/26/2010
2011	Champion CR21OFL		1GBJG16191167 421		23,578	10/26/2010
2011	Champion 19'-22'		1GBJG31629116 8092		24,494	10/26/2010
2009	Champion 24'-28'		1GB9G5A62A112 4869		27,356	10/11/2010
2011	Champion 32'-37'		1FVACXDT0BHA W7847		24,921	11/8/2010
2011	Champion 32'-37'		1FVACXDT2BHA W7848		19,355	11/8/2010
2011	Champion 32'-37'		1FVACXDT4BHA W7849		16,594	11/8/2010
2011	Champion 32'-37'		1FVACXDT0BHA W7850		30,559	11/9/2010
2011	Champion 32'-37'		1FVACXDT4BHA W7852		6,408	11/9/2010
2011	Champion 32'-37'		1FVACXDT4BHA W7853		18,066	10/1/2010
2011	Champion CR210FL		1GBJG31669116 7821		23,223	10/25/2010
2011	Champion CH250FL		1GB9G5A6XA112 3761		27,296	11/18/2010

Public Transportation Division Application Part I

2011	Champion DF350FL		1FVACXDT8BHA W7854		29,074	11/16/2010
2011	Champion 32'-37'		1FVACXDT8BHA W7855		13,946	11/17/2010
2011	Champion 32'-37'		1FVACXDT3BHA W7857		15,427	11/18/2011
2011	Champion 32'-37'		1FVACXDT1BHA W7856		18,355	12/2/2010
2011	Champion		1FVACXDT2BHA W7851		17,098	1/5/2011

ATTACHMENT B – PROJECT TABLE

The following table the estimated cost of vehicles, including related charges. Costs are subject to change at the time of purchase.

PROJECT TABLE		
Category	Type, Description, Estimated Weight Rating, & Fuel	est. cost per unit
Van	Type 1 Raised Roof Van with Lift (9,500#) : LP, CN, D, E, G	\$50,000
	Type 7 Low-Floor Minivan with Ramp (7,000#): LP, CN, E, G	\$39,000
	* Type 9 Standard Full-Size Van (9,500#) : LP, CN, D, E, G	\$22,000
	* Type 10 Standard Minivan (7,000#) : LP, CN, E, G	\$20,000
Cutaway Bus, Trolley, & Transit Bus	Type 2 (10,500#): LP, CN, D, E, G 138" Wheel Base Cutaway w) Lift	\$58,000 - \$61,000
	Type 3a (14,050#): LP, CN, D, E, G 158" Wheel Base Cutaway w) Lift	\$62,000 - \$65,500
	Type 3b (14,050#): LP, CN, D, E, G 176" Wheel Base Cutaway w) Lift	\$65,500 - \$72,000
	Type 11 (19-21,000#): LP, CN, D, E, G 202" Wheel Base Cutaway / other Med-Duty Bus (specify)	\$88,000 - \$120,000
	Type 14 Trolley LP, CN, D, E, G, B	\$120,000 – \$250,000
	Type 15/16 (23,500#): LP, CN, D, E, G Cutaway or Bus	\$150,000 – \$300,000
Fuel & Notes	VEHICLES LP: Propane or Dual Propane & Gasoline G: Gasoline B: Battery (electric or electric hybrid) CN: CNG E: Ethanol D: Diesel (specify type) _____ (ULSD, biodiesel, regular)	

*A non-accessible vehicle requires a "waiver" with the PTC's endorsement prior to entering into a grant agreement. Typically, TxDOT requires all vehicles to be accessible to people with disabilities. Except for commuter service, applicants may purchase a non-accessible vehicle under certain circumstances.

ATTACHMENT C – FOR SECTION 5310 ONLY

STOP!: Only applicants applying for Section 5310 funding are required to fill out Attachment C.

Introduction

Attachment B expands on the initial application and allows for additional information, including: experience and financial capabilities, expressed need for service and/or equipment, populations served, financial capability to support funding, existing fleet inventories and coordination efforts.

The goal of the Section 5310 program is to improve mobility for elderly individuals and individuals with disabilities throughout Texas. Per FTA C 9070.1F, "Elderly Individuals and Individuals with Disabilities Program", defines the following:

Elderly Individual includes, at a minimum, all persons 60 and over) persons.

Individual With a Disability means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

Experience and Financial Capabilities

1. Describe your experience transporting elderly individuals and individuals with disabilities?

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 Senior 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 a 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. At this time, 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.
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2. Describe your experience in managing a TxDOT PTN grant.

The County has received funding from TxDOT for the last ten years. As previously described, Fort Bend County is a unit of local government as defined in the Texas Administrative Code. The County's governing structure includes several different departments with specific responsibilities designed to appropriately manage and account for public funds. The County's organization structure includes a County Auditor, County Treasurer, County Attorney and Purchasing Department. As a recipient of numerous federal and state grant funding programs, including numerous TxDOT PTN grants, the County has the experience and organizational structure necessary to provide stewardship for these programs.

ATTACHMENT C – FOR SECTION 5310 ONLY

3. Were previous TxDOT PTN grant funds expended in a timely manner and free from major compliance issues?

☐ Yes ☒ No ☐ Agency has not received an award from TxDOT

In no, explain:

All previous TxDOT PTN grant funds received by Fort Bend County were free from major compliance issues. In FY2011, extensions were requested for three TxDOT PTN grants to allow additional time to expend funds. The Rural ARRA grant required extra time due to delays in the construction plans for the Hwy 36 Park & Ride. The Rural New Freedom grant required extra time due to delays in contracting with a provider for our Ambassador program, and the Section 5310 grant required extra time due to a delay in receiving our contract for the second apportionment of funding.

4. Describe other funding your agency has received or pursued (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.

The majority of the local match funding for the public transportation services supported by this request are provided by Fort Bend County. As a County Department, we must meet the budget goals set by the Commissioners Court. In FY2011, the Court's efforts to maintain a strong financial standing resulted in all County departments being asked to reduce their budgets by 8%. The FY2012 budget picture is not indicating any improvement. Due to the depressed economy affecting home appraisals, tax revenue projections are down. This has resulted in our department being requested to maintain FY2011 funding levels with no additional funding being allocated.
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5. Describe your organization's financial capabilities to pay the required local match of this project, as well as the ongoing operation and maintenance of the vehicle(s) proposed in this application.

Fort Bend County carefully manages its Fund Balances to remain in a strong financial position. We always plan to provide adequate reserves to demonstrate to the bond rating agencies that we are one of the stronger Counties in the state financially. Our current ratings are AA Standard and Poor's Company and Aa2 by Moody's, both very solid ratings. The County has included in the fiscal year 2012 budget adequate funds to match our grant projects.

Vehicle Capital Need

19. Is a vehicle(s) purchase part of the proposed project description?

☐ Yes ☒ No (If no, skip to Question 29 – OTHER CAPITAL NEED)

20. What urban and/or rural transportation services operate in your service area and do you use these services to transport your clients? *(Please identify the services, regardless of whether you feel they are appropriate or sufficient for your clients.)*

21. Mark the appropriate box below as applicable. **(Only one box is to be checked)**

☐ **Unavailable**

There is no existing rural or mass public transportation

☐ **Insufficient**

Available rural and urban 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 rural or urban transportation.

22. Describe in detail how the current public rural/urban transportation service is not meeting the needs of your clients.

Vehicle Utilization

Applicants which have only a very few riders and/or limited service hours typically are not successful candidates. Reviewers will typically look for days of service, hours per week, service hours per week etc. Refer to Page 14 for vehicle information.

FTA requires all resources be maximized to their fullest potential.

23. Complete the chart below for **Requested Vehicles** Only:

- In row 1, indicate if vehicle request is to Maintain Service (MS) or Service Expansion (SE).
- In row 2, indicate type of requested vehicle, such as Van, Bus, etc. as shown on the Funding Request – Part III.
- In row 3, indicate the number of days of vehicle service (e.g., Monday – Friday = 5, Monday – Sunday = 7)
- In row 4, indicate the average number of vehicle service hours per day. Use whole hours; do not use ranges of hours or portions of hours.
- In row 5, calculate vehicle service hours per week by multiplying row 3 with row 4 (e.g. 5 days per week X 8 hours per day = 40 hours per week).
- In row 6, indicate the projected number of one-way passenger trips per day (each time a passenger boards the vehicle, a round trip would be counted as 2 passenger trips) and of this total how many are wheelchair/lift users.
- In row 7, indicate the projected average number of miles that the vehicle will travel per day.

		Example	1	2	3	4
1	Type of Request MS – Maintain Service or SE – Service Expansion	<i>MS or SE</i>				
2	Vehicle Type	<i>3</i>				
3	Days of Service	<i>5</i>				
4	Total Service Hours Per Day	<i>6</i>				
5	Total Service Hours Per Week	<i>30</i>				
6	Total one way passenger Trips Per Day (of total how many lift users)	<i>25(5)</i>				
7	Projected Mileage Per Day	<i>250</i>				

24. Which type of transportation service will you be providing with this vehicle award? (check all that apply)

- ☐ Demand Response
☐ Subscription
☐ Deviated Fixed Route
☐ Fixed Route Feeder
☐ Other:

25. What kind of transportation service will you be providing with this vehicle award? (check all that apply)

- ☐ Adult Day Care
- ☐ Non- emergency Medical
- ☐ Vocational Rehabilitation
- ☐ Employment
- ☐ Education
- ☐ Nutrition
- ☐ Social/Recreation
- ☐ Other (Volunteer, etc.)

26. Are meal delivery and other incidental services part of your organizations core mission?

- ☐ Yes ☐ No

If yes, can you ensure that incidental services will not interfere with transit service?

- ☐ Yes ☐ No

27. How will vehicle be used when not serving this program(s)?

28. Describe the impact should you not receive this vehicle award.

Page 35

Other Capital Utilization

31. Describe the equipment you are requesting and specifically identify the components.

N/A – See purchase of service section

32. Discuss how the requested equipment will be used to support the transportation program. Include any expected improvements in service delivery or coordination, any reduction in the cost of providing service and the current method of collecting and tracking information.

N/A – See purchase of service section

The following questions are specific to the requested capital expenses. Indicate N/A on those capital expenses that are non applicable.

Preventive Maintenance (PM) ☒ **N/A See Purchase of Service Section**

The National Transit Database defines Preventive Maintenance as: All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset.

33. Will PM funds be used to maintain/repair non-federal or non-FTA funded vehicle(s), equipment or facilities?

☐ Yes ☐ No

Note: Section 5310 funds are not to be used to maintain/repair non-federally funded equipment or facilities.

ATTACHMENT C – FOR SECTION 5310 ONLY

34. Complete the table for the Preventive Maintenance funding request only. (from page 16)

Funding Program	Fleet Size	Average Annual PM Expenses (per vehicle)	Total Annual PM Expenses	Requested PM Funds (from page 16)
Example (Section 5311)	50	\$3,000	\$150,000	0.00
Example (Section 5310)	5	\$3,000	\$15,000	\$50,000
Example (Local)	2	\$3,000	\$6,000	0.00
Total	57	\$9,000	\$171,000	\$50,000
Section 5307 – Urbanized				
Section 5310 – E&D				
Section 5311 – Nonurbanized				
Other federal programs				
Current non-federal (i.e. locally funded vehicles)				
Total				

35. Are total annual Section 5310 PM expenses consistent with the Section 5310 PM request?

☐ Yes ☐ No

If no, are Section 5310 PM funds used to maintain other federally funded vehicles/equipment within the agency? (e.g. Section 5307, Section 5311 etc.)

☐ Yes ☐ No

Note 1: Section 5310 funds PM funding requests should 1) support the PM needs in relation to the number of vehicles purchased with Section 5310 funds and/or 2) in proportion to the number of elderly and disabled population served.

36. Will Section 5310 PM funds be used to maintain/repair Section 5307 or Section 5311 facilities?

☐ Yes ☐ No

Note: Section 5310 PM funding should only be used to support those facilities purchased with Section 5310 funding.

38. Provide a brief description of the goals and objectives of the intended service.

The County also intends to request additional 5310 funding to support the County's coordination efforts with the TEXANA Center, the County's Mental Health Mental Retardation Authority. 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. TEXANA has identified these 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.

Public Transportation Division Application Part I

39. Provide the total number of passengers that will be served by the proposed POS agreement. Estimates are acceptable.

Number of elderly	Est 15,788 Annually	<u>13.36%</u>
Number of persons w/disabilities	Est 8,625 Annually	<u>7.30%</u>
Number of elderly w/disabilities		<u> </u> %
General Public Transportation	Est 93,780 Annually	<u>79.34%</u>
Total must be 100	Est 118,193 Annually	<u>100%</u>

Note: Service in your transportation program must be for elderly and disabled clients.

40. Describe the impact should you not receive this POS award.

In the event that Fort Bend County does not receive Section 5310 funds, nor TDC's, the County would have to cut services currently offered to the elderly and disabled members of our community and would have to again postpone increased access for people with disabilities. Receipt of Section 5310 funding and TDC's is crucial to the continued coordination of transportation service with Fort Bend Seniors Meals on Wheels and to expansion of services for people with disabilities.

ATTACHMENT C – FOR SECTION 5310 ONLY

Other Equipment including, but not limited to: Radios, ADP, Computer Hardware and Software

☒ **N/A - Purchase of Service Only**

41. Will radios or other vehicle related equipment be placed on non-federal or non-FTA funding vehicle(s)?

☐ Yes ☐ No ☐ N/A

Note: Federal funds should not be used to maintain/repair/support non-federal or non-FTA funded equipment.

42. Will computers or other office related equipment, including hardware and software be used to support agency functions other than transit?

☐ Yes ☐ No ☒ N/A

Note: Due to the functionality of electronic equipment, Section 5310 funds for computers and computer related equipment may be used to support other agency functions however; the majority of use should be for transportation purposes.

43. Describe the impact should you not receive this equipment award.

Wheelchair Lifts/Restraints Shop, ADA, Yard, Security, Signage and other miscellaneous equipment

☒ **N/A – Purchase of Service Only**

44. How will proposed equipment improve mobility for elderly individuals and individuals with disabilities in Texas?

45. Describe the impact should you not receive this equipment award.

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ATTACHMENT C – FOR SECTION 5310 ONLY

Multiple Funding Requests ☒ N/A - In only one District

The following questions are for applicants whose service is provided in more than one TxDOT district.

46. Has a separate application for Section 5310 funding been submitted in another TxDOT district?

☐ Yes ☐ No

If yes, complete the following table:

District	Capital Item Description	Quantity	Federal Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

47. How did you determine the need for this vehicle/equipment/service?

48. What counties are to be served by the proposed project?

49. Have/will you attend the participating districts/regional planning process?

☐ Yes ☐ No

Demographics

Per FTA C 9070.1F, "Elderly Individuals and Individuals with Disabilities Program", demographic information targets a specific population that is to be served by addressing gaps in service that would not otherwise be available. An applicant who cannot provide demographic information is not eligible for funding. Per FTA C 9070.1F, the Federal Transit Administration defines the following:

Elderly Individual includes, at a minimum, all persons 60 and over) persons.

Individual With a Disability means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

50. Provide your current demographic information. Exact counts are preferred, but estimates are acceptable.

Note 1: A passenger is counted only once.

Note 2: National origin information is not evaluated; it is collected and reported to the FTA.

Per FTA Circular, provide the total number of passengers <u>currently</u> served by your agency's transportation program	Per FTA Circular, provide the percent of national origins <u>currently</u> served by your program. (Total 100%)
Number of elderly Est 15,788/yr <u>13.36%</u>	American Indian & Alaska Native <u>0.4%</u>
# of persons w/disabilities Est 8,625/yr <u>7.30%</u>	Asian <u>17.0%</u>
Number of elderly w/disabilities _____%	Black or African American <u>21.5%</u>
General Public Transp. Est 93,780/yr <u>79.34%</u>	Hispanic or Latino <u>23.7%</u>
	Native Hawaiian & Other <u>0%</u>
Total must be 100 <u>100%</u>	All Other <u>37.4%</u>
	Total must be 100% <u>100%</u>

Coordination

Per FTA C 9070.1F Sec V, the projects selected for funding under the Section 5310 program must be “derived from a locally developed, coordinated public transit-human services transportation plan”. In order to be awarded Section 5310 grant assistance, successful applications must be based on transportation needs identified in their respective Regionally Coordinated Transportation Plan.

Coordination of services includes, but not limited to:

- Shared use of vehicles
- Dispatching or scheduling
- Maintenance
- Insurance
- Back-up transportation
- Active participation in local transportation planning processes

51. Describe plan for coordinating use of **requested** vehicle(s), equipment or services.

Narrative must include:

- Name of the participating agency(s)
- Agency description, and usage of vehicle(s)/equipment/services
- Days and hours of use (if applicable)
- Numbers of passengers using service (if applicable)

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 and our Section 5310 program, we were able to accommodate some of the trips the agency was not able to provide with their fleet. Essentially, we were able to accommodate trips from rural areas located farther from the Caring People site so that their vehicles could accommodate more trips within close proximity to their site. 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 by expanding our service to accommodate these additional needs.
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52. If unable to coordinate, explain why. Discuss any attempts the agency has made to coordinate.

Local Support

Applicants should provide evidence that the project has established connections with businesses and people who are familiar with the mission, share values, and are interested in the success of the project.

Attach evidence of local support. Evidence includes, but not limited to:

- Endorsement letters from other organizations or individuals
- Fares or contributions received from riders
- Revenues from contracts with social service agencies, student fees, and taxes levied by local cities and counties
- Resolutions by local governing bodies

53. Explain any efforts to obtain additional local funds.

The City of Sugarland has contributed \$70,000 annually to support Public Transportation services in Fort Bend County. In addition to this contribution, the City of Sugarland has expressed the desire to contribute additional funds to assist with marketing efforts. The City of Rosenberg has also agreed to contribute funds for marketing efforts as well. Fort Bend County Public Transportation continues to seek match partners to support continuation and growth in services to our community.

54. Are minority individuals, low-income families, and persons with disabilities informed about the availability of transit service in your community?

☒ Yes ☐ No

55. Is the community provided an opportunity to comment on the service including, proposed service changes or changes to fares?

☒ Yes ☐ No

Applicant Responsibilities

Urban and rural providers have the skill and technical resources necessary to carry out the terms of a TxDOT PTN grant. Non-profits and other entities whose primary function is not transit; should be aware of their responsibilities prior to entering into a contract with TxDOT. Applicant responsibilities include, but not limited to the following:

Monitoring – Subrecipients can expect frequent site visits by TxDOT and federal officials to ensure compliance with state and federal regulations.

Reporting – Subrecipients are required to submit frequent electronic reports to TxDOT.

*Attachment

ATTACHMENT C – FOR SECTION 5310 ONLY

Vehicles and Related Equipment – Subrecipients must use vehicles and/or related equipment as described in its original application.

Insurance – Subrecipients acquiring vehicles must maintain full insurance coverage.

Ownership – TxDOT holds the original title in the name of the subrecipient.

Disposal of Vehicles and Equipment – Subrecipients must seek TxDOT approval prior to disposition of TxDOT funded vehicles and equipment. Once authorized; subrecipients must relinquish title to the equipment/property through sale, auction, or transfer to a third party.

Preventive Maintenance – Subrecipients are required to have a Preventive Maintenance Program.

Procurement – Subrecipients are required to have a procurement policy that promotes free and open competition.

Safety – Subrecipients awarded vehicles will be required to comply with Federal Motor Carrier Safety Administration requirements for drug and alcohol if it owns a vehicle that requires a commercial driver's license to operate.

Driver Licensing – Subrecipient drivers in the state of Texas (volunteers or paid employees) must have a valid Texas driver's license.

Accident/Incident Reporting – Subrecipients must report injuries requiring hospitalization that results from, or is otherwise related to, vehicle operation and are to be reported immediately to TxDOT.

Civil Rights – Subrecipients should exercise "Equal Access" to transportation services, these include: Title VI (of the Civil Rights Act of 1964), Equal Employment Opportunity, Disadvantaged Business Enterprise and Americans With Disabilities Act.

Subcontractor Requirements – Subrecipients are ultimately responsible for ensuring a subcontractor fulfills all the obligations of its contract.

Financial Management – Subrecipients are required to have adequate accounting and financial record keeping standards.

Record Keeping – Subrecipient records must be maintained in an auditable manner.

Audits – Subrecipients receiving in excess of \$500,000 of federal funding are subject to federal audit requirements.

56. Is your organization aware of your responsibilities as identified above?

☒ Yes ☐ No

End of Attachment C