

SPRING 2013 REVIEW CYCLE
For the Ongoing Call for Projects for
JARC / NEW FREEDOM GRANT PROGRAMS

Instructions: Please click on each shaded area to enter your application information. As you type in each field, the field will expand. Enter information in the shaded fields only.

PART I- APPLICANT INFORMATION

Applicant

Legal Name:

Fort Bend County

Otherwise Known As:

Not Applicable

Federal Identification Number, DUNS Number:

1746001969231

Primary Contact Person:

Paulette Shelton

Title:

Director

Department:

Public Transportation

Organization:

Telephone Number:

281-243-6701

Fax No.:

281-243-6715

Email Address:

Sheltpau@co.fort-bend.tx.us

Secondary Contact Person (optional):

Tennille Jones

Title:

Assistant Director

Department:

Public Transportation

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Organization:

Telephone Number:

281-243-6703

Fax No.:

281-243-6715

Email Address:

Tennille.Jones@co.fort-bend.tx.us

Main Office

Address:

12550 Emily Court, Suite 400

City/ State/ Zip

Sugar Land, TX 77478

Agency Type

Please identify your agency as the following:

☒ State or local governmental entity/authority

☐ Operator of public transportation services (privately owned)

☒ Operator of public transportation services (publicly owned)

☐ Private, non-profit organization (Please attach appropriate documentation certifying non-profit status to this application.)

Agency Profile

Please provide key descriptive information about your agency:

Years in business

The Fort Bend County Public Transportation has been
in business for 7 years.

Annual budget

Transportation Program - \$5,000,000

Number of employees

14 full time Employees and 2 part time employees

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Years of transit experience

Fort Bend County Transportation Department has been in existence for 7 years. Staff employed in the program have combined years of service cumulative transit experience exceeding 30 years.

Fleet size

37 vehicles used in peak hours

Grantee Status

Is your agency an existing Federal or State grantee?

☐ No

☒ Yes

If yes, please mark all that apply:

☐ Section 5307 (Federal Designated Recipient)

☒ Section 5307 (Federal Grantee)

☒ Section 5310 (State Grantee)

☒ Section 5311 (State Grantee)

☒ Other: TCEQ, CMAQ

Contract Authority

List the name(s) and title(s) of persons authorized to enter into contracts and agreements with METRO.

Name:

Robert Hebert

Title:

County Judge

Name:

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Title:

Project Partners

Organization #1:

Contact Name:

Address:

City/ State/ Zip

Phone Number:

Fax No.:

Email Address:

Organization #2:

Contact Name:

Address:

City/ State/ Zip

Phone Number:

Fax No.:

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Email Address:

PART II – PROJECT INFORMATION

Project Title/Name (Limit: 2 lines)

Westpark Express

Brief Description (Limit: one-half Page)

Fort Bend County is requesting funding for a new program, Westpark Express. The Westpark Express has been identified as a prospective service area for commuters residing in the northern portion of Fort Bend County. The requested funding will be used to procure vehicles and provide financial support for operating expenses. The construction of a Park and Ride facility at Westpark will begin in FY13. This will add to the transportation options of present and future populations that reside in that region of Fort Bend County. The transportation route will promote access to job sites, education, job training locales and other destinations into the Houston area. The residents of working age account for about 60% of the population. The demographic profile of the corridor identifies potential transit ridership. About 30% of Westpark Corridor working residents commuted within Fort Bend County, the other 70% commuted to other destinations such as Harris County and City of Houston. The Greenway, Galleria and Texas Medical Center areas combined account for a major demand in commuter service. In addition to serving these locations, this route will provide a transfer to METRO service with express access to Downtown and other Houston job centers.

Eleven new vehicles will be requested for this service; ten will be used for service and one for a spare. Fort Bend County does not directly provide the bus service. All bus services are contracted to the private sector. Fort Bend County's current contractor is First Transit, an international provider of transportation services. As the services are contracted, federal regulations allow a portion of the "purchase of service" expenses to be reimbursed as a capital expense (with 80% reimbursement). The budget reflects this allowance.

Program Type

Under what program are you applying for funds?

☐ Job Access/Section 5316

Amount:

☒ Reverse Commute/Section 5316

Amount: \$ 3,643,143 (Federal Share)

☐ New Freedom/Section 5317

Amount: \$

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Project Type

Please mark all that apply:

- ☒ Capital - Purchase of Service and 11 new vehicles
- ☒ Operating – Purchase of Service, Fuel
- ☐ Mobility Management/ Coordinated Planning
- ☐ Planning (JARC only)
- ☐ Program Administration

Matching Funds

Please indicate the source and the amount of local funds your agency has secured toward the local match requirement:

Source: Transportation Development Credits

Amount: \$ 1,797,223

Source:

Amount: \$

Source:

Amount: \$

Project Timeline

Start Date: 10/01/2013

End Date: 09/30/2016

Service Area

Fort Bend County

Congressional District(s) (by number):

9, 14, & 22

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Briefly describe the service area:

Route One – Westpark Corridor to Greenway/Galleria

Service will originate in the suburban area of unincorporated Fort Bend County with timed connections to Houston Metro's transit system and direct service into Galleria and Greenway Plaza. The route will start at the intersection of Mason Road and Westpark. From there it will travel east on Westpark Tollway until it gets to the first stop, Gessner Park and Ride. The stop at Gessner Park and Ride will allow for riders to transfer to other local routes and to Metro's route 274 for express service to Downtown. After the Gessner P&R stop, the route will continue east to Westpark Drive where the Tollway ends, and take a left on Rice heading Northbound. The route will make a stop in the Galleria area at Sage and Richmond where passengers can transfer to our current Galleria route and access multiple stop in the area. From here the route will head East on Richmond Ave into Greenway plaza and make two stops at Timmons and the Greenway Transit Center; it will finish at the Transit Center. See attached schedule below

Route Two – Westpark Corridor to Texas Medical Center(TMC)

Service will originate in the suburban area of unincorporated Fort Bend County with a direct route to the Texas Medical Center. The route will start at the intersection of Mason Road and Westpark. From there it will travel east on Westpark Tollway until it gets to Hillcroft Park and Ride where it will gain access onto Hwy 59 HOV. This will allow a direct route to the TMC and provide better headways for arrivals. See attached schedule below.

City or Cities Served:

Richmond, Katy, Cinco Ranch, Houston

Geographic Area Served by the project (neighborhoods, census tracts, etc.):

Reference Fort Bend County cities listed above

Population Characteristics

(Note: NOT applicable for Reverse Commute projects only)

<i>Service Area Estimate for:</i>	Number	Percent of Population
Welfare Recipients (JARC only)		
Low-income Persons (JARC only)		
Persons with Disabilities (NF only)		

Note: Census information may be obtained at <http://factfinder.census.gov/home/saff/main.html>

Describe and attach support material for the above estimate of target market(s):

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Describe and attach surveys, needs assessment(s), letters, etc. that document development of project need:

We had an advanced planning document prepared in 2011 for Westpark Park and Ride construction and service. The document discusses the need for service from the Westpark corridor to Houston job centers such as, Downtown, Uptown Galleria, Greenway, and the Texas Medical Center (TMC). Our proposed service will provide direct service to Greenway, Galleria and The TMC, with connections to METRO express service that will take riders to Downtown.

Proposed Service is:

- ☒ New
☐ Expansion
☐ Continuation

PART III – PROJECT BUDGET NOTES

Budget Worksheet

An Excel File template has been developed to use for the project budget. You should enter your project budget into that file, **save the file with your project name**, and submit it along with the completed application form.

Financial Statements

Applicants should attach audited financial statements for the two (2) most recent fiscal years including the audit firm's certification and management letter with response (as applicable). *Please note that this is an application requirement.*

Letters of Commitment from Stakeholders

Please attach all letters of commitment for match and project support.

PART IV – CONSISTENCY WITH SELECTION CRITERIA

In addition to the project description required in the previous section, answers to the following questions will be used to evaluate proposals. All questions must be answered or noted as "Not Applicable." You may attach pages if necessary, not to exceed three (3) additional pages.

Section 1 – Project Benefits

1. In detail, describe how the project will complement or expand existing services by your organization or organizations.

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Fort Bend County operates 3 Commuter service routes through the HWY 59 Corridor. One to the Greenway Plaza, one to the Galleria area and one to the Texas Medical Center. These routes have been very successful in supplying service to many individuals who do not want to sit in congestion on HWY 59. This new service would bring the same easy and convenient access to jobs from the Westpark Corridor area.

2. Describe how the target community will benefit from this project.

The target population for the Westpark Express project will benefit by improved access to jobs and job centers in the Suburban Houston area. Our riders on the Northwest side of Fort Bend County will benefit greatly because they can save on tolls and parking cost. Additionally, our services provide predictable schedules and eliminate transportation barriers for job seekers who are seeking to acquire employment and retain employment without having a vehicle or without having the budget to support operating a vehicle.

3. Describe how the project will improve accessibility for the low income, reverse commuters or disabled persons.

The Westpark Express project will allow access to job centers in the Westpark Corridor and allow for transfer service to areas around the Westpark Corridor in the major employment areas of Suburban Houston. The Westpark Express project will link areas of high growth with employers in Houston Suburban areas.

The service will meet needs identified for suburban to suburban commuter transportation. The Westpark Park and Ride will be located in a suburban unincorporated area of Fort Bend County.

4. If New Freedom funding is requested, describe how the project provides new services beyond those mandated by the Americans with Disabilities Act (ADA).

Not Applicable

Section 2 – Goals and Objectives

1. Is this project included in the 2011 Updated Coordination Plan?

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☐ Yes

Page Number in Plan where project is listed:

Identify the project included in the Plan:

If not, is the project eligible for inclusion in the Plan by meeting a need identified in the Plan?

☒ Yes

Page Number in Plan where need is identified:

Page 26, page 40-41

Describe how the proposed project will address the identified need:

The transportation needs referenced in these pages are for more service needed to carry riders across county lines, as well as more Park and Ride services requested specific to Fort Bend County. These primary needs will be met to allow for more seamless travel for commuters and other riders. Also, reference the project description section of this application.

2. Does this project support the goals of the Job Access/ Reverse Commute or the New Freedom programs, as summarized below:

The purpose of the **JARC program** is to provide access to jobs and training opportunities for low-income individuals and to improve access to suburban employment centers (regardless of income).

The **New Freedom program** provides new and improved transportation services for disabled persons, beyond the requirements of the Americans with Disabilities Act (ADA).

☒ Yes

Explain how this project meets the JARC or New Freedom program goals:

The Westpark Express project will support the concept of providing access to jobs and training opportunities within the JARC program guidelines. The Westpark Express project will provide a route that is servicing persons who reside Fort Bend Unincorporated Suburban to Houston Suburban areas; it will provide transportation to and from jobs and activities related to employment. The service also takes individuals from urbanized areas to other urbanized areas and this accounts for the "reverse commute" portion of JARC.

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Section 3 – Project Plan/ Coordination Plan/ Implementation Plan

1. Describe how the project is being coordinated with public and/or private transportation and/ or social service agencies.

The implementation of the route proposed in the project will be coordinated with METRO service in order to provide a connection so that riders can commute to Downtown and other Houston destinations.

2. Provide an operating plan for implementing the project. If the project is service related, attach draft timetables, routes maps and/ or maps showing the service area.

Copies of the service area that will be served are attached.

3. Describe how your agency will implement the project (describe the process). If vehicles purchases are requested, include plans for other uses of the vehicles to prevent idle down time.

The project will operate as follows: Routes run Monday through Friday making scheduled stops during peak daily times, AM and PM. Fort Bend County's bus service contractor is responsible for monitoring routes while they are in operation. The contractor provides all maintenance to the vehicles as well as the services necessary to staff the operational aspects (driver and mechanic recruiting/training, etc.). Fort Bend County Transit management staff oversee contractor operations and coordinates demand-response services in the urban areas of Fort Bend County taking into consideration requests by employers, educational/training institutions, and potential passengers. Fort Bend County has an established transportation service providing general public demand response transportation services. The existing demand response services work in conjunction with these services and can provide connections/transfers to the commuter services into the Houston urban area. These commuter services provide access to Houston's METRO service as well.

Vehicles will be requested as start up for this service. A request for funding to purchase 6 new vehicles within this application; 5 for service and 1 for a spare.

4. If the project includes purchasing a vehicle(s), attach a copy of your agency's preventive maintenance plan.
See attached Operations Standards

5. Describe how the project will be marketed to the target population.

The Westpark Express project services will be marketed through our routine outreach and marketing activities. These outreach activities are geared to inform our targeted populations of the transportation resources available from Fort Bend County. Throughout the year, Fort Bend County staff attends numerous events and transportation fairs. A minimum of 4 outreach activities per year are attended. Please see attached list of presentations done over the last two years.

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Section 4 – Project Financial Status /Monitoring /Sustainability

1. Describe a plan for ongoing monitoring and evaluation of the project, and steps to be taken if original goals are not achieved.

FBPTD constantly monitors the goals and objective of our current transportation programs. Our managerial staff meets weekly to review needs assessments, growth areas, strategic planning and program implementation. We also hold a monthly staff meeting where customer input is reviewed along with financial and operational data. If original goals are not met, route and/or schedules are reviewed to determine if changes are warranted. To date, all of our programs have been successful.

2. Describe how you will measure the success of the project. Include any performance measures for the project.

Program success is measured by both customer satisfaction and performance. Trip counts, on-time performance, trip denials, incidents and customer compliments or complaints are monitored on a monthly basis. Data from these indicators is tracked across the year and fiscal years and monitored to identify and address trends that may emerge.

As reference, the FTA has identified these performance measures for the JARC and New Freedom Programs:

The two measures established for the JARC Program are:

- a. Actual or estimated number of jobs that can be accessed in the coverage area of the project.
- b. Actual or estimated number of rides (as measured by one-way trips).

The three measures established for the New Freedom Program are:

- a. Increases or enhancements related to geographic coverage, service quality and/or service times.
- b. Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc), technology, and vehicles.
- c. Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities.

(Note: For more information, please refer to the Addendum provided and FTA circulars at www.fta.dot.gov/laws/leg_reg_circulars_guidance.html/)

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3. Describe how the project will be sustained after the initial grant-funding period.

Our overall intent is to fold the Westpark Express project into our urban area funding stream. However, with the inception of MAP21 we are faced with a funding challenge. MAP21 places a cap on our operating expenses in the Section 5307 funding stream making it difficult to sustain and expand services. MAP 21 is limited to two years (FY2013 and FY 2014) as currently authorized. As such, FBCPT is developing a multifaceted approach to mitigate these issues during this two year period, with the overall goal of successfully completing another Federal Legislative process aimed at removing the operating expense cap.

4. How does this project improve efficiency or effectiveness of special needs transportation service delivery (Note: for New Freedom projects only)?

Not Applicable

5. Describe how your agency will determine the cost effectiveness of the project. For instance, what is the estimated cost per trip? The cost per trip will be used to compare similar projects that request funding. A cost effectiveness example follows.

Fort Bend County monitors cost per trip that is based on system wide trips and expenses. This is reviewed annually against cost reported by other transportation providers across the State. Fort Bend County has consistently ranked in the medium range when compared to peer systems.

Sample cost effectiveness calculation:

Capital cost year 1 :	\$ 44,375
Operating cost year 1:	\$ 100,000
Total non-planning cost year 1:	\$ 144,375
Est. trips year 1:	25,600

Cost/trip: \$ 5.64 (\$144,375/25,600)

Key Assumptions:

Est. weekday trips: 10 passengers x 5 vans x 2 peak directions = 100 trips
Est. annual weekday trips: 25,600 (100 weekday trips x 256 weekdays)

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APPLICATION AUTHORITY

(Please print and sign this page. Include a scanned copy of this signed page with your Application Package.)

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application, and that I have authority to submit this Application Package.

Further, I understand that selection of this project for either JARC or New Freedom grant funding will require compliance with all applicable federal laws and regulations and that an Interagency Agreement with the Metropolitan Transit Authority of Harris County (METRO) will be required.

Applicant:
Fort Bend County

Project Title:
Westpark Express

Name and Title of Signatory:
Robert Hebert, County Judge

Authorized Signature:



Date:

4-2-2013

Please Note: Your application must be signed by someone authorized to sign contracts on behalf of your agency/organization, such as the Board Chair or Chief Executive Officer. Unsigned applications will not be accepted.

FY2013 JARC & NEW FREEDOM BUDGET: (Fort Bend County Public Transportation Department)

Category	Qty (a)		Unit Price (b)	10/13-09/14 Year 1	10/14-09/15 Year 2	10/15-09/16 Year 3	Total \$\$	FTA \$\$	Local \$\$	FTA %	Comments
	Units	#									
CAPITAL											
Vehicle Purchase	each	11	\$150,000	\$1,987,952			\$1,987,952	\$1,650,000	\$337,952	83%	
POS-CAP	LOT	LOT			\$444,893	\$444,893	\$889,786	\$711,829	\$177,957	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
SUBTOTAL CAPITAL				\$1,987,952	\$444,893	\$444,893	\$2,877,738	\$2,361,829	\$515,909		
OPERATING (c), (d), (e)											
Fuel	LOT	LOT			\$342,720	\$342,720	\$685,440	\$342,720	\$342,720	50%	
POS-OP	LOT	LOT			\$941,744	\$935,444	\$1,877,188	\$938,594	\$938,594	50%	Reflects Net Operating
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
							\$0	\$0	\$0	50%	
SUBTOTAL OPERATING				\$0	\$1,284,464	\$1,278,164	\$2,562,628	\$1,281,314	\$1,281,314		
PLANNING											
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
							\$0	\$0	\$0	80%	
SUBTOTAL PLANNING				\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL				\$1,987,952	\$1,729,357	\$1,723,057	\$5,440,366	\$3,643,143	\$1,797,223		

NOTES:

Capital cost of contracting amounts shown must be net of fare revenue.

- (a) Quantity = number of vehicles to be purchased, number of hours to be worked, etc.
- (b) Unit Price = price for single item in the "quantity" column, i.e., price of one new vehicle.
- (c) Labor = on a separate schedule, identify position type, expected hours to be worked annually, cost per hour
- (d) Program administration = rent, utilities, telephones, supplies, printing, etc. Provide details on separate schedule
- (e) Other miscellaneous = identify other expenses in either Comments column or on a separate schedule

Fort Bend County

**FY2013 JARC & NEW FREEDOM:
SCHEDULE FOR SERVICE DETAILS**

	Statistic	Year 1	Year 2	Year 3	Total	
1	Estimated daily trips (all vehicles)		71	75		
2	# Days operated (all vehicles)		252	252		
3	Estimated total annual ridership	0	18,000	18,900	36,900	Lines 1 x 2
4	# Service hours / day (each vehicle)		8.5	8.5		
5	Number vehicles operated		10	10		
6	Number days operated	0	252	252		
7	Cost per hour		\$41.54	\$41.54		
8	Estimated total service cost	\$0	\$889,787	\$889,787	1,779,574	Lines 4 x 5 x 6 x 7
9	Fare per trip		\$3.50	\$3.50		
10	Estimated daily trips (all vehicles)	0	71	75		
11	Number days operated	0	252	252		
12	Estimated fare revenue per year	\$0	\$63,000	\$66,150	\$129,150	Lines 9 x 10 x 11
13	Total estimated net cost	\$0	\$826,787	\$823,637	\$1,650,424	Lines 8 - 12

NOTES:

Fare per trip taken from fare of current Grnway/Galleria service

Derived ridership by number of commuters projected in Westpark planning document (p.24) for Grnway/Galleria combined increased ridership by 5% for year 3

Cost per hour based on FT rates of using County vehicles for commuter P&R service plus fuel

Fort Bend County

**FY2013 JARC & NEW FREEDOM
SOURCES OF LOCAL MATCH**

CATEGORY	AMOUNT	CASH	IN-KIND	SOURCE
CAPITAL				
11 New Vehicles	\$337,952	\$337,952		TDC
Capital Cost of Contracting - CAP	\$177,957	\$177,957		TDC
SUBTOTAL CAPITAL	\$515,909	\$515,909	\$0	
OPERATING				
Fuel	\$342,720	\$342,720		TDC
Capital Cost of Contracting - OP	\$938,594	\$938,594		TDC
SUBTOTAL OPERATING	\$1,281,314	\$1,281,314	\$0	
PLANNING				
SUBTOTAL PLANNING	\$0	\$0	\$0	
TOTAL LOCAL MATCH	\$1,797,223	\$1,797,223	\$0	

Fort Bend County

**FY2013 JARC & NEW FREEDOM:
CAPITAL COST OF CONTRACTING CALCULATION**

	FTA %	Year 1	Year 2	Year 3	Total
Estimated service cost			\$889,787	\$889,787	\$1,779,574
40% eligible CCC-capital		\$0	\$355,915	\$355,915	\$711,829
FTA share	80%	\$0	\$284,732	\$284,732	\$569,464
Local share	20%	\$0	\$71,183	\$71,183	\$142,366
60% eligible CCC-operating		\$0	\$533,872	\$533,872	\$1,067,744
Less fares			\$63,000	\$66,150	
Estimated net service cost		\$0	\$470,872	\$467,722	\$938,594
FTA share	50%	\$0	\$235,436	\$233,861	\$469,297
Local share	50%	\$0	\$235,436	\$233,861	\$469,297
Annual total		\$0	\$826,787	\$823,637	\$1,650,424
Less fares		\$0	\$63,000	\$66,150	\$129,150
FTA share		\$0	\$520,168	\$518,593	\$1,038,761
Local share		\$0	\$306,619	\$305,044	\$611,663

Notes:

Vendor provides maintenance & transit service; applicant provides vehicles. See FTA Circular 9030.1D Chapter III for other combinations of Capital Cost of Contracting calculations.