



Fiscal Year 2014 Grant Application Part I

Federal Transit Administration (FTA) Assistance
Application For:
Section 5311 Nonurbanized (Rural)
State Rural
State Urban

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: **Texas**

Zip Code: **77469**

Fax Number: **281-243-6715**

E-Mail Address:

paulette.shelton@fortbendcountytexas.gov

Website Address: **www.fortbendcountytexas.gov**

County: **Fort Bend**

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

Paulette Shelton

Phone: **281-243-6701**

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

Phone: **281-243-6701**

Applicants Payee Identification (PIN) Number (14 digits): **17460019692031**

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

Date

8-13-13

General Instructions

The Application consists of two parts, Application Part 1 and Application Part II (Certifications and Assurances). 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 that represent The Federal Transit Administration (FTA) current expectations concerning the responsibilities of grant applicants.

Application Submittal

Applicants should complete all sections completely and concisely.

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 and all attachments to the Public Transportation Division (Austin).
3. Applications must be complete and final as submitted. Note: Incomplete applications will be returned to the applicant for revision.
4. A project will NOT be included in the grant until the completed 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"/>	<input type="checkbox"/>	Internal Compliance Program Certification (if not on file with TxDOT)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Third Party Contract (Transportation Service only)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Map(s) or Bus Schedule of service area
<input type="checkbox"/>	<input type="checkbox"/>	Indirect Cost Allocation Plan Certification (if not on file with TxDOT)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title VI Plan (if not on file with TxDOT)
<input type="checkbox"/>	<input type="checkbox"/>	Complimentary Paratransit Plan (if not on file with TxDOT)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment A – Vehicle Inventory List <u>or</u> PTMS Agency Inventory List
<input type="checkbox"/>	<input type="checkbox"/>	Form PTN-116 Request to Purchase Non-Accessible Vehicle(s) (If applicable)

Application Prepared By: **Paulette Shelton**

Title: **Transportation Director**

Date:

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).

☒ §5311 - 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.

☒ State – Rural Area

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.

☒ State – Small Urbanized Area

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

Service Overview

2. 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 (Commuter Park & Ride Service Only)

☒ 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

3. 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. One service contractor is used. 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. Further, Fort Bend County has a New Freedom Program which provides transit services for people with disabilities and the elderly.

4. How many days of service do you operate? **(Monday-Friday)**

5. How many one-way passenger trips do you currently provide (total for all vehicles)?

Daily: **1288** Annually: **320,642**

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

- ☒ Weekdays
☒ Weeknights after 6 pm
☐ Weekends

7. 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; and the portions of Houston, Katy and Missouri City that are within Fort Bend County. Connections are provided to Houston's METRO service for passengers wishing to access other areas of Houston.

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

☒ Yes ☐ No

If yes, provide contact information below and copy of third party contract.

(Applicant) Legal Name: First Transit		
Physical Address – No P.O. Box: 2581 Washington Rd., Suite 223 (Corporate Office)		
City: Pittsburgh	State: PA	Zip Code: 15241
Fax Number: (203) 846-3232		E-Mail Address: fga.communications@firstgroup.com

*Attachment

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

10. 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: _____

Public Transportation Division Application Part I

11. Storage of vehicles (check all that apply)

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

12. 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**

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

☒ Yes ☐ No

14. 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.

15. Is a web site available with transit information?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

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

We also use various forms of social media (Facebook & Twitter)

Grants Administration

17. Describe the experience your agency has in managing grants and/or other governmental grant programs.

<p>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</p>
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organizational structure necessary to provide stewardship for these programs.

Paulette Shelton will serve as Primary Contact for all TX-DOT programs and is the Department Head for the Fort Bend County Transportation Department. Ms. Shelton brings over 23 years of experience in transportation management and operations to the project. She has served as the County's Transportation Director for seven 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.

Presently, the Administrative Manager of Finance position is vacant. This position is responsible for completing and managing all of the Department's fiscal responsibilities (grants, budgets, financial reports, etc.) as well as all reporting activities. Qualifications for the position include: Bachelor's or Associates Degree in a related field along with 3 years of transportation related experience preferred; 2 years job related experience; proven proficiency with both oral and written communication skills. strong math and/or accounting and management skills; organizational skills and the ability to complete multiple tasks a must; strong interpersonal skills and the ability to deal effectively with the public, other employees and elected officials.

PART III – PROFILE

18. 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

19. If your agency has/will receive state funds or federal Section 5311 and/or Medicaid funds 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.

Public Transportation Division Application Part I
Audit

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

- 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 ____."

20. 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 submitted to the TxDOT Audit Office?

☒ Yes ☐ No

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 ____." **N/A**

☐ Yes ☐ No

Compliance

21. Do you have written procurement policies and procedures?

☒ Yes ☐ No

Note: Successful applicants are required to submit semi-annual reports on all procurement opportunities (excluding transit vehicle purchases).

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

☒ Yes ☐ No

23. 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.

24. 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.

There are no pending Improvement Action Plans at this time.

Project Description

25. 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 First Transit paid for with Federal and/or State grant funding received from the Texas Department of Transportation (TX-DOT) Section 5310 Elderly and Disabled Transportation program, TX-DOT Section 5311 Rural Public Transportation Program, FTA Section 5317 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. Advanced reservations are required and can be requested up to thirty (30) calendar days in advance. 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. All 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. Ambassador services (passenger assistance) are also provided to assist passengers with disabilities to & from their destinations.

Commuter Services are provided using a combination of vehicles owned by our bus service contractor and by the County. Commuter services are provided into the Greenway Plaza, Galleria and Texas Medical Center areas of Houston from park and ride locations in Sugar Land and Rosenberg. Services operate in the morning and evening hours, Monday through Friday (excluding County holidays). Five (5) contractor owned vehicles and ten (10) County owned vehicles are used to provide approximately six hours each of daily service.

Fort Bend County also has planning efforts in place for 2 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. This project will provide an on-board camera system, vehicle locators, mobile data terminals, and electronic fare media.

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

☒ Yes

☐ No (if no, skip to Question 28)

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.

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

Total Operating Expenses (Itemize)	
Total Direct Labor	\$69,722
Total Equipment and Supplies	\$25,140
Total Other Direct Costs	\$64,446
TOTAL DIRECT OPERATING EXPENSES	\$159,308
*TOTAL INDIRECT EXPENSES (Indirect Rate: _____ %)	\$0
TOTAL DIRECT & INDIRECT EXPENSES	\$159,308

* 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.

***Fort Bend County does not seek grant reimbursement for indirect costs.**

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, 85/15 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. Check with your PTC for further information.

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

☐ Yes ☒ No (if no, skip to Question 36)

29. Complete Attachment B – Vehicle Inventory **OR** Attach agency/PTMS Inventory List obtained by PTC. **Vehicle Inventory List is attached.**

30. 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? **N/A**

Vehicle Capital Project Budget

31. Will the proposed vehicle be ADA accessible?

☐ Yes ☐ No **N/A**

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

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

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

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

☐ Yes ☐ No **N/A**

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 **N/A**

33. Describe the impact should you not receive this vehicle award. **N/A**

*Attachment

PART IV – FUNDING REQUEST***Proposed Vehicle Capital Project Budget (All Programs)***

34. Complete the following table for vehicle(s) requested - See Attachment B Project Table for estimated costs. Contact your PTC for ALI Codes.
The budget should reflect the total vehicles funded for all Programs. N/A

Vehicles									
Funding Program	Vehicle Type	ALI	ADA Accessible	Fuel Type	Quantity	Total	Federal	Local	TDC
Examples:									

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

Source(s) of Local Match:	AMOUNTS
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL LOCAL MATCH	\$

Other Equipment Capital Budget

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.

The estimated cost for “Other Equipment” is used as a benchmark in the budgeting process. The Federal share of eligible capital costs may not exceed 80 percent.

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.

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.

36. Are “Other Equipment” capital expenses part of the proposed project description?

☐ Yes ☒ No (if no, skip to Part V – CIVIL RIGHTS)

37. 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?

The “Other” capital expenses outlined in this application include the Capital Cost of Contracting portion of the demand response, commuter and deviated fixed route services previously described. This will allow FBCT to continue these services at their current level.

38. Complete the following table for the other capital equipment requested. The budget should reflect the total of all "Other Equipment" for all Programs.

Other Capital Equipment							
Funding Program Examples	Description	ALI	Quantity	Total	Federal	Local	TDC
5311	Capital Cost of Contracting			50,322	40,298		10,074
Total							

Source(s) of Local Match:	AMOUNTS
Transportation Development Credits	\$10,074
	\$
	\$
	\$

TOTAL LOCAL MATCH	\$10,074
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Other Equipment Capital Budget

40. Will a Non-cash share, such as donations and contributions (i.e. in-kind), be counted as local match? **TDC's will be requested**

☒ 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

41. Describe the impact should you not receive this award.

Service reductions would be evaluated, due to reduced funding availability.

Title VI

Title 49 CFR Section 21.9(b) requires recipients document their compliance by submitting a Title VI Program or Plan to TxDOT. Every Title VI Plan shall include the following elements:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP)
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- A description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

42. Do you have a Title VI Plan and does the plan include the required elements?

☒ Yes ☐ No

43. 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.

Equal Employment Opportunity (EEO)

44. 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.

45. Do you have an Equal Employment Opportunity Policy?

☒ Yes ☐ No

Americans with Disabilities Act (ADA)

46. For paratransit projects funded, please complete 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.

*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 (HGAC)	
Title of Coordinated Plan Gulf Coast Region Regionally Coordinated Transportation Plan	
Agency Representative Name (Print) Kari Hackett	Title Program Manager

47. 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 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.

48. 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 serves on 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.

49. 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 continue to support of our coordination activities and projects.

PART VII – PUBLIC NOTICE AND HEARINGS

All applicants for Section 5311 and state urban/rural funding must issue a public notice in the newspaper having general circulation in the vicinity of the proposed undertaking.

An Applicant seeking Federal assistance authorized by 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 by 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:
Date of Hearing (if required):	

End of Application Part 1

[illegible]

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.