

Application Instructions	<u>Application Instructions</u>
Agency Name	Fort Bend County
Person to be contacted regarding this application	
First Name *	Yvette
Last Name *	Maldonado
Phone Number *	(281) 243-6722
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Click <a href="#">here</a> to download an Obligation Certification.	
Obligation Certification *	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689165-ObligationCertification.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689165-ObligationCertification.pdf</a>
By checking this box, you are indicating that the service profile for this organization is accurate. *	✓
Project Service Area *	Urban ✓ Rural
If "Urban" is selected, please select the urbanized area.	

General Information

1. Describe the proposed project(s) for which the funds will be used. \*

Fort Bend County provides general public demand response, deviated fixed route and commuter services. All services operate Monday through Friday (excluding County Holidays). Demand Response services operate to accommodate first drop off by 8:00 am and last pick-up by 5:00 pm. Deviated fixed route and commuter services operate in both the morning and evening as listed on the route schedules. Demand Response trips are provided within the County and/or to destinations in adjoining counties within one (1) mile of the Fort Bend County line. 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. The County provides additional services such as the Ambassador Program in which passenger assistants help passengers with disabilities to & from their destinations. The County also continues planning with human service agency transportation providers within the County and continues to stay involved in the regions public transportation efforts. The deviated fixed route services are limited to the County area with timed stops at designated locations within the County. Vehicles can deviate short distances from the route to pick-up and drop-off clients or to accommodate pick-up and drop-offs at high demand locations. Commuter services are provided into Greenway Plaza, Galleria and Texas Medical Center areas of Houston from park and ride locations in Sugar Land and Rosenberg. The County is also working to construct an additional park and ride facility along the Westpark Toll road in northwest Fort Bend County. All services are provided via contract agreements and paid for with Federal and/or State funding received from the Texas Department of Transportation, FTA, H-GAC and TCEQ. The County provides local match dollars as well as other partners such as the City of Sugar Land and the Development Corp of Richmond and Rosenberg.
2. Provide a description of how the need/demand for the proposed project(s) was determined. \*

In 2005, Fort Bend County Public Transportation Department was formed, providing Demand Response services within Fort Bend County and Commuter services going into the Greenway Plaza and Galleria areas. We have since added Commuter Services to the Texas Medical Center as well as Job Access Reverse Commute and New Freedom Services. Funding would provide continued service to individuals in rural areas as well as the individuals who might not have other means of transportation. The surrounding community benefit would be continuity of service to the riders in the areas Fort Bend County serves. As indicated in the project description, 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 all of our coordination activities and projects.
3. Describe the anticipated benefits of the project. \*

In FY16, the County completed over 391,000 trips over all the services provided. We have seen significant growth in our Commuter Services especially the Texas Medical Center routes. Ridership in FY2011 was around 27,000 trips and in FY16 we reached over 130,000 trips. The County is helping to bring a better quality of life to individuals, families, communities and businesses. Our services offer personal mobility and freedom for people from every walk of life by providing options to get to work, go to school visit friends or get to a doctor's appointment as well as a reduction in Vehicle Miles Traveled. The Project will not only directly reduce emissions by eliminating passenger-vehicles, but it will also reduce emission by alleviating congestion on the road.
4. Identify and describe methods to procure goods and/or services related to this project.

A formal bid process has been completed for purchase of service as well as the Ambassador program.

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5. If vendors have been previously selected, complete the following (press the save button for additional rows).
- | Vendor Name   | Description of goods/services      |
|---------------|------------------------------------|
| First Transit | Purchase of Service                |
| ParkWest      | Transportation Staffing Assistance |
6. Is the proposed project is consistent with continuing, cooperating, and comprehensive regional transportation planning implemented in accordance with 49 U.S.C. §5301? \*
- ☒ Yes ☐ No

Vehicle Projects

Vehicle projects include the purchase, rebuild and overhaul of vehicles.

1. Are Vehicle Capital expenses parts of the proposed project? \*

☒ Yes No

2. Describe the scope of the project: for the purchase of a vehicle, identify if the vehicles will be used for expansion or replacement; for rebuild or overhaul, identify the vehicles to be rebuilt/overhauled or describe them by vehicle type. \*

Vehicle purchases are replacement vehicles for both the Commuter and Demand Response services. At this time funds are not expected to be budgeted until the County receives the VRM and Census award.

3. For each separate vehicle project, describe the need for the project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed (press the save button for additional rows). \*

Vehicle Project Description

Description of Project Need, Selection and Benefit

Vehicle Replacement Plan

Vehicles are replaced according to the miles, age and ability to perform services. Once a vehicle has reached it's useful life a determination is made on whether the vehicle needs to be replaced or can remain in service.

4. If vehicles are proposed to be purchased, will the vehicles be ADA accessible. \*

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, please upload an approved copy of Form PTN-116 Request to Purchase Non-Accessible Vehicle(s) in the field provided below.

☒ Yes No N/A

Form PTN-116 upload

Other Capital

Other Capital includes, but is not limited to: shop equipment, communication and computer equipment, hardware and/or software, preventive maintenance, purchase of service, and other miscellaneous equipment. (Program limitations may apply.)

5. Are Other Capital expenses part of the proposed project description? \*

☒ Yes No

6. Describe the scope of the Other Capital project in detail. \*

The other capital expenses outlined in this application include Capital Cost of Contracting for all general public demand response, deviated fixed route and commuter services already operated by the County. The County currently contracts with First Transit to provide transportation services. According to FTA guidelines, 40% of the service contract is eligible as a capital cost of contracting without further explanation.

7. Describe the need for the Other Capital project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. \*

The County will use the funds in support of existing transit services being provided.

Attachments

Please upload any additional documentation that you feel may be relevant to this application.

Description

Upload

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Capital Cost Breakdown	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166-AttachmentCapitalCostofContractingBudget.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166-AttachmentCapitalCostofContractingBudget.pdf</a>
Demand Response Brochure	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_2-DemandReponseBrochure.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_2-DemandReponseBrochure.pdf</a>
TMC Brochure	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_3-TMC.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_3-TMC.pdf</a>
Point Deviation Brochure	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_4-Richmond-RosenbergBrochure.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_4-Richmond-RosenbergBrochure.pdf</a>
Greenway Plaza Brochure	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_5-GreenwayPlazaBrochure.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_5-GreenwayPlazaBrochure.pdf</a>
Uptown Galleria Brochure	<a href="https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_6-UptownGalleriaBrochure.pdf">https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/689166_6-UptownGalleriaBrochure.pdf</a>

Construction and Rehabilitation Projects

Construction and Rehabilitation Projects can include the following phases:

Planning, Preliminary Engineering (including environmental review), Final Design and Real Estate Acquisition, Construction/Rehabilitation.

1. Are Construction and/or Rehabilitation related expenses part of the proposed project? \*  
✓ Yes No
2. Identify the Construction and Rehabilitation project phases that will be included as part of the proposed project. \*
  - A. Planning ✓
  - B. Preliminary Engineering ✓  
(including environmental review)
  - C. Final Design and Real Estate Acquisition
  - D. Construction/Rehabilitation

If C or D are selected above, please upload a copy of your FTA Region 6 Categorical Exclusion Worksheet  
(if this project is not eligible as a categorical exclusion please contact your PTC):

FTA Region 6 Categorical Exclusion Worksheet

3. Describe the scope of the Construction and Rehabilitation project in detail. \*

In FY14, a County Bond election approved funding for the local match necessary to construct an Administrative/Operations/Maintenance facility for Public Transportation. Project activities include construction of the facility, bus maintenance building, fueling/washing station, two lane access road, staff and vehicle parking in addition to construction materials testing, construction management, and remaining design engineering, furniture, fixtures and equipment (FF&E), fencing/gates, security lighting/cameras and landscaping as necessary. At this time funds are not expected to be budgeted until the County receives the VRM and Census award.
4. Describe the need for the Construction and Rehabilitation project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. \*

Fort Bend County's Public Transportation department was officially formed in 2005. At the time the department was formed staff were placed in an office within an existing County department. The department has since had to move three times in the past 10 years to accommodate for growth and has met capacity yet again.
5. Provide the facility location if available.  
N/A ✓  
Address  
City  
State  
Zip
6. Describe the facility including the facility function. \*

The proposed project will utilize up to 30 acres of land, already owned by Fort Bend County, to construct an Administration/Operations Transit Facility. The facility will have accommodations for administrative activities, customer service, reservations, scheduling, dispatch, traffic management, fare sales and collections, and a driver work/break area. The fueling island will include a bus wash facility, parts wash station, and a fare collection station. The maintenance building will accommodate bus and service vehicle repairs as well as inventory storage for parts, tires, batteries, etc.

Note: Agencies must receive consultation with PTN prior to Construction and Rehabilitation projects. Consultation is necessary prior to the inclusion of Construction and Rehabilitation projects in a PGA.

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Agency Name Fort Bend County

Program Type 5311

Does this budget include indirect costs? \* Yes ☒ No

If yes, please enter the Indirect Rate %

Attachments

If this budget includes In-Kind funds  
please upload supporting documentation.

Description	Upload

When entering budget line items, fill out a row and then press the save button for additional rows.

Description	Scope		Fuel Type					
Third Party Contract Capital Cost of Contracting - 11.71.12	Award Amount		In-Kind Match		Total Funds		Match Ratio	
	# of Units	Total Cost	Award Amount	State Match	Local Match			TDC
Cost Per Unit	104610	\$104,610	\$83,688		\$20,922	\$104,610		0
\$1								
Description	Scope							
Project Administration - 11.79.00	Award Amount		In-Kind Match		Total Funds		Match Ratio	
	# of Units	Total Cost	Award Amount	State Match	Local Match			TDC
Cost Per Unit	114205	\$114,205	\$91,364		\$22,841	\$114,205		0
\$1								
Description	Scope							
Operating - 30.09.01	Award Amount		In-Kind Match		Total Funds		Match Ratio	
	# of Units	Total Cost	Award Amount	State Match	Local Match			TDC
Cost Per Unit	156912	\$156,912	\$78,456		\$78,456	\$156,912		0
\$1								
Subtotal:		Total Cost	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC
		\$375,727	\$253,508	\$0	\$122,219	\$0	\$375,727	0

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## Obligation Certification

As an authorized official of the Fort Bend County  
(Organization Name)

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources to provide the required match.
5. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
6. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
  - ◆ On-site monitoring by TxDOT personnel
  - ◆ Timely submission of required reports
  - ◆ Timely written notification of events that will affect the outcome of the project.
7. The organization will comply with all applicable federal, state and local laws and regulations. This includes but is not limited to:
  - ◆ Annual Certifications and Assurances
  - ◆ Master grant agreements
  - ◆ Project grant agreements
  - ◆ Applicable federal program circulars and similar federal and state guidance
8. **Applicant Affirmation:** Compensation has not been received for participation in the preparation of the specification for this call for projects.

Signed: \_\_\_\_\_

Printed/Typed Name: Robert E. Hebert

Title: County Judge

Date: March 7, 2017