

Application Instructions	<u>Application Instructions</u>
Agency Name	Fort Bend County
Person to be contacted regarding this application	
First Name *	Pamela
Last Name *	LeBrane
Phone Number *	(281) 243-6702
Email Address *	pamela.lebrane@fortbendcountytexas.gov
By checking this box, you are indicating that the service profile for this organization is accurate. *	<input checked="" type="checkbox"/>
Project Service Area *	Urban <input checked="" type="checkbox"/> 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 and commuter services. All services operate Monday through Friday (excluding County Holidays). Demand Response services operate to accommodate the first drop-off by 8:00 am and last pick-up by 5:00 pm. Demand Response trips are provided within the County limits 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 wherein passenger assistants help passengers with disabilities to and from their destinations. The County also continues planning with human service agency transportation providers within the County and continues to stay involved in the region's public transportation efforts.

Commuter services are provided to Greenway Plaza, Galleria, and Texas Medical Center areas of Houston from park and ride locations in Sugar Land and Rosenberg. The County also has a planned park and ride facility along the Westpark Toll Road in northwest Fort Bend County. The Westpark Corridor Park and Ride will provide transportation for commuters residing in the northern portion of Fort Bend County. The transportation route will promote access to job sites, education, job training and other destinations into the Houston area. 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.

Fort Bend County is seeking \$434,386 in Section 5339 funds with TDC's as a match for the purchase of vehicles as well as miscellaneous equipment (bus wraps). The vehicles being purchased are for expansion service for Westpark Park & Ride service.

2. Provide a description of how the need/demand for the proposed project(s) was determined. *

Public transportation services are provided within Fort Bend County and to parts of Harris County. The County's service area encompasses 861 square miles and serves a population of approximately 787,858 as of 2018. The County provides various transit services including, general public demand response and commuter bus service to Houston Galleria, Greenway Plaza, and the Texas Medical Center. The Energy Corridor has experienced significant growth in residential and commercial sectors during the past decade. The new Westpark Park and Ride project will provide commuter service for residents in northern Fort Bend County to employment and commerce in the Energy Corridor.

Fort Bend County has 60 transit vehicles consisting of 8 medium-duty, body-on-chassis vehicles, 44 light-duty, cutaway vehicles, and eight (8) passenger vans. The Westpark Park and Ride project will add an additional 10 vehicles to the fleet. The County remains flexible in the use of the vehicles to meet daily service requirements rather than permanently assigning vehicles to particular services.

3. Describe the anticipated benefits of the project. *

In FY19, the County completed over 407,000 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 reduce emissions 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 Rolling Stock as well as Bus Wraps.

5. If vendors have been previously selected, complete the following (press the save button for additional rows).

Vendor Name	Description of goods/services
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Texas Bus Sales
Display Graphics

Rolling Stock
Bus Wraps

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

Attachments

Upload any additional documents relevant to this application per the application's instructions.

Description

Upload

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. Identify the specific vehicle(s) to be replaced or rebuilt.
 (press the save button for additional rows)
 Enter License and VIN of vehicle to be replaced/rebuilt

License #	VIN	Reason to select this vehicle	Replace/Rebuild
	0000000000000000		

Note: vehicles must meet useful life standards to be considered for replacement

3. Identify the vehicle type(s) to be purchased.
 (press the save button for additional rows)

Vehicle type to be purchased

Reason to select this vehicle

Medium Duty Cutaway Bus, Type II

Fort Bend County's commuter services provided more than 262,000 passenger trips and more than 597,000 vehicle revenue miles in FY2019. These services provide individuals with increased access to major employment areas in Houston. Texas Medical Center trips, which are the largest medical complex in the world and is home to the world's largest children's and cancer hospital accounts for more than 50% of the commuter service trips. All of Fort Bend County's vehicles are ADA accessible to ensure transportation opportunities for the entire community.
 It is our goal to ensure we have a safe and reliable fleet to service the needs of our passengers.

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 .

Yes No N/A

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

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.

Display Graphics has a turn-key contract with Fort Bend County which includes both design and installation of vinyl bus wraps. Display Graphics has worked with the County to create a multicolor bus wrap design for all fleet. The vendor utilizes it's own graphic designer and has worked to ensure minimal service interruptions.

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.

Bus wraps are an integral part of overall program for brand identity, outreach and safety. Instant recognition by the client, cost- effective way to increase brand awareness to our passengers and potential passengers. The vinyl wraps also help to keep the vehicles in better condition by protecting the vehicle's body from scratches and small dents from road debris.

Attachments

Upload any additional documents relevant to this application per the application's instructions.

Description	Upload
FBC Brochure	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/749568_338171-FBC Brochure.pdf
Galleria Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/749568_338171_2-G alleriaMap.pdf
Greenway Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/749568_338171_3-G reenwayPlazaMap.pdf
TMC Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/749568_338171_4-T MCMa.pdf

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 project development life cycle(s) that are included as part of this application for funding.
 - A. Planning and Scoping
 - B. Preliminary Engineering and Environmental Review
 - C. Final Design and Real Estate Acquisition
 - D. Procurement
 - E. Construction

If **C,D, or E** 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. **This question is divided into 3 subparts - 3a through 3c - for the purpose of obtaining detailed information on status and funding for the various phases.**

3a. Identify completed phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources.

Phase	Activities which have taken place	Cost	Funding Source
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Total: \$0

3b. Describe any current activities in progress, by project phase. Identify the cost per phase, funding sources and amounts committed.

Phase	Activities in progress	Cost	Funding Source	Amount Committed
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Total: \$0

\$0

3c. Describe future activities, by project phase. For each phase provide the estimated cost, secured funding sources and amounts, and funds being requested.

Phase	Activities to be accomplished	Cost	Funding Source	Amount Committed	Amount Requested
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Total: \$0

\$0

\$0

4. Provide the facility location if available.

N/A
Address
City
State
Zip

5. Describe the facility including the facility function.

Attachments

Upload any additional documents relevant to this application.

Description

Upload

As an authorized official of the Fort Bend County
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 and technical capacity 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.

This includes but is 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 specifications for this call for projects.

- ✓ By checking and completing this document I certify that the above statements are true and that I have the authority to sign this document.

Name

KP George

Title

County Judge

Date

3/26/2020

Budget and Milestones

5339-R-2020-FT BEND-00093

Agency Name Fort Bend County

Program Type 5339-R

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	# of Units	Scope	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	Match Ratio	TDC
Expand - Bus Commuter/Suburban - 11.13.07	2		\$306,826				\$306,826		0
Acquisition - Miscellaneous Equipment - 11.42.20			\$127,560						
							\$127,560		0
Subtotal:			\$434,386	\$0	\$0	\$0	\$434,386		0

Commuter Bus Service

With convenient weekday schedules, Fort Bend County residents working in Harris County can ride the Fort Bend Transit bus into the Texas Medical Center, Greenway Plaza, or the Galleria area, where riders can transfer to Metro buses or Metro Rail to travel to other areas of Houston. Please visit our website at FBCTransit.org for more information, including maps and schedules for each of our commuter routes.



Contact Us

Physical Address:

3737 Bamore Road
Rosenberg, TX 77471

Mailing Address:

301 Jackson St.
Richmond, TX 77469

281-633-RIDE (7433)
1-866-751-TRIP (8747)

Fax: 832-471-1843

Email: transit@fortbendcountytx.gov
FBCTransit.org

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, national origin, religion, sex, disability, age, or other protected status in programs and activities receiving Federal financial assistance (42 U.S.C. Section 2000d).

Fort Bend County is committed to ensuring that no individual who uses our services is excluded from participation, denied benefits, or discriminated against. If you believe you have been subjected to discrimination, you may file a complaint by calling the Fort Bend County Title VI Coordinator at 281-633-7433.

You may send a written complaint to Fort Bend Transit Department, ATTN: Title VI Coordinator, 301 Jackson St., Richmond, TX 77469, or via email at transit@fortbendcountytx.gov.

Complaints may also be filed with the following organization no later than 180 days after the date of the alleged discrimination: Federal Transit Administration Office of Civil Rights ATTN: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.



Fort Bend County Public Transportation Services

Providing Fort Bend County residents with safe, efficient, and accessible public transportation services, while maintaining service quality and customer satisfaction.

Getting Around Fort Bend County

Using Demand Response Service

Scheduling a Trip

To schedule a ride, call 281-633-RIDE (7433) or toll-free 1-866-751-TRIP (8747) Monday through Friday, 8:00 a.m. to 5:00 p.m. to reserve your trip.

We do not offer same day rides

Reservations can be made one business day in advance or up to 30 days in advance.

Trips will be scheduled on a time and space availability basis.

Reservationists will need the following information to set up your trip:

- Name
- Home address
- Telephone number
- Pick-up address
- Destination address
- Appointment time and/or pick-up time

Cancelling a Trip

You must call reservations (option 2) as soon as possible to cancel a trip in advance. Cancellations received the same day as a scheduled trip will be considered a "late cancel" trip.



Notices

- Passengers must be ready **15 minutes before to 15 minutes after** scheduled pick-up time. Not being ready or deciding not to go is considered a "no-show" trip.
- Six or more no-shows, cancels-at-door, and/or late cancels within a 90-day period may result in a 30-day suspension from service.
- All passengers must wear seat belts.
- Passengers must provide an approved seat restraint for children 40 lbs or less.
- Passengers 12 years old or younger must be accompanied by an adult 18 years old or older.
- This is a shared ride service.

Fares and Service Information

- Fare is \$1.00 per person per one-way trip. All passengers are required to pay fare, unless you are riding along solely as a personal care assistant.
- Regular service is curb-to-curb. If you require special assistance, this must be requested when the trip is reserved.
- Demand response rides are limited to pick-ups within Fort Bend County only, but passengers may be dropped off up to a mile outside the county line.
- If you would like a copy of our Passenger Guidelines, please visit our website, or you may request that a copy be mailed to you by calling our office.
- Visit FBCTransit.org for more information on all of our transit services.

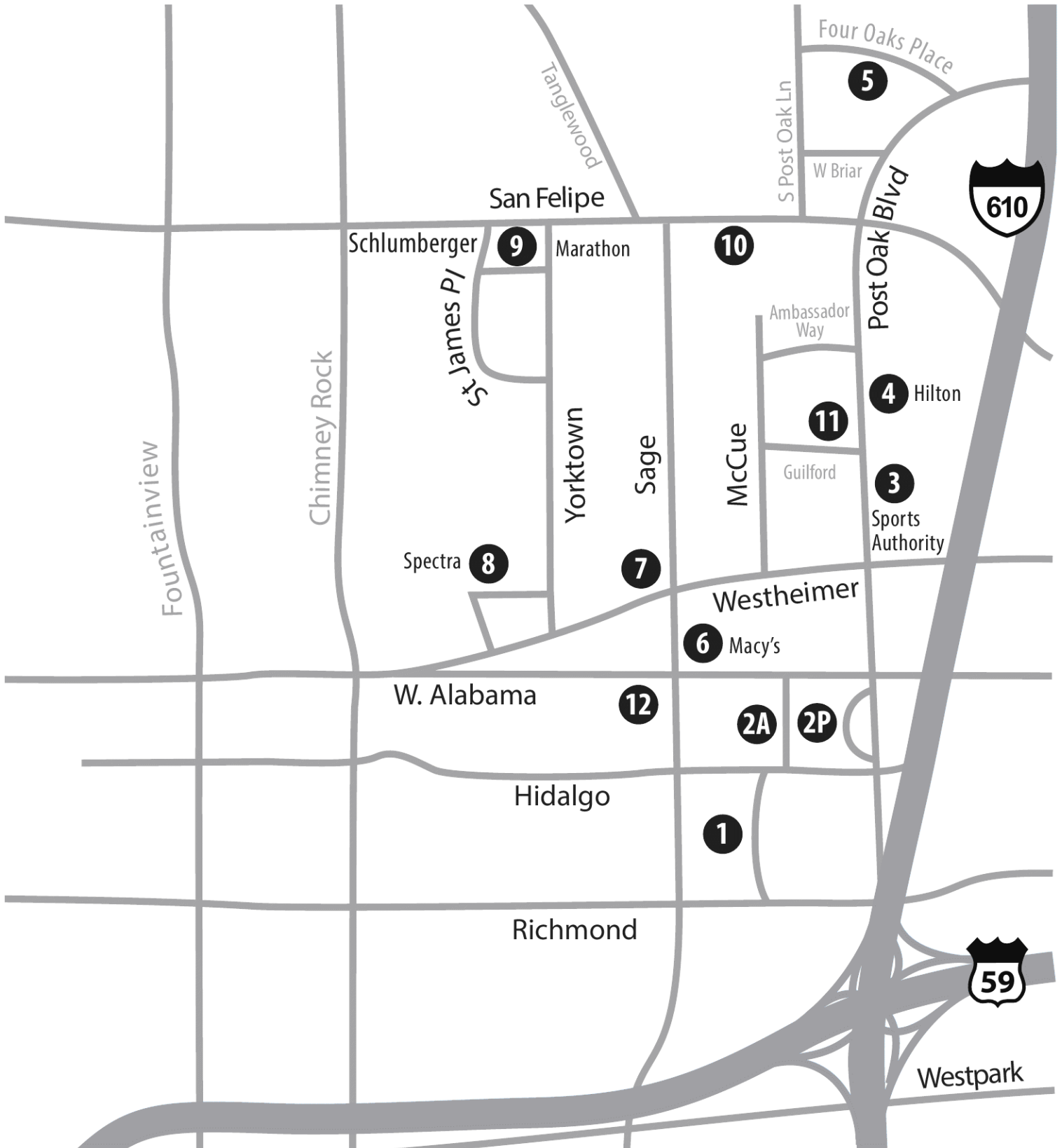
County Holidays

No bus services are provided on Fort Bend County holidays. The following holidays are observed:

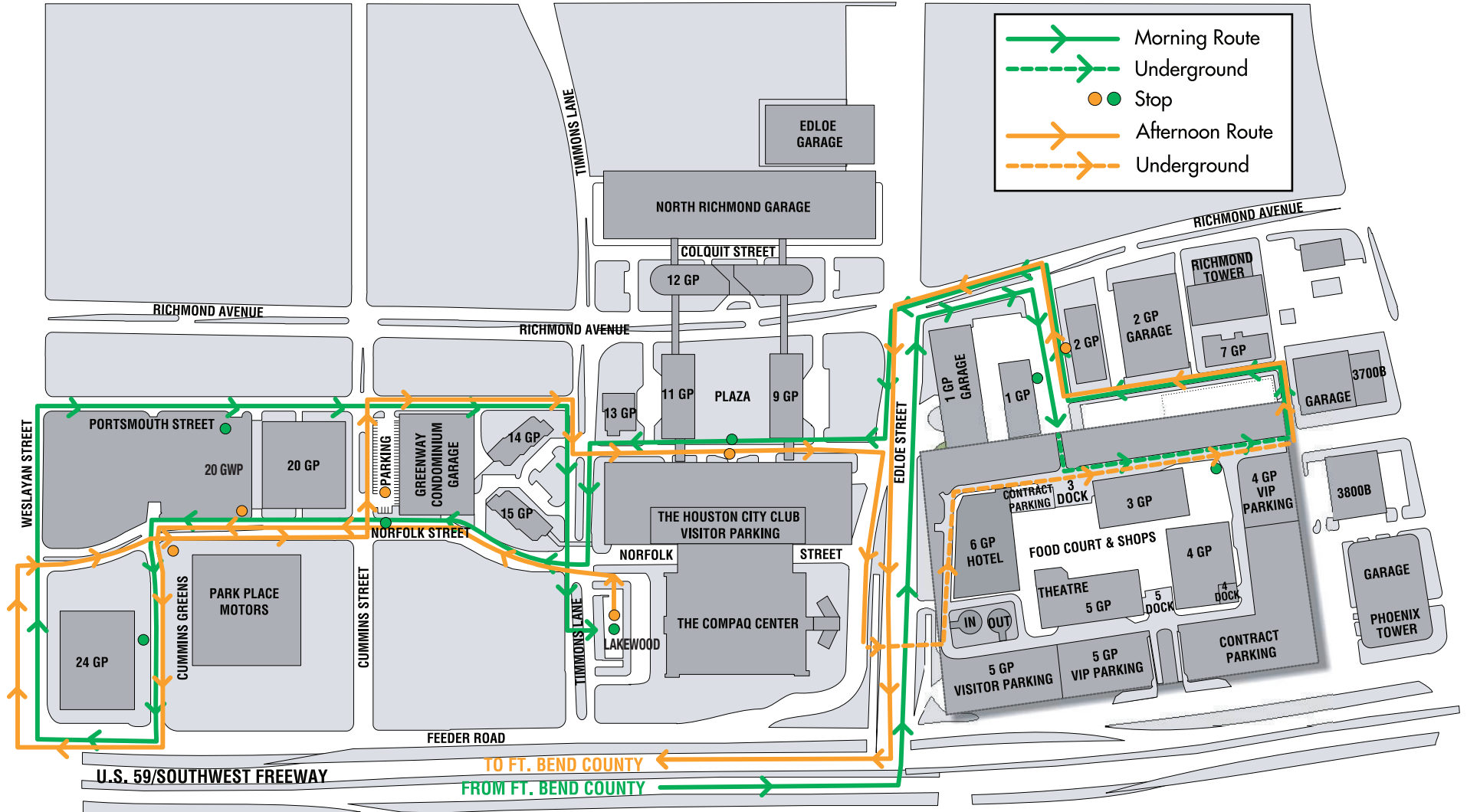
New Year's Day	MLK Jr. Birthday
Good Friday	Labor Day
FBC Fair Day	Independence Day
Memorial Day	Thanksgiving Holidays
Veterans Day	Christmas Holidays

FORTBENDEXPRESS

The Fastest Way to Uptown/Galleria From Fort Bend County



Greenway Map



TMC Map





COUNTY ATTORNEY

Fort Bend County, Texas

ROY L. CORDES, Jr.

County Attorney

(281) 341-4555

Fax (281) 341-4557

GRANT REVIEW FORM

On March 26, 2020, the County Attorney's Office reviewed the following:

20-PT-100773 FY19-FY20 5339 TxDOT Grant Application

Comments: Approved as to form.

This document was reviewed for legal form. Please keep in mind that the special conditions included in this grant award/agreement may create specific obligations for the department in administering this grant funded program. It is incumbent upon the department to read through all terms and conditions associated with the grant to ensure full compliance with all federal requirements.

In addition, please remember to submit a copy of this grant award/agreement with any requests for subsequent purchases made for goods or services using funds from this grant award in order to ensure that all appropriate clauses are added to any agreements with contractors or vendors.

Huma N. Ahmed

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Assistant County Attorney