

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, deviated fixed route, 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 is also in the process of constructing 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. Other funding for these services is provided through the City of Sugar Land and the Development Corp of Richmond and Rosenberg as well as County local match dollars.
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 to the Greenway Plaza and Galleria areas. We have since added Commuter Services to the Texas Medical Center . Funding would provide continued service to individuals in rural areas as well as to 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 currently 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 implementing new transportation services. Funding obtained will continue to support all of our coordination activities and projects.
3. Describe the anticipated benefits of the project. *
Fort Bend County has a population of more than 764,000. In FY19, the County completed over 407,000 trips in the current service area. 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 emissions by alleviating congestion on the road.
4. Identify and describe methods to procure goods and/or services related to this project.
First Transit is currently providing purchase of service , Transit Safety and Security Solutions provide ambassador services and Texas Bus Sales is contracted for bus services.
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
Transit Safety and Security Solutions	Ambassadors

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
Route and Schedule	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/746785_338229-RouteandMap.pdf

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
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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
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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.

The other capital expenses outlined in this application include Capital Cost of Contracting for all general public demand response and commuter services already operated by the County. The County currently contracts with First Transit to provide transportation services . Capital costs of contracting are allocated based on our cost allocation model.

The other capital expenses outlined in this application include other items such as software maintenance.

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

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

Description	Upload
Greenway Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/747009_338171-GreenwayPlazaMap.pdf
TMC Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/747009_338171_2-TMCMAP.pdf
Galleria Map	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/747009_338171_3-GalleriaMap.pdf
Service Brochure	https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/747009_338171_4-FBCBrochure.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

2/25/2020

Budget and Milestones

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	600-00					
		In-Kind Match	Total Funds	Match Ratio	TDC	
# of Units	Award Amount	State Match	Local Match			
	\$0	\$0		\$0	0	
Description	Scope					
Acquisition - Acquired Software - 11.42.08	600-00					
	Award Amount	State Match			Total Funds	TDC
	\$0	\$0			\$0	0
Description	Scope					
Project Administration - 11.79.00	620-00					
	Award Amount	State Match			Total Funds	TDC
	\$8,502	\$1,700			\$10,202	0
Description	Scope					
Operating - 30.09.01	300-00					
	Award Amount	State Match			Total Funds	TDC
	\$3,347	\$3,346			\$6,693	0
Description	Scope					
Acquisition - Miscellaneous Equipment - 11.42.20	600-00					
	Award Amount	State Match			Total Funds	TDC
	\$96	\$19			\$115	0
Description	Scope	Fuel Type				
Expand - Bus Commuter/Suburban - 11.13.07	600-00	Diesel Fuel				
	# of Units	Award Amount	In-Kind Match	Total Funds	Match Ratio	TDC
	3	\$403,099		\$403,099	80/20	80620
Subtotal:	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC
	\$415,044	\$5,065	\$0	\$0	\$420,109	80620

Sub-Recipient Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
KP George	County Judge	Oct 27 2020 4:14PM

PTC Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
Paula Haley-Polk	Public Transportation Coordinator	Oct 28 2020 7:10AM

Additional Attachments

Description	File Upload
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Project Grant Agreement PDF

File Upload

https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/766205_338034-Contract.pdf

Proposed Amendment Description	✓ Amendment Revision	Execution Date	File Upload https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/774024_338062-Amendmentrequest_Fundsre-distributio nFY205311F.pdf
<p>Amendment 3: This amendment extends the contract date to June 30, 2023 and revises the approved project budget by transferring \$10,242 from Acquisition – Acquired Software ALI 11.42.08, \$7,493 from Acquisition Miscellaneous Equipment ALI 11.42.20, \$121,649 from Third Party Contract Capital Cost of Contracting ALI 11.71.12, \$64,622 from Project Administration ALI 11.79.00 and \$199,093 from Operating ALI 30.09.01 to Expand – Bus Commuter/Suburban ALI 11.13.07.</p>	✓ Amendment Revision		
<p>Amendment 1: This amendment is to add ALI 11.42.20, and transfer \$4,924.00 from ALI 11.71.12 to ALI 11.42.20 for the purchase of 1) 3 permanent tents for our Park & Ride Lot and 2) driver shields to be installed on rolling stock.</p>	✓ Amendment Revision	3/11/2021	
<p>Amendment 2: This amendment is to transfer \$3,331 from Third Party Contract Capital Cost of Contracting, ALI 11.71.12 to Acquisition - Miscellaneous Equipment, ALI 11.42.20.</p>	✓ Amendment Revision	6/11/2021	

Sub-Recipient Signature

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Name	Title	Date
KP George	County Judge	Mar 11 2021 10:14AM

PTC Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
Paula Haley-Polk	Public Transportation Coordinator	Mar 11 2021 10:56AM

Whereas

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Description of Amended Items	<p>This amendment revises the project budget by adding Acquisition - Miscellaneous Equipment ALI 11.42.20 to the project grant agreement. This amendment further revises the project budget by transferring \$4,924 from Third Party Contract Capital Cost of Contracting ALI 11.71.12 to Acquisition - Miscellaneous Equipment ALI 11.42.20.</p> <p>Attachment B, Project Budget, hereto attached, shall replace the Project Budget page in said agreement.</p> <p>All other provisions of the original project grant agreement not amended are unchanged and remain in full force and effect. This amendment becomes effective on the later date of full execution by both parties.</p>
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Additional Attachments

Description	File Upload
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Amendment PDF

File Upload

Sub-Recipient Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
KP George	County Judge	Jun 10 2021 3:49PM

PTC Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
Paula Haley-Polk	Public Transportation Coordinator	Jun 11 2021 7:55AM

Whereas

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Description of Amended Items	This amendment revises the project budget by transferring \$3,331 from Third Party Contract Capital Cost of Contracting ALI 11.71.12 to Acquisition - Miscellaneous Equipment ALI 11.42.20. Attachment B, Project Budget, hereto attached, shall replace the Project Budget page in said agreement. All other provisions of the original project grant agreement not amended are unchanged and remain in full force and effect. This amendment becomes effective on the later date of full execution by both parties.
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Additional Attachments

Description	File Upload
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Amendment PDF

File Upload
https://apps2.txdot.gov/apps/egrants2/egrants2_uploads/781034_338122_1-PTN_PGA.pdf

Sub-Recipient Signature

- ✓ By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
KP George	County Judge	Dec 10 2021 12:16PM

PTC Signature

By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name	Title	Date
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Whereas

Description of Amended Items

This amendment revises the project budget by adding Expand - Bus Commuter/Suburban ALI 11.13.07 to the project grant agreement and also extends the end date shown in ARTICLE 1. GRANT TIME PERIOD of the grant agreement to June 30, 2023.

This amendment further revises the project budget by transferring funds as outlined below.

\$10,242 Acquisition - Acquired Software ALI 11.42.08 to:
Expand - Bus Commuter/Suburban ALI 11.13.07

\$7,493 Acquisition - Miscellaneous Equipment ALI 11.42.20 to:
Expand - Bus Commuter/Suburban ALI 11.13.07

\$199,093 Operating ALI 30.09.01 to:
Expand - Bus Commuter/Suburban ALI 11.13.07

\$64,622 Project Administration ALI 11.79.00 to:
Expand - Bus Commuter/Suburban ALI 11.13.07

\$121,649 Third Party Contract Capital Cost of Contracting ALI 11.71.12 to:
Expand - Bus Commuter/Suburban ALI 11.13.07

Attachment B, Project Budget, hereto attached, shall replace the Project Budget page in said

agreement.

All other provisions of the original project grant agreement not amended are unchanged and remain in full force and effect. This amendment becomes effective on the later date of full execution by both parties.

Additional Attachments

Description

File Upload

Amendment PDF

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