





RESOLUTION NO. R -

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, APPROVING THE SUBMISSION OF A SECTION 5311 GRANT APPLICATION, TOTAL PROJECT COST OF \$706,374 FOR OPERATING AND/OR CAPITAL ASSISTANCE UNDER U.S.C. SECTION 5311 FORMULA GRANTS FOR RURAL AREAS, AS ADMINISTERED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT). ESTABLISHING AND EFFECTIVE DATE.

**WHEREAS**, the Florida Department of Transportation is authorized to provide funding for a mass transportation project; and

**WHEREAS**, the Palm Beach County Board of Commissioners has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA:**

1. This resolution applies to the Federal Program under U.S.C. Section 5311(f).
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. The County Administrator or Executive Director of Palm Tran is authorized to furnish such additional information as the Florida Department of Transportation may require in connection with the project.
4. The Mayor of the Board of County Commissioners is authorized to execute the grant application, supporting documents, and assurances.
5. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_,

and upon being put to a vote, the vote was as follows:

Commissioner Mack Bernard, Mayor \_\_\_\_\_  
Commissioner Dave Kerner, Vice Mayor \_\_\_\_\_  
Commissioner Hal R. Valeche \_\_\_\_\_  
Commissioner Gregg K. Weiss \_\_\_\_\_  
Commissioner Robert S. Weinroth \_\_\_\_\_  
Commissioner Mary Lou Berger \_\_\_\_\_  
Commissioner Melissa McKinlay \_\_\_\_\_

The Mayor thereupon declared the resolution duly passed and adopted this  
\_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COMMISSIONERS  
Sharon R. Bock, Clerk and Comptroller

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Deputy Clerk

# Florida Department of Transportation



## 49 U.S.C. Section 5311 Capital & Operating Assistance Application – SFY 2020

Formula Grants for Rural Areas  
CFDA 20.509

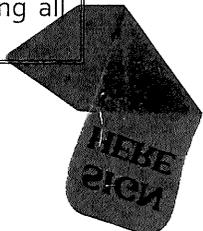
Legal Applicant Name: Palm Beach County Board of County Commissioners

First Time Applicant

Previous Applicant

# Applicant Information

		49 U.S.C. Section 5311, Formula Grants for Rural Areas: <b>GRANT APPLICATION</b>	
Agency (Applicant) Legal Name: <b>Palm Beach County Board of County Commissioners</b>			
Physical Address (No P.O. Box): <b>3201 Electronics Way</b>			
Applicant's County: If Applicant has offices in more than one county, list county where main office is located			
City: <b>West Palm Beach</b>	State: <b>Florida</b>	Zip Code: <b>33407</b>	Congressional District <b>20</b>
Federal Taxpayer ID Number: <b>596000785</b>			
Applicant Fiscal period start and end dates: <b>October 1, 2019</b> to <b>September 30, 2020</b> <i>State Fiscal period from: July 1, 2019 to June 30, 2020</i>			
Applicant's DUNS Number: <b>078470481</b> <i>Unique 9-Digit number issued by Dun &amp; Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i>			
Project's Service Area: <b>Palm Beach County, Florida</b> <i>List the county or counties that will be served by the proposed project.</i>			
Executive Director: <b>Mack Bernard, Mayor</b>		Grant Contact Person (if different than Executive Director): <b>Claudia Salazar</b>	
Telephone: <b>561.355.2207</b>		Telephone: <b>561.841.4241</b>	
Fax: <b>561-355-6332</b>		Fax: <b>(561) 656-7443</b>	
E-mail Address:		Email Address: <b>csalazar@pbcgov.org</b>	
Current Vehicle Inventory: <input type="checkbox"/> Vans <input type="checkbox"/> Vans/Lifts <input type="checkbox"/> Sedans or Minivans Enter Number in Fleet <input type="checkbox"/> Buses/Cutaways <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: <b>Mack Bernard</b> Title: <b>Mayor</b> Email Address: <b>MBernard@pbcgov.org</b> *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			



# Preliminary Application Checklist

Each of the below items must be included with your Section 5311 Grant Application submittal in the same order as the checklist.

- Cover Page (page 1)
- Applicant Information
- Application Checklist (this form)

## PART I - APPLICANT ELIGIBILITY

- Eligibility Questionnaire **N/A** *This questionnaire applies if have undergone a triennial review with FDOT*
- Exhibit A: Cover Letter
- Exhibit B: Governing Board's Resolution
- Exhibit C: Public Hearing Notice **N/A** *This application is for Operating assistance only*
- Exhibit D: Local Clearinghouse Agency/RPC Cover Letter **N/A** *The project is not for a facility*

## PART II - FUNDING REQUEST

- Form A-1: Current System Description
- Form A-2: Fact Sheet
  - Organization Chart
- Form A-3: Proposed Project Description
- Form B-1: Financial Capacity – Proposed Budget for Transportation Program
  - Proof of Local Match
- Form B-2: Operations Phase- Estimate of Project Costs by Budget Category
- Form B-3: Capital Request **N/A** *This application is for Operating assistance only.*
  - Completed Sample Order Form(s) **N/A** *This application is for Operating assistance only.*
- Form C: Current Vehicle and Transportation Equipment Inventory **N/A** *This application is for Operating assistance only.*

## PART III – MANAGERIAL CAPABILITY

- Exhibit I: FDOT Certification and Assurances
- Exhibit J: Standard Lobby Certification
- Exhibit K: FTA Section 5333 (b) Assurance
- Exhibit L: Leasing Certification **N/A** *This application is for Operating assistance only*
- Exhibit M: Certification of Equivalent Service **N/A** *This application is for Operating assistance only*
- Form 424: Application for Federal Assistance
- Exhibit N: Federal Certifications and Assurances
- Exhibit O: Title VI Plan
- Exhibit P: Protection of the Environment **N/A** *The project is not for a facility*
- Exhibit Q: Triennial Review- CAP Closeout **N/A** *Palm Beach County has not undergone a Triennial Review with FDOT.*



**Palm Tran**

**Administrative Offices**

3201 Electronics Way  
West Palm Beach, FL 33407-4618  
(561) 841-4200  
FAX: (561) 841-4291

**Palm Tran Connection**

50 South Military Trail  
Suite 101  
West Palm Beach, FL 33415-3132  
(561) 649-9838  
FAX: (561) 656-7156  
www.palmtran.org



**Palm Beach County  
Board of County  
Commissioners**

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Robert S. Weinroth

Mary Lou Berger

Melissa McKinlay

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
SFY 2020 - 5311 GRANT APPLICATION**

Palm Beach County Board of County Commissioners (Palm Tran) submits this Application for the Section 5311(f) Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Palm Beach County Board of County Commissioners (Palm Tran) further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 7 day of May, 2019 with two (2) original resolutions or certified copies of the original resolution authorizing the Mayor of the Board of County Commissioners to sign this Application.

Palm Beach County Board of County Commissioners  
Agency Name

\_\_\_\_\_  
Signature

Mack Bernard, Mayor  
Typed Name and Title of Authorized Representative

May 7, 2019  
Date



**Exhibit B: Governing Board's Resolution**

Resolution of the Board of County Commissioners (BCC), of Palm Beach County, Florida

(2 page document follows)

**Remainder of this page intentionally left blank**

# PART II - FUNDING REQUEST

## Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

Palm Beach County, a political subdivision of the State of Florida is the largest of the 67 counties in Florida. Palm Beach County borders Martin County to the North, the Atlantic Ocean to the East, Broward County to the South, Hendry County to the West, and Lake Okeechobee to the Northwest. According to the Census 2017 estimates, 1,426,772 people claimed Palm Beach County as home. The eastern County has a thriving urban area while the western area of the County is more rural with a large area of intensive agricultural production including sugarcane, vegetables and nursery products.

In Palm Beach County, Fixed Route Public transportation and door-to-door paratransit service to eligible riders is provided by Palm Tran, an entity created by the County. Palm Tran's Mission is to provide access to opportunity for everyone; safely, efficiently and courteously. Palm Tran's vision is to be the premier transportation choice in Palm Beach County. The Board of County Commissioners serves as the Board of Directors for Palm Tran.

Palm Tran currently operating 32 fixed routes. Service covers the eastern portion of the county as far north as the Town of Jupiter and as far south as Boca Raton with one route crossing to Broward County connecting with Broward Service. One route travels to the western boundary of the County where it connects with rural circulator routes, Fixed and Deviation serving the communities of Belle Glade, Pahokee, Canal Point and South Bay. In addition, Palm Tran CONNECTION operates complementary paratransit service as required by the Americans with Disabilities Act of 1990, as amended

- (b) Please provide information below:

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization **622**
- Total number of transportation-related employees in the organization **622**

(c) Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

Palm Tran's Executive Director and staff manage the system's operations and are responsible for transportation (Fixed Route and Paratransit), project planning, grant applications, administration, and reporting.

Palm Tran's operations conducts all training involving Fixed Route personnel, Palm Tran Connection oversees the Paratransit contractors, and keeps records of the required training for their personnel. The Palm Beach County Board of County Commissioners is responsible for insurance of all transit assets.

(d) How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees)? (Maximum 200 words)

Palm Tran operations service is funded through Palm Beach County Ad Valorem, gas tax, rider's fares, Block Grant, Service Development Grants and the Section 5311 Rural Grant.

(e) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing–include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance–who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance–who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service ;
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit A-2.

*Note: If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and AOR containing the above information may be provided. **Please do not attach entire documents.***

- Service hours, planned service, routes and trip types. Service hours include:  
**Fixed Route** : Monday thru Friday 5:00 a.m. to 10:30 p.m.  
 Saturday 6:00 a.m. to 10:45 p.m. Sunday 8:00 a.m. to 8:15 p.m.  
**Paratransit Services:** Provided during the same times to all eligible customers for all trip types and purposes. Palm Tran Connection program is a door-to-door paratransit service that provides transportation to eligible seniors and persons with disabilities in Palm Beach County.
- Staffing: New Bus operators are trained on ADA requirements, mobility devices, securement, lifts, priority seating, annunciator devices, etc.
- Records and Vehicle maintenance–Palm Tran staff is responsible for all vehicles maintenance. The mission of the maintenance department is to provide operations with safe reliable and clean vehicles, ready for service. The Fleet Management system is a county electronic system used to manage Preventive Maintenance requirements, schedules, reports and work orders.
- System Safety Plan. Palm Tran Management, and the Safety and Training Division are charged with the responsibility to implement, devise and coordinate a comprehensive System Safety Program Plan (SSPP) with specifics and activities to prevent control and resolve unsafe conditions which may occur as a result of our operations. This Authority includes the right to temporarily suspend any operation which may be determined to be hazardous or creates an unsafe condition.
- Drug-free workplace. Palm Tran’s employees are our most valuable resource. It is our policy (1) to take appropriate action to ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) to foster and maintain a drug and alcohol free environment for all employees and patrons; (3) to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to voluntarily seek professional assistance whenever personal problems, including alcohol or drug use, may adversely affect their ability to perform their assigned tasks. To achieve the goal of a substance-free workplace, this policy incorporates three integrated components: Prevention through education and training; Detection, deterrence and enforcement; Treatment and opportunities for rehabilitation.
- Data collection methods: Ridership Data is collected with automatic passenger counters (APCs), AVAIL System. The use of electronic data was certified by FTA in July 2017.

Form A-2: Fact Sheet

	Calculations <sup>1</sup> (current system)	Current System	Calculations <sup>1</sup> (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1 Number of total one-way trips served by the agency <b>PER YEAR. *</b>	9,113,767 Total in Fixed Route System 545,754 Total in Rural Service	(a)	553,940 Anticipating a growth in ridership of 1.5%	
2 Number of individuals served unduplicated (first ride per fiscal year) <b>PER YEAR. **</b>	The number of individuals unduplicated, cannot be calculated. Records are kept per trip, no individuals are identified.	(b)	The number of individuals unduplicated, cannot be calculated. Records are kept per trip, no individuals are identified.	
3 Number of vehicles used for this service <b>ACTUAL.</b>	Palm Tran has a fleet of 139 low floor vehicles. At peak time 116 vehicles are in use.  14 Vehicles are used in Rural Service	(c)	14 Vehicles are used in Fixed Route Rural Service.	
4 Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	43	(d)	43	

<sup>1</sup> If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of wheelchair positions <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	Two (2) positions per vehicle	(e)	Two (2) positions per vehicle
6	Vehicle miles traveled. <b>PER YEAR</b>	1,002,664	(f)	1,002,664
7	Average vehicle miles. <b>PER DAY</b>	200	(g)	200
8	Normal vehicle hours in operation. <b>PER DAY</b>	17	(h)	17
9	Normal number of days in operation. <b>PER WEEK</b>	7		7
10	Trip length (roundtrip). <b>AVERAGE</b>	5.7		5.7

The information listed should be specific to the Section 5311 funds and not agency wide.

\**One-way passenger trip* is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.

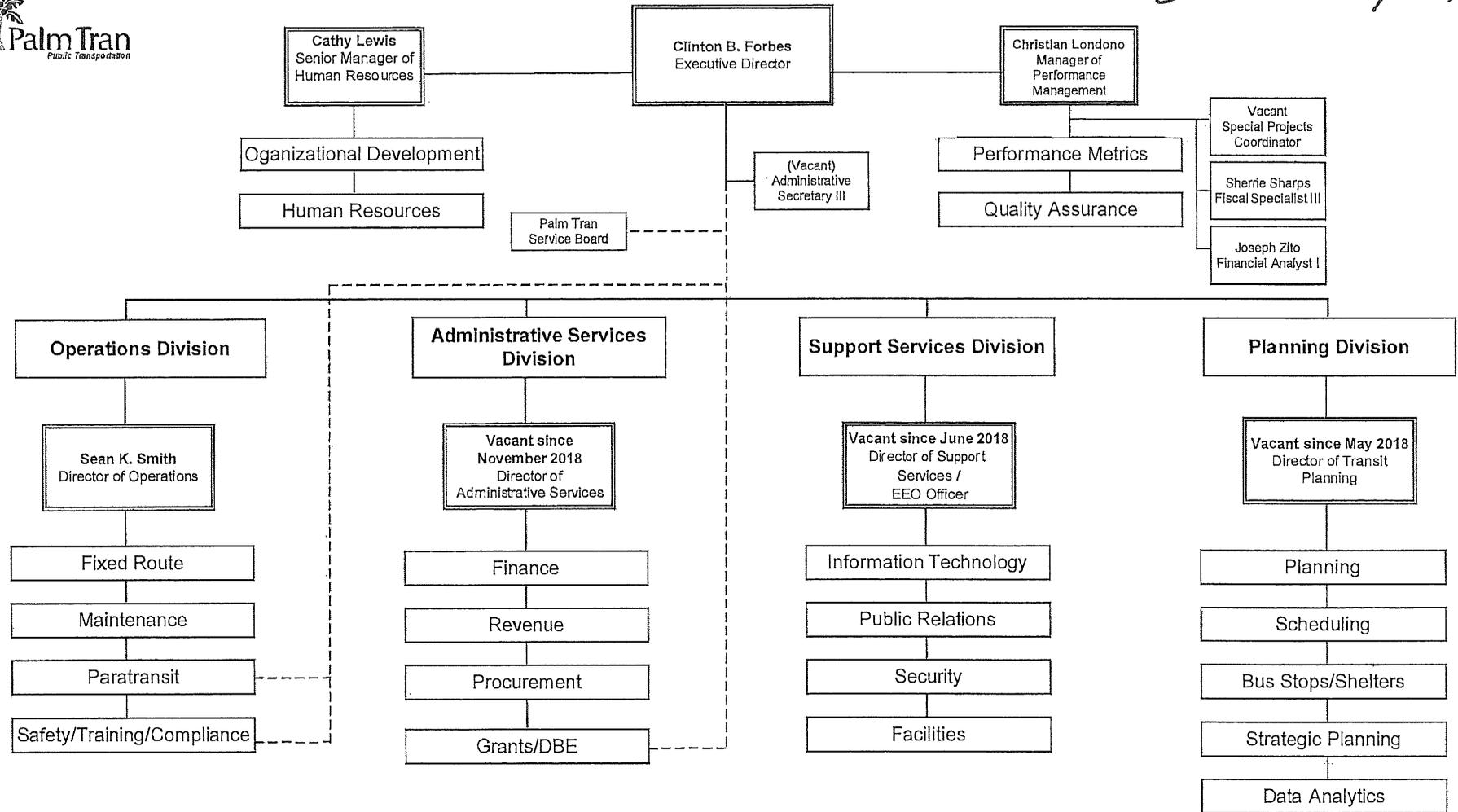
\*\* The unduplicated riders are for current year and the subsequent year once the grant is awarded



Organizational Chart

Clinton B. Forbes

*[Signature]* 4/13/18

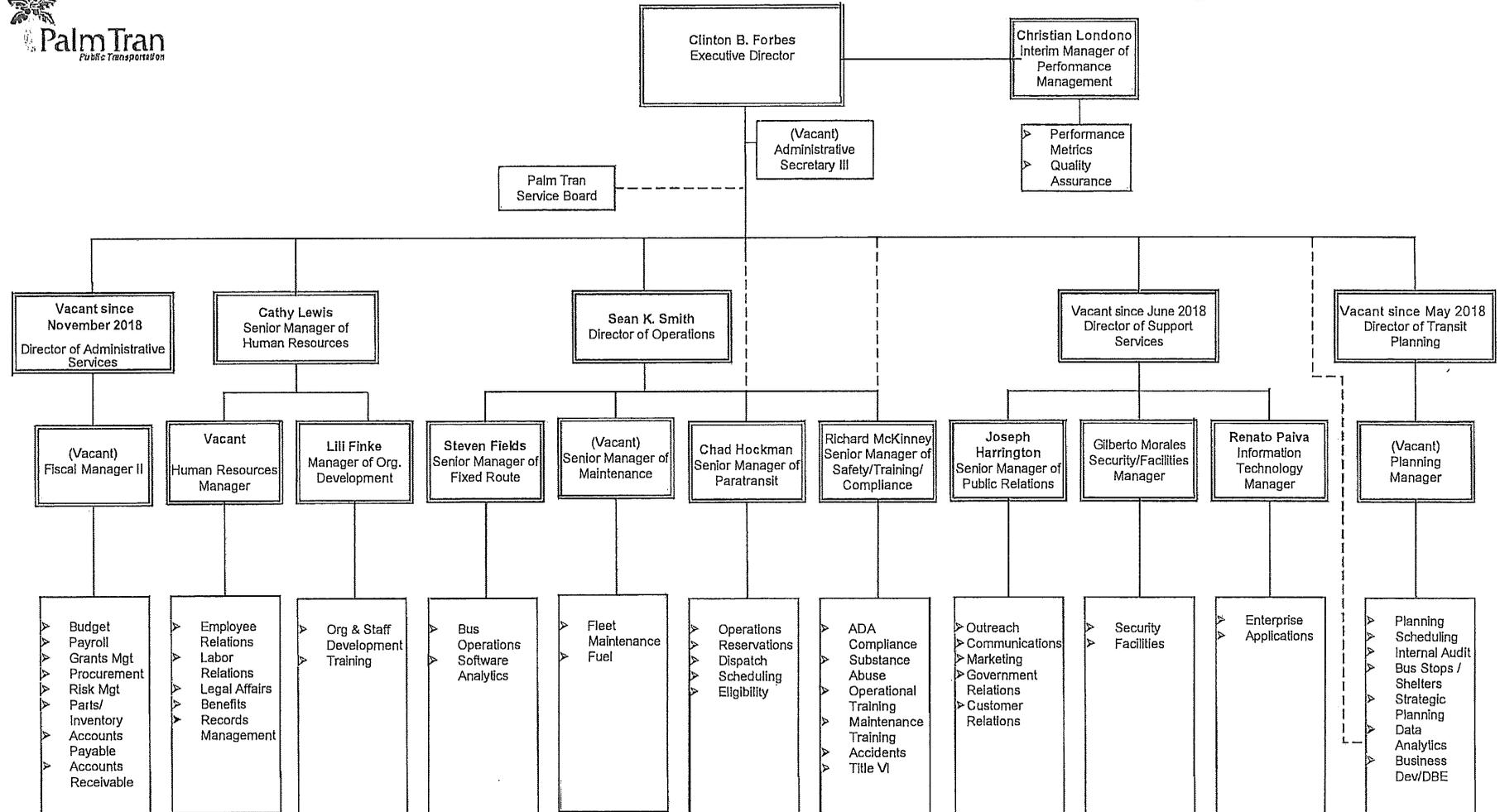


Mission: To provide access to opportunity for everyone; safely, efficiently and courteously.



Organizational Chart

Clinton B. Forbes



Mission: To provide access to opportunity for everyone; safely, efficiently and courteously.

## Form A-3: Proposed Project Description

(a) How will the grant funding improve your agency's transportation service? Provide detail.

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?
- Replace existing equipment?
- Purchase additional vehicles/equipment?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

The goal of the project is to maintain the same level of service in the rural areas of Palm Beach County.

As of September 30 2018, Palm Tran implemented the Route Performance Maximization Initiative (RPM). The RPM is a multi-phase effort focused on improving Palm Tran's network to better meet the mobility needs of the growing population of the Palm Beach County.

The Glades area poses a challenge for transit, because its communities, the largest of which is Belle Glade, are located far apart from one another, and from the main developed area of Palm Beach County along the coastline. This means that transit routes serving the area must traverse extensive areas of undeveloped land in order to reach places with people, jobs and destinations that generate travel demand. To connect these communities with the eastern part of the County, Palm Tran offers service on Route 40 that travels to the Intermodal Center in West Palm Beach. Local service is provided with Route 47.

Fall of 2018 marked the end of a grant funding a portion of locally operated circulator transit service in the Glades. As a result, Palm Tran service in this area was restructured so that there is just one local route connecting to Route 40, Route 47, which operates now with more frequency, servicing both downtown Belle Glade, West Tech, Glades Service Center, Canal Point, South Bay and Pahokee. In addition, Palm Tran launched the Go Glades service on December 2018, a route deviation service, providing four (4) circulator for the area to connect to Palm Tran routes, and the service also offers Dial a Ride service, to schedule a pick-up for those who are unable to access the bus stops.

Section 5311 funding supplements the increasing costs of providing service in this economically disadvantaged area.

- (b) If a grant award will be used to maintain services as described in Form A-1, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

**TECHNICAL, AND FINANCIAL CAPACITY**

Palm Beach County has a total of 11,832 Employees (County Administration, Sheriff, Tax Collector, Property Appraiser, Clerk & Comptroller, Supervisor of Elections, Judicial, Inspector General and Palm Tran), the departments working on this project include:

The Budget Division prepares and administers the County's annual budget in accordance with Florida Statutes and policies of the Board of County Commissioners, and fulfills an oversight role on behalf of County Administration and the Board of County Commissioners.

**Palm Tran**

Public transportation service is implemented by Palm Tran’s experienced project management team and technical experts in transit operations, with oversight by the Palm Beach County Board of County Commissioners. Palm Tran, with 622 employees, uses private sector consultants and contractors to design and construct infrastructure projects and its own staff to provide operations and maintenance services for its fixed route fleet of 139 large, heavy-duty transit buses (low floor 35' – 40' and larger including articulated buses).

Palm Beach County is the recipient of Section 5307 funds, Palm Tran manages these funds for the County. Palm Tran is responsible for the compliance with FTA requirements, and reporting of Milestones progress, Financial reports, NTD, DBE, Title VI, EEO, etc.

- (c) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

Palm Tran will continue to provide Public Transportation Service in the rural area of Palm Beach County. The availability of financial resources may determine the number of daily trips that can be completed.

Palm Beach County will continue to allocate funding dedicated to providing public transportation. Palm Tran is responsible for developing a budget that provides coverage for the service area, continuous funding will ensure frequency remains at the current level of service.

Palm Tran devotes a strong majority of its capital and other resources to preventing service failures or interruptions and ensuring the critical safety of passengers, while recognizing the need for more agile, expansive and competitive transit assets. Section 5307 funds cannot be used by Palm Beach County for operating expenses.

- (d) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

N/A Palm Beach County is not a new agency.

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of the grant (vehicle life or operating JPA expiration).

**Operating Requests Only**

(a) Please specify year of activity for operating assistance.

Fiscal Year 2020 - October 1, 2019 to September 30, 2020.

**Capital Requests Only**

(a) If this capital request includes equipment, please describe the purpose of the request.

(b) If you are requesting a vehicle that requires a driver with a CDL:

- Who will drive the vehicle?
- How will you ensure that your driver(s) maintain CDL certification?

(c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.

- Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

N/A This application is for Operating assistance only.

(d) If this capital request is for bus related facilities

- Please provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed.
- Please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.
- Please provide a detailed description of all project activities included in the construction of the facility.

**NOTE: If awarded, the agency must prepare a draft/proposed facilities/building maintenance plan that will need to be adopted after construction of facilities.**

N/A This application is for Operating assistance only

Form B-1: Financial Capacity – Proposed Budget for Transportation Program

<b>Estimated Revenues</b> <i>(See Instruction Manual)</i>	<b>Revenue Amount</b> <i>Entire Transportation program</i> <i>(See Instruction Manual)</i>
Passenger Fares for Transit Service (401)	\$11,282,740
Special Transit Fares (402)	N/A
School Bus Service Revenues (403)	N/A
Freight Tariffs (404)	N/A
Charter Service Revenues (405)	N/A
Auxiliary Transportation Revenues (406)	\$768,038
Non-transportation Revenues (407)	\$265,828
<b>Total Revenue</b>	<b>\$12,316,606</b>
<b>Other Revenue Categories</b>	_____
Taxes Levied Directly by the Transit System (408)	\$0
Local Cash Grants and Reimbursements (409)	\$59,738,850
Local Special Fare Assistance (410)	\$0
State Cash Grants and Reimbursements (411)	\$10,080,394
State Special Fare Assistance (412)	\$0
Federal Cash Grants and Reimbursements (413)	\$13,335,207
Interest Income (414)	\$0
Contributed Services (430)	\$0
Contributed Cash (431)	\$0
Subsidy from Other Sectors of Operations (440)	\$0
<b>Total of Other Revenue</b>	<b>\$83,154,451</b>
<b>Grand Total All Revenue</b>	<b>\$95,471,067</b>

<b>Estimated Expenses</b> <i>(See Instruction Manual)</i>	<b>Expense Amount</b> <i>Entire Transportation program</i>
Labor (501)	\$27,679,167.05
Fringe & Benefits (502)	\$22,078,988.18
Services (503)	\$3,943,197.27
Materials & Supplies (504)	\$6,696,934
Vehicle Maintenance (504.01)	\$4,286,224.50
Utilities (505)	\$687,117.05
Insurance (506)	\$559,554.19
Licenses & Taxes (507)	\$0
Purchased Transit Service (508)	\$24,913,252.66
Miscellaneous (509)*	\$315,074.75
Leases & Rentals (512)	\$896,732.64
Depreciation (513)	\$0
NTD (F-10) Funds Expended on Capital	\$3,415,795
<b>Grand Total All Expenses</b>	<b>\$95,472,037</b>

Proof of Local Match	
Source	Amount
General Fund Transfer	\$353,187.
	\$
	\$
	\$
	\$
	\$
<b>Total Local Match</b> 50 % of Total Project Cost for operating awards 10% of Total Project Cost for capital awards	<b>\$353,187</b>

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

**I hereby certify that Palm Tran’s proposed budget for FY2020 includes the 50% match (\$353,187), required for the allocation of Section 5311 funds. The budget will be adopted and effective on October 1, 2019, the start of Palm Beach County’s Fiscal Year 2020.**

\_\_\_\_\_  
Signature [blue ink]

Mack Bernard, Mayor  
\_\_\_\_\_

Typed Name and Title of Authorized Representative

May 7, 2019  
Date



Form B-2: Operations Phase- Estimate of Project Costs by Budget Category

Budget Categories Operations ( <i>Transit Only</i> )*	Local	Federal	Total
Salaries	\$282,550	\$282,550	\$565,100
Fringe Benefits	\$70,637	\$70,637	\$141,274
Contractual Services			
Travel			
Other Direct Costs			
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
Indirect Costs			
Projected REVENUE (subtraction)			
Totals	\$353,187	\$353,187	\$706,374

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

# PART III – MANAGERIAL CAPABILITY

## Exhibit I: FDOT Certification and Assurances

(Agency Name) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated Date day of Month, Year

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statutes:
  - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
  - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
- 3 It shall comply with Florida Administrative Code (Does not apply to Section 5310 only recipients):
  - Rule Chapter 14-73–Public Transportation
  - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
  - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
  - Rule Chapter 41-2–Definitions
- 4 It shall comply with FDOT's:
  - Bus Transit System Safety Program Procedure No. 725-030-009  
(Does not apply to Section 5310 only recipients)
  - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - Transit Vehicle Inventory Management Procedure No. 725-030-025
  - Public Transportation Vehicle Leasing Procedure No. 725-030-001
  - Guidelines for Acquiring Vehicles
  - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended,

improperly maintained, uninsured, or operated unsafely.

- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment, and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle would become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

May 7, 2019

Date

\_\_\_\_\_

Signature of Authorized Representative

Mack Bernard, Mayor

Typed Name and Title of Authorized Representative



### Exhibit J: Standard Lobbying Certification

The undersigned (**Contractor**) certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from FDOT's website) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**NOTE:** Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The (**Contractor**), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

May 7, 2019

**Date**

\_\_\_\_\_

**Signature of Authorized Representative**

Mack Bernard, Mayor

**Typed Name and Title of Authorized Representative**

Exhibit K: FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.1E, Chapter X); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The **Palm Beach County Board of County Commissioners** (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

May 7, 2019

*Date*

Mack Bernard, Mayor

*Name and title of authorized representative*

\_\_\_\_\_  
*Signature of authorized representative*

**Note: All applicants must complete the following form and submit it with the above Assurance.**

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
<b>Palm Beach County</b>	<b>5311 Operating Funds for Rural Areas. Provider Palm Tran, Inc.</b>	<b>None</b>	<b>ATU Local 1577</b>

Application for Federal Assistance SF-424											
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>					
<b>* 3. Date Received:</b> 03/28/2019			<b>4. Applicant Identifier:</b> <input type="text"/>								
<b>5a. Federal Entity Identifier:</b> <input type="text"/>			<b>5b. Federal Award Identifier:</b> <input type="text"/>								
<b>State Use Only:</b>											
<b>6. Date Received by State:</b> <input type="text"/>			<b>7. State Application Identifier:</b> <input type="text"/>								
<b>8. APPLICANT INFORMATION:</b>											
<b>* a. Legal Name:</b> Palm Beach County Board of County Commissioners											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-6000785			<b>* c. Organizational DUNS:</b> 0784704810000								
<b>d. Address:</b>											
<b>* Street1:</b>		3201 Electronics Way									
<b>Street2:</b>		<input type="text"/>									
<b>* City:</b>		West Palm Beach									
<b>County/Parish:</b>		<input type="text"/>									
<b>* State:</b>		FL: Florida									
<b>Province:</b>		<input type="text"/>									
<b>* Country:</b>		USA: UNITED STATES									
<b>* Zip / Postal Code:</b>		33407-4618									
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> <input type="text"/>			<b>Division Name:</b> <input type="text"/>								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
<b>Prefix:</b> <input type="text"/>		<b>* First Name:</b> Claudia									
<b>Middle Name:</b> <input type="text"/>											
<b>* Last Name:</b> Salazar											
<b>Suffix:</b> <input type="text"/>											
<b>Title:</b> Grants Coordinator											
<b>Organizational Affiliation:</b> Palm Tran											
<b>* Telephone Number:</b> 561 841 4241			<b>Fax Number:</b> 561 656 7443								
<b>* Email:</b> csalazar@pbcgov.org											

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.509

CFDA Title:

Formula Grants for Rural Areas Program

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Operating Assistance for Fixed Route service in the Rural Area of Palm Beach County Florida, as provided by Palm Tran Inc.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="353,187.00"/>
* b. Applicant	<input type="text" value="353,187.00"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="706,374.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)** Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative: \* Date Signed:

# County Of, Palm Beach | PALM BEACH CO-BOCC | 1098

[Summary](#)
[Applications/Awards](#)
[TrAMS Users](#)
[Locations](#)
[Designated Recipient](#)
[Suballocations](#)
[News](#)
[Related Actions](#)

## Certifications & Assurances | FY 2018 C&A Affirmations

### Recipient Details

<b>Recipient ID</b>	<b>Recipient Name</b>
1098	County Of, Palm Beach

### Certification and Assurance Information

<b>Fiscal Year</b> 2018	<b>Original Certification Date</b> 4/12/2018
<b>Assigned Date</b> 2/21/2018	<b>Latest Certification Date</b> 4/12/2018
<b>Due Date</b> 5/22/2018	

### Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

### Certifications and Assurances

#### Certification History

Certification Date: 4/12/2018 | Official: Charles Frazier | Attorney: Donna Raney

Category	Title	Ce rti fie d
01	Required Certifications and Assurances for Each Applicant	<input checked="" type="checkbox"/>
02	Lobbying	<input checked="" type="checkbox"/>
03	Private Sector Protections	<input checked="" type="checkbox"/>
04	Rolling Stock Reviews and Bus Testing	<input checked="" type="checkbox"/>
05	Demand Responsive Service	<input checked="" type="checkbox"/>
06	Intelligent Transportation Systems	<input checked="" type="checkbox"/>
07	Interest and Financing Costs and Acquisition of Capital Assets by Lease	<input checked="" type="checkbox"/>
08	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements	<input checked="" type="checkbox"/>
09	Alcohol and Controlled Substances Testing	<input checked="" type="checkbox"/>
10	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement)	<input checked="" type="checkbox"/>
11	State of Good Repair Program	<input checked="" type="checkbox"/>
12	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<input checked="" type="checkbox"/>
13	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program	<input checked="" type="checkbox"/>
14	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	<input checked="" type="checkbox"/>

## Exhibit N - Federal Certification and Assurances

Category	Title	Ce rti fie d
15	Rural Areas and Appalachian Development Programs	<input checked="" type="checkbox"/>
16	Tribal Transit Programs (Public Transportation on Indian Reservations Programs)	<input checked="" type="checkbox"/>
17	State Safety Oversight Grant Program	<input checked="" type="checkbox"/>
18	Public Transportation Emergency Relief Program	<input checked="" type="checkbox"/>
19	Expedited Project Delivery Pilot Program	<input checked="" type="checkbox"/>
20	Infrastructure Finance Programs	<input checked="" type="checkbox"/>
21	Construction Hiring Preferences	<input checked="" type="checkbox"/>

1 - 21 of 21

### Documents

#### Existing Documents

Document	Description	Uploaded By	Date
No items available			

### Affirmation of Applicant

**Affirmation of Applicant** BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

**Official's Name** Charles Frazier

I accept the above

**Certification Date** Apr 10, 2018

### Affirmation of Attorney

**Affirmation of Applicant's Attorney** As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

**Attorney's Name** Donna Raney

I accept the above

**Certification Date** Apr 12, 2018



U.S. Department  
Of Transportation

Region IV

230 Peachtree Street, N.W.  
Suite 800  
Atlanta, GA 30303

**Federal Transit  
Administration**

November 4, 2013

Claudia Salazar  
Grants Coordinator  
Palm Beach County Transit Authority (Palm Tran)  
3201 Electronics Way  
West Palm Beach, FL 33407

Re: Title VI Program Concurrence – Recipient ID No. 1098

Dear Ms. Salazar:

This letter is to confirm that we have received the Palm Beach County Board of County Commissioners' / Palm Beach County Transit Authority's (Palm Tran) VI Program on September 30, 2013. This Title VI Program submission is required pursuant to Title VI of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's (FTA) Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012.

We have reviewed your program and determined that it meets the requirements set out in the FTA's Title VI Circular 4702.1B. Please plan to submit a Title VI Program by October 1, 2016 by attaching it to your Recipient Profile in FTA's TEAM-Web. Please delete any version of the program in TEAM that this submission is replacing. Your Title VI Program will expire 60 days after the due date, on November 30, 2016. If we have not received required information by the time your Title VI Program expires, Palm Tran may experience delays in processing grants or draw-down restrictions.

Thank you for your ongoing cooperation in meeting all of the FTA civil rights program requirements. A copy of this letter has been attached to your Recipient Profile in TEAM. Please contact me at (404) 865-5471 or at [Carlos.Gonzalez3@dot.gov](mailto:Carlos.Gonzalez3@dot.gov) for any questions.

Sincerely,

Carlos A. Gonzalez  
Regional Civil Rights Officer

cc: Charles Cohen, Executive Director, Palm Tran (Electronic)  
Charles D. Frazier, Deputy Executive Director, Palm Tran (Electronic)  
Dr. Yvette G. Taylor, Regional Administrator, FTA Region IV (Electronic)  
Monica McCallum, Regional Division Chief, FTA Civil Rights (Electronic)