

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 5, 2020 [XX] Consent [] Regular [] Ordinance [] Public Hearing Department: Palm Tran

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) Adopt a Resolution of the Board of County Commissioners of Palm Beach County, Florida, approving the submission of a Section 5311 Formula grant application for \$358,111 to partially offset the operational costs for Routes 40 and 47 in the Glades Region, as administered by the Florida Department of Transportation (FDOT);
B) Authorize the Mayor of the Board of County Commissioners to execute the grant application, supporting documents, and assurances.

Summary: FDOT has notified Palm Tran of an allocation of Section 5311 grant funds for mass transit operating assistance in non-urbanized areas. If awarded, the grant will partially offset the operating costs of Palm Tran's fixed route service in the Glades Region of Palm Beach County. The application is for \$358,111 in grant funds which require a local match of \$358,111 (50% of project) for a total project cost of \$716,222. The Grant match is included in the proposed FY 2021 Budget. The grant application contains an indemnification provision that differs from that adopted for use by the County under PPM CW-F-049. The grant application requires the County, to the extent permitted by law and in accordance with the provisions of 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 County's non-compliance with the application's assurances, including that of its officers, agents or employees. An exception to the PPM has been approved taking into consideration the County's need to provide the services, the amount of the grant award, County's current performance of such services and liability for its acts, and the non-waiver of sovereign immunity beyond the statutory caps of 768.28, Florida Statutes. District 6 (DR)

Background and Justification: FDOT has been designated by Florida's Governor to administer the Section 5311 Program. Objectives of the funding for intercity bus service under Section 5311 is to support the connection between rural areas and the larger regional or national system of intercity bus service. Additionally, it provides support services to meet the intercity travel needs of residents in rural areas and support the infrastructure of the intercity bus network. This is an annual formula based grant.

- Attachments: 1. Resolution (2 copies) 2. Section 5311 Grant Application (2 copies)

Recommended By: [Signature] Executive Director Date: 4/3/2020

Approved By: Nancy L. Bolin Assistant County Administrator Date: 4/6/2020

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------|-------------|------|------|------|
| Capital Expenditures | | | | | |
| Operating Costs | | \$716,222 | | | |
| External Revenues | | (\$358,111) | | | |
| Program Income(County) | | | | | |
| In-Kind Match(County) | | | | | |
| NET FISCAL IMPACT | | \$358,111 | | | |
| #ADDITIONAL FTE POSITIONS (CUMULATIVE) | | 0 | | | |

Is Item Included in Current Budget? (*proposed*) Yes No
 Does this item include the use of federal funds? Yes No

Budget Account No:

| | | | |
|------|------|----------------|--------|
| Fund | Dept | Unit | Object |
| 1340 | 542 | 5101 (Revenue) | 3148 |

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Grant and Match expenses are budgeted in 1340-540-5110/5140.


C. Departmental Fiscal Review:



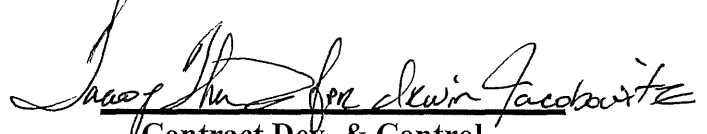
 Jeremy Baker, Interim Fiscal Manager

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

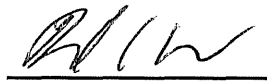
 3/26/2020

 OFMB
 3/26



 Contract Dev. & Control
 3/26/2020 TW

B. Legal Sufficiency

 4/3/2020

 Assistant County Attorney
 For Donna Casey

C. Other Department Review

 Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

RESOLUTION NO. R -

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, APPROVING THE SUBMISSION OF A SECTION 5311 FORMULA GRANT APPLICATION FOR \$358,111 TO PARTIALLY OFFSET THE OPERATIONAL COSTS FOR ROUTES 40 AND 47 IN THE GLADES REGION, AS ADMINISTERED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT); ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, FDOT 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 FDOT, 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, THAT:

1. This resolution applies to the Federal Program under 49 U.S.C. Section 5311(f).
2. The submission of the grant application, supporting documents and assurances to FDOT is hereby approved.
3. The County Administrator or Executive Director of Palm Tran is authorized to furnish such additional information as FDOT 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 Dave Kerner, Mayor | _____ |
| Commissioner Robert S. Weinroth, Vice Mayor | _____ |
| Commissioner Hal R. Valeche | _____ |
| Commissioner Gregg K. Weiss | _____ |

Commissioner Mary Lou Berger
Commissioner Melissa McKinlay
Commissioner Mack Bernard

The Mayor thereupon declared the resolution duly passed and adopted this

_____ day of _____, 2020.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By:



County Attorney

PALM BEACH COUNTY, FLORIDA
by its BOARD OF COMMISSIONERS
Sharon R. Bock, Clerk and Comptroller

By: _____

Deputy Clerk

Florida Department of Transportation




49 U.S.C. Section 5311

Capital & Operating Assistance Application – SFY 2021

Formula Grants for Rural Areas

CFDA 20.509

Applicant Information

| | | | |
|--|-------------------|---|----------------------------|
|  | | 49 U.S.C. Section 5311, Formula Grants for Rural Areas: GRANT APPLICATION | |
| Agency (Applicant) Legal Name: Palm Beach County Board of County Commissioners | | Physical Address (No P.O. Box): 3201 Electronics Way | |
| Applicant Status: <input type="checkbox"/> First-time applicant <input checked="" type="checkbox"/> Returning applicant <i>A first-time applicant has not received any funding for the past two grant cycles</i> | | | |
| Applicant's County: Palm Beach County, FL If Applicant has offices in more than one county, list county where main office is located | | | |
| City: West Palm Beach | State: Florida | Zip Code: 33407 | Congressional District: 20 |
| Federal Taxpayer ID Number: 596000785 | | | |
| Applicant Fiscal period start and end dates: <u>October 1, 2020 to September 30, 2021</u> <i>State Fiscal period from: July 1, 2020 to June 30, 2021</i> | | | |
| Applicant's DUNS Number: 078470481 <i>Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</i> | | | |
| Project's Service Area: Palm Beach County, Florida <i>Service Provider: Palm Tran, Inc.</i> <i>List the county or counties that will be served by the proposed project.</i> | | | |
| Executive Director: Clinton B. Forbes | | Grant Contact Person (if different than Executive Director): Claudia Salazar | |
| Telephone: 561.841.4227 | | Telephone: 561.841.4241 | |
| Fax: | | Fax: 561.656.7443 | |
| E-mail Address: cforbes@pbcgov.org | | Email Address: csalazar@pbcgov.org | |
| Current Vehicle Inventory: _____ Vans _____ Vans/Lifts _____ Sedans or Minivans Enter Number for ENTIRE Fleet <u>142</u> Buses/Cutaways _____ Other _____ N/A | | | |
| Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: <u>Dave Kerner</u> Title: <u>Mayor</u> Email Address: <u>dkerner@pbcgov.org</u> *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 | | | |

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



 County Attorney

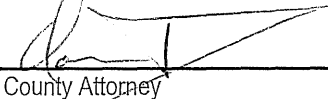
PART I – APPLICANT ELIGIBILITY

Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5311 requirements, you will not be eligible to receive grant funds until compliance has been determined. You must be in compliance at time of grant award execution.

| | |
|--|---|
| <p>Are you a returning applicant?</p> <p>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Has your agency completed a Triennial Oversight Review?</p> <p>If yes, what date(s) did the review occur? <u>April 4-5, 2017</u></p> <p>If yes, is your agency currently in compliance?</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Review Scheduled <input type="checkbox"/> Was not notified by FDOT District Office</p> <p>The Federal Transit Administration Conducted a Triennial review in 2017.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |
| <p>If your agency is not in compliance, do you have a corrective action plan to come into compliance?</p> <p>If yes, what is the date of anticipated date of corrective action closeout? _____</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> |
| <p>Is your agency registered on SAM.gov?</p> <p><i>Note: Agency must register each year/application cycle.</i></p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, registration expiration date: January 5, 2021</p> |
| <p>_____</p> <p>Signature [blue ink]</p> <p><u>Dave Kerner, Mayor</u></p> <p>Typed Name and Title</p> <p><u>April 21, 2020</u></p> <p>Date</p> | |

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



 County Attorney



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**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SFY 2021 - 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 21 day of April, 2020 with an original resolution or certified copy 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

Dave Kerner, Mayor
Typed Name and Title of Authorized Representative

April 21, 2020
Date

APPROVED AND FORWARDED
AND LEGAL COUNSEL

COUNTY ATTORNEY

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 is 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 organization Palm Tran 629
- Total number of transportation-related employees in the organization 629

(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 | 4:49 a.m. to 10:00 p.m. |
| Saturday | 6:59 a.m. to 9:54 p.m. |
| Sunday | 8:40 a.m. to 7:45 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 ¹ (current system) | Current System | Calculations ¹ (if grant is awarded) | If Grant is Awarded (Estimates are acceptable) |
|--|---|-------------------|--|---|
| 1 Number of total one-way trips served by the agency PER YEAR. * | Calendar Year 2019 Rural Routes 47 & 40 Trips: 419,345 | (a) | 429,538 Anticipating a growth in ridership of 1.0% | |
| 2 Number of individuals served unduplicated (first ride per fiscal year) PER YEAR. ** | 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 ACTUAL. | 14 Vehicles are used in Rural Service | (c) | 14 Vehicles are used in Rural Service | |
| 4 Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles) | 43 | (d) | 43 | |

¹ 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 AVERAGE PER VEHICLE (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. PER YEAR | 1,002,664 | (f) | 1,002,664 |
| 7 | Average vehicle miles. PER DAY | 200 | (g) | 200 |
| 8 | Normal vehicle hours in operation. PER DAY | 17 | (h) | 17 |
| 9 | Normal number of days in operation. PER WEEK | 7 | | 7 |
| 10 | Trip length (roundtrip). AVERAGE | 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

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. 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 629 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 142 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.

Not Applicable

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 PTGA expiration).

Operating Requests Only

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

October 1, 2020 to September 30, 2021

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.

Not Applicable, 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.

Not Applicable, this application is for Operating Assistance only.

| Proof of Local Match | |
|---|------------------|
| Source | Amount |
| General Fund Transfer | \$358,111 |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Local Match 50 % of Total Project Cost for operating awards 20% of Total Project Cost for capital awards | \$358,111 |

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 FY2021 includes the 50% match (\$358,111), required for the allocation of Section 5311 funds. The budget will be adopted and effective on October 1, 2020, the start of Palm Beach County’s Fiscal Year 2021.

Signature [blue ink]

Dave Kerner, Mayor

Typed Name and Title of Authorized Representative

April 21, 2020
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



County Attorney

PART III – MANAGERIAL CAPABILITY

Exhibit I: FDOT Certification and Assurances

Palm Beach County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated **21** day of **April, 2020**.

- 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:
 - 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 should 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.

April 21, 2020

Date

Signature of Authorized Official

Dave Kerner, Mayor

Name and Title of Authorized Official

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


County Attorney

Exhibit J: Standard Lobbying Certification

The undersigned **Palm Beach County Board of County Commissioners** 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 **Palm Beach County Board of County Commissioners**, 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.

Date _____

Signature of Authorized Official

Dave Kerner, Mayor
Name and Title of Authorized Official

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



County Attorney

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 FTACircular C 9040.IG, Chapter VIII) (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.

April 21, 2020

Date

Dave Kerner, 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 |
|---|--|---|---|
| Palm Beach County | 5311 Operating funds for Rural Areas, Provider Palm Tran, Inc. | None | ATU Local 1577 |
| | | | |

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



County Attorney

| Application for Federal Assistance SF-424 | | |
|---|---|--|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> |
| * 3. Date Received: 4/21/2020 | 4. Applicant Identifier: <input type="text"/> | |
| 5a. Federal Entity Identifier: <input type="text"/> | 5b. Federal Award Identifier: <input type="text"/> | |
| State Use Only: | | |
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text"/> | |
| 8. APPLICANT INFORMATION: | | |
| * a. Legal Name: Palm Beach County Board of County Commissioners | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785 | * c. Organizational DUNS: 078470481 | |
| d. Address: | | |
| * Street1: 3201 Electronics Way | Street2: <input type="text"/> | |
| * City: West Palm Beach | County/Parish: <input type="text"/> | |
| * State: FL: Florida | Province: <input type="text"/> | |
| * Country: USA: UNITED STATES | * Zip / Postal Code: 33407 | |
| e. Organizational Unit: | | |
| Department Name: <input type="text"/> | Division Name: <input type="text"/> | |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| Prefix: <input type="text"/> | * First Name: Claudia | |
| Middle Name: <input type="text"/> | * Last Name: Salazar | |
| Suffix: <input type="text"/> | Title: <input type="text"/> | |
| Organizational Affiliation: <input type="text"/> | | |
| * Telephone Number: 561 841 4241 | Fax Number: <input type="text"/> | |
| * Email: 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:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

* 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.

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="\$358,111"/> |
| * b. Applicant | <input type="text" value="\$358,111"/> |
| * 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"/> |

*** 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:

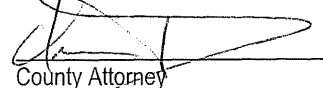
* Email:

* Signature of Authorized Representative:

* Date Signed:

Notwithstanding anything contained in # 21 above, the Palm Beach County Board of County Commissioners must approve award acceptance.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


County Attorney

Florida Department of Transportation



49 U.S.C. Section 5311

Capital & Operating Assistance Application – SFY 2021

Formula Grants for Rural Areas

CFDA 20.509


Applicant Information



49 U.S.C. Section 5311, Formula Grants for Rural Areas:
GRANT APPLICATION

| | | | |
|--|-------------------|--|----------------------------|
| Agency (Applicant) Legal Name: Palm Beach County Board of County Commissioners | | Physical Address (No P.O. Box): 3201 Electronics Way | |
| Applicant Status: <input type="checkbox"/> First-time applicant <input checked="" type="checkbox"/> Returning applicant <i>A first-time applicant has not received any funding for the past two grant cycles</i> | | | |
| Applicant's County: Palm Beach County, FL If Applicant has offices in more than one county, list county where main office is located | | | |
| City: West Palm Beach | State: Florida | Zip Code: 33407 | Congressional District: 20 |
| Federal Taxpayer ID Number: 596000785 | | | |
| Applicant Fiscal period start and end dates: <u>October 1, 2020 to September 30, 2021</u> <i>State Fiscal period from: July 1, 2020 to June 30, 2021</i> | | | |
| Applicant's DUNS Number: 078470481 <i>Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</i> | | | |
| Project's Service Area: Palm Beach County, Florida <i>Service Provider: Palm Tran, Inc.</i> <i>List the county or counties that will be served by the proposed project.</i> | | | |
| Executive Director: Clinton B. Forbes | | Grant Contact Person (if different than Executive Director): Claudia Salazar | |
| Telephone: 561.841.4227 | | Telephone: 561.841.4241 | |
| Fax: | | Fax: 561.656.7443 | |
| E-mail Address: cforbes@pbcgov.org | | Email Address: csalazar@pbcgov.org | |
| Current Vehicle Inventory: _____ Vans _____ Vans/Lifts _____ Sedans or Minivans Enter Number for ENTIRE Fleet <u>142</u> Buses/Cutaways _____ Other _____ N/A | | | |
| Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: <u>Dave Kerner</u> Title: <u>Mayor</u> Email Address: <u>dkerner@pbcgov.org</u> *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 | | | |

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



County Attorney

PART I – APPLICANT ELIGIBILITY

Eligibility Questionnaire

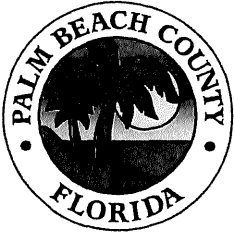
This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5311 requirements, you will not be eligible to receive grant funds until compliance has been determined. You must be in compliance at time of grant award execution.

| | |
|---|---|
| <p>Are you a returning applicant?</p> <p>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Has your agency completed a Triennial Oversight Review?</p> <p>If yes, what date(s) did the review occur? <u>April 4-5, 2017</u></p> <p>If yes, is your agency currently in compliance?</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Review Scheduled</p> <p><input type="checkbox"/> Was not notified by FDOT District Office</p> <p>The Federal Transit Administration Conducted a Triennial review in 2017.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |
| <p>If your agency is not in compliance, do you have a corrective action plan to come into compliance?</p> <p>If yes, what is the date of anticipated date of corrective action closeout?</p> <p>_____</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> |
| <p>Is your agency registered on SAM.gov?</p> <p><i>Note: Agency must register each year/application cycle.</i></p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, registration expiration date: January 5, 2021</p> |
| <p>_____</p> <p><i>Signature [blue ink]</i></p> <p><u>Dave Kerner, Mayor</u></p> <p><i>Typed Name and Title</i></p> <p><u>April 21, 2020</u></p> <p><i>Date</i></p> | |

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



County Attorney



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**

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

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SFY 2021 - 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 21 day of April, 2020 with an original resolution or certified copy 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

Dave Kerner, Mayor
Typed Name and Title of Authorized Representative

April 21, 2020
Date

REVIEWED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

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 is 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 organization Palm Tran 629
- Total number of transportation-related employees in the organization 629

(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 | 4:49 a.m. to 10:00 p.m. |
| Saturday | 6:59 a.m. to 9:54 p.m. |
| Sunday | 8:40 a.m. to 7:45 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 ¹ (current system) | Current System | Calculations ¹ (if grant is awarded) | If Grant is Awarded (Estimates are acceptable) |
|--|---|-------------------|--|---|
| 1 Number of total one-way trips served by the agency PER YEAR. * | Calendar Year 2019 Rural Routes 47 & 40 Trips: 419,345 | (a) | 429,538 Anticipating a growth in ridership of 1.0% | |
| 2 Number of individuals served unduplicated (first ride per fiscal year) PER YEAR. ** | 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 ACTUAL. | 14 Vehicles are used in Rural Service | (c) | 14 Vehicles are used in Rural Service | |
| 4 Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles) | 43 | (d) | 43 | |

¹ 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 AVERAGE PER VEHICLE (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. PER YEAR | 1,002,664 | (f) | 1,002,664 |
| 7 | Average vehicle miles. PER DAY | 200 | (g) | 200 |
| 8 | Normal vehicle hours in operation. PER DAY | 17 | (h) | 17 |
| 9 | Normal number of days in operation. PER WEEK | 7 | | 7 |
| 10 | Trip length (roundtrip). AVERAGE | 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

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. 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 629 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 142 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.

Not Applicable

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 PTGA expiration).

Operating Requests Only

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

October 1, 2020 to September 30, 2021

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.

Not Applicable, 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.

Not Applicable, this application is for Operating Assistance only.

| Proof of Local Match | |
|---|------------------|
| Source | Amount |
| General Fund Transfer | \$358,111 |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Local Match 50 % of Total Project Cost for operating awards 20% of Total Project Cost for capital awards | \$358,111 |

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

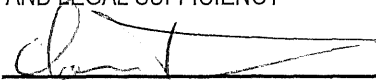
- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

I hereby certify that Palm Tran’s proposed budget for FY2021 includes the 50% match (\$358,111), required for the allocation of Section 5311 funds. The budget will be adopted and effective on October 1, 2020, the start of Palm Beach County’s Fiscal Year 2021.

Signature [blue ink]

Dave Kerner, Mayor
Typed Name and Title of Authorized Representative

April 21, 2020
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


County Attorney

PART III – MANAGERIAL CAPABILITY

Exhibit I: FDOT Certification and Assurances

Palm Beach County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated 21 day of April, 2020.

- 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:
 - 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 should 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.

April 21, 2020

Date

Signature of Authorized Official

Dave Kerner, Mayor

Name and Title of Authorized Official

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


County Attorney

Exhibit J: Standard Lobbying Certification

The undersigned ***Palm Beach County Board of County Commissioners*** 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 ***Palm Beach County Board of County Commissioners***, 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.

Date _____

Signature of Authorized Official

Dave Kerner, Mayor
Name and Title of Authorized Official

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



County Attorney

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 FTACircular C 9040.IG, Chapter VIII) (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.

April 21, 2020

Date

Dave Kerner, 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 |
|---|--|---|---|
| Palm Beach County | 5311 Operating funds for Rural Areas, Provider Palm Tran, Inc. | None | ATU Local 1577 |
| | | | |

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


County Attorney

| Application for Federal Assistance SF-424 | | |
|---|--|---|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision |
| * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> | | |
| * 3. Date Received: 4/21/2020 | 4. Applicant Identifier: <input type="text"/> | |
| 5a. Federal Entity Identifier: <input type="text"/> | 5b. Federal Award Identifier: <input type="text"/> | |
| State Use Only: | | |
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text"/> | |
| 8. APPLICANT INFORMATION: | | |
| * a. Legal Name: Palm Beach County Board of County Commissioners | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785 | * c. Organizational DUNS: 078470481 | |
| d. Address: | | |
| * Street1: 3201 Electronics Way | <input type="text"/> | |
| Street2: | <input type="text"/> | |
| * City: West Palm Beach | <input type="text"/> | |
| County/Parish: | <input type="text"/> | |
| * State: FL: Florida | <input type="text"/> | |
| Province: | <input type="text"/> | |
| * Country: USA: UNITED STATES | <input type="text"/> | |
| * Zip / Postal Code: 33407 | <input type="text"/> | |
| e. Organizational Unit: | | |
| Department Name: <input type="text"/> | Division Name: <input type="text"/> | |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| Prefix: <input type="text"/> | * First Name: Claudia | |
| Middle Name: | <input type="text"/> | |
| * Last Name: Salazar | <input type="text"/> | |
| Suffix: <input type="text"/> | <input type="text"/> | |
| Title: <input type="text"/> | | |
| Organizational Affiliation: <input type="text"/> | | |
| * Telephone Number: 561 841 4241 | Fax Number: <input type="text"/> | |
| * Email: 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:

CFDA Title:

* 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 <input style="width: 50px;" type="text" value="20"/> | * b. Program/Project <input style="width: 50px;" type="text" value="20"/> |
| Attach an additional list of Program/Project Congressional Districts if needed. | |
| <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> | |
| 17. Proposed Project: | |
| * a. Start Date: <input style="width: 50px;" type="text" value="10/1/2020"/> | * b. End Date: <input style="width: 50px;" type="text" value="9/30/2021"/> |
| 18. Estimated Funding (\$): | |
| * a. Federal | <input style="width: 100px;" type="text" value="\$358,111"/> |
| * b. Applicant | <input style="width: 100px;" type="text" value="\$358,111"/> |
| * c. State | <input style="width: 100px;" type="text"/> |
| * d. Local | <input style="width: 100px;" type="text"/> |
| * e. Other | <input style="width: 100px;" type="text"/> |
| * f. Program Income | <input style="width: 100px;" type="text"/> |
| * g. TOTAL | <input style="width: 100px;" type="text"/> |
| * 19. Is Application Subject to Review By State Under Executive Order 12372 Process? | |
| <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 50px;" type="text"/> | |
| <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. | |
| <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372. | |
| * 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| If "Yes", provide explanation and attach | |
| <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> | |
| 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) | |
| <input type="checkbox"/> ** 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: <input style="width: 50px;" type="text"/> | * First Name: <input style="width: 150px;" type="text" value="Dave"/> |
| Middle Name: <input style="width: 150px;" type="text"/> | |
| * Last Name: <input style="width: 150px;" type="text" value="Kerner"/> | |
| Suffix: <input style="width: 50px;" type="text"/> | |
| * Title: <input style="width: 150px;" type="text" value="Mayor"/> | |
| * Telephone Number: <input style="width: 100px;" type="text" value="561 355 2203"/> | Fax Number: <input style="width: 100px;" type="text"/> |
| * Email: <input style="width: 150px;" type="text" value="dkerner@pbcgov.org"/> | |
| * Signature of Authorized Representative: <input style="width: 150px;" type="text"/> | * Date Signed: <input style="width: 50px;" type="text" value="4/24/2020"/> |

Notwithstanding anything contained in # 21 above, the Palm Beach County Board of County Commissioners must approve award acceptance.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


County Attorney