1. OPERATING ASSISTANCE APPLICATION

1.1. OPERATING ASSISTANCE APPLICATION CHECKLIST

Name of Applicant: Charlotte County BOCC

Check One: First Time Applicant: X Previous Applicant: _____

The following must be included in the Section 5310 Grant application in the following order:

X **1.1** Operating Assistance Application Checklist (this form)

X **1.2** Applicant's Cover Letter

X **1.3** Governing board's Resolution

X **1.4** Form 424: Application for Federal Assistance

X **1.5** Exhibit A: Current System Description

X **1.6** Exhibit A-1: Fact Sheet

X **1.7** Exhibit B: Proposed Project Description

X **1.8** Form B-1: Transit-Related Operating & Administrative Expenses

X **1.9** Form B-2: Transit-Related Operating & Administrative Revenues

X **1.10** Form B-3: Proof of Local Match

N/A **1.11** Form B-4: Breakdown of Transportation Costs

N/A **1.12** Form B-5: Calculating Service Area Percentages

X **1.13** Exhibit E: Federal Certifications and Assurances

X **1.14** Exhibit I: Coordinated Public Transit-Human Services Transportation Plan (TDSP)

X **1.15** Exhibit J: Standard Lobbying Certification Form

X **1.16** Exhibit L: CTC Agreement or Certification

N/A **1.17** Exhibit M: Transportation Operating Procedure (5310-only applicants)

N/A **1.18** Copy of Certification of Incorporation (if private-non-profit agency and first-time applicant)

N/A **1.19** Proof of non-profit status (if a private-non-profit agency)

N/A **1.20** Copy of the Title VI Program (if not previously submitted to the Department)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Charlotte County Board of County Commissioners submits this Application for the Section 5310 Operating Assistance 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.

Charlotte County BOCC 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 the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense 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 10th day of January, 2017 with two (1) original resolutions or certified copies of the original resolution authorizing Charlotte County BOCC to sign this Application.

Charlotte County BOCC

By_____ Date 01/10/2017
William Truex, Chair Charlotte County BOCC

APPROVED AS TO FORM AND LEGAL SUFFIENCY:_____
Janette S. Knowlton, County Attorney
LR 16-0765

ATTEST:_____
Roger Eaton, Clerk of the Circuit Court and Ex-Officio
Clerk of the Board of County Commissioners

RESOLUTION
2017 -

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF CERTAIN TRANSIT DEPARTMENT GRANT CONTRACTS AND DOCUMENTS.

RECITALS

WHEREAS, the Charlotte County Board of County Commissioners ("Board") has the authority to apply for and receive Transit grants including those from the Federal Transportation Administration, the Florida Department of Transportation, and the Commission on the Transportation Disadvantaged Trust Fund Grant; and

WHEREAS, the Board participates in these programs through the grant application process; and

WHEREAS, such grant applications and associated contracts and documents often contain schedules requiring submittal by certain dates, usually representing an extremely short time frame; and

WHEREAS, in order for the County's Transit grant contracts and documents to be submitted in a timely fashion, the Board desires to authorize the County Administrator or his/her designee to execute certain required grant contracts and documents.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Charlotte County, Florida:

1. This resolution applies to Federal Programs under 49 U.S.C. Section 5310, as well as the aforementioned grants from the Federal Transit Administration, the Florida Department of Transportation, and the Florida Commission on the Transportation Disadvantaged.
2. The accompanying grant applications, supporting documents, and assurances to the Florida Department of Transportation are approved.
3. The Chairman of the Charlotte County Board of County Commissioners, or the Vice Chairman, is authorized to sign the applications and accept a grant, unless specifically rescinded.

4. The County Administrator, or his/her designee, is hereby authorized to execute grant contracts and other required grant documents for the above referenced Transit grants.

PASSED AND DULY ADOPTED this 10th day of January, 2017.

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

By: _____
William G. Truex, Chairman

ATTEST:
Roger Eaton, Clerk of
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

By:_____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:_____
Janette S. Knowlton, County Attorney
LR 16-0765

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	N/A

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
N/A	

State Use Only:

6. Date Received by State:	7. State Application Identifier:
	1001

8. APPLICANT INFORMATION:

* a. Legal Name: Charlotte County BOCC

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
59-6000541	0402234630000

d. Address:

* Street1:	18500 Murdock Circle
Street2:	
* City:	Port Charlotte
County/Parish:	
* State:	FL: Florida
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	33948-1068

e. Organizational Unit:

Department Name:	Division Name:
Budget and Administrative Serv	Transit

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:		* First Name:	Richard
Middle Name:			
* Last Name:	Kolar		
Suffix:			

Title: Sr. Division Manager Transit and Fleet

Organizational Affiliation:

* Telephone Number:	Fax Number:
941-833-6236	941-639-7279

* Email: richard.kolar@charlottecountyfl.gov

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:

20.513

CFDA Title:

Section 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

N/A

Title:

N/A

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

5310 OperF424-Number14.docx

Add Attachment | Delete Attachment | View Attachment

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

Continue to provide transit service to meet the needs of seniors and individuals with disabilities in Charlotte County where public services are unavailable, insufficient and inappropriate.

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: 17

* b. Program/Project:

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2017

* b. End Date: 09/30/2018

18. Estimated Funding ($):

* a. Federal	52,500.00
* b. Applicant	52,500.00
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	105,000.00

*** 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

Add Attachment | Delete Attachment | 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)**

☒ ** 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: William

Middle Name:

* Last Name: Truex

Suffix:

ATTEST:
Barbara T. Scott, Clerk of Circuit Court and Ex-Officio Clerk to the Board of County Commissioners

By: _____
Deputy Clerk

* Title: Chair Charlotte County BOCC

* Telephone Number: 941-743-1300

Fax Number:

* Email: Bill.Truex@charlottecountyfl.gov

* Signature of Authorized Representative:

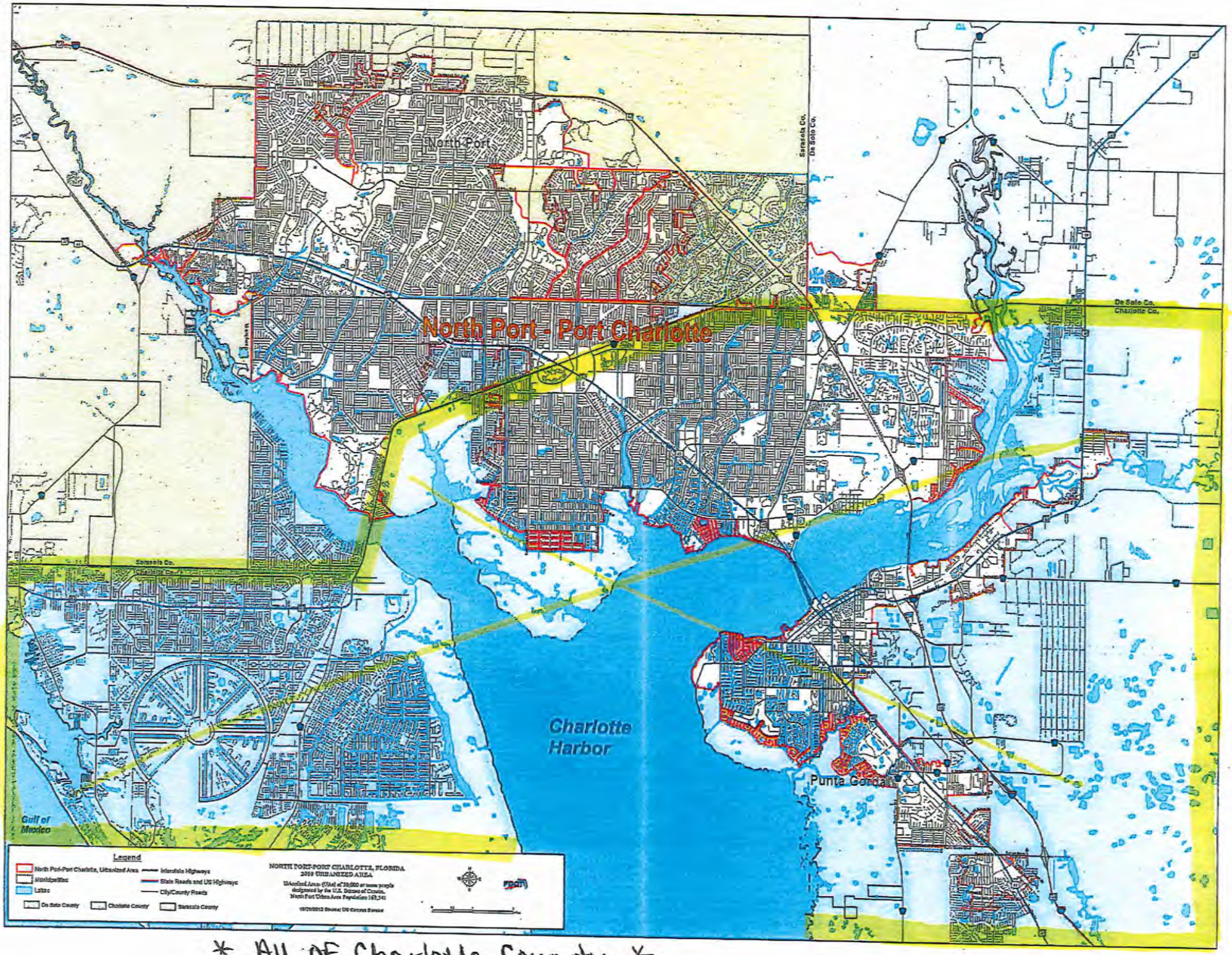
* Date Signed:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
COUNTY ATTORNEY
LR 16-0765

5310 SF424 Operating

#14 Charlotte County, Englewood, and Punta Gorda



* All of Charlotte County *

1.5.EXHIBIT A: CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?

   Charlotte County Transit Division (CCT) is a unit of County Government and has been the Community Transportation Coordinator since 1984. Services are provided through the Budget and Administrative Services Department. Operations are housed in a free standing building at 25490 Airport Road in Punta Gorda FL 33950. The building is owned by the Charlotte County Board of County Commissioners. Transit employs 12 employees, none of whom operate buses. All drivers are contracted. Charlotte County Transit is a Demand Response System for point-to-point and subscription route riders. The mission of the Charlotte County Transit Division is to fulfill state mandate under 427 FS, and to coordinate as much governmentally funded and other agency transportation as possible, in a safe, efficient, and dignified manner. This concurrently includes our commitment to Public Transportation which is a total para-transit system.

   The general public has several different means of being referred to Transit Division services: Contracting agencies provide assistance and referral; the 211 referral and information number; public hearings; word of mouth; and high profile rebranding of the buses in the community. CCT has a brochure for local distribution and local outreach that was developed by staff, and is widely circulated in Charlotte County. It explains the availability of Non-Sponsored and general public trips. Distribution will be through various public and private agencies. Organizational outreach provides a great deal of information about Transit Division to the general public. The County Web site and smart phone applications also serve to spark interest in service.

   Due to 49 USC 5310 funding, 49 USC 5311 funding, Rides Grants from the Commission for the Transportation Disadvantaged (CTD) and Charlotte County governmental contributions, non-sponsored individuals are offered the same ride availability as those who are funded agency clients. At this time, Transit Division is providing approximately 1200+ trips per month to non-sponsored individuals under the Transportation Disadvantaged Trust Fund grant for rides and over 200+ trips with Section 5311 Rural funds. Some of these are group trips for groceries while others are individual trips. Transit Division has elected to use all such available funds to directly fund rides. CCT software is being updated continuously to accurately reflect the Non- Urban areas.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Is the organization a government authority or a private non-profit agency? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

   The organizational structure is COUNTY GOVERNMENT, type of operation is DEMAND RESPOSE, number of County Employees 12 and 34 Contract Drivers. See the attached Organizational Chart.

3. Who is responsible for insurance, training and management, and administration of the agencies transportation programs?

   Charlotte County Government is responsible for the insurance. Charlotte County Transit Staff is responsible for the training, management and administration of the Transportation Programs.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

   Charlotte County Fleet Maintenance Staff is responsible for the maintenance of all Transit Vehicles. The actual work performed for repair, lifts and standard Maintenance is done in-house and in concert Joe's Automotive Repair. Charlotte County Fleet Maintenance (CCFM) performs all C inspections. Some of the mechanical and A service work is outsourced to Joes Automotive Repair and Access Able assists with some lift repair.

   Charlotte County Fleet Maintenance performs both A and C preventative maintenance along with any additional repairs required as we have trained technicians on staff.

5. What is the agency's current number of transportation related employees?

   Transit employs 12 employees, none of whom operate buses. All drivers are contracted. Charlotte County Transit is a Demand Response System with approximate 34 total drivers.

6. Who will drive the vehicle, number of drivers, CDL certifications?

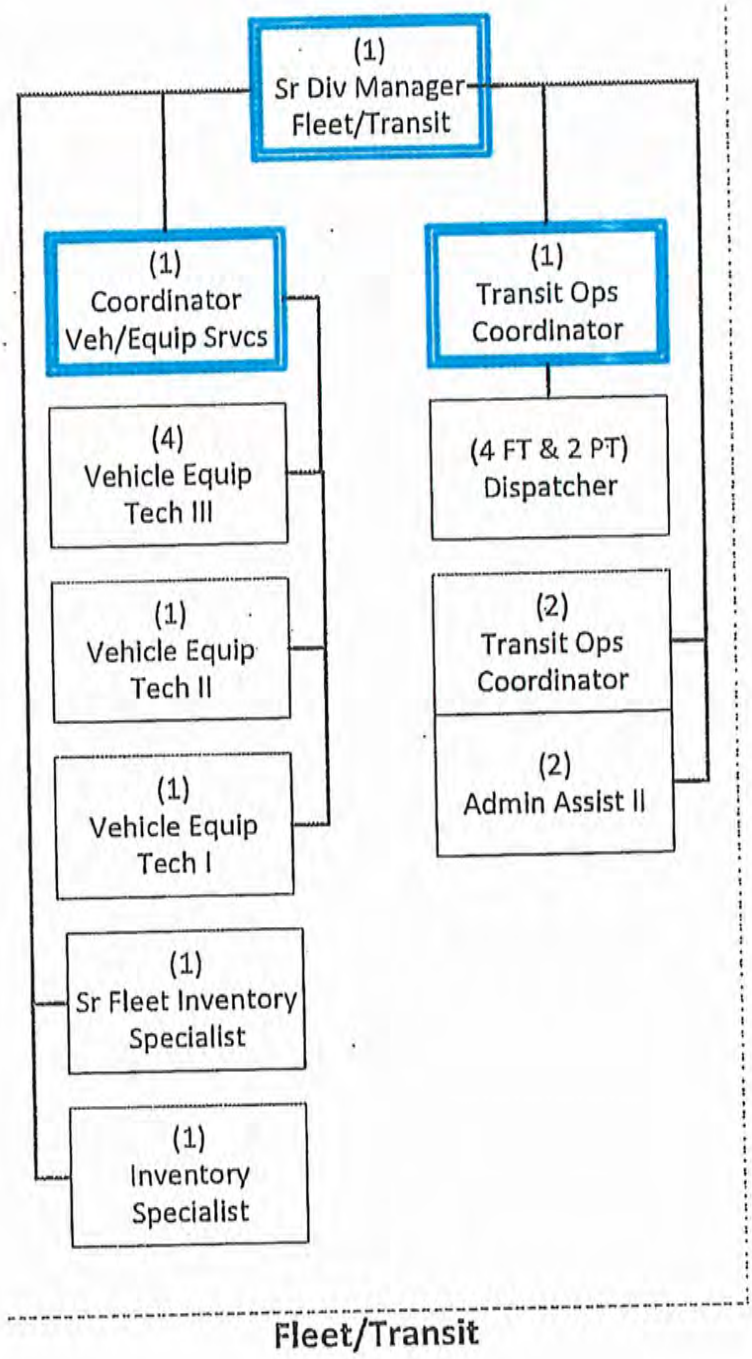
   All drivers are contracted through ***Ameditrans, Inc. (941)-625-0117*** www.ameditrans.com. *Charlotte County Transit is a Demand Response System with approximate 34 total drivers. All drivers possess CDL's with Class C or better with endorsements for passengers and airbrakes.*

7. What is a detailed description of service routes and ridership numbers?

   Charlotte County Transit Division provides several categories of service, including daily Congregate Meal routes in Charlotte Harbor, as well as daily shopping routes serving most points in the service area on at least a weekly basis. These routes are on a subscription basis as are daily routes serving the Visually Impaired Persons Program and Community Resource Network of Florida. (CRN)

   Service is provided 3 days a week to Bay Pines Veterans Hospital in Clearwater and the Veterans Administration Clinic in Fort Myers by means of a coordinated operator's agreement with the Charlotte County Veterans' Council. Service to medical facilities in Sarasota, Tampa, and Clearwater is provided to the various agencies as well as Veterans in this program. The Veterans' Council of Charlotte County provides volunteer drivers, while Transit provides two vehicles, fuel, repairs, insurance, dispatch services and scheduling.

   Other vehicles are being operated by Operation Cooper Street, the Charlotte County Veterans' Council on its routes, the Port Charlotte Cultural Center, Charlotte County Homeless Coalition, and other non-profit entities in the same fashion described above. Ridership during the last reporting period was 115,688 trips. Charlotte County Transit Division is planning an increased number of trips during Fiscal Year 2018, with emphasis being placed on extensive marketing and becoming more involved in local community events.



Fleet/Transit

County:	Charlotte
CTC:	Charlotte County BOCC Transit Division
Contact:	Jerry Livingston 25490 Airport Road Punta Gorda, FL 33950 941-764-5502
Email:	jerry.livingston @charlotecountyfl.gov

Demographics	Number
Total County Population	173,115
Potential TD Population	133,659
UDPHC	1,305

Florida Commission for the Transportation Disadvantaged

Trips By Type of Service	2014	2015	2016
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Ambulatory	81,498	61,186	69,683
Non-Ambulatory	6,376	4,051	5,870
Stretcher	0	0	0
School Board	0	0	0
TOTAL TRIPS	87,874	65,237	75,553

Passenger Trips By Trip Purpose			
Medical	29,204	12,537	15,128
Employment	961	3,671	7,534
Ed/Train/DayCare	24,106	22,564	21,197
Nutritional	10,357	12,472	14,457
Life-Sustaining/Other	23,246	13,993	17,237
TOTAL TRIPS	87,874	65,237	75,553

Passenger Trips By Funding Source			
CTD	48,550	40,983	48,015
AHCA	11,185	0	0
APD	0	0	0
DOEA	7,605	7,499	7,295
DOE	0	0	0
Other	20,534	16,755	20,243
TOTAL TRIPS	87,874	65,237	75,553

Vehicle Data	2014	2015	2016
Vehicle Miles	394,323	434,531	516,678
Revenue Miles	329,837	363,138	442,132
Roadcalls	56	57	56
Accidents	0	1	1
Vehicles	39	35	36
Driver Hours	41,775	29,094	34,938

Financial and General Data			
Expenses	$1,988,243	$1,577,330	$1,737,952
Revenues	$1,988,243	$1,581,664	$1,737,952
Commendations	8	27	0
Complaints	67	209	124
Passenger No-Shows	865	1,140	2,058
Unmet Trip Requests	229	407	1,159

Performance Measures			
Accidents per 100,000 Miles	0.00	0.23	0.19
Miles between Roadcalls	7,041	7,623	9,226
Avg. Trips per Driver Hour	2.10	2.24	2.16
Avg. Trips per Para Pass.	12.21	71.61	57.90
Cost per Trip	22.63	24.18	23.00
Cost per Paratransit Trip	22.63	24.18	23.00
Cost per Driver Hour	47.59	54.21	49.74
Cost per Total Mile	5.04	3.63	3.36

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN & CHARLOTTE COUNTY COORDINATED PUBLIC TRANSIT-HUMAN SERVICE TRANSPORTATION PLAN

FY 2016/2017 – FY 2020/2021

9/8/2016

Approved by the Charlotte County Transportation Disadvantaged Local Coordinating Board

II. SERVICE PLAN

A. Operations Element

1. Types, Hours, and Days of Service

The Charlotte County Transit Division (CCTD) provides ambulatory and wheelchair transportation services in a non-discriminatory fashion. Fares and service availability are the same for both ambulatory and wheelchair bound individuals. Subscription routes are operated for congregate dining and mental health outpatient services. Point to point, on demand services are provided for medical services, employment programs as well as other life sustaining purposes. Grocery shopping trips have been reintegrated into small group and individual trip scheduling with the use of the RouteMatch dispatch software which optimizes this service, giving clients the ability to change destination and schedule customized group service.

A contractual System Safety Plan is administered by the CTC to assure continuation of uniform service delivery. Additional contract specifications for drug testing and on-time reporting have been added to the contract. Operators "subscribe" to the Transit Division's approved drug testing policy, and are able to buy services under the same contract as the county. The Transit Division has revised the drug policy to comply with the FTA.

Group trips are provided at a lower rate than individual trips (advance reservation or demand response). Those rates are fully discussed in the rate element. Group trips are defined as those that occur when three or more passengers ride together in one vehicle to a single destination and from a common pick-up point.

Subscription trips are those routes to common destinations such as congregate dining facilities or grocery stores, wherein the same general group of riders is transported on the same daily, weekly or mixed day schedule. Such trips are liable to frequent changes by way of temporary cancellations and additional new passengers. These trips are provided to the various client groups as previously discussed.

The Transit Division and its operators provide curb-to-curb service whenever practicable, and door to door when made necessary because of passenger disability or frailty. The transport of children and escorts is addressed at length in the policy element. Also discussed in detail in the policy element are standards for Driver Dress and Uniform, Complaints, Grievances, Private Property, On Time Performance, No Shows, Accident Reporting, Maintenance Priorities, Vehicle Usage, Trips Prioritization, Social Benefit Trips, Passenger Medical Condition, Substance Abuse, and handling of Blood Borne Pathogens:. An operating policy regarding the handling of oxygen handling equipment is also included. Securement fixtures have been installed in all buses pursuant to that policy. Additionally, the Local Coordinating Board has adopted measurable standards for accidents, road calls, and complaints.

2. Accessing Services

The CCTD requests 24-hour notice for transportation appointments and route changes, but can, and frequently does, provide same day service. This is due in no small part to dispatch flexibility and RouteMatch dispatch software. The CCTD requests cancellation calls "as early as possible," but does not penalize the client or agency for late calls. Chronic "no shows" are referred back to their sponsor agencies for counseling, and/or reassessment. A no-show policy has been developed by the Local Coordinating Board and adopted by the Transit Division as departmental policy.

A copy of the No-Show policy appears in the policy element.

Transit Division office hours are from 7:00AM to 4:00PM Monday through Friday; the transportation hours are from 6:30AM to 6:00PM Monday through Friday; 9:00AM to 6:00PM on Saturday; and no Sunday service. The CCTD is closed on all federal and county holidays.

All Service calls come in on (941) 575-4000, which handles up to 50 calls at the same time.

Backup service for internal Transit Division operations comes from a pool of spare equipment staffed by office personnel.

Eligibility for TD Trust funds, at this writing, is determined by the criteria established by the individual agencies referring new non-sponsored clients by calling the Transit Department directly, and are accessed by the most appropriate agency. Eligibility requirements for the use of Transportation Disadvantaged funded trips were established by the LCB on July 23, 1997. Generally stated the policy is that no other funding for the trip is available, no friends or relatives are available and fixed route public transportation is not available. A complete policy is included in the policy element in Appendix D.

A copy of the Charlotte County Prioritization Policy for Non-Sponsored Trips approved by the Local Coordinating Board appears in Appendix E. The prioritization policy was approved at the January 20, 2011 meeting of the Charlotte County Transportation Disadvantaged Local Coordinating Board and reads in part:

Utilization of Charlotte County Transit Department resources, including but not limited to, personnel, equipment, and funding sources used in the provision of rides for Transportation Disadvantaged individuals in Charlotte County shall be prioritized as follows:

Priority 1- Individual Medical Trips
Priority 2- Group Trips for Groceries and Congregate Meals
Priority 3- Trips for Employment Purposes
Priority 4- Trips for Adult Education
Priority 5- Social and Non-Essential Shopping

Contract rides shall be used primarily for Priority 1 trips. Individuals prioritized in this fashion shall be afforded rides within the limits of Charlotte County Transit Division's ability to deliver service in an ambulatory or wheelchair mode without regard to age, sex, race, or ethnic origin.

3. Transportation Operators and Coordination Contractors

- Charlotte County Veteran's Council (Coord Vol Op)
P.O. Box 380964
Port Charlotte, FL 33938
Jim Carstairs (941) 235-1562

The Charlotte County Veteran's Council operates two (2) nine passenger commuter vans supplied by CCTD. The Transit Department has included the Veteran's Council in its capital replacement plan. These vehicles were funded under FTA Section 5310 and the Charlotte County Board of County Commissioners. The Transit Department provides all fuel, repairs, insurance, driver training as well as other operating supports to this operation. Hours of operation are 6:00AM through 6:00PM Monday through Friday.

- The Cultural Center of Charlotte County (Coord Vol Op)
2280 Aaron Street
Port Charlotte, FL 33952
Marcia Gore (941) 625-4175

The Cultural Center Program uses a coordinated partner sedan to provide trips to seniors for medical, shopping and programs at the Cultural Center. Hours of operation as needed.

- New Operation Cooper Street (Coord Vol Op)
650 Mary Street
P.O. Box 510963
Punta Gorda, FL 33951
Margaret Forde (941) 639-3034
New Operation Cooper Street operates an 11-passenger van provided by the Transit Department, in the same fashion as the Veteran's Council, for their own senior and youth day care programs and other coordinated work. Hours of operation as needed.

-Charlotte County Homeless Coalition (Coor Vol Op)
1476 Kenesaw Street, Port Charlotte
P.O. Box 380157
Murdock, FL 33938
Tracy Hille (941) 627-4313

Homeless Coalition operates a 9- passenger van provided by the Transit Department, in the same fashion as the Veteran's Council, for their own programs. Hours of operation as needed.

- Ameditrans, Inc. (Contract Operator for Driver/Bus Washer Services)
4075 Tamiami Trail
Port Charlotte, FL 33952 ***COUNTY BID PROCESS***
Charles Moreno (941) 625-0117

Ameditrans is an ambulatory and wheelchair service provider. They subscribe to the System Safety Plan developed by the CCTD. Ameditrans provides the County with driver services in

County vehicles for Charlotte County Transit.

Each of the contract operators undergoes an annual System Safety/Contract Compliance review identical in format to the FDOT review. Copies of these reviews are available upon request.

4. Public Transit Utilization

Charlotte County has developed a general public transit paratransit system and service became available January 2, 2001. Charlotte County Transit public transit provides curb-to-curb service in all areas of Charlotte County. Much of the design of this service was based on the existing Transportation Disadvantaged system, and ADA complimentary trips are not an issue, because such trips are handled in mainstream service delivery. All vehicles are accessible, making this feasible. Fares are $2.00 per one-way trip, and Transportation Disadvantaged clients are eligible for a $1.00 discount. About 10.5% of the ridership of the system consists of Transportation Disadvantaged clients using the system for trips the LCB have not prioritized for funding.

Medical	20%
Employment	10%
Education/Training/Daycare	28%
Nutritional	19%
Life-Sustaining/Other	23%

A Charlotte County Transit brochure containing fares, policies, and giving a detailed description of the system is located in Appendix A.

5. School Bus Utilization

There is not a Joint Use School Bus Program existing between the Charlotte County Transit Division and the District School Board of Charlotte County.

6. Vehicle Inventory

The May 12, 2016 inventory for the Transportation Disadvantaged program is located in Appendix G of this document.

1.6. EXHIBIT A-1: FACT SHEET

Name of Applicant: Charlotte County BOCC

	CURRENTLY	**IF GRANT IS AWARDED** (Estimates are acceptable.)
1. Number of total one-way trips served by the agency **PER YEAR** (for entire system)* Please include calculations.	115,688	125,000
2. Number of one-way trips provided to seniors and individuals with disabilities **PER YEAR***	75,553	85,000
3. Number of individual senior and disabled clients (unduplicated) **PER YEAR**	1305	1500
4. Total number of vehicles used to provide service to seniors and individuals with disabilities **ACTUAL**	30	30
5. Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement **ACTUAL (Refer to Vehicle Life Span chart)**	13	13
6. Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities **PER YEAR**	516,678	550,00
7. Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities **AVERAGE PER WEEK**	6	6
8. Posted hours of normal operation agency provides service to seniors and individuals with disabilities **PER WEEK.** (This does not include non-scheduled emergency availability)	M – F: 6:30am-6:00pm Saturday: 9am-6pm Sunday: No Service Total (WEEK): 66.5 hrs/week	M – F: 6:30am-6:00pm Saturday: 9am-6pm Sunday: No Service Total (WEEK): 66.5 hrs/week

1.7. EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? How many more hours of service will be provided? Will it expand service to a larger geographic area? Will it be used to reduce headways? (If so, please specify). How many more trips will be provided? Please explain in detail.

   The prior New Freedom Grant has provided 1599+ trips last year for those riders with special needs who had not previously ridden the transit system. All of these clients were taken off a list provided by our Transportation Disadvantaged list and are pre-screened for eligibility. It has been found to be one of the best tools for developing service in areas that are not prioritized for transportation funding under other programs. Where riders need extra time and care to board and be attended too. This population is increasing as our overall nation ages.

   The current request is to maintain the current level of service. No additional operating hours, days or service area is contemplated at this time. However it should be noted that these funds are always in high demand and Charlotte County could easily use twice the amount of funding allocated in previous years.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.

   Project invoicing over the past years displays that Charlotte County Transit Department has operated at a total operating loss, which has been shared jointly by FTA, and the Board of County Commissioners as well as the Florida Department of Transportation. The Operating and Administrative Expenses element of this application again details higher expenditures for operating costs during the coming year. With this level of expenditure Transit Department provided 115,688 trips during the last fiscal year, and a modestly higher number of trips are planned for this fiscal year.

   In 1990 Transit Division was providing in the range of 460 to 500 trips per week. As of this writing, the combined systems are handling an average of 2700 trips per week. Charlotte County has of course, provided increasing amounts of matching funds to implement that project expansion. It must be noted however, that trip funding agencies continue to reduce expenditures on transportation, and this trend has the same net result as a budget cut, as demand continues to increase.

   Local economies in controllable expenses have been, and will continue to be implemented. Areas of operating expense, such as travel and per diem, overtime, subscriptions and publications, have been curtailed. Additional efforts are being made in the area of fuel economy. Some savings have been made in light of Transit Division having its liability coverage placed in the County's self-insurance pool rather than purchasing such coverage in the private sector. It becomes very obvious that increased amounts of operating and capital assistance are needed to simply maintain the existing level of service.
   As client agencies trim budgeted amounts from year to year, it becomes necessary to enhance other sources of revenue. Economies such as operator agreements with volunteer agencies continue. It is the intent of Charlotte County Transit Department to maintain levels of service with approximately the same revenues.

3. Provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.

   CCT is a government authority and serves the entire county with the goal to provide assistance in meeting the needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient or inappropriate.

4. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 sub-recipient, for example, what will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data?

   CCT will continue to use RouteMatch & FASTER to collect the quantitative data daily. We use tablets in each vehicle in which the software is coded to meet the required criteria in daily/ monthly reports. The qualitative data will be collected by the MPO as it performs its annual review and an online survey that can be filled out by any customer.

5. Fully explain your transportation program:

   a. Service hours, planned service, routes and trip types

      Services hours are Monday through Friday 6:30 am to 6:00 pm and 9:00 am to 6:00 pm on Saturdays. No additional service is contemplated at this time. Currently over 20 subscription routes are operated weekly and 8 daily. Trips under current Local Coordinating Board (LCB) prioritization are Life-Sustaining, Education, Training, Daycare, Employment, Nutritional, and Medical. Some additional un-prioritized trips are provided under Older Americans Act (OAA), Community Care for the Elderly (CCE) and Section 5311 funding.

   b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.

      All drivers receive a thorough and comprehensive training on all bus and wheelchair types. This is documented and filed for calendar update and audit.

   c. Records maintenance– who, what methods, use of databases, spreadsheets etc.

      All records are retained per grantor or citation specification for the prescribed period or beyond.

   d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles are maintained without interruptions in service.

      All vehicles are maintained in compliance with the current approved System Safety Program Plan. Oversight begins with driver daily inspections to supervisory review and vehicular isolation for preventative maintenance (PM), or scheduled, or unscheduled repair. Charlotte County Fleet Management oversees the annual or "C" PMs. Other work is contracted out according to schedule or need. Current out-source contractors include Mr. Front End, Little Joe Automotive, Goodyear Tire, Access Able for Wheelchair lift work and Ford, Chevrolet, and International Harvester dealers for warrantee and other work. Fleet Management is currently located at 18000 Paulson Dr. Murdock FL 33954

e. System safety plan

A revised, updated, and reformatted System Safety Plan has been submitted to FDOT this year.

f. Drug free work place

Charlotte County has a Drug free Workplace policy and it is an attachment to the Current System Safety Plan

6. How do you currently fund the operations of your transit program? What are your transit sources of funding – state/local/federal/ private foundations?

Charlotte County Transit currently funds its 5310 Operating Program with Federal Grant Funding and Local Government Contribution Match.

(The overall Transit system is funded with Federal, State, Agency grants, Local Government contributions, Firebox revenues, miscellaneous sales of assets.)

7. Why are operating funds being requested?

CCT wishes to continue the Program and serve the expanding need of the population within the Community.

8. If this grant is not fully funded, can you still proceed with this program?

No, the program relies heavily on the grant contribution as our geographic and aging demographics exhibit.

9. **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.

Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.

Centennial FDOT 1915★2015

Florida Department of Transportation

RICK SCOTT
GOVERNOR

801 North Broadway Avenue
Bartow, Florida 33830

JIM BOXOLD
SECRETARY

June 29, 2015

Mr. Richard Kolar, Senior Division Manager
Charlotte County Transit
25490 Airport Road
Punta Gorda, Florida 33950

RE: System Safety Program Plan (SSPP), Security Program Plan (SPP), and Vehicle Maintenance Reviews of Charlotte County Transit.

Dear Mr. Kolar:

This letter pertains to the Florida Department of Transportation's Bus Transit System Safety Program, Security Program Plan (SPP), and Fleet Maintenance Reviews of Charlotte County Transit including Community Transportation Coordinator (CTC) services, on Monday, February 9th and Tuesday February 10, 2015. The University of South Florida / Center for Urban Transportation Research (CUTR) and Florida State University's Preventive Maintenance Planning, Training and Technical Assistance (PrMPT) Program performed the on-site reviews at 25490 Airport Road, Punta Gorda, Florida.

Accompanying this letter, please see your copy of the final *Bus System Safety and Security Review Report for Charlotte County Transit* (Draft Report Date: May 19, 2015 / Final Report Date: June 22, 2015). At the conclusion of reviews, reviewers discuss any findings with local responsible staff. During the reviews, safety, security, or maintenance concern are discussed and corrective action is immediately scheduled, and often corrected while the review is in progress.

The purpose of this review was to determine Charlotte County Transit's compliance with the provisions of Rule Chapter 14-90, *Florida Administrative Code* (FAC) "Equipment and Operational Safety Standards Bus Transit Systems," as amended effective September 16, 2010, and Florida Department of Transportation procedural Topic Number 725-030-009-j, "Bus Transit System Safety Program," effective January 20, 2011. The provisions include the development of and compliance with a System Safety Program Plan (SSPP), performance of safety inspections of all operational buses, documentation of compliance with equipment and operational safety standards, and safety monitoring of covered contractors. The provisions also include the development of and compliance with a Security Program Plan (SPP). (Please note: Bus transit systems are prohibited from publicly disclosing, under any circumstance, their SPP or other security sensitive documents. The reviewers examined Charlotte County Transit SPP while on site and the contents of the SPP are not summarized or discussed in the review report).

Review reports note "Deficiency" conditions, "Areas of Concern," and any "Observation." Those terms are defined in the accompanying report. There was two findings regarding pre-trip inspections and four recommendations that are listed below.

Findings: In the observation of driver pre-trip observations by the PrMPT review team, one driver did not cycle the wheelchair lift before leaving the property. The cycling of a wheelchair lift is one of the activities that must be performed during a pre-trip inspection.

During the review of pre-trip inspection reports, there was a defect indicated that was not repaired by Charlotte County: the low beam headlight on CCT unit number 33491 was not in working order. During the second day of the review this vehicle was placed in revenue service and the headlight had not been repaired.

Corrective Actions/Timeline (Corrective Actions to be confirmed and timeline established by FDOT District 1):

1. Driver refresher training on pre/post-trip inspection processes should be implemented to ensure proper pre-/post-trip procedures and practices are being implemented.
2. Charlotte County Transit must confirm that the left low beam headlight on 33491 has been repaired and is now in working order.

In addition to the finding indicated, there are additional recommendations for Charlotte County Transit that are not associated with areas of non-compliance. These recommendations are provided in an effort to enhance and improve the overall safety of the agency. These are provided below and contained within the body of this report and in Appendix A, *Charlotte County Transit Maintenance Review Report.*

Recommendation 1: During the examination of drivers' files, it was determined that a few of these files contained drug and alcohol testing documentation. CCT staff were instructed to pull these records and place them into separate, secure drug and alcohol testing files. It is recommended that CCT examine all general purpose driver files to ensure there are no drug and alcohol testing documents included. Drug and alcohol testing documentation must be maintained in a separate and secure filing system.

Recommendation 2: It is recommended that CCT use the progressive A,B,A,C preventative maintenance inspection method. A copy of the previous preventative maintenance inspection form used by CCT is included as Exhibit C in the Appendix of this report. A copy of the new preventative maintenance inspection form the CCT has agreed to implement is included in Exhibit D in the Appendix of this report.

Recommendation 3: It is recommended that CCT use an Annual Inspection compliant with Chapter 14-90.009(3)(a-u). Exhibit F in Appendix A contains the current annual inspection check list used by CCT. The new annual inspection check list is provided as Exhibit G in Appendix A of this report.

Recommendation 4: It is recommended that road calls be tracked and analyzed at least monthly to identify failure trends, determine the underlying cause of the problem, and assist in making modifications to the maintenance program as needed to minimize failures. A road call tracking sheet has been provided as Exhibit H in Appendix A of this report.

The Department of Transportation is requesting a submittal of a full report, no later than July 15, 2015 in response to the Bus System Safety and Security Review/Maintenance Review Report's findings, recommendations, and corrective actions as stated above and in the attached report. Please contact the Department if additional time or if additional information is needed.

The reviews this office conducted during this cycle were broader and more comprehensive in comparison to the last cycle, while adhering to the set of compliance activities and documentation expectations of

local grantees and providers as reference in State Statues, Florida Administrative Code, and Department procedural requirements. District One participated with the State Transit Operations and Safety Office in process improvement in the public interest. A very important outcome of this cycle's approach is the development and roll-out of specific training and continuing education classes in safety, security and maintenance the Department has already begun to offer to support local transit systems, CTCs, and their subcontracted management firms and carriers. We will appreciate your enrolling appropriate staff in those classes as they are announced.

In the "General Comments" section of the report, the reviewers commented:

> The reviewers would like to thank the management and employees of Charlotte County Transit, Inc. for the assistance they provided during the conduct of the Bus System Safety and Security Review. Without exception, they were extremely helpful, accommodating, and responsive to our requests for documents and other needs during and following the review.

Thank you for your participation in this process. Please feel free to contact me at (239) 225-1982 or via email at debra.stephens@dot.state.us.

Sincerely,

Debra Stephens

Debra Stephens
Transit Projects Coordinator

Enclosures: 1

cc:

Robert Westbrook, Florida Department of Transportation, State Transit Operations and Safety Office
Lisa Staes, University of South Florida, Center for Urban Transportation Research (letter)
Paul A. Simmons, Florida Department of Transportation, District One, Intermodal Systems Development Office/Modal Development Office
Debra Stephens, Florida Department of Transportation, District One, Intermodal Systems Development Office/ Modal Development Office /Public Transit
Michelle Peronto, Florida Department of Transportation, District One, Intermodal Systems Development Office/ Modal Development Office Public Transit
Richard Shine, Florida Department of Transportation, District One, Intermodal Systems Development Office/ Modal Development Office Public Transit

1.8. FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Charlotte County BOCC

Name of Transit Program: Charlotte County Transit

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	$240,613	$120,307
Fringe and Benefits (502)	137,978	68,989
Services (503)	40,037	20,019
Materials and Supplies (504)	135,239	67,620
Vehicle Maintenance (504.01)	165,891	132,713
Utilities (505)	10,029	5,015
Insurance (506)	1,972	986
Licenses and Taxes (507)		0
Purchased Transit Service (508)	280,000	140,000
Miscellaneous (509)	3,478	1,739
Leases and Rentals (512)	6,972	3,486
Depreciation (513)		
TOTAL	$1,022,209	$560,874

SECTION 5310 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above)	$ 560,874	**(a)**
Passenger Fares (from Form B-2)	$ 3,500	**(b)**
Operating Deficit	$ 557,372	**(c)**
[FTA Eligible Expenses (a) minus Passenger Fares (b)]		
Section 5310 Request	$ 52,500	**(d)**
(No more than 50% of Operating Deficit)		
Grant Total All Revenues (from Form B-2)	$ 504,872	***(e)**

Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5310 Request (d) by that amount.

1.9. FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Charlotte County BOCC

Name of Transit Program: Charlotte County Transit

Applicant Fiscal period start and end dates: October 1, 2017 to September 2018

State Fiscal period from July 1, 2017 to June 30, 2018

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= $ 30,410 Rural= $ 3,500 **(b)**	
Special Transit Fares (402)	60,000	0
School Bus Service Revenues (403)	0	
Freight Tariffs (404)	0	0
Charter Service Revenues (405)	0	
Auxiliary Transportation Revenues (406)	0	0
Non-transportation Revenues (407)	18,000	0
Total Operating Revenue	$108,410	$0
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)	0	0
Local Cash Grants and Reimbursements (409)	466,799	322,372
Local Special Fare Assistance (410)	0	0
State Cash Grants and Reimbursements (411)	365,000	
State Special Fare Assistance (412)	0	182,500
Federal Cash Grants and Reimbursements (413)	82,000	0
Interest Income (414)	0	0
Contributed Services (430)		0
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	$913,776	$504,872
GRAND TOTAL ALL REVENUE	$1,022,209	$ 504,872 **(c)**

1.10. FORM B-3: PROOF OF LOCAL MATCH

Name of Applicant: Charlotte County BOCC

Sources and amounts of 50% local share for the operating assistance being requested:

SOURCE:	AMOUNT:
Transportation Disadvantaged Trip & Equip	$82,500

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

William G. Truex, Chairman

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Janette S. Knowlton, County Attorney
LR 16-0765

ATTEST:
Roger Eaton, Clerk of
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

Deputy Clerk

Attach documentation of match funds immediately behind 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.

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: **Charlotte County BOCC Transit Department**

The Applicant agrees to comply with applicable provisions of Categories 01-23. X

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

Category	Description
01.	Required Certifications and Assurances for Each Applicant.
02.	Lobbying.
03.	Procurement and Procurement Systems.
04.	Private Sector Protections.
05.	Rolling Stock Reviews and Bus Testing.
06.	Demand Responsive Service.
07.	Intelligent Transportation Systems.
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.
10.	Alcohol and Controlled Substances Testing.
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).
12.	State of Good Repair Program.
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.
15.	Seniors and Individuals with Disabilities Programs.
16.	Rural Areas and Appalachian Development Programs.
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).
18.	State Safety Oversight Grant Program.
19.	Public Transportation Emergency Relief Program.
20.	Expedited Project Delivery Pilot Program.
21.	Infrastructure Finance Programs.
22.	Paul S. Sarbanes Transit in Parks Program.
23.	Hiring Preferences

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA and all PTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: **Charlotte County BOCC Transit Department**

Name and Relationship of the Authorized Representative: **Richard Kolar, Sr. Division Manager**

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 2016, 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 by FTA during federal fiscal year 2016.

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.

Signature _____ Date: _____

Name Richard Kolar
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): CHARLOTTE COUNTY BOCC

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.

Signature _____ Date: 4/5/16

Name LORI A. TETREAULT
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

1.1. EXHIBIT I: COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN (TDSP)

The Charlotte County Board of Commissioners, the governing body for the Charlotte County Transit Division certifies and assures to the Florida Department of Transportation in regard to its application for assistance under 49 U.S.C. 5310 dated January 10, 2017 :

1. This grant request is included in a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1G.

2. The name of this coordinated plan is provided below.

   Charlotte County Transportation Disadvantaged Service Plan & Charlotte County Coordinated Public Transit-Human Services Transportation Plan

3. The agency that adopted this coordinated plan is provided below.

   The Charlotte County- Punta Gorda Metropolitan Planning Organization

4. The date the coordinated plan was adopted is provided below.

   September 8, 2016

5. List the page number(s) of the coordinated plan that this application supports below.

   Page 8

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

William G. Truex, Chairman

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Janette S. Knowlton, County Attorney
LR 16-0765

ATTEST:
Roger Eaton, Clerk of
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

Deputy Clerk

1.1. EXHIBIT J: STANDARD LOBBYING CERTIFICATION FORM

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 the form can be obtained from http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm) 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, Charlotte County BOCC, 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 January 10, 2017

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

_____
William G. Truex, Chairman

ATTEST:
Roger Eaton, Clerk of
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

_____
Deputy Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

_____
Janette S. Knowlton, County Attorney
LR 16-0765

Florida Commission for the
Transportation Disadvantaged

Rick Scott
Governor

Marion Hart, Jr.
Chairman

Mike Willingham
Vice Chairman

Steve Holmes
Executive Director

April 14, 2016

Mr. Richard Kolar
Charlotte County Board of County Commissioners
25490 Airport Road
Punta Gorda, Florida 33950

RE: Charlotte County Community Transportation Coordinator Designation Memorandum of Agreement (MOA) #TD1616

Dear Mr. Kolar:

Congratulations! At the April 8, 2016, Commission for the Transportation Disadvantaged business meeting, the Commission approved the Charlotte County Board of County Commissioners to serve as the Community Transportation Coordinator for Charlotte County. This designation is effective July 1, 2016 through June 30, 2021. Enclosed is the executed MOA for your records.

Pursuant to the MOA, a new Transportation Disadvantaged Service Plan (TDSP) shall be submitted to the Commission no later than 120 calendar days from July 1, 2016. The TDSP must be approved by the Local Coordinating Board prior to submission to the Commission. Please coordinate this effort with the Charlotte County-Punta Gorda MPO as your Designated Official Planning Agency. As a reference, the Instruction Manual for the MOA and TDSP is located on our website at: http://www.dot.state.fl.us/ctd/serviceplan.htm.

Thank you for your support and participation in the coordinated transportation system of Charlotte County. If you have any questions or need any additional information, please contact me at (850) 410-5710.

Sincerely,

Sheri Powers

Sheri Powers
Area 5 Project Manager

/sp

Enclosure: Memorandum of Agreement

cc: Ms. Wendy Scott, Charlotte County-Punta Gorda MPO

Contract # TD1616

Effective: 7/1/2016 to 6/30/2021

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and

Charlotte County Board of County Commissioners,

Charlotte County Transit

the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of

Charlotte county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.

2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.

3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.

4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.

5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.

3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.

4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.

G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

H. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and

2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of $200,000 for any one person and $300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of $I million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450.** The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Mr. Richard Kolar, Senior Division Manager/Fleet and Transit
Budget & Administrative Services Department
25490 Airport Road,
Punta Gorda, FL 33950

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on November 12, 2015.

Commissioner Ken Doherty, Chairman,
Charlotte County Transportation Disadvantaged Local Coordinating Board

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR:

Charlotte County Board of County Commissioners
Agency Name

Raymond J. Sandrock
Typed Name of Authorized Individual

Signature: by

Title: County Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
COUNTY ATTORNEY
LE 15 - 3664

STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

Steven E Holmes
Typed Name of Authorized Individual

Signature: Steve E Holmes

Title: Executive Director

Rev. 04/02/12