



AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged

**NOTE: THIS IS AN IN-PERSON MEETING
IN-PERSON COMMITTEE QUORUM REQUIRED**

Collier County Government Center
Admin. Bldg. F, IT Training Room, 5th Floor
3299 Tamiami Trail East
Naples, FL 34112

REGULAR MEETING

Wednesday – December 3, 2025
1:30 p.m.

1. **CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

2. **OPEN TO THE PUBLIC FOR COMMENTS
ON ITEMS NOT ON THE AGENDA**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MEETING MINUTES**

- A. September 10, 2025, Regular Meeting Minutes

5. **BOARD ACTION**

- A. Approve Annual Update to the LCB Grievance Policy/Procedures
- B. Review and Approve the CTC's Final CTD Approved FY 2024-25 Annual Operating Report
- C. Endorse the Submittal of Federal Transit Administration Sections 5310, 5311 and 5339 Grant Applications to Support the CTC

6. **REPORTS & PRESENTATIONS**

- A. CTC Quarterly Report
- B. MPO Quarterly Progress Report
- C. FDOT Report

7. **OTHER BUSINESS**

- A. 2026 CTC Evaluation – Opportunities for LCB Members to Participate

8. **DISTRIBUTION ITEMS**

- A. 2026 Collier MPO Meeting Schedule

9. **BOARD MEMBER COMMENTS**

10. **NEXT MEETING DATE**

March 4, 2026, at 1:30 p.m., Annual Public Workshop, Regular Meeting to immediately follow

11. **ADJOURNMENT**

*This meeting of the Collier County Local Coordinating Board (LCB) for the Transportation Disadvantaged is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition by the Chairperson. **Staff requests that all cell phones and other such devices be turned off during meeting.***

Any person desiring to have an item placed on the agenda shall make a request in writing, with a description and summary of the item, to the MPO Executive Director or the LCB Chair by calling (239) 252-5884 14 days prior to the date of the next scheduled meeting of the LCB. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5814.

Any person who decides to appeal a decision of this board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Title VI Coordinator Ms. Suzanne Miceli (239) 252-5814 or by email at: Suzanne.Miceli@collier.gov or in writing to the Collier MPO, attention: Ms. Miceli, at 2885 South Horseshoe Dr., Naples, FL 3104.

**MEETING MINUTES
LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED of the
COLLIER METROPOLITAN PLANNING ORGANIZATION**

**Collier County Government Center
Admin Building F, IT Training Room, 5th Floor
3299 Tamiami Trail East, Naples, FL 34112
September 10, 2025 | 1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

Chair Pernas called the meeting to order at approximately 1:30 p.m.

Ms. Miceli called the roll and confirmed a quorum was present.

Members Present

Tony Pernas, MPO Board Member, Everglades City, *Chair*
Brett Nelson, Children at Risk (*arrived after Roll Call*)
Idela Hernandez, Rep. Citizens Advocate/User or Non-User (*arrived during Item 5.A.*)
Patti Warren, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Stacy Booth, Florida Dept. of Transportation

Members Absent

Carmen Henry, Southwest Florida Regional Workforce Development Board, *Vice-Chair*
Charles Lascari, Rep. Disabled
Cheryl Burnham, Florida Association for Community Action
John Lambcke, Collier Schools Transportation Director
Julia Manning, Local Medical Community
Leah Watson, Agency for Persons with Disabilities
Michael Stahler, Florida Agency for Health Care Administration
Oscar Gomez, Veterans Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services

MPO Staff

Dusty Hansen, Planner II
Suzanne Miceli, Operations Support Specialist II

Others Present

Omar De Leon, Public Transit Manager, Collier Area Transit
Alex Showalter, Collier Area Transit
Elena Ortiz-Rosado, Collier Area Transit

Mari Maldonado, Collier Area Transit
Nolan Begley, MV Transportation
Keyla Castro, Collier Area Transit

B. Pledge of Allegiance

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF AGENDA

Ms. Gualco moved to approve the agenda. Ms. Booth seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

Approval of May 7, 2025 Regular Meeting Minutes

Ms. Gualco moved to approve the Regular Meeting Minutes for May 7, 2025. Ms. Booth seconded. Passed unanimously.

5. BOARD ACTION

A. Endorse the Transfer of the MPO's Previous Years' Unspent TD Planning Grant Revenue to the CTC to Support TD Operations

Ms. Hansen said that the Community Transportation Coordinator (CTC) has been reporting to LCB of funding shortfalls that limit its ability to meet demand for transportation disadvantaged (TD) trips. At the last MPO Board meeting, during an approval item for the MPO's FY26 TD Planning Grant, a Board member commented that it would be more helpful for MPO's funds to be used to provide direct assistance to TD individuals, as opposed to planning to assist TD individuals.

There are many restrictions tied to the use of the MPO's funds. Generally, planning funds must be used for their designated planning purpose. The MPO's Surface Transportation Block Grant funding, which gets programmed toward construction of eligible projects, cannot be used for operations.

But the MPO does have a fund that accumulates unused grant revenue from its TD Planning Grants, called the TD Reinvestment fund. There is currently \$30,139.34 in the MPO's TD Reinvestment fund.

By way of background, the MPO enters into a TD planning grant with the CTC every year to fund the MPO's role as the designated official planning agency and administrator of LCB. Unlike the MPO's other grants, which are reimbursed by expense incurred, the TD planning grant reimburses the MPO at a fixed rate per task or document completed, referred to as a "deliverable."

The MPO uses the TD grant revenue to pay for MPO staff salaries/fringe benefits for time spent working on LCB, to pay for required legal ads for LCB meetings, and travel/registration expenses for the CTD's mandatory annual TD training event. After expiration of the grant, any unused grant revenue is transferred to the TD Reinvestment account to be used for future TD planning efforts. The annual unused amounts range from nothing to \$14,000, with an average of \$6,400. The amounts in the TD Reinvestment account have historically been used to contribute toward the cost of consultant services to prepare the major update to the Transportation Disadvantaged Service Plan, which occurs every five years.

MPO Staff has evaluated its expected grant revenue and expenses for the next few years and is comfortable transferring the appx. \$30K to the CTC to support TD operations. Staff consulted with the CTD, the County grants office, and the office of management and budget, and determined that the TD reinvestment funds can be transferred to the CTC to support operations.

Staff requested LCB's endorsement of the transfer. Staff is seeking MPO Board approval of the transfer at its next meeting on Friday. **Mr. De Leon** added that the amount being offered by the MPO would cover approximately 600 trips. **Chair Pernas** commented that while the transfer is helpful, it does not seem to be a long-term solution. **Ms. Hansen** confirmed and added that there may be times when the MPO is in need of the TD Reinvestment funds for TD planning.

***Mr. Nelson** moved to endorse the transfer of the MPO's TD Reinvestment funds to support TD operations. **Ms. Gualco** seconded. Passed unanimously.*

B. Review and Approve the CTC's Draft FY 2024-25 Annual Operating Report for Submittal to the CTD

Ms. Hansen said that the CTC is required to prepare and submit an annual operating report to the Florida Commission for the Transportation Disadvantaged (CTD) every year, and provided a presentation on the draft Annual Operating Report (AOR) (which can be accessed in the September 10, 2025 LCB agenda packet).

The AOR is required by Florida Statutes and includes data for the CTC and its coordinated contractors; the CTD uses the information to evaluate performance of the TD system locally and state-wide. The CTC currently has 3 coordinated contractors: Hope Hospice, Easter Seals, and Sunrise.

In the last fiscal year, there were a total of 151,572 trips. 63% of those trips were ADA trips, which means the origin and destination of the trip was within $\frac{3}{4}$ of a mile of CAT fixed route bus service. 37% of the trips were transportation disadvantaged trips, meaning the origin or destination was outside of the ADA corridor. In looking at the purpose for the paratransit trips for FY25: 41% of trips were for education, training or day care; 24% were for medical appointments; 17% were for group activities, personal business, or other; 15% were for employment; and 3% were for nutrition access/grocery shopping. In looking at the provider type for paratransit trips: 80% of the paratransit trips for last fiscal year was provided by CAT's transportation operator, MV; and the other 20% of trips were provided by the CTC's coordinated contractors.

Some general data on the coordinated system: although commendations to the CTC appear to be down last year, the number of complaints also dropped significantly from the prior year, from 96 to 59. Passenger no shows are also down by almost 1,400 to 7,557. Unmet trip requests were down from 248 to 118. In terms of performance measures set forth in the Transportation Disadvantaged Service Plan, the accident rate has dropped 59% from 3.12 to 1.27 in FY25 (the CTC's goal is no more than 1.2). The miles between vehicle road calls (or vehicle service) has increased to 40,190 (the CTC's goal is no less than 10,000 miles). For vehicle mileage, vehicle miles were up 18% to appx. 1.97 million in FY25. In terms of finances, expenses have increased by about 17% to appx. \$8.5 million in FY25. Revenues increased by 19% to appx. \$8.1 million in FY25. The cost per paratransit trip rose by 20% to \$56.08 in FY25.

The draft must be submitted to the CTD by September 15. The CTD then reviews it and confirms approval or advises of changes needed. The CTD approved AOR is brought back to LCB for final review and approval in December.

Mr. Nelson moved to approve the draft AOR. Ms. Hernandez seconded. Passed unanimously.

6. REPORTS & PRESENTATIONS

A. Collier Area Transit Fare Study

Mr. De Leon provided a presentation on a fare study currently being conducted by Collier Area Transit (CAT) with the assistance of a consultant (which can be accessed in the September 10, 2025 LCB agenda packet.) An important component of evaluating CAT's fare structure includes making sure that rates are reasonable and equitable, and also ensuring that CAT can obtain revenue toward sustaining service. Both fixed-route and paratransit fares were being evaluated, and a variety of fare structures were presented.

A group discussion followed regarding financial challenges that many paratransit riders face, ensuring that those that need paratransit service the most are able to access it, and the complexities of determining whether an income ceiling should apply to paratransit services.

Mr. De Leon urged LCB members to participate in a survey being conducted for the fare study, and **Ms. Hansen** indicated that she would follow up after the meeting with an email to LCB members that included the survey link.

B. Community Transportation Coordinator (CTC) Reports

a. Update on On-Time Performance and Safety Measures

Ms. Maldonado provided a presentation on the CTC's on-time performance (OTP) (which can be accessed in the September 10, 2025 LCB agenda packet). She described improved alignment and operational adjustments, including run cut expansion, additional drivers, same-day vehicle reassignment, and extra routes, which have improved OTP from approximately 68% to an average of approximately 82%. TD trip demand and trips provided continue to increase.

Mr. Begley, Fixed-Route Manager, provided an update on safety. Efforts continue to provide education and reduce preventable accidents, including employee engagement through monthly meetings, display of safety KPIs, and increased management presence and engagement with drivers. Safety metrics are also tracked and addressed. The efforts are having a positive impact.

b. CTC Quarterly Report

Mr. De Leon said that the information contained in the report in the packet was addressed during the previous agenda item, and asked if there were any questions. There were none.

C. MPO Quarterly Progress Report

Ms. Hansen reviewed the MPO Quarterly report (which can be accessed in the September 10, 2025 LCB agenda packet), mentioning LCB activities, such as the annual updates to the LCB Bylaws and the Transportation Disadvantaged Service Plan, approval of the MPO's TD Planning Grant application, and the annual CTC evaluation.

D. FDOT Report

Ms. Booth reported that within our area, grant applications were submitted by CAT for Section 5310, 5311, and 5339 grants. Easter Seals Naples submitted a grant application for a Section 5310 grant. Both agencies' applications have been recommended to Central Office and are awaiting approval. However, not all of the requested funds are available to be awarded. The 5339 application for CAT has been programmed and approved.

FDOT would be hosting the annual Grant Management Workshop on September 18, 2025 virtually. It would be an opportunity to learn about how to apply for FFY26/SFY27 Federal Transit Administration (FTA) grants and ask questions.

A triennial review of CAT by FDOT is scheduled for November 4, 2025. It will be followed by an FTA review.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

A. List of Commonly Used Acronyms for LCB

This item was distributed.

9. BOARD MEMBER COMMENTS

Ms. Warren inquired about travel training opportunities for paratransit. **Mr. De Leon** responded that the CTC could provide training and requested Ms. Warren to coordinate with himself or Ms. Maldonado.

10. NEXT MEETING DATE

December 3, 2025, at 1:30 p.m., Regular Meeting, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

11. ADJOURNMENT

*No further business being conducted, **Chair Pernas** adjourned the meeting at 2:36 p.m.*

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5A

Approve Annual Update to the Local Coordinating Board Grievance Policy/Procedures

OBJECTIVE: For the Board to review and approve the updated Local Coordinating Board for the Transportation Disadvantaged (LCB) Grievance Process Policy/Procedures.

CONSIDERATIONS: In accordance with the Transportation Disadvantaged (TD) Planning Grant, the Local Coordinating Board (LCB) must review and update its Grievance Policy on an annual basis. The Grievance Policy provides guidance for those who have unresolved complaints related to administration of the transportation disadvantaged program in Collier County.

This year's update to the Grievance Policy includes the following:

- Revisions to enhance clarity; and
- Revisions to reflect updated email addresses for County and MPO staff.

The proposed changes are included as **Attachment 1** in ~~striketrough~~/underline format. A clean version of the updated Grievance Policy is included as **Attachment 2**. The current Grievance Committee membership roster is included as **Attachment 3**.

MPO Staff will provide a brief presentation on the proposed changes at the meeting (**Attachment 4**).

STAFF RECOMMENDATION: That the Board review, comment on, and approve the updated LCB Grievance Policy/Procedures.

Prepared By: Dusty May Hansen, Senior Planner

ATTACHMENTS:

1. Updated LCB Grievance Procedures (2026) – Strikethrough and underline track changes version
2. Updated LCB Grievance Procedures (2026) – Clean version
3. Current LCB Grievance Committee Roster
4. MPO Presentation-Overview of 2026 Changes

GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED
(LCB)**

| **Approved by the Collier LCB: December ~~43, 2024~~2025**

COLLIER COUNTY LOCAL COORDINATING BOARD
GRIEVANCE PROCESS POLICY

SECTION 1: INTRODUCTION

The Florida Commission for the Transportation Disadvantaged (CTD) requires the LCB to have written procedures for addressing/resolving complaints and grievances related to the transportation disadvantaged program in Collier County. The Collier County Board of County Commissioners (BCC) is the Community Transportation Coordinator for Collier County. The BCC has directed that the Collier County Public Transit and Neighborhood Enhancement Division (PTNE) oversee Collier Area Transit's Transportation Disadvantaged Program.

This document serves as the formal complaint/grievance procedure process for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statutes, and Rule 41-2.012, Florida Administrative Code, hereinafter referred to as the "Grievance Process." The following rules and procedures shall constitute the Grievance Process to be utilized in the coordinated community transportation disadvantaged system for Collier County.

SECTION 2: DEFINITIONS

2.1 As used in these rules and procedures, the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code.

- (a) **Community Transportation Coordinator (CTC):** A transportation entity recommended by a Metropolitan Planning Organization (MPO), or by the appropriate designated official planning agency, as provided for in Section 427.015(2), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for Collier County is the Collier County Board of County Commissioners (BCC).

- (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the CTD to fulfill the functions of transportation disadvantaged planning (also uniformly referred to as the Planning Agency). The Collier Metropolitan Planning Organization (Collier MPO) serves as the Designated Official Planning Agency (DOPA) in Collier County.
- (c) **Transportation Disadvantaged (TD) user:** Those persons, who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
- (d) **Agency:** An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.
- (e) **Transportation Operator:** One or more public, private for profit, or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a Transportation Disadvantaged Service Plan (TDSP).
- (f) **Service Complaint:** Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.
- (g) **Formal Grievance:** A written complaint to document any concerns or an

unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

- (h) **Administrative Hearing Process:** The process titled “Administrative Procedure Act” set forth in Chapter 120, Florida Statutes.
- (i) **Ombudsman Program:** A toll-free telephone number established and administered by the CTD to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

SECTION 3: OBJECTIVES

- 3.1 The objective of the Grievance Process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area. It is not the objective of the Grievance Process to have “adjudicative” or “determinative” powers.
- 3.2 The CTC must provide the TD Program’s telephone number in all collateral materials regarding the reporting of complaints.
- 3.3 All documents pertaining to the Grievance Process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the Grievance Procedures shall be available to anyone upon request.
- 3.5 Apart from this Grievance Process, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes, Administrative Hearing Process, or the judicial court system.

SECTION 4: THE GRIEVANCE COMMITTEE - MEMBERSHIP

- 4.1 The Grievance Committee shall be composed of a minimum of three Members of the LCB and shall be appointed by a majority vote by the LCB. The Chairperson, or in his/her absence the Vice Chairperson, of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 4.2 The DOPA TD Program Administrator (Collier MPO Staff) or designee shall be an advisory member of the Grievance Committee.

SECTION 5: TERMS OF MEMBERS

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson, or upon the member's resignation from LCB. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.
- 5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

SECTION 6: GRIEVANCE PROCESS

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper

standing may also have recourse through the Chapter 120, Florida Statutes Administrative Hearing Process, the judicial court system, and the CTD.

6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include but are not limited to:

- Late pick-up and/or late drop-off
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, *i.e.* may not qualify, lack of TD funds, *etc.*)
- Other, as deemed appropriate by the LCB

6.4 Formal Grievance: The complainant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency, including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators. Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services (*i.e.*, Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA)
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds

- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB

6.5 All formal grievances filed must be written and contain the following:

- Name and address of the complainant.
- A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the complainant to resolve the complaint.
- An explanation of the relief desired by the complainant.

If the complainant does not supply the above information to substantiate the grievance, no further action will be taken.

Prior to initiating a grievance, complainant shall contact the CTC to attempt to resolve their complaint informally. If the complaint is not resolved, complainant may proceed with the Grievance Process.

The following steps constitute the formal Grievance Process:

6.6 **Step 1:** The complainant shall first contact the PTNE Division Director (contact information below) and the entity with which they have the grievance. ~~The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days.~~ The complainant may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us.

Public Transit and Neighborhood Enhancement Division Director

8300 Radio Road
Naples, FL 34104
Phone: 239-252-5841

Email: rideCAT@colliercountyflcollier.gov

Field Code Changed

Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.

The complainant shall provide their grievance in writing. (The written grievance must contain the information set forth in paragraph 6.5 above). The PTNE Director will attempt to mediate and resolve the grievance. -The PTNE Director will render a decision or a proposed course of action to resolve the complaint in writing to the complainant within 14 days.

6.7 Step Two: If the PTNE Director is unsuccessful at resolving the grievance through the process above, the complainant may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ~~ten-thirty (4030)~~ working days of complainant's receipt of the written decision from the PTNE Director. The request, along with a copy of the written grievance and the PTNE Director's written response, shall be sent to the Collier MPO TD Program Administrator at:

Collier MPO
Attn: Executive Director
2885 Horseshoe Drive South
Naples, FL 34104
(239) 252-5884

collier.mpo@colliercounty.flcollier.gov

Field Code Changed

6.8 Step Three: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) ~~working~~ days to contact Grievance Committee members, the complainant, and the parties the grievance was filed against and ~~set-coordinate~~ a meeting date and location. The complainant and all parties involved shall be notified of the meeting of the Grievance

Committee date and location at least ten (10) ~~working~~-days prior to the meeting date by the method requested by the complainant.

6.9 **Step Four:** Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) ~~working-business~~ days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Grievance Committee must review all grievances and report accordingly to the Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the complainant may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

SECTION 7: CTD GRIEVANCE PROCESS

7.1 If the LCB Grievance Process does not resolve the grievance, the complainant will be informed of his/her right to file a formal grievance with the CTD. The complainant may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. Upon request of the complainant, the CTD will provide the complainant with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the complainant will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7(1) and (2) must be attempted in the listed order before a grievance will move to the next

step. The complainant should be sure to try and have as many details as possible, when filing a complaint, such as date, times, names, vehicle numbers, etc. There is an Ombudsman Program, provided by the CTD, which is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the complainant, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the complainant has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the complainant with the next step in the complaint or grievance process. The complainant has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

GRIEVANCE PROCEDURES

of the

**COLLIER COUNTY
LOCAL COORDINATING BOARD
for the
TRANSPORTATION DISADVANTAGED
(LCB)**

Approved by the Collier LCB: December 3, 2025

COLLIER COUNTY LOCAL COORDINATING BOARD **GRIEVANCE PROCESS POLICY**

SECTION 1: INTRODUCTION

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This document serves as the formal complaint/grievance procedure process for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statutes, and Rule 41-2.012, Florida Administrative Code, hereinafter referred to as the "Grievance Process." The following rules and procedures shall constitute the Grievance Process to be utilized in the coordinated community transportation disadvantaged system for Collier County.

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2.1 As used in these rules and procedures, the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code.

- (a) **Community Transportation Coordinator (CTC):** A transportation entity recommended by a Metropolitan Planning Organization (MPO), or by the appropriate designated official planning agency, as provided for in Section 427.015(2), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for Collier County is the Collier County Board of County Commissioners (BCC).

- (b) **Designated Official Planning Agency (DOPA)** The official body or agency designated by the CTD to fulfill the functions of transportation disadvantaged planning (also uniformly referred to as the Planning Agency). The Collier Metropolitan Planning Organization (Collier MPO) serves as the Designated Official Planning Agency (DOPA) in Collier County.
- (c) **Transportation Disadvantaged (TD) user:** Those persons, who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
- (d) **Agency:** An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.
- (e) **Transportation Operator:** One or more public, private for profit, or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a Transportation Disadvantaged Service Plan (TDSP).
- (f) **Service Complaint:** Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.
- (g) **Formal Grievance:** A written complaint to document any concerns or an

unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

- (h) **Administrative Hearing Process:** The process titled “Administrative Procedure Act” set forth in Chapter 120, Florida Statutes.
- (i) **Ombudsman Program:** A toll-free telephone number established and administered by the CTD to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

SECTION 3: OBJECTIVES

- 3.1 The objective of the Grievance Process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area. It is not the objective of the Grievance Process to have “adjudicative” or “determinative” powers.
- 3.2 The CTC must provide the TD Program’s telephone number in all collateral materials regarding the reporting of complaints.
- 3.3 All documents pertaining to the Grievance Process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the Grievance Procedures shall be available to anyone upon request.
- 3.5 Apart from this Grievance Process, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes, Administrative Hearing Process, or the judicial court system.

SECTION 4: THE GRIEVANCE COMMITTEE - MEMBERSHIP

- 4.1 The Grievance Committee shall be composed of a minimum of three Members of the LCB and shall be appointed by a majority vote by the LCB. The Chairperson, or in his/her absence the Vice Chairperson, of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 4.2 The DOPA TD Program Administrator (Collier MPO Staff) or designee shall be an advisory member of the Grievance Committee.

SECTION 5: TERMS OF MEMBERS

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson, or upon the member's resignation from LCB. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.
- 5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

SECTION 6: GRIEVANCE PROCESS

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper

standing may also have recourse through the Chapter 120, Florida Statutes Administrative Hearing Process, the judicial court system, and the CTD.

6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include but are not limited to:

- Late pick-up and/or late drop-off
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, *i.e.* may not qualify, lack of TD funds, *etc.*)
- Other, as deemed appropriate by the LCB

6.4 Formal Grievance: The complainant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency, including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators. Formal grievances may include, but are not limited to:

- Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
- Violations of specific laws governing the provision of TD services (*i.e.*, Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA)
- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds

- Billing and/or accounting procedures
- Denial of service
- Suspension of service
- Unresolved safety issues
- Other, as deemed appropriate by the LCB

6.5 All formal grievances filed must be written and contain the following:

- Name and address of the complainant.
- A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the complainant to resolve the complaint.
- An explanation of the relief desired by the complainant.

If the complainant does not supply the above information to substantiate the grievance, no further action will be taken.

Prior to initiating a grievance, complainant shall contact the CTC to attempt to resolve their complaint informally. If the complaint is not resolved, complainant may proceed with the Grievance Process.

The following steps constitute the formal Grievance Process:

6.6 **Step 1:** The complainant shall first contact the PTNE Division Director (contact information below) and the entity with which they have the grievance. The complainant may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us.

Public Transit and Neighborhood Enhancement Division Director
8300 Radio Road

Naples, FL 34104

Phone: 239-252-5841

Email: rideCAT@collier.gov

Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.

The complainant shall provide their grievance in writing. (The written grievance must contain the information set forth in paragraph 6.5 above). The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision or a proposed course of action to resolve the complaint in writing to the complainant within 14 days.

6.7 Step Two: If the PTNE Director is unsuccessful at resolving the grievance through the process above, the complainant may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within thirty (30) days of complainant's receipt of the written decision from the PTNE Director. The request, along with a copy of the written grievance and the PTNE Director's written response, shall be sent to the Collier MPO TD Program Administrator at:

Collier MPO

Attn: Executive Director

2885 Horseshoe Drive South

Naples, FL 34104

(239) 252-5884

collier.mpo@collier.gov

6.8 Step Three: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) days to contact Grievance Committee members, the complainant, and the parties the grievance was filed against and coordinate a meeting date and location. The complainant and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) days prior to the meeting date by the method

requested by the complainant.

6.9 Step Four: Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) business days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Grievance Committee must review all grievances and report accordingly to the Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the complainant may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

SECTION 7: CTD GRIEVANCE PROCESS

7.1 If the LCB Grievance Process does not resolve the grievance, the complainant will be informed of his/her right to file a formal grievance with the CTD. The complainant may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. Upon request of the complainant, the CTD will provide the complainant with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the complainant will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7(1) and (2) must be attempted in the listed order before a grievance will move to the next step. The complainant should be sure to try and have as many details as possible,

when filing a complaint, such as date, times, names, vehicle numbers, etc. There is an Ombudsman Program, provided by the CTD, which is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the complainant, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the complainant has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the complainant with the next step in the complaint or grievance process. The complainant has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

Last Updated September 18, 2025

3 LCB Member Appointees

5A Attachment 3

LCB 12/3/25

Local Coordinating Board for the Transportation Disadvantaged

Grievance Subcommittee

**Location: Collier County Government Center
Information Technology Training Room, 5th Floor
3299 Tamiami Trail E (Bldg F)
Naples, FL 34112**

<i>A Representative of:</i>	<i>Voting Member</i>	<i>Alternate</i>
1. <i>Chair/MPO Board</i>	Council Member Tony Pernas City of Everglades City 410 Storter Ave Everglades City, FL 34102 Phone: 239-695-3781 tpernas@cityofeverglades.org	
2. <i>Agency for Persons with Disabilities</i>	Leah Watson 2295 Victoria Ave. Fort Myers, FL 33901 Phone: 239-338-1378 Leah.watson@apdcares.org	
3. <i>Southwest Florida Regional Workforce Development Board</i>	Carmen Henry CareerSource Southwest Florida 6800 Shoppes at Plantation Drive, Suite 170 Fort Myers, FL 33912 239-931-8200 ext. 1803 CHenry@careersourcesouthwestflorida.com	

<i>Advisory Member</i>	<i>Primary</i>	<i>Alternates</i>
<i>Collier Metropolitan Planning Organization (as Designated Official Planning Agency)</i>	Anne McLaughlin, Executive Director 2885 South Horseshoe Drive Naples, FL 34104 Phone: 239-252-5884 Main: 239-252-5814 Anne.Mclaughlin@collier.gov Collier.mpo@collier.gov	Dusty Hansen, Planner 2885 South Horseshoe Drive Naples, FL 34104 Phone: 239-252-5850 Dusty.Hansen@collier.gov Sean Kingston, Planner 2885 South Horseshoe Drive Naples, FL 34104 Phone: 239-252-5859 Sean.Kingston@collier.gov

Collier LCB 2026 Grievance Procedures Update December 3, 2025

PREPARED BY DUSTY HANSEN, PLANNER II



1

Grievance Policy Purpose

- ▶ Provides guidance for those who have unresolved complaints related to administration of the transportation disadvantaged program in Collier County
- ▶ Objective is for a Grievance Committee to timely process, investigate and make recommendations to resolve complaints
- ▶ Required to be updated annually under the terms of the MPO's TD Planning Grant with the CTD

2

SECTION 5: TERMS OF MEMBERS

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson, or upon the member's resignation from LCB. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.

Clarification-Membership Term

3

Grievance Process

If the complainant does not supply the above information to substantiate the grievance, no further action will be taken.

Prior to initiating a grievance, complainant shall contact the CTC to attempt to resolve their complaint informally. If the complaint is not resolved, complainant may proceed with the Grievance Process.

4

Grievance Process

Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.

The complainant shall provide their grievance in writing. (The written grievance must contain the information set forth in paragraph 6.5 above). The PTNE Director will attempt to mediate and resolve the grievance. -The PTNE Director will render a decision or a proposed course of action to resolve the complaint in writing to the complainant within 14 days.

5

Grievance Process

6.7 **Step Two:** If the PTNE Director is unsuccessful at resolving the grievance through the process above, the complainant may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ~~ten-thirty (4030)~~ ten-thirty (4030) working days of complainant's receipt of the written decision from the PTNE Director. The request, along with a copy of the written grievance and the PTNE Director's written response, shall be sent to the Collier MPO TD Program Administrator at:

Collier MPO

Attn: Executive Director

2885 Horseshoe Drive South

Naples, FL 34104

(239) 252-5884

collier.mpo@colliercounty.fl.collier.gov

6

Grievance Process

6.8 **Step Three:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) ~~working~~ days to contact Grievance Committee members, the complainant, and the parties the grievance was filed against and ~~set-coordinate~~ a meeting date and location. The complainant and all parties involved shall be notified of the meeting of the Grievance

Committee date and location at least ten (10) ~~working~~ days prior to the meeting date by the method requested by the complainant.

7

Next Steps

LCB Approval



MPO Submittal of the updated
Grievance Procedures to the CTD

8

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5B

Review and Approve the CTC's Final CTD Approved FY 2024-25 Annual Operating Report

OBJECTIVE: For the Board to review and approve the final FY 2024-2025 Annual Operating Report (AOR).

CONSIDERATIONS: Pursuant to Chapter 427, Florida Statutes, each Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR). Collier County is the designated CTC. The Public Transit and Neighborhood Enhancement Director submitted the report electronically to the Florida Commission for the Transportation Disadvantaged (CTD).

The CTD uses the information to determine each CTC's operating data, provide a statewide operational profile of the Florida Coordinated Transportation System, and to evaluate certain performance aspects of the coordinated systems individually and as a whole. The CTD also uses the data collected in the Report to substantiate the need for the CTC to request additional funds.

The draft AOR was brought to the LCB in September for review and approval prior to submission to the CTD. Since that time, three data errors in the AOR have been corrected:

- (i) Total trips on the coordinated system were 13,872 higher than reported in the draft (error resulting from the Hope Hospice AOR sheets);
- (ii) Trip revenue sources were adjusted to reallocate \$60,244 from CTD to Local County Cash (error resulting from dates analyzed in preparing the draft AOR); and
- (iii) Cost per paratransit trip was \$4.70 lower than reported in the draft (down to \$51.38 from \$56.08).

Because the data contained in the AOR is interrelated, these three errors triggered a series of minor revisions to the AOR. A detailed summary of the changes made to the draft AOR with the final AOR is included as **Attachment 1**. After the changes were made, the CTD reviewed and approved the final AOR (**Attachment 2**-data highlighted in yellow indicates a revision was made to the previous version).

MPO Staff will provide a brief presentation summarizing key data contained in the final AOR (**Attachment 3**).

STAFF RECOMMENDATION: For the Board to review the final FY 2024-2025 AOR and authorize the Chair to sign the AOR certifying that the LCB has reviewed the Report and that a copy has been received by the Planning Agency (the MPO).

Prepared By: Dusty Hansen, Planner II

ATTACHMENTS:

1. Summary of Changes Made to the Draft AOR with the Final AOR
2. Final FY 24-25 CTC Annual Operating Report-Collier County (annotated)
3. MPO Presentation on Final AOR

Summary of Changes to Draft FY2024/25 Annual Operating Report-Collier County CTC

AOR Pg. No.	Description	Draft AOR (9/10/25 LCB meeting)	Final AOR (12/3/25 LCB meeting)	Difference
5	Coordination Contractors, Paratransit Trips, Ambulatory	27,730	37,441	9,711
5	Coordination Contractors, Paratransit Trips, Total Ambulatory	50,347	60,058	9,711
5	Coordination Contractors, Paratransit Trips, Non-Ambulatory	2,917	7,078	4,161
5	Coordination Contractors, Paratransit Trips, Total Ambulatory	5,173	9,334	4,161
5	Total Trips by Service Type, Coordination Contractors	30,647	44,519	13,872
5	Total Trips by Service Type, All	151,572	165,444	13,872
5	Revenue Source, CTC, DOT	12,465	12,349	116
5	Revenue Source, CTC, Local Government	48,023	48,470	447
5	Revenue Source, CTC, Local Non-Government	4,649	4,606	43
5	Revenue Source, CTC, Other Federal/State Programs	30,955	30,667	288
5	Revenue Source, Coordination Contractors, AHCA	7,399	21,271	13,872
5	Revenue Source, Coordination Contractors, Total	30,647	44,519	13,872
5	Revenue Source, DOT Total	12,666	12,550	116
5	Revenue Source, Local Government Total	48,023	48,470	447
5	Revenue Source, Local Non-Government Total	5,788	5,745	43
5	Revenue Source, Other Federal & State Programs Total	30,955	30,667	288

AOR Pg. No.	Description	Draft AOR (9/10/25 LCB meeting)	Final AOR (12/3/25 LCB meeting)	Difference
6	Passenger Type-One Way, Older Adults, Coordination Contractors	7,399	21,271	13,872
6	Passenger Type-One Way, Older Adults, Total	11,581	25,453	13,872
6	Total – Passenger Type, Total & Total-Trip Purpose, Total	151,572	165,444	13,872
6	Trip Purpose, Coordinated Contractors, Medical	1,332	7,399	6,067
6	Trip Purpose, Coordinated Contractors, Education/Training/Daycare	29,315	37,120	7,805
6	Trip Purpose, Medical Total	35,480	41,547	6,067
6	Trip Purpose, Education/Training/Daycare Total	61,990	69,795	7,805
7	Hope Hospice, Service Type, Paratransit, Ambulatory	5,179	14,890	9,711
7	Hope Hospice, Service Type, Paratransit, Non-Ambulatory	2,220	6,381	4,161
7	Hope Hospice, Total-Service Type & Revenue Source, AHCA & Total-Revenue Source	7,399	21,271	13,872
8	Hope Hospice, Passenger Type, Older Adults & Total Passenger Type & Trip Purpose Total	7,399	21,271	13,872
8	Hope Hospice, Trip Purpose, Medical	1,332	7,399	6,067
8	Hope Hospice, Trip Purpose, Education/Training/Daycare	6,067	13,872	7,805
17	CTC Revenue Sources, CTD Non-Sponsored Trip Program, CTC & Total	825,593	765,349	60,244
17	CTC Revenue Sources, Local Government, County Cash, CTC & Total	3,210,748	3,270,992	60,244

AOR Pg. No.	Description	Draft AOR (9/10/25 LCB meeting)	Final AOR (12/3/25 LCB meeting)	Difference
25	Summary Page, Trip by Type, FY2025, Paratransit (TD)	55,520	69,392	13,872
25	Summary Page, FY2025, Total Trips	151,572	165,444	13,872
25	Summary Page, Trip by Purpose, Medical	35,480	41,547	6,067
25	Summary Page, Trip by Purpose, Education/Training/Daycare	61,990	69,795	7,805
25	Summary Page, Trips by Revenue Source, AHCA	7,399	21,271	13,872
25	Summary Page, Trips by Provider Type, Coordinated Contractors	30,647	44,519	13,872
25	Summary Page, FY25, Cost Per Trip/Paratransit Trip	\$56.08	\$51.38	\$4.70



CTC Organization

5B Attachment 2
LCB 12/3/25

County: Collier

CTC Status: Approved

Fiscal Year: 7/1/2024 - 6/30/2025

CTD Status: Approved

Date Initiated: 8/8/2025

CTC Organization Name: Collier County Board of County Commissioners

Address: 3299 Tamiami Trl E Suite 103

City: Naples

State: FL

Zip Code: 34112

Organization Type: County

Network Type: Complete Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 1

Coordination Contractors: Yes

Number of Coordination Contractors: 2

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Tony Pernas

CTC Contact: Ellen Sheffey

CTC Contact Title: Director

CTC Contact Email: Ellen.Sheffey@colliercountyfl.gov

Phone: (239) 252-8137

CTC Certification

I, Ellen Sheffey, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Tony Pernas, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2024 - 6/30/2025

Upload Date: 8/13/2025

Coordination Contractor Name: Hope Hospice and Community Services, INC DBA Hope
Address: 13020 Livingston Rd
City: Naples
State: FL
Zip Code: 34109
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: No
Who Do You Serve: Senior Citizens
Contact Person: Carlos Menjivar
Contact Title: Transportation Manager
Contact Email: menjivac@chaptershealth.org
Phone: (239) 446-8867

Coordination Contractor Certification

By submission of this form, I, Carlos Menjivar, as the authorized representative of Hope Hospice and Community Services, INC DBA Hope, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2024 - 6/30/2025

Upload Date: 8/13/2025

Coordination Contractor Name: Easter Seals Florida, Inc
Address: 8793 Tamiami Trail East, Unit 111
City: Naples
State: FL
Zip Code: 341133300
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: No
Who Do You Serve: Individuals with Disabilities
Contact Person: Rikeshia Blake
Contact Title: Chief Financial Officer
Contact Email: rblake@fl.easterseals.com
Phone: (407) 287-5185

Coordination Contractor Certification

By submission of this form, I, Rikeshia Blake, as the authorized representative of Easter Seals Florida, Inc , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 7/1/2024 - 6/30/2025

Upload Date: 8/13/2025

Coordination Contractor Name: Sunrise Community of S.W. Florida - Naples
Address: 4227 Exchange Avenue
City: Naples
State: FL
Zip Code: 34104
Organization Type: Private Non Profit
Operating Environment: Urban
Provide Out of County Trips: Yes
Who Do You Serve: Adults with Disabilities
Contact Person: Cassandra Beaver
Contact Title: Director of Day and Community Services
Contact Email: cassandrabeaver@sunrisegroup.org
Phone: (239) 643-5338

Coordination Contractor Certification

By submission of this form, I, Cassandra Beaver, as the authorized representative of Sunrise Community of S.W. Florida - Naples , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



CTC Trips

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	96,052	N/A	96,052	89,647	N/A	89,647
Paratransit						
Ambulatory	22,617	37,441	60,058	22,522	39,732	62,254
Non-Ambulatory	2,256	7,078	9,334	3,151	1,386	4,537
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	120,925	44,519	165,444	115,320	41,118	156,438
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	120,925	N/A	120,925	115,320	N/A	115,320
Total - Contracted Transportation Operator Trips	120,925	0	120,925	115,320	0	115,320
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	21,271	21,271	0	7,491	7,491
Agency for Persons with Disabilities (APD)	0	21,908	21,908	0	23,405	23,405
Comm for the Transportation Disadvantaged (CTD)	24,810	N/A	24,810	25,646	N/A	25,646
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	23	0	23	27	0	27
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	12,349	201	12,550	6,277	7,850	14,127
Local Government	48,470	0	48,470	61,621	0	61,621
Local Non-Government	4,606	1,139	5,745	5,368	2,372	7,740
Other Federal & State Programs	30,667	0	30,667	16,381	0	16,381
Total - Revenue Source	120,925	44,519	165,444	115,320	41,118	156,438



CTC Trips (cont'd)

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	4,182	21,271	25,453	4,589	14,462	19,051
Children At Risk	119	0	119	89	0	89
Persons With Disabilities	53,512	23,248	76,760	49,720	26,136	75,856
Low Income	63,112	0	63,112	60,922	520	61,442
Other	0	0	0	0	0	0
Total - Passenger Type	120,925	44,519	165,444	115,320	41,118	156,438
Trip Purpose - One Way						
Medical	34,148	7,399	41,547	26,317	3,120	29,437
Employment	23,255	0	23,255	16,773	0	16,773
Education/Training/Daycare	32,675	37,120	69,795	32,018	37,998	70,016
Nutritional	4,636	0	4,636	86	0	86
Life-Sustaining/Other	26,211	0	26,211	40,126	0	40,126
Total - Trip Purpose	120,925	44,519	165,444	115,320	41,118	156,438
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,351	148	1,499	1,349	268	1,617
Total - UDPHC	1,351	148	1,499	1,349	268	1,617
Unmet & No Shows						
Unmet Trip Requests	118	N/A	118	248	N/A	248
No Shows	7,557	N/A	7,557	8,925	N/A	8,925
Customer Feedback						
Complaints	59	N/A	59	96	N/A	96
Commendations	9	N/A	9	15	N/A	15



Coordination Contractor Trips

County: Collier **CTC Status:** Approved **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2024 - 06/30/2025 **Upload Date:** 8/13/2025 **Coordination Contractor:** Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	14,890	14,462
Non-Ambulatory	6,381	520
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	21,271	14,982
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	21,271	7,491
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	7,491
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
Total - Revenue Source	21,271	14,982

Coordination Contractor Trips (cont'd)

County: Collier **CTC Status:** Approved **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2024 - 06/30/2025 **Upload Date:** 8/13/2025 **Coordination Contractor:** Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	21,271	14,462
Children At Risk	0	0
Persons With Disabilities	0	0
Low Income	0	520
Other	0	0
Total - Passenger Type	21,271	14,982
Trip Purpose - One Way		
Medical	7,399	3,120
Employment	0	0
Education/Training/Daycare	13,872	11,862
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	21,271	14,982
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	60	86
Total - UDPHC	60	86
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	1,340	2,019
Non-Ambulatory	0	0
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	1,340	2,019
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	201	359
Local Government	0	0
Local Non-Government	1,139	1,660
Other Federal & State Programs	0	0
Total - Revenue Source	1,340	2,019



Coordination Contractor Trips (cont'd)

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	1,340	2,019
Low Income	0	0
Other	0	0
Total - Passenger Type	1,340	2,019
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	1,340	2,019
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	1,340	2,019
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	41	128
Total - UDPHC	41	128
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips

County: Collier **CTC Status:** Approved **CTC Organization:** Collier County Board of County Commissioners
Fiscal Year: 07/01/2024 - 06/30/2025 **Upload Date:** 8/13/2025 **Coordination Contractor:** Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	21,211	23,251
Non-Ambulatory	697	866
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	21,908	24,117
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	21,908	23,405
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	0	712
Other Federal & State Programs	0	0
Total - Revenue Source	21,908	24,117



Coordination Contractor Trips (cont'd)

County: Collier CTC Status: Approved CTC Organization: Collier County Board of County Commissioners
Fiscal Year: 07/01/2024 - 06/30/2025 Upload Date: 8/13/2025 Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	21,908	24,117
Low Income	0	0
Other	0	0
Total - Passenger Type	21,908	24,117
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	21,908	24,117
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	21,908	24,117
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	47	54
Total - UDPHC	47	54
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



CTC Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	1,272,872	N/A	1,272,872	977,287	N/A	977,287
Paratransit Miles	491,119	205,322	696,441	406,525	283,255	689,780
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,763,991	205,322	1,969,313	1,383,812	283,255	1,667,067
Roadcalls & Accidents						
Roadcalls	46	3	49	58	0	58
Chargeable Accidents	25	0	25	52	0	52
Vehicle Inventory						
Total Number of Vehicles	35	11	46	33	10	43
Number of Wheelchair Accessible Vehicles	35	6	41	33	3	36
Drivers						
Number of Full Time & Part Time Drivers	55	18	73	49	21	70
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	69,890	123,373
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	69,890	123,373
Roadcalls & Accidents		
Roadcalls	3	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	3	3
Number of Wheelchair Accessible Vehicles	3	3
Drivers		
Number of Full Time & Part Time Drivers	4	3
Number of Volunteer Drivers	0	0



Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	910	1,243
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	910	1,243
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	2	1
Number of Wheelchair Accessible Vehicles	0	0
Drivers		
Number of Full Time & Part Time Drivers	5	4
Number of Volunteer Drivers	0	0



Coordination Contractor Vehicles & Drivers

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Sunrise Community of
S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	134,522	158,639
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	134,522	158,639
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	6	6
Number of Wheelchair Accessible Vehicles	3	0
Drivers		
Number of Full Time & Part Time Drivers	9	14
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 327,401	\$ 327,401	\$ 0	\$ 225,726	\$ 225,726
Agency for Persons with Disabilities (APD)	\$ 0	\$ 434,117	\$ 434,117	\$ 0	\$ 476,614	\$ 476,614
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 2,910	\$ 0	\$ 2,910	\$ 2,552	\$ 0	\$ 2,552
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 765,349	N/A	\$ 765,349	\$ 744,198	N/A	\$ 744,198
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 363,388	\$ 16,112	\$ 379,500	\$ 0	\$ 13,093	\$ 13,093
49 USC 5311	\$ 470,002	\$ 0	\$ 470,002	\$ 367,694	\$ 0	\$ 367,694
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 3,270,992	\$ 0	\$ 3,270,992	\$ 3,609,670	\$ 0	\$ 3,609,670
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 247,711	\$ 0	\$ 247,711	\$ 243,483	\$ 0	\$ 243,483
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 14,490	\$ 14,490
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 63,133	\$ 88,548	\$ 151,681	\$ 70,981	\$ 92,161	\$ 163,142
Other Federal & State Programs						
Other Federal Programs	\$ 2,069,550	\$ 0	\$ 2,069,550	\$ 959,559	\$ 0	\$ 959,559
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 7,253,035	\$ 866,178	\$ 8,119,213	\$ 5,998,137	\$ 822,084	\$ 6,820,221



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Hope Hospice and
Community Services,
INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 327,401	\$ 225,726
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 327,401	\$ 225,726



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 16,112	\$ 13,093
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 88,548	\$ 92,161
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 104,660	\$ 105,254



Coordination Contractor Revenue Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 434,117	\$ 476,614
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 14,490
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 434,117	\$ 491,104



CTC Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 76,242	\$ 580,340	\$ 656,582	\$ 73,553	\$ 568,962	\$ 642,515
Fringe Benefits	\$ 31,369	\$ 76,212	\$ 107,581	\$ 29,902	\$ 105,786	\$ 135,688
Services	\$ 1,052,374	\$ 68,221	\$ 1,120,595	\$ 281,981	\$ 652	\$ 282,633
Materials & Supplies Consumed	\$ 759,804	\$ 66,452	\$ 826,256	\$ 773,481	\$ 57,553	\$ 831,034
Utilities	\$ 55,267	\$ 13,654	\$ 68,921	\$ 61,831	\$ 16,252	\$ 78,083
Casualty & Liability	\$ 34,500	\$ 14,695	\$ 49,195	\$ 26,000	\$ 16,801	\$ 42,801
Taxes	\$ 0	\$ 20,544	\$ 20,544	\$ 0	\$ 21,008	\$ 21,008
Miscellaneous	\$ 2,606	\$ 238	\$ 2,844	\$ 3,995	\$ 171	\$ 4,166
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 615	\$ 18,693	\$ 19,308	\$ 1,638	\$ 33,021	\$ 34,659
Capital Purchases	\$ 278,949	\$ 591	\$ 279,540	\$ 357,470	\$ 1,472	\$ 358,942
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 109,246	\$ 0	\$ 109,246	\$ 105,102	\$ 0	\$ 105,102
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 5,240,259	N/A	\$ 5,240,259	\$ 4,745,756	N/A	\$ 4,745,756
Total - Expense Sources	\$ 7,641,231	\$ 859,640	\$ 8,500,871	\$ 6,460,709	\$ 821,678	\$ 7,282,387



Coordination Contractor Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Hope Hospice and Community Services, INC DBA Hope

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 183,687	\$ 167,085
Fringe Benefits	\$ 41,480	\$ 44,963
Services	\$ 67,863	\$ 450
Materials & Supplies Consumed	\$ 34,371	\$ 38,309
Utilities	\$ 0	\$ 0
Casualty & Liability	\$ 0	\$ 0
Taxes	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 327,401	\$ 250,807



Coordination Contractor Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 62,652	\$ 50,702
Fringe Benefits	\$ 3,086	\$ 7,596
Services	\$ 358	\$ 202
Materials & Supplies Consumed	\$ 12,893	\$ 2,819
Utilities	\$ 2,158	\$ 3,073
Casualty & Liability	\$ 3,770	\$ 6,077
Taxes	\$ 221	\$ 121
Miscellaneous	\$ 238	\$ 171
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 18,693	\$ 33,021
Capital Purchases	\$ 591	\$ 1,472
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 104,660	\$ 105,254



Coordination Contractor Expense Sources

County: Collier

CTC Status: Approved

CTC Organization: Collier County Board of
County Commissioners

Fiscal Year: 07/01/2024 - 06/30/2025

Upload Date: 8/13/2025

Coordination Contractor: Sunrise Community of
S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 334,001	\$ 351,175
Fringe Benefits	\$ 31,646	\$ 53,227
Services	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 19,188	\$ 16,425
Utilities	\$ 11,496	\$ 13,179
Casualty & Liability	\$ 10,925	\$ 10,724
Taxes	\$ 20,323	\$ 20,887
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 427,579	\$ 465,617

County: Collier
 CTC: Collier County Board of County Commissioners
 Contact: Ellen Sheffey
 3299 Tamiami Trl E Suite 103
 Naples, FL 34112
 239-252-8137

Email: Ellen.Sheffey@colliercountyfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	1,499



Trips By Type of Service	2023	2024	2025
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	79,514	89,647	96,052
Paratransit	54,285	66,791	69,392
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	133,799	156,438	165,444

Passenger Trips By Trip Purpose	2023	2024	2025
Medical	30,953	29,437	41,547
Employment	20,987	16,773	23,255
Ed/Train/DayCare	62,297	70,016	69,795
Nutritional	271	86	4,636
Life-Sustaining/Other	19,291	40,126	26,211
TOTAL TRIPS	133,799	156,438	165,444

Passenger Trips By Revenue Source	2023	2024	2025
CTD	24,306	25,646	24,810
AHCA	0	7,491	21,271
APD	26,724	23,405	21,908
DOEA	45	27	23
DOE	0	0	0
Other	82,724	99,869	97,432
TOTAL TRIPS	133,799	156,438	165,444

Trips by Provider Type	2023	2024	2025
CTC	0	0	0
Transportation Operator	104,025	115,320	120,925
Coordination Contractor	29,774	41,118	44,519
TOTAL TRIPS	133,799	156,438	165,444

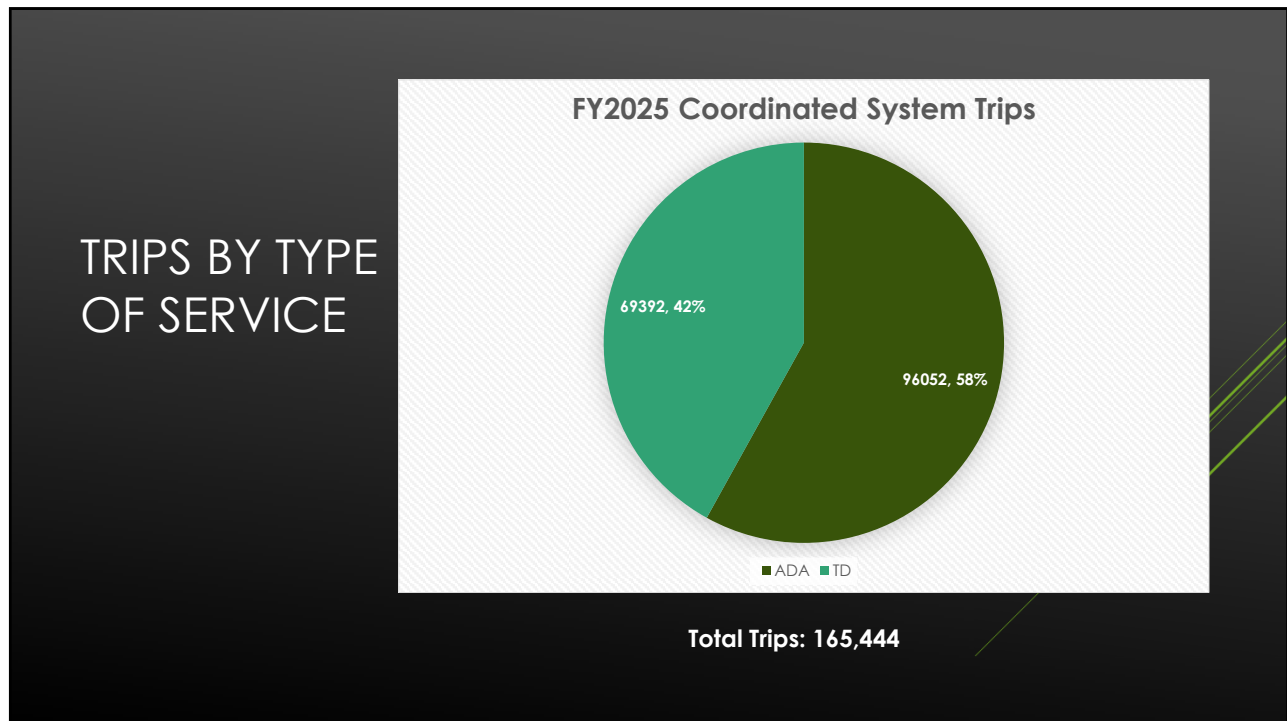
Vehicle Data	2023	2024	2025
Vehicle Miles	1,439,870	1,667,067	1,969,313
Roadcalls	33	58	49
Accidents	28	52	25
Vehicles	42	43	46
Drivers	56	70	73

Financial and General Data	2023	2024	2025
Expenses	\$7,207,957	\$7,282,387	\$8,500,871
Revenues	\$6,788,334	\$6,820,221	\$8,119,213
Commendations	24	15	9
Complaints	49	96	59
Passenger No-Shows	9,047	8,925	7,557
Unmet Trip Requests	182	248	118

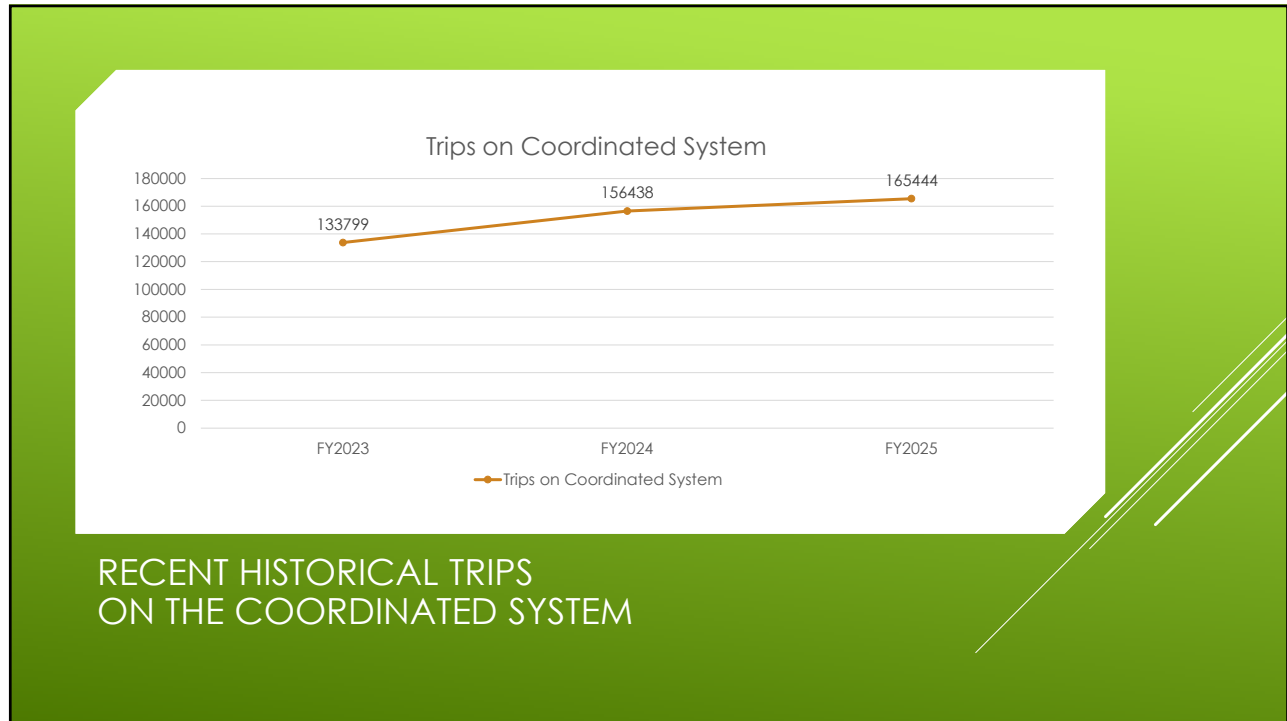
Performance Measures	2023	2024	2025
Accidents per 100,000 Miles	1.94	3.12	1.27
Miles between Roadcalls	43,632	28,743	40,190
Avg. Trips per Passenger	88.49	96.75	110.37
Cost per Trip	\$53.87	\$46.55	\$51.38
Cost per Paratransit Trip	\$53.87	\$46.55	\$51.38
Cost per Total Mile	\$5.01	\$4.37	\$4.32
Cost per Paratransit Mile	\$5.01	\$4.37	\$4.32



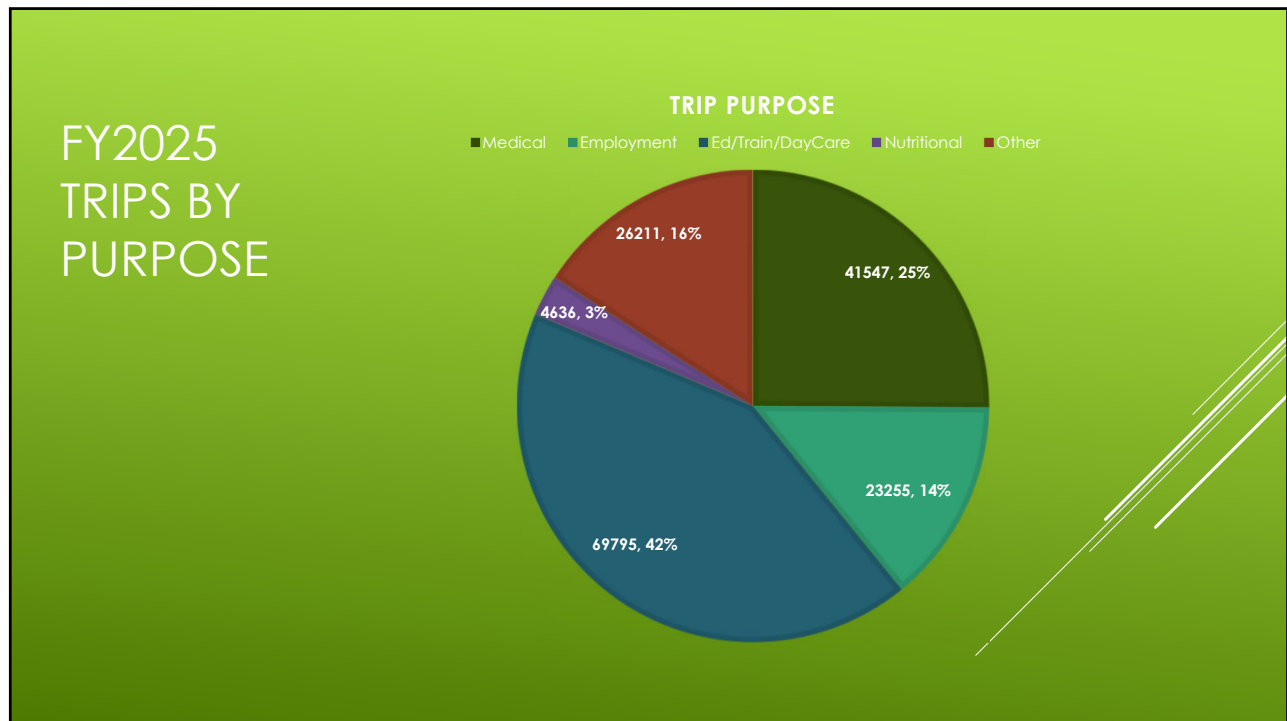
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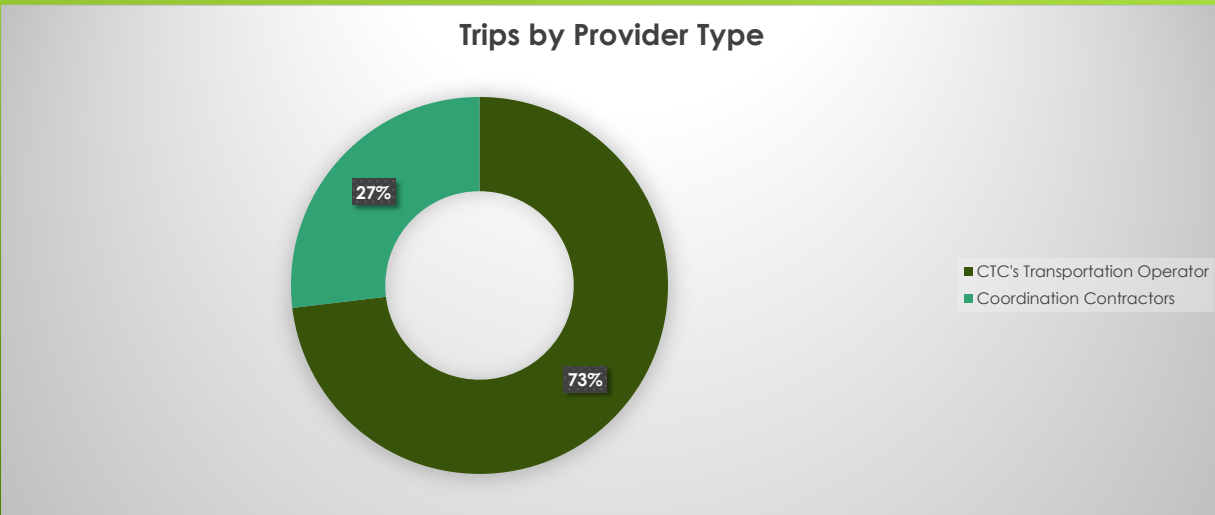


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FY2025 TRIPS BY PROVIDER TYPE



5

General Data	FY2023	FY2024	FY2025
Commendations	24	15	9
Complaints	49	96	59
Passenger No-Shows	9,047	8,925	7,557
Unmet Trip Requests	182	248	118

GENERAL DATA FY2025

6

Performance Measures	FY23	FY24	FY25
Accidents per 100,000 Miles	1.94	3.12	1.27
Miles between Roadcalls	43,632	28,743	40,190

PERFORMANCE MEASURES FY2025

7

Vehicle Miles	FY2023	FY2024	FY2025
	1,439,870	1,667,067	1,969,313

VEHICLE MILES FY2025

8

Financial Data	FY2023	FY2024	FY2025
Expenses	\$7,207,957	\$7,282,387	\$8,500,871
Revenues	\$6,788,334	\$6,820,221	\$8,119,213
Cost per paratransit trip	\$53.87	\$46.55	\$51.38

FINANCIAL DATA FY2025

9



LCB approval of final, CTD approved AOR



AOR then signed by LCB Chair, CTC, and Coordination Contractors



MPO submits signature pages to the CTD

NEXT STEPS & QUESTIONS/COMMENTS

10

EXECUTIVE SUMMARY
BOARD ACTION
ITEM 5C

Endorse the submittal of Federal Transit Administration Sections 5310, 5311 and 5339 grant applications and the associated projects to support the CTC

OBJECTIVE:

To report intent to submit Federal Transit Administration (FTA) Section 5310, 5311 and 5339 applications for submission to the Florida Department of Transportation (FDOT).

CONSIDERATIONS:

Pursuant to 49 U.S.C., the Federal Transit Administration (FTA) programs 5310, 5311 and 5339 enables Collier County, a designated Community Transportation Coordinator, and provider of mass transportation to the elderly, individuals with disabilities, and those residing in non-urbanized areas of the County to apply for annual funding to support these Collier County residents. There are three (3) grant applications required to support these services: FTA 5310 to provide capital support to the elderly, individuals with disabilities; FTA 5311 to provide operational funding to support non-urbanized areas; and FTA 5339 to replace, rehabilitate, and purchase buses, vans, and related equipment, as well as construct bus-related facilities in the non-urbanized areas.

FTA Section 5310 Grant Request

The 5310 Capital and Operating grant application requests in FY26 support the Collier Area Transit (CAT) System's purchase of replacement vehicles and operating expenses to support the paratransit service. Funding in the amount of \$694,400 will be used to purchase four replacement paratransit vehicles and equipment that have met their useful life. The purchase of the replacement vehicles will not be an increase the overall paratransit fleet inventory. This grant acquisition will provide for the ongoing transportation services to the elderly and disabled residents of Collier County. The funding and match requirements are outlined in the chart below.

FTA Section 5311 Grant Request

The 5311 Operation grant application request in FY26 is for \$1,558,000 and will be utilized to provide transit services in the non-urbanized areas of Collier County. This operations grant requires a 50% local match. If the grant is approved for the full amount requested, the funding allocation will be \$779,000 of Federal funds and \$779,000 of Local funds.

Section 5311 funding for operating assistance is essential to continue the existing level of service being provided for the non-urbanized areas of the County.

FTA Section 5339 Grant Request

The 5339 Capital grant application request in FY26 supports the CAT System to purchase one 40 ft. fixed route bus to replace an existing bus that has met its useful life and the purchase and installation of a Canopy for the Immokalee Transfer Station in the amount of \$1,503,750. The purchase of the replacement vehicles will not be an increase in the overall fixed route fleet inventory. The funding and match requirements are outlined in the chart below.

Funding Request:

Grant	Federal Funding	State Match	Local Match	Total
5310	\$ 555,520	\$ 69,440	\$ 69,440	\$ 694,400
5311 Rural	\$ 779,000	\$ 0	\$ 779,000	\$ 1,558,000
5339 Rural	\$ 1,203,000	\$ 300,750	\$ 0	\$ 1,503,750
Total	\$ 2,537,520	\$ 370,190	\$ 848,440	\$ 3,756,150

STAFF RECOMMENDATION:

That LCB endorse the submittal of the grant applications.

Prepared by: Omar De Leon, Transit Manager, County PTNE Division

Edited by: Dusty Hansen, Planner II, Collier MPO

ATTACHMENTS:

1. Draft Grant Application 5310
2. Draft Grant Application 5311
3. Draft Grant Application 5339

Florida Department of Transportation
Capital & Operating Assistance Application



49 U.S.C. Section 5310, CFDA 20.513

Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop-down to select or type to enter
Project Type(s):	Capital	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop-down to select

Revenue Vehicle Inventory Certification	
Instructions:	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.
	Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.
	Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.
	The name of the accountable personnel and date of last inventory update must be provided in the fields below.
	Certification: Corene Sanger
Date:	11/6/2025

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:			Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:		
1-digit Level: Not applicable			1-digit Level: For example, 4100 Directly Generated Fares		
2-digit Level: For example, 5010 Labor			2-digit Level: For example, 4110 Passenger Fares		
3-digit Level: For example, 5011 Operators Salaries and Wages			3-digit Level: For example, 4111 Passenger-Paid Fares		
Object Class	Code	Definition	Object Class	Code	Definition
Labor	5010	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.	Directly Generated Funds	4100	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferrriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. No show Fees: revenues earned from fees for demand response passengers who do not show up for a scheduled ride. Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.	Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. 2. Sales of Fuel: revenues earned from sales of fuel. 3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. 4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. 5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. 6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. 7. Rental Car Fees: revenues earned from rental car services. 8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. 9. Interest Income: revenues earned by placing funds in an interest-bearing account. 10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. 11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). 12. Donations: funds from donations and grants from private foundations. 13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 1. Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own National Transit Database (NTD) report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports PT expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. 7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: - A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. - A county government leases land to a local transit agency for use as a parking lot for a dollar a year.	Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
	Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (4620).	Local Government Funds	4300
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. - The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. - The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
		Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (5220) and \$1,000 under ADA Related Reconciling Items (5920).	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. - The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. - The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
			Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
			Federal Funds	4500	Federal funds generally fall into three categories: - Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. - Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. - Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
			Non-Added Revenues	4600	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
			Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
			Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
			Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
			Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need	
Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description). A description of any budget shortfall may be included. Please limit your response to the space provided.	The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed as local funds have not been allocated for Capital projects. The grant funding is essential in order to replace four vehicles the associated equipment including (4) wireless routers, and (4) tablets that have met their useful life.

Budget for Year of Anticipated Award	
All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant’s transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.	

Current and Pending Section 5310 Awards					
Instructions: List all current and pending Section 5310 contracts.					
Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2Y32	6/11/2024	12/31/2025	\$405,932	\$405,932	6/30/2026
G3D56	6/3/2025	12/31/2027	\$690,038	\$690,038	12/31/2027
G2Y74	6/14/2025	12/31/2025	\$567,218	\$567,218	6/30/2026
G2Y33	5/29/2025	12/31/2025	\$721,687	\$721,687	6/30/2026

Budget for Year of Anticipated Award	
All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant’s transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.	

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	\$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	\$296,400
Use drop-down to select	Other Salaries and Wages	5013	\$537,000

Use drop-down to select	Other Materials and Supplies	5039	\$45,000
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			\$9,307,100

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$1,149,400
Use drop-down to select	Local Government Funds	4300	\$8,060,500
Use drop-down to select	Other Agency Revenues	4150	\$97,200
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
Use drop-down to select		-	
			\$9,307,100

Current System Description	
Instructions: Question: Please provide a brief general overview of the organization structure and type (i.e., government authority, private non-profit, etc.) In the last state fiscal year (July-June) have there been any organizational changes or operating changes? Program mission, goals, and/or objectives Service, route, and trip types provided	The Current System Description Tab provides space for a short description of who the applicant is and what they do. This information is in a question and answer format with designated text boxes (the applicant’s response to the questions) and word counts where indicated. If the applicant is a CTC, relevant pages of a Transportation System Description (TSD) and Annual Operating Report (AOR) containing the above information may be uploaded to TransCAMS. Response Collier Area Transit provides seasonal and permanent residents of Collier County with an accessible and efficient transportation system. The system is operated by the Board of County Commissioners local government authority. These include seven days a week of fixed route service, paratransit, and demand responsive transportation. The system provides approximately 19 to 20 routes per system on a daily basis. The paratransit program, which is a demand responsive transportation service, provides transportation services to individuals who do not have access to any other means of transportation or are unable to use public transit programs. Since the last submittal, there has been no substantial change to the agency operationally. There was a change in the agency's Director of the agency is currently Ellen Sheffey. The mission of CATConnect is to identify and safely meet the transportation needs of Collier County residents and visitors in a cost effective and environmentally sound team commitment. CATConnect’s goals are committed to providing a safe, efficient, and reliable transportation system by enhancing the effectiveness of transfers between paratransit and fixed-route services. CATConnect provides an efficient coordinated transportation service, CATConnect educates and publicizes fixed-route and paratransit services to the general public, agency-sponsored clients, visitors, and other potential customers. Moreover, CATConnect ensures the provision of high-quality transportation services. The CATConnect pickup time may be as early as 4:00 AM and the latest pickup time may be as late as 10:00 PM. The system provides approximately 25 routes and/or manifests each day using Collier County owned vehicles that cover the Collier County, Immokalee, and Marco Island area. The trip types Collier provides are medical, nutritional, employment, and other special needs.

What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?

The operations are funded through the Federal Transit Administration 5307, 5310 and 5311 program, Florida Department of Transportation, Agency for persons with disabilities, Florida Commission for the Transportation Disadvantaged, and the Florida Department of Transportation. These include funding for individuals with disabilities, low income, and elderly in both the urbanized area and rural areas of the county.

How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? What proportion of passengers/clientele are seniors and/or individuals with disabilities?	All paratransit passengers go through an application process to ensure eligibility of the 5310 funded service. All paratransit passengers need to renew their application every three years. 96% of the trips provided between 10/01/2023 - 09/30/2024 were for seniors and/or individuals with disabilities.
To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.	Collier Area Transit operates its programs and services without regard to race, color, or national origin in accordance with the Federal Civil Rights Act. CAT operates services to, from, and within areas identified with large minority populations. 50 percent of the service provided is to a minority census block group, while 50 percent of the service provided has the majority (50 percent or more) of the population in a minority census block groups. CAT is continually providing information to LEP residents of the community.
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to the maintenance of transit vehicles. The maintenance center is located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained. Vehicles are maintained without interrupting transportation service.

Service Characteristics	
Instructions:	The service characteristics sheet is used to determine and report the anticipated quantitative impact of the proposed transportation program. A calculation column has been provided to calculate the necessary resources for the proposed transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct counts, etc.
Service Characteristic	Value
<u>Unlinked Passenger Trips (UPT)</u> The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	

Activity Line Item Codes**Operating Assistance**

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02

Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Vehicle Request				
Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description.				
Project Type	Examples	Types of Vehicles		
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified MinibusesTransit Bus Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to <u>note</u> that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the <u>age</u> and <u>mileage</u> of each vehicle to be replaced.			

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

Project Description	
Instructions:	Describe the project being requested within the application.
The grant application is to purchase Four (4) Replacement Vehicles for paratransit service. The new vehicles will replace vehicles that will meet their useful life in 2025. By replacing the vehicles Collier County will be achieving its TAM Goal to maintain a state of good repair for rolling stock.	

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips? How many more drivers will be available to your system with the addition of the requested vehicle(s)?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of four replacement vehicles.
Expand service to a larger geographic area within the District? Please specify zip codes, or communities.	The Funding will not expand service, the funding will be utilized to ensure the existing service to the urbanized areas of Collier County with the purchase of four replacement vehicles.

Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.
Address projected vulnerabilities? Examples of vulnerabilities related to the purchase of fleet vehicles include, but are not limited to: 1. Vehicle failure: Public transportation fleets rely on a variety of vehicle components. Shortages for vehicle components can lead to service disruptions, delays, and potential safety risks for passengers. 2. Lack of maintenance: Inadequate maintenance practices can result in breakdowns, accidents, and service disruptions. Regular maintenance and inspections are crucial to ensure the safety and reliability of the fleet.	Grant funding will be used to purchase four vehicles that have met their useful life. By replaceing these vehicles it reduces chances of vehicles breaking down, and disrupting transit service, as well as reduce the overall vehicle maintenance costs.
<u>Expand</u> access to essential services? Examples of essential services expansion include transportation to medical appointments, community engagement activities or transportation to individuals with disabilities or special needs.	The funding will not expand but maintain the existing transit service access to essential services to individuals with disabilities or no access to transportation services. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger experience (e.g., added amenities)?	Passenger experience will be enhanced by providing a reliable service with four new replacement vehicles that will allow CAT to reduce breakdowns by retiring four vehicles that have met their useful life.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	A reduction of costs will be captured in vehicle maintenance as four vehicles that have met their useful life shall be retired upon receipt of replacement vehicles. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects underserved/disadvanted to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision of the service itself.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	All records including manifests and passenger information are in the Ecolane Software which requires an individual log in and password to access. All sensitive paper records are maintainted under lock and key and are kept for five to seven years in an archive room. Grant records are maintained by the Collier County Grants Compliance Office.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider how to reduce the size of the project to be consistent with the funding awarded.	Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.	The funding has been identified as a plausible resource for maintaining our capital replacement within our Transportation Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

Project Readiness	
Instructions:	If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The cost estimate is based on the TRIPS contract
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Vehicle production and delivery about 6 to 9 months
If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	N/A This application is not requesting any vehicles that require a CDL certification.

If the requested vehicles will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the vehicles are being used for their intended purpose.
Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan? Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants <i>will</i> have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).	The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

Local match amounts and sources must be clearly identified below. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Required Match (10%):	\$68,000	
Revenue Type	Description	Amount
Use dropdown to select		
Local Government	10% local cash match	\$68,000
Total	-	\$68,000

Vehicle Request														
General Instructions:	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html :													
	1. Select Desired Vehicle (Cutaway, Minibus etc.) 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form													
	If not using the TRIPS contract, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.													
Table Instructions:	Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.													
	Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.													
Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	\$170,000	\$170,000	\$136,000	\$17,000	\$17,000	☒
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	\$170,000	\$170,000	\$136,000	\$17,000	\$17,000	☒
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	\$170,000	\$170,000	\$136,000	\$17,000	\$17,000	☒
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Chevrolet, Chevy 4500, Turtle Top Terra Transit MD, Cutaway 23'	11.12.04	Gasoline	5	12	2	1	\$170,000	\$170,000	\$136,000	\$17,000	\$17,000	☒
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
Use drop-down to select request description										\$0	\$0	\$0	\$0	☐
	Total	-	-	-	-	48	8	4	-	\$680,000	\$544,000	\$68,000	\$68,000	-

Vehicles to be Replaced											
Instructions:		Vehicles listed for replacement must be included in the TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.									
FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
98139	57WMD2C64GM100120	VPG	ds Minivan w.	MOVT-MV1	2016	Gasoline	Ramp	3	1	Active	191886
10076	1FDFE4FS9KDC45799	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	295269
10073	1FDFE4FS1KDC49376	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	270238
10077	1FDFE4FS3KDC49377	Ford	Transit	Challenger	2019	Gasoline	Lift	12	3	Active	258288
Total/Average								39	10		253,920

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	123512	123,512	Paratransit Software
Unduplicated Passengers per Year	1314	1,314	Paratransit Software

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)								
			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GV WR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000- 7000LBS	
Vehicle Type (Source: NTD)	Equipment (non- revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
2026	5	150,000	4	100,000	4	100,000	5	200,000
2025	5	150,000	4	100,000	4	100,000	5	200,000
2024	5	150,000	4	100,000	4	100,000	5	200,000
2023	5	150,000	4	100,000	4	100,000	5	200,000
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

DOT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in length		GVWR 10050-22000LBS 21-38FT in length		GVWR 10050-14500LBS 21-25FT in length		GVWR 11000-14500LBS 21-28FT in length		GVWR 22000-33000LBS 28-38FT in length	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		

[illegible]

Equipment Request	
Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description.	
Project Type	Examples
Equipment	— E are boxes — C ommunications equipment — S ecurity/surveillance equipment for vehicles and/or buildings — S hop equipment (alignment machines, bus washing machines, tire changers, etc.) — B us shelters — B us stop signage — W heelchair lifts — O ther miscellaneous equipment

Project Area		
Instructions:	Identify the geographic area(s) within which the proposed project will be constructed or primarily used. The dropdown list of areas will display options within the district selected on the Request Overview & Eligibility sheet.	Reference Map

Area:	Large Urban - Bonita Springs-Estero	Use drop-down to select service area

Project Description	
Instructions:	Describe the project being requested within the application.
Purchase of needed eletronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles.	

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency’s transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability and safety with the purchase of four radios, tablets, and routers for the replacement vehicles.
Expand service to a larger geographic area within the District?	The Funding will not expand service.

Reduce headways/increase frequency?

Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The equipment is part of the vehicle replacement, which has been identified within the TAM Plan.
Address projected vulnerabilities?	Grant funding will be used to purchase four tablets, and routers to replace those that have reached the end of their useful life. Replacing this equipment will address vulnerabilities related to the maintenance of reliability and safety of the vehicles, as these devices are critical forms of communication.
Expand access to essential services?	No, the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, passengers will experience highten reliability by the utiliziation of technology to maintian operations on time.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	Reduced transportation costs are enabled by the technology on the tablets, which maximizes operational efficiency. Additionally, the radios will allow for safe communication with the operator.
Overcome any challenges or difficulties your agency is experiencing?	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	Maintenance records are managed by the Fleet Divison using a software called "Faster."
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The funding will be utilized to ensure that the bus service continues to operate at its current level. This will be achieved by using technology to track the buses and keep them on schedule. For the maintenance of records, Collier County utilizes various software. Financial records are managed using SAP to track revenues and expenses. Operational data is managed using Ecolane, a paratransit software that captures all trips and necessary details of the operations of service. Finally, grant records are maintained by the Collier County Grants Compliance Office. These tools are utilized to compile data for the necessary reports.

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate.

Project Readiness	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendors.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month Equipment delivery is approximately 9 months Post Delivery 3 months for final invoice
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Collier County has a contract with MV Transportation Inc. who have drivers dedicated to the paratransit service. The vehicles will not be leased, they will be operated by Collier County's contracted vendor for the paratransit operations. Collier County staff (Fleet Management Division) is responsible for vehicle maintenance. The vehicle operators are regularly monitored to ensure that the technology on the bus are being used for their intended purpose.

Describe any local support and coordination or public outreach that has already occurred. Consider including a list of all parties involved in delivering the project and describe details on stakeholder collaboration efforts. If applicable, list any transit supportive plans that cite the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), TDSP, a Comprehensive Plan, or a Congestion Management Plan?

Some private nonprofit applicants may not have completed external outreach as part of the application development process. If this is the case, applicants should focus their response on their agency's interaction with the Community Transportation Coordinator (CTC) and any organizational contributions to the Transportation Disadvantaged Service Plan (TDSP) development or update process. Some private nonprofit applicants *will* have conducted local coordination that is appropriate to document in this field (e.g., meetings with funding partners, client surveys, and collaboration with other organizations).

The projects are referenced in the Transportation Disadvantaged Service Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Proof of Local Match – Capital Projects

Instructions:

Local match amounts and sources must be clearly identified below. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5310 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match.

Supporting documentation must be uploaded into TransCIP.

Required Match (10%):		\$1,440
Revenue Type	Description	Amount
Use dropdown to select		
Local Government	10% reqired local cash match	\$1,440
Total	-	\$1,440

Equipment Request										
General Instructions:	All vehicle requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html :									
	1. Select Desired Equipment 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form									
	If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.									
Table Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only.									
	Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.									
Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State Share	Local Share
Use drop-down to select request description	ADP Hardware Acquisition	11.42.07	OnBoard Tablet	5	4	\$275	\$1,100	\$880	\$110	\$110
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Router/WiFi equipment	5	4	\$3,325	\$13,300	\$10,640	\$1,330	\$1,330
Use drop-down to select request description							\$0	\$0	\$0	\$0
Use drop-down to select request description							\$0	\$0	\$0	\$0
Use drop-down to select request description							\$0	\$0	\$0	\$0
	Total						\$14,400	\$11,520	\$1,440	\$1,440

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	123512		
<u>Unduplicated Passengers per Year</u>	1314		

Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5310 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete Excel Workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:

- 1 - A hearing must be conducted;
- 2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and
- 3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5310

5 - CTC Agreement or Certification - If the applicant is a CTC, this information should be uploaded in TransCIP using the appropriate link. A copy of the CTC's certification must be uploaded.

If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be uploaded. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.

If the applicant's service extends into areas covered by more than one CTC, copies of all applicable coordination agreements should be uploaded into TransCIP. An executed Commission for the Transportation Disadvantaged Coordination Contract or similar document may serve as the written coordination agreement. Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.

Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and valid every year until the vehicle(s) reaches its useful life requirement and the title is released.

6 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

7 - Standard Lobbying Certification - All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

8 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

9 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles.

10 - Form 424: Application for Federal Assistance - ALL applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424). The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is 20.513. This code should be shown in Section 11 of the form followed by the title: "Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program."

Further instructions for Form 424 can be found on the "Resources" tab with in this workbook.

11 - Federal Certifications and Assurances - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

12 - Title VI Plan (*Required if not previously submitted to District*) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. Returning applicants may provide the Title VI Concurrence letter.

13 - Protection of the Environment (*Required if the proposed project is for facilities*) - Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result. To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. See the Resources tab for a link to the FTA Region 4 Categorical Exclusion checklist.

14 - Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*) - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

15 - Organization Chart - Upload a full organizational chart for your organization into TransCIP as part of your application documents, this is required for all program applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

- (1) Transportation Disadvantaged (TD) allocation,
- (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

17 - Proof of Non-Profit Status - Upload proof of non-profit status (if a private-non-profit agency).

18 - Certification of Incorporation - Provide if applicant is a private-non-profit agency. Please visit <https://dos.myflorida.com/sunbiz/start-business/efile/fl-nonprofit-corporation/> for more information

19 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

- 1. Select Desired Vehicle (Cutaway, Minibus etc.)
- 2. Choose Vendor (use drop down arrow next to vendor name to see information)
- 3. Select Order Packet
- 4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS (<https://www.dms.myflorida.com/>)

20 - Transportation Operating Procedure (TOP)/System Safety Program Plan (SSPP) - Most FDOT subrecipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients only receive grant awards through the Federal Transit Administration's Section 5310 Program. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency's TOP will be subject to FDOT triennial review every 3 years (a template can be found within the FDOT State Management Plan).

All returning subrecipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning subrecipient should upload the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should upload a commitment letter stating that a compliant TOP will be developed will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

21 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the State Management Plan at <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration.shtm>.

22 - Affidavit Regarding Labor and Services - Requires an authorized representative of the applicant (if a nongovernmental entity) to attest that the applicant does not use coercion for labor or services as defined in 787.06, Florida Statutes. Required when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity.

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab. ☒

Evaluation Criteria

Section 5310 funds shall be awarded to eligible recipients on the basis of merit and need.

GENERAL - USED FOR ALL PROJECTS

Point Value	
1. Project Description	
40 Points	Based on review team member assessment of project description.
2. Need Assessment	
15 Points	Financial Need: Based on the review of the applicant's financial statement and project budget.
5 Points	Service Gaps: Based on identified supply and demand for services in project area (GIS web map).
Subtotal: 60 Points	

TRADITIONAL PROJECTS ONLY

Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not have a current project.
2. Section 5310 Performance Measures	
20 Points	Gaps in Service Filled: Provision of transportation services to individuals with disabilities measured in number of individuals served who have without program support as a result of transportation barriers.
20 Points	Ridership: Actual or estimated number of riders with disabilities and seniors on Section 5310-supported projects.
Subtotal: Maximum 40 Points	

NON-TRADITIONAL PROJECTS ONLY

Point Value	
1. Project Merits - New Sub-Recipient - Only	
30 Points	Category only used if the applicant does not have a current project.
2. Section 5310 Performance Measures	
20 Points	Service Improvements: Increases or enhancements to transportation services that impact availability of transportation services for seniors and individuals with disabilities.
	Service improvements may also be predicated on changes to physical infrastructure (e.g., transit stops, transit routes, transit availability of transportation services for seniors and individuals with disabilities).

20 Points	Ridership: Actual or estimated number of riders with disabilities on Section 5310 service
Subtotal: Maximum 40 Points	
Total: 100 Points	

What's on the

Visit the FDOT TRIPS website (<https://tripsflorida.org/>) for all active contracts. The Florida Department of Management DMS website (<https://www.dms.myflorida.com>)

Navigate to: business_operations/state_purchasing/state_contracts_and_agreements/

Useful Life Requirements

ASSET	USEFUL LIFE	
		TROLLEYS
Fixed guideway steel-wheeled	25 years	
Fixed guideway electric, rubber tires	15 years	
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	
Rail Vehicles	25 years, see circular	
		FERRIES
Passenger ferries	25 years	
Other ferries (w/o refurbishment)	30 years	
Other ferries (w/refurbishment)	60 years	
		FACILITIES
Buildings- concrete, steel and frame construction	40 years	
		OTHER CAPITAL EQUIPMENT
Fare boxes	10 years	
Computer hardware	4 years	
Computer hardware- Domain controllers	4 years	
Mobile data computers (real-time dispatching)	7 years	
Computer software	4 years	
Computer software- HASTUS	4 years	

Computer software- ADP	4 years
Scheduling/fleet management software	4 years
Communications equipment, mobile radios, base stations	10 years
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle
Security/Surveillance equipment, cameras for buildings	10 years
Shop equipment- Alignment machines, bus washing, tire changers	10 years
Bus lift	20 years
Wheelchair lift	Same as useful life of vehicle
Bus shelters	15 years
Bus shelter/stop benches	10 years
Office furniture	10 years
Carpeting	5 years
Repeater tower	25 years
Engine for bus/trolley	4 years
Bus stop signage	10 years
HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Local Clearinghouses / Region

Clearinghouse/RPC	Contact Information
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow crietow@theaprc.com (850) 488-6211
North Central Florida RPC 2009 NW 67 th Place	Scott Koons skoons@ncfrpc.org

Gainesville, FL 32653-1603	(352) 955-2200 ext. 103
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416

FDOT District Office

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Bartow, FL 33830

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District 6

District 6

Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us

District 7

Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us

Ambulatory - A person who is able to walk and move about freely without being cor

Annual Operating Report (AOR) - A report outlining the expenses and revenues inc

Applicant - An agency applying for Section 5310 Federal Assistance. See also "new a

Authorizing Federal and State Legislation - Legislation authorizing the Section 531
341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity recommend
area outside the purview of an MPO, to ensure that coordinated transportation servic

Contractor - The administering entity of the Transit Research Inspection and Procure
purpose of procuring vehicles at the lowest cost possible while ensuring that the best
activities under the Section 5310 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency and /or an
as part of the State Management Plan

Designated Official Planning Agency - A planning entity so designated by the Flori
services.

Disabled person - See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small business conc
business operations.

District office - Florida Department of Transportation District Public Transportation C

District Program of Projects (POP) - A district listing of each applicant agency for with project cost. The district program of project includes certification by the District Office of Grant Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5310 funds may be used for the capital and/or operating paratransit vehicles (including sedans and station wagons), radios and communication goods such as spare components with a useful life of more than one (1) year and a passenger facilities related to Section 5310-funded vehicles, support facilities and equipment exceeds the requirements of the Americans with Disabilities Act of 1990, projects that public transportation that assist seniors and individuals with disabilities with transportation activities are performed in house. The Federal share for eligible capital expenses may

Eligible expenses, operating - For the Section 5310 program, eligible operating expenses less operating revenues. The federal share for net eligible operating costs may not exceed

Eligible recipient, 5310 - For the Section 5310 Program, funds may be awarded to provide transportation to seniors and/or persons with disabilities under a coordination agreement may apply for Section 5310 funds, then sub-contract with the CTC for provision of services. Agreements current and valid at all times when receiving an award under the Section 5310 recipients. "Shared-ride" means two or more passengers in the same vehicle who are

Human service transportation - Transportation services provided by or on behalf of disadvantaged populations, especially individuals with disabilities, older adults, and people

Incurred - Commitment or obligation to spend funds for goods to be received or services

Individual with a disability - An individual who, because of illness, injury, age, congenital ambulatory capability), cannot use effectively, without special facilities, planning or device

Job Access and Reverse Commute Program (JARC) - The Federal Transit Administration welfare recipients and eligible low-income individuals to and from jobs and activities employment opportunities.

Limited English Proficiency (LEP) - Individuals who do not speak English as their primary individuals may be entitled to language assistance with respect to a particular type of activities by LEP persons.

Locally developed, coordinated public transit-human services transportation plan strategies for meeting those local needs, and prioritizes transportation services for future developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most instances

Metropolitan Planning Organization (MPO) - MPOs are the policy and planning body for a metropolitan area.

Minority persons include the following: (1) American Indian and Alaska Native, which refers to persons having or claiming tribal affiliation or community attachment. (2) Asian, which refers to people having or claiming ancestry from India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (3) Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Puerto Rican or South or Central American descent, or other persons of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Non-ambulatory - A person who has a mobility impairment that prevents them from walking.

Nonprofit organization - A corporation or association determined by the U. S. Secretary of the Treasury to be a 501(c)(3) or one incorporated within Florida which is certified as not for profit by the Secretary of the State.

One-way passenger trips - A person who rides a transportation vehicle in one direct trip.

Operating revenue - For Section 5310, operating revenue includes the sum of all fares, tolls, and other revenues from the operation of a transit system. Operating revenue excludes revenues from contracts with social service agencies that provide services to transit riders.

Private organization - Non-public organizations, bodies which are not municipalities, counties, or Indian Tribes (except private nonprofit corporations formed by Indian Tribes); are not public entities of the State, county, or municipal government.

Program of Projects (POP) - A list of projects to be funded in a grant application submitted by a local government, private nonprofit agency, or other sub-recipients and indicates whether they are private non-profit agencies or local government entities. It includes a brief description of the projects, total project cost and Federal share for each project, and the estimated number of person-trips to be generated by each project.

Public agency- An authority, commission, committee, council, department, division, board, or other entity established by or under the laws of the State, county, or municipality.

Public transit - The transporting of people by conveyances or systems of conveyances that are owned, operated, or controlled by a public agency. Forms of transportation commonly known as "paratransit" characterized by their non-scheduled, non-fixed route, and non-fixed capacity are not considered public transit.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a local government, private nonprofit agency, or other sub-recipients for a period of not more than five years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by the Federal Highway Administration (FHWA) funds are flexed to Section 5310 to support services for the transportation of people with disabilities.

Recurring applicant - An applicant for Section 5310 Federal Assistance who applies for funding for a second or subsequent year.

Rural areas - An area encompassing a population of fewer than 50,000 people that has a density of fewer than 100 persons per square mile.

Sub-recipient - A private non-profit organization, if the public transportation service elderly individuals and individuals with disabilities or certifies that there are not any n

Transit Development Plan (TDP) - A locally adopted document, addressing a minim Organization. It is consistent with the applicable approved local government compre services and proposed service improvements, capital and operating costs of the prop

Transportation disadvantaged - Those persons who because of physical or mental (therefore, dependent upon others to obtain access to health care, employment, educ 411.202 F.S.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the CTC areas of need. The TDSP may serve as the Local Coordinated Human Services Transp

Transportation Improvement Program (TIP) - A continuing, cooperative and comp period. The MPO submits the TIP to the Florida Department of Transportation as requ

Transportation operator contract - A written contract between the CTC and the tra

Form 424 Ins

1	Type of Submission should be "Application"
2	Type of Application should be "New"
3	"Not Applicable"
4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Number) is no This number will be assigned after submission of 5
6	State use only (if applicable)
7	State Application Identifier is "1001"

8.a, b, c,	Enter legal name of applicant, name of primary or assistance activity, enter employer/taxpayer identifier, organization's UEI number (received from Dun and Bradstreet), name, telephone number, e-mail and fax of the person
d e, f	
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be "Federal Transit Administration"
11	Catalog of Federal Domestic Assistance Number is: 15.915 CFDA Title should be: Enhanced Mobility of Seniors and Individuals with Disabilities
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities, counties, states, etc.) Can be submitted on a separate piece of paper.
15	Enter a brief descriptive title of the project. If applicable, enter location. This is where the applicant should define the project and operating assistance for transit services.
16	List (a) the applicant's Congressional District and find your district here: https://www.house.gov/representatives/find-your-congressional-district/
17	Enter the proposed start date and end date of the project
18	Enter the amount of the grant request. For capital projects, the federal amount is 10% of the total cost, and the state amount is 10% of the total project cost and the applicant amount is 50% of the total project cost.
19	Check "c. Program is not covered by E.O. 12372."
20	Check the applicable box. If "yes", provide explanation.

Resources a

[Procurement Guidance for Transit Agencies \(June 2024\)](#)

[FTA Circular 9070.1H: Enhanced Mobility of Seniors and Individuals with Disabilities P](#)

[State Management Plan](#)

[Congressional Districts](#)

[Department of Management Services](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

[TransCIP 2.0 – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

[FTA Mobility Management Information & Resources](#)

[Florida UZA Map](#)

Criteria
eed in accordance with the below evaluation criteria:
Detail
f project merit and District project priorities.
agency's budget and other factors outlined in scorecard criteria.
d demand for transportation service to 5310-eligible populations in the
Detail
currently provide transportation services.
tation options that would not otherwise be available for seniors and
bers of seniors and people with disabilities afforded mobility they would not
the traditional Section 5310 project
les (as measured by one-way trips) provided annually for individuals with
ported vehicles and services as a result of the traditional Section 5310 project
Detail
currently provide transportation services.
ements related to geographic coverage, service quality, and/or service times
ices for seniors and individuals with disabilities.
d by projects designed to provide Physical Improvements: Additions or
portation facilities, sidewalks, etc.), technology, and vehicles that impact
ors and individuals with disabilities.

les (as measured by one-way trips) provided annually for seniors or supported vehicles and services

e Market

rida Department of Management Services Contract can be found at the [state_term_contract/motor_vehicles/pricing](#)

SOURCE
S
FTA Circular 5010.1D
FTA Circular 5010.1D
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FTA Circular 5010.1D
FTA Circular 5010.1D
FTA Circular 5010.1D
S
FTA Circular 5010.1D
EQUIPMENT
Manufacturer /Industry Standards
GAAP Guidelines/Industry Standards
Industry Standards
Manufacturer
GAAP Guidelines/Industry Standards
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GAAP Guidelines/Industry Standards
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Manufacturer
Manufacturer
Industry Standards
Industry Standards
Grantee experience
GASB
Manufacturer
Industry Standards

Local Planning Councils (RPC)

Counties Covered

Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington

Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla

Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy,
Madison, Marion, Suwannee, Taylor, Union

Madison, Marion, Suwannee, Taylor, Union
Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
DeSoto, Hardee, Highlands, Okeechobee, Polk
Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Indian River, Martin, Palm Beach, St. Lucie
Broward, Miami-Dade, Monroe

Office Contacts

10041 Daniels Parkway
Fort Myers, FL 33913

District Modal Development Manager

Transit Programs Administrator

Transit Projects Coordinator (ATKINS)

Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*

Transit Projects Coordinator

Counties: *Charlotte, Lee, Glades, Hendry*

Transit Projects Coordinator

Counties: *Sarasota, Manatee, Collier*

Transit Support Consultant

2198 Edison Ave

Jacksonville, FL 32204

Intermodal Systems Development Manager

Rural/Urban Transportation Coordinator

Transportation Coordinator

Passenger Operations Specialist IV

1074 Highway 90

Chipley, FL 32428

District Modal Development Manager

Public Transit Program Specialist

3400 W Commercial Blvd.

Ft. Lauderdale, FL 33309

District Modal Development Administrator

Passenger Operations Manager

Transit Coordinator

Transit Coordinator

420 W. Landstreet Road

Orlando, FL 32824

Passenger Operations Supervisor

Transit Project Coordinator

Transit Project Coordinator

1000 N.W. 111 Avenue

Miami, Florida 33172

Passenger Operations Manager

Passenger Operations Specialist

Passenger Operations Specialist

11201 N. Malcolm McKinley Dr.
Tampa, FL 33612

Transit Programs Administrator

Transit Programs Coordinator

Transit Programs Coordinator

Transit Programs Coordinator

Glossary

confined to a bed or wheelchair.

occurred during the preceding 12 months.

"applicant" and "recurring applicant."

0 program are: Fixing America's Surface Transportation Act (FAST Act) Section 30

provided by an MPO, or by the appropriate designated official planning agency, as provided
services are provided to the transportation disadvantaged population in a designated

ment Services (TRIPS) who is under contract to the Florida Department of Transportation
product is available for the program. The Contractor is also responsible to coordinate

area of concern identified after FDOT completes a triennial review and inspection. If

Florida Commission for the Transportation Disadvantaged to conduct planning and studies

communities where socially and economically disadvantaged individuals own at least a 5%

Office or District Office of Modal Development and/or staff.

which a grant award is proposed, a description of the equipment to be awarded, and that all applicants and projects so proposed either meet all program requirements

expense of transportation services to seniors and/or individuals with disabilities. This includes the cost of the equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul or unit cost over \$300, initial installation costs, vehicle procurement/testing, vehicle maintenance, and other costs. For Section 5310-funded vehicles, operating costs associated with providing service to improve access to fixed route service and decrease reliance by individuals with disabilities are also included. An applicant applying for preventative maintenance costs must have a Discretionary Fund not exceed eighty percent (80%).

Operating costs include the total administrative, management, and operation costs directly related to the service and must not exceed fifty percent 50%.

Public agency Community Transportation Coordinators (CTCs), private-non-profit organizations, and individuals may apply for a CTC. When the CTC is a private for-profit agency, the designated official must be a CTC. Recipients must be either a CTC or providing service under the terms of a contract with a CTC. Private taxi companies that provide shared-ride taxi service to the public are eligible for funding. Private taxi companies that provide shared-ride taxi service to the public are otherwise not traveling together.

For a human service agency to provide access to agency services and/or to meet the needs of people with low incomes.

Services to be rendered.

Physical malfunction, or other incapacity or temporary or permanent disability (including mental illness), public transportation service or a public transportation facility.

Transportation formula grant program for projects relating to the development and maintenance of transportation facilities related to their employment, and for public transportation projects designed to

Primary language and who have a limited ability to read, speak, write, or understand English. DOT recipients are required to take reasonable steps to ensure that

Plan - means a plan that identifies the transportation needs of individuals with disabilities and the steps for funding and implementation. Projects considered for Section 5310 funding must submit a plan. All stakeholders identified in the circular must be included in the development of the plan.

odies, designated by the Governor, responsible for transportation planning in urk

n refers to people having origins in any of the original peoples of North and Sout
igins in any of the original peoples of the Far East, Southeast Asia, or the Indian s
(3) Black or African American, which refers to people having origins in any of the
er Spanish culture or origin, regardless of race. (5) Native Hawaiian or Other Pacif

n being able to walk or move about freely.

etary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) 1
cretary of State.

ion between two points for a specific purpose.

es paid by passengers, whether such fares are paid at the time service is provided
pay for transportation of social service clients.

s or other political subdivisions of the State of Florida; are not public agencies or
corporations, boards or commissions established under the law of any state; or a

bmitted to the Federal Transit Administration by the Florida Department of Trans
vernmental authorities, designates the areas served (including rural areas), and id
and the amount of funds used for program administration from the ten percent

bureau, board, section or any other unit or entity of the state or of a town, city, m
es, traveling on land or water, local or regional in nature, and available for use by
-scheduled, non-fixed route nature.

local sponsor of a transportation project, defining a project and FDOT's participa

the Governor to receive funds apportioned by formula to the States under Sectic
s for individuals with disabilities.

every year.

has not been designated in the most recent decennial census as an urban area by

provided is unavailable, insufficient, or inappropriate; or a governmental authority or non-profit organizations readily available in the area to provide the services.

um five-year time frame. It is prepared by the public transit provider, in cooperative planning with the local government, as part of a comprehensive plan. The TDP includes an assessment of the need for transit services in the area, including existing and proposed services, existing and proposed sources of funding and a staged implementation plan.

disability, income status, or age, or who, for other reasons, are unable to transportation, shopping, social activities, or other life-sustaining activities, or children who are unable to be transported to school.

and approved by the Local Coordinating Board that identifies service gaps and develops a Transportation Plan. The TDSP is updated annually but includes a five-year planning horizon.

prehensive planning process that delineates transportation improvements recommended by Chapter 339, Florida Statutes.

nsportation operator prepared at the local level that outlines the terms and conditions of the contract.

Instructions

not needed at this time.

State POP.

organizational unit (including division, if applicable), which will undertake the
fication number (EIN/TIN) as assigned by Internal Revenue Service, enter the
d Bradstreet), enter the complete address of the applicant (including country), and
erson to contact on matters related to this application.

sit Administration"

s: 20.513

rs and Individuals with Disabilities

states etc.).

ropriate (e.g., construction or real property projects), attach a map showing project
: if the project is for capital or operating, e.g. capital purchase of vehicle(s) or

[t and \(b\) any Congressional District\(s\) affected by the program or project.](#)
[w/representatives/find-your-representative](#)

: project (dates must be within the same 12-month period/calendar year).

I applications, the federal amount is 80% of the total cost, the applicant amount is
6 of the total cost. For **operating** applications, the federal amount is 50% of the total
he total project cost.

ation in attachment.

.....

tative that was authorized to sign this particular application.

.....

and Links

[rogram Guidance](#)

006; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

provided for in Sections 427.015(1), Florida Statutes, in an
service area.

ortation to establish statewide vehicle contracts for the
llinate, assist as needed, and report in all procurement

For more information see FDOT's Triennial Review Process

upport functions for the transportation disadvantaged

1% interest and also control management and daily

and the proposed Federal, state and local share of the costs or will meet all program requirements before a Notice

Eligible expenses are limited to buses, vans or other vehicles, data processing hardware/software, other durable equipment, vehicle inspection and vehicle preventative maintenance, transit service, costs associated with transit service that are not covered by other funding sources, and alternative to transit approved maintenance plan and a cost allocation if

incident to the provision of public transportation services

CTCs, and to private non-profit organizations providing public transportation services. The local planning agency responsible for designating the CTC must have a written agreement with a CTC. Agencies must keep their CTC records open to the general public on a regular basis are eligible sub-

the basic, day-to-day mobility needs of transportation-

including an individual who is a wheelchair user or has semi-

provision of transportation services designed to transport and provide transportation services to suburban and rural areas to suburban

and English can be limited English proficient, or "LEP." These agencies must ensure meaningful access to their programs and

abilities, older adults, and people with low incomes, provide services to meet the identified needs of the disabled population. A locally developed plan for the TDSP.

.....

an areas.

.....

th America (including Central America), and who maintain
subcontinent, including, for example, Cambodia, China,
Black racial groups of Africa. (4) Hispanic or Latino, which
ic Islander, which refers to people having origins in any of

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.....

which is exempt from taxation under 26 U.S.C. Section

.....

.....

d or via a prepaid arrangement such as passes or tokens.

.....

instrumentalities of one or more states; are not Indian
are not subject to direct control by public authority, Federal,

.....

portation. The program of projects (POP) lists the
entifies any tribal entities. In addition, the POP includes a
(10%) allowed.

.....

municipality, county or other local governing body.

.....

the general public. Public transit specifically includes those

.....

tion. PTGA's may be for one year or multiple years (up to

.....

on 5310(b)(1), or a local government authority when Federal

.....

the Secretary of Commerce.

.....

ty that is approved by the State to coordinate services for

ation with the appropriate Metropolitan Planning
the local area, identifies the local transit policies, existing
ation plan. A TDP is updated annually.

rt themselves or to purchase transportation and are,
o are handicapped or high-risk as defined in Chapter

provides recommended strategies to provide service in
ndow.

nended for Federal and state funding during the program

itions for any services to be performed.

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and requirements applicable to the Section 5310 Program.

Collier County Board of County Commissioners 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 9th day of **December, 2025** with an original resolution or certified copy of the original resolution authorizing **the Chairman of the Board of County Commissioners** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners

Agency Name

Signature

Burt L. Saunders – Chairman

Typed Name and Title of Authorized Representative

December 09, 2025

Date



RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY, FLORIDA, AUTHORIZING ITS CHAIRMAN TO SIGN AND APPROVE THE SUBMITTAL OF A SECTION 5310 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION, ACCEPTING A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND AUTHORIZING THE PURCHASE OF FOUR REPLACEMENT PARATRANSIT VEHICLES.

WHEREAS, the Board of County Commissioners of Collier County, Florida (“Board”), has the authority to apply for and accept grants and make purchases and expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and by the Federal Transit Administration Act of 1964, as amended; and

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

1. This resolution applies to the Federal Program under U.S.C. §5310.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Burt L. Saunders, is authorized to including, but not limited to: (a) sign the application, accept and accept the grant award; (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments related to this grant application; and (d) authorize the purchase of four replacement Paratransit vehicles pursuant to the grant awarded, unless specifically rescinded.
4. The Board’s Registered Agent in Florida is Jeffrey A. Klatzkow, County Attorney. The Registered Agent’s address is 3299 Tamiami Trail East, Suite 800, Naples, FL 34112.
5. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this _____ day of _____, 2025.

ATTEST:
CRYSTAL K. KINZEL, Clerk

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
_____, Deputy Clerk

By: _____
Burt L. Saunders, Chairman

Approved as to form and legality:

Jeffrey A. Klatzkow, County Attorney

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

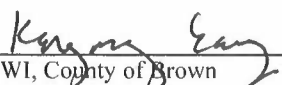
NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025



Legal Clerk



Notary, State of WI, County of Brown

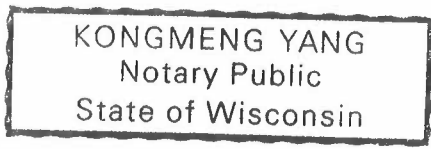
9-3-29

My commission expires

Publication Cost:	\$336.00	
Tax Amount:	\$0.00	
Payment Cost:	\$336.00	
Order No:	11831480	# of Copies:
Customer No:	1126645	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.


KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. Collier County will also apply to FDOT for a grant under Section

5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of \$1,503,750. Each of these purchases would be intended for the provision of public transit services within Collier County, FL. This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 5th 2025. Requests for a hearing must be sent to Omar De Leon, Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Omar De Leon at Omar.DeLeon@collier.gov, Collier County Transportation Management Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.73%.

Nov. 12, 2025

Contract # TD2303

Effective: 7/01/2023 to 6/30/2028

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 Collier County Board of County Commissioners (Collier Area Transit), 3299 Tamiami Trail East, Naples, Florida, 34112, 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 Collier 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 \$1 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:

Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

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 May 3, 2023.

Tony Pernas
Coordinating Board Chairperson, Tony Pernas

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Collier Co Board of County Commissioners
Agency Name

David Darm
Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: David Darm

Signature: Rick LoCastro

Title: Executive Director

Rick LoCastro, Chairman

Title:

Jeffrey A. Klatzkov
Approved as to form and legality

Jeffrey A. Klatzkov, County Attorney

ATTEST
CRYSTAL K. KINZEL, CLERK

BY: Mary Jo

Attest as to Chairman's
signature only

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5310 dated 9th day of **December, 2025**:

- 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
 - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code **(Does not apply to Section 5310 only recipients)**:
 - Rule Chapter 14-73–Public Transportation
 - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
 - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
 - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
- 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)
 - 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 (2024)
- 5 It has the fiscal and managerial capability and legal authority to file the application. Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 6 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.
- 7 It will maintain project vehicles/equipment in good working order for the useful life of

the vehicles/equipment.

- 8 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 9 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.
- 10 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.
- 11 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 12 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 13 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 14 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.
- 15 Executive Order 20-44: If agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute. Agencies (sub-recipients) shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the agency's executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the agency receiving Department funding.

12/09/2025 Date

Signature of Authorized Representative

Burt L Saunders- Chairman Typed Name and Title of Authorized Representative

Standard Lobbying Certification

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

12/09/2025 Date

Signature of Contractor's Authorized Official

Burt L. Saunders - Chairman Typed Name and Title of Authorized Representative

Leasing Certification

Memorandum for FTA 5310

12/09/2025

Date:

From:

Signature

Burt L. Saunders- Chairman

Typed Name and Title of Authorized Representative

Collier County Board of County Commissioners

Typed Agency Name

To: Florida Department of Transportation, District Office Modal Development Office/Public Transit

Subject: FFY26/SFY27 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL ASSISTANCE FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, 49 UNITED STATES CODE SECTION 5310

Leasing:

Will the **Collier County Board of County Commissioners**, as applicant to the Federal Transit Administration Section 5310 Program, lease the proposed vehicle(s) or equipment out to a third-party?

☒ No

☐ Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1 Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this 9th day of December, 2025

Burt I. Saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN):

56-6000558

* c. UEI:

JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700

Street2:

* City: Naples

County/Parish:

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

* First Name:

Omar

Middle Name:

* Last Name: De Leon

Suffix:

Title:

Organizational Affiliation:

Collier County

* Telephone Number: 239-252-4996

Fax Number:

* Email: omar.deleon@collier.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:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

5310_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Section 5310 Capital Application to purchase four replacement vehicles. In addition, (4) tablet and (4) routers for the use of those vehicles. In the Bonita Springs-Estero UZA.

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

19

* b. Program/Project

19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

10/01/2025

* b. End Date:

09/30/2026

18. Estimated Funding (\$):

* a. Federal

555,520.00

* b. Applicant

* c. State

69,440.00

* d. Local

69,440.00

* e. Other

* f. Program Income

* g. TOTAL

694,400.00

*** 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 18, 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:

Mr.

* First Name:

Burt

Middle Name:

L.

* Last Name:

Saunders

Suffix:

* Title:

Chairman, Board of County Commissioners

* Telephone Number:

239-252-8603

Fax Number:

* Email:

Burt.Saunders@collier.gov

* Signature of Authorized Representative:

* Date Signed:

12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

Please upload [Federal Certifications and Assurances](#) signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable

Protection of the Environment

Required if the proposed project is for the construction of facilities. Please see below for supplementary information.

Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

**FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET**

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's [Grantee Resources: Environment](#) site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

- ☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

- ☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)
- ☐ Utility installations along or across a transit facility
- ☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way
- ☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

☐	Landscaping
☐	Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
☐	Emergency repairs under 23 USC 125
☐	Acquisition of scenic easements
☐	Ridesharing activities
☐	Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
☐	Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
☐	Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
☐	Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
☐	Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
☐	Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
☐	Mitigation banking
☐	Resurfacing and restriping
☐	Routine maintenance

D.	Does the project appear on the following list of potential documented Categorical Exclusions? These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result. ☐ YES (Check and continue to Part III) ☐ NO (Contact FTA Regional Office)
☐	Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
☐	Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
☐	Carpool programs and activities requiring land acquisition and construction

- ☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards
- ☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic
- ☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users
- ☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic
- ☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community
- ☐ Area-wide coordination of multiple ITS elements
- ☐ Advance land acquisition including:
 - Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
 - Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic
Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics
Will the project have an adverse effect on a scenic vista?
☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
☐ No
☐ Yes, describe

E. Air Quality
Does the project have the potential to impact air quality?
☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?
☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O₃)
☐ Particulate Matter (PM₁₀)

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
☐ NO
☐ YES
Date of USDOT conformity finding

F. Coastal Zone
Is the proposed project located in a designated coastal zone management area?
☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

☐ No

☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

☐ No

☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

☐ NO

☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

☐ No

☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

- ☐ No
☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

- ☐ No
☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over \$250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

- ☐ Corps of Engineers (Section 10, Section 404)
- ☐ Coast Guard Permit
- ☐ Coastal Zone Management Certification
- ☐ Critical Area Ordinance Permit
- ☐ ESA and EFH Compliance
- ☐ Flood Plain Development Permit
- ☐ Forest Practice Act Permit
- ☐ Hydraulic Project Approval
- ☐ Local Building or Site Development Permits
- ☐ Local Clearing and Grubbing Permit
- ☐ National Historic Preservation Act-Section 106
- ☐ National Pollutant Discharge Elimination System Baseline General for Construction
- ☐ Shoreline Permit
- ☐ Solid Waste Discharge Permit
- ☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
- ☐ Section 106 (Historic Properties)
- ☐ Stormwater Site Plan (SSP)
- ☐ Temporary Erosion and Sediment Control Plan (TESC)
- ☐ Water Rights Permit
- ☐ Water Quality Certification—Section 401
- ☐ Tribal Permits (if any, describe below)
- ☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix: Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
<http://www.epa.gov/oar/oaqps/greenbk/> for a listing of non-attainment areas.

Coastal Zone Management

<http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html> for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
<http://environment.fhwa.dot.gov/guidebook/gaimpact.htm>

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to <http://www.nwr.noaa.gov/1salmon/salmesa/index.htm>, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to <http://offices.fws.gov/directory/>.

Environmental Justice

<http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html>
<http://www.fhwa.dot.gov/environment/ej2.htm>

Farmlands

<http://www.info.usda.gov/nrcs/fpcp/fppa.htm>

Floodplain

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html>

Hazardous Materials

<http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html>

Historic, Archaeological and Cultural Resources

<http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html>

Magnuson-Stevens Fishery Conservation and Management Act

<http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html>
<http://www.nmfs.noaa.gov/sfa/magact>

Navigable Waterways

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html>

NEPA

<http://www.fhwa.dot.gov/legregs/directives/fapg/cfr0771.htm>

http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm

<http://environment.fhwa.dot.gov/guidebook/index.htm>

<http://www.fta.dot.gov/office/planning/ep/index.html>

Noise and Vibration

<http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html>

Property Acquisition

<http://www.fhwa.dot.gov/hep/49cfr24.htm>

Tribal Consultation

<http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm>

Section 4(f)

<http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd>

<http://www.section4f.com/>

http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

<http://www.nps.gov/ncrc/programs/lwcf/protect.html>

Sole Source Aquifer

<http://www.epa.gov/safewater/ssanp.html>

Water Quality

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html>

not applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.



Board of County Commissioners

County Attorney
Jeffrey Klatzkow

County Manager
Amy Patterson

Chief Hearing Examiner
Andrew W.J. Dickman

Deputy County Manager
Ed Finn

Corporate
Business
Operations
Kenneth Kovensky

Strategic
Initiatives
Michael Nieman

Chief of Staff
Ian Barnwell

Facilities &
Redevelopment
John Dunnuck, III

Public Safety
Vacant

Communications,
Govt. Pub. Affairs
John Mullins

Corp. Comp. &
Cont. Impvt.
Megan Gaillard

Fleet
Management
David Childress

Library
Tanya Williams
Interim

Community &
Human Services
Kristi Sonntag

Public Utilities
Dept.
James W. DeLony
Interim

Growth Mgmt.
Community Dev.
Dept.
James French

Transportation
Management
Services Dept.
Trinity Scott

Community
Redevelopment
Areas

Emergency
Management
Dan Summers

Tourism
Jay Tusa

Human Resources
Amy Lyberg

Museum
Amanda
Townsend

Corp. Financial &
Mgmt. Services
Chris Johnson

Engineering &
Project Mgmt.
Matthew McLean

Building Plan Rev.
& Inspection
John McCormick

Fiscal & Grant
Services
Ellen Sheffey

Facilities
Management
Brian DeLony

EMS
Bruce Gastineau

Information
Technology
Mark Gillis

Procurement
Services
Sandra Srnka

Pelican Bay
Services
Neil Dorrill

Operations
Support
Joseph Bellone

Code Enforcement
Thomas
Iandimarino

PTNE
Ellen Sheffey
Interim

Solid Waste
Kari Hodgson

Comm. Planning &
Resiliency
Chris Mason

Ops. & Perf.
Mgmt.
Darren Hutton

Wastewater
Robert VonHolle

Environmental &
Dev. Review
Jaime Cook

Rd. Bridge &
SWMP Maint.
Marshal Miller

Water
Howard Brogdon

Domestic Animal
Services
Meredith McLean

Transportation
Engineering
Jay Ahmad

Department of
Health
Kimberly Kossler

Economic Dev. &
Housing
Cormac Giblin

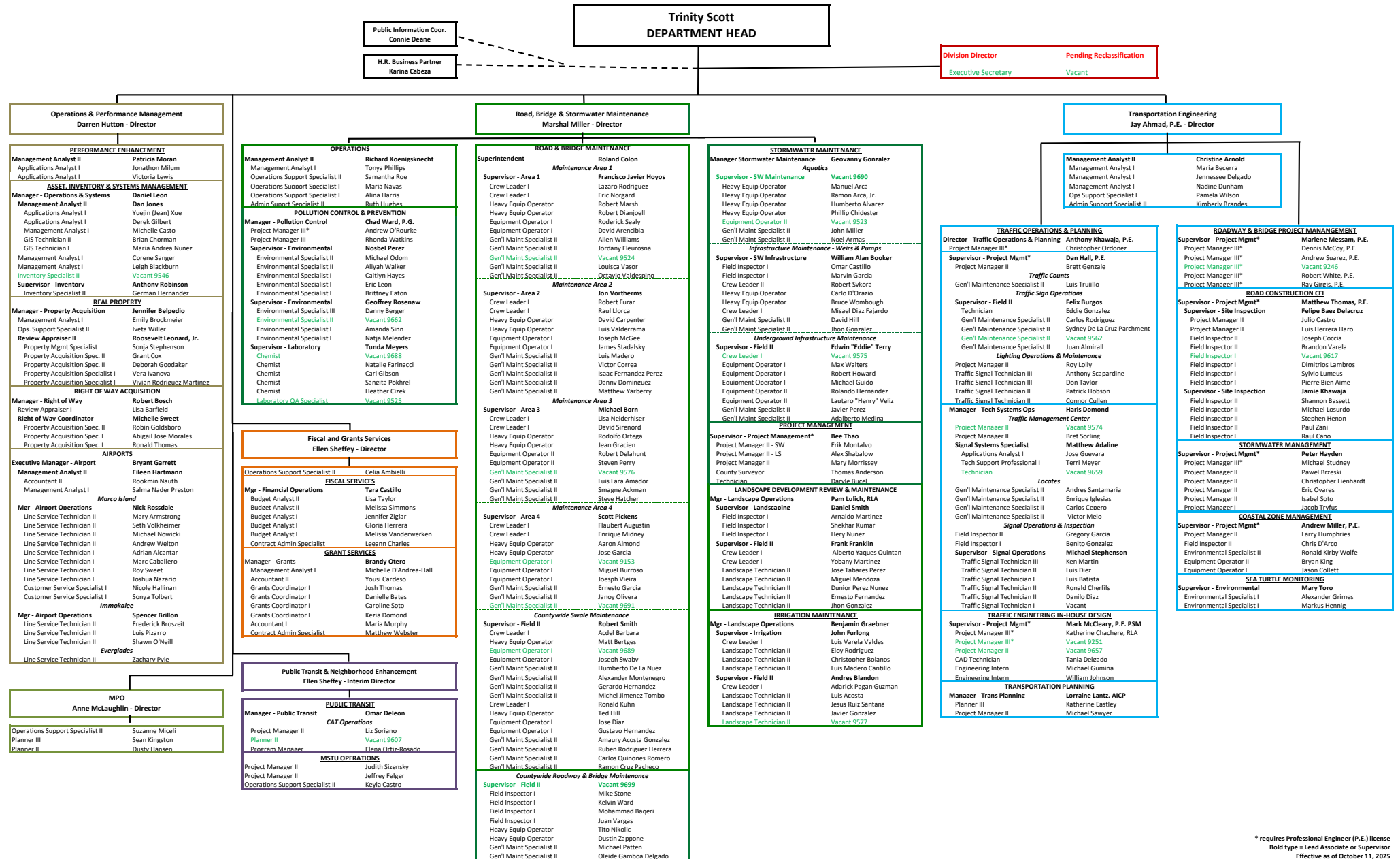
Univ. Ext. Svc.
Ryan Czaplewski
Interim

Operations &
Regulatory Mgmt.
Michael Stark

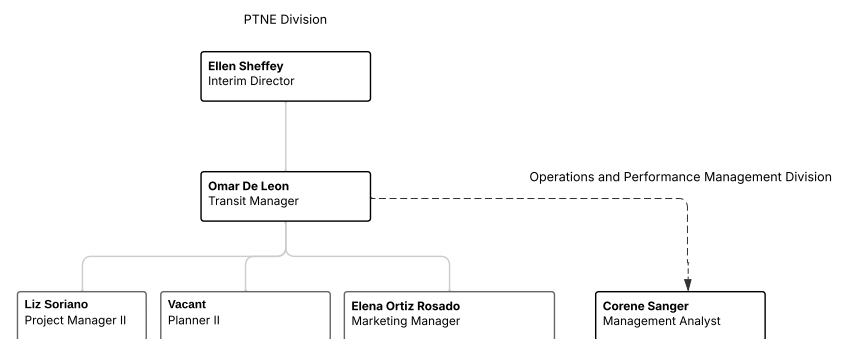
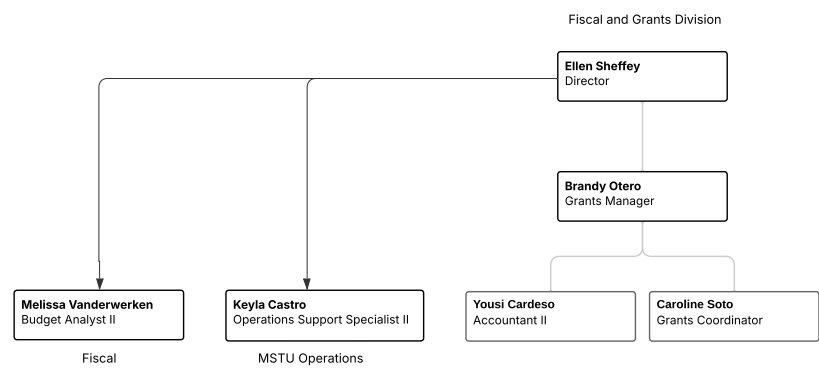
Parks & Rec.
James Hanrahan
Interim

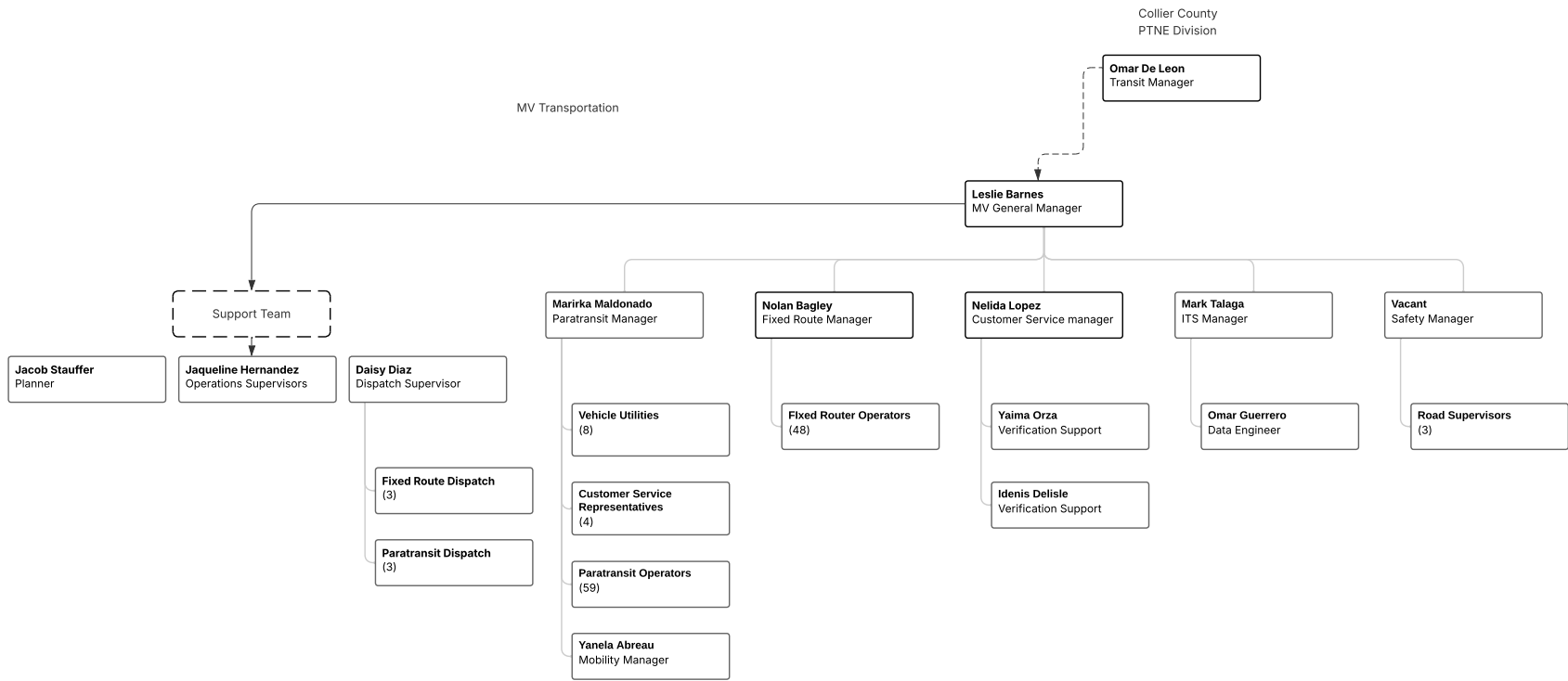
Planning & Zoning
Michael Bosi

Transportation Management Services Department



* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025







Office of the County Manager Amy Patterson

3299 Tamiami Trail East, Suite 202 • Naples Florida 34112-5746 • (239) 252-8383

November 18, 2025

Victoria Upthegrove
Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5310 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the ten percent for the FTA 5310 (Capital) Grant Application and commits to using \$69,440 towards this grant project if awarded.

Sincerely,

A handwritten signature in blue ink that reads "Amy Patterson".

Amy Patterson,
County Manager



Memorandum

Thru: Ellen Sheffey
Division Director – Fiscal & Grant Services
Transportation Management Services

To: Amy Patterson, County Manager

From: Brandy Otero
Grants Supervisor
Transportation Management Services

Date: November 17, 2025

Subject: FY26 FTA 5310 and FTA 5311 Local Match letters to Grantor

APPROVED

By Therese Stanley at 12:57 pm, Nov 18, 2025

In accordance with the established Florida Department of Transportation procedures, a local match letter is required to be submitted with the FY26 FTA 5310 and FTA 5311 grant applications.

Local matching funds are available within the transit annual operating general fund (0001) transfer. The item to approve submittal of the grant applications is going before the Board on December 9, 2025, (Agenda Item 16B20).

It is requested that you sign, date, and return the Local Match letters to Fiscal & Grant Services. If you have any questions, you may call me at 239-252-5188.

SheffeyEllen

Digitally signed by
SheffeyEllen
Date: 2025.11.17
10:57:36 -05'00'

Date: 11/17/2025

Ellen Sheffey
Division Director, Fiscal & Grant Services
Transportation Management Services



Department - Division Name

3299 Tamiami Trail East, Naples, FL 34112 • Phone: (239) 252-xxxx • Fax: (239) 252-xxxx
www.colliercountyfl.gov

not applicable

Certification of Incorporation

All first-time private non-profit applicants must upload a copy of their certification of incorporation within TransCIP.

Not applicable

Proof of Non-Profit Status

All private non-profit applicants must upload proof of non-profit status within TransCIP .

not applicable

Transportation Operating Procedure (TOP)

(Applies to Section 5310-only Applicants)

Upload the agency's most recent TOP within TransCIP, if not already on file with your District Office. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AFFIDAVIT REGARDING LABOR AND SERVICES

375-030-31
PROCUREMENT
07/24

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE
COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this
day of _____, (year), by

Notary Public

Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

Florida Department of Transportation
Capital & Operating Assistance Application



49 U.S.C. Section 5311, CFDA 20.509
Formula Grants for Rural Areas

STOP: Before starting your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Collier County Board of County Commissioners	Use drop down to select or type to enter
Project Type(s):	Operating	Use drop-down to select
	Operating	Use drop-down to select
FDOT District:	One	Use drop down to select

Revenue Vehicle Inventory Certification	
Instructions:	Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.
	Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.
	Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year (FFY) 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.
	The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Omar DeLeon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:			Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:		
1-digit Level: Not applicable			1-digit Level: For example, 4100 Directly Generated Fares		
2-digit Level: For example, 5010 Labor			2-digit Level: For example, 4110 Passenger Fares		
3-digit Level: For example, 5011 Operators Salaries and Wages			3-digit Level: For example, 4111 Passenger-Paid Fares		
Object Class	Code	Definition	Object Class	Code	Definition
Labor	5010	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.	Directly Generated Funds	4100	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: · Report time · Platform time · Turn-in time · Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: · training time either as a student or instructor · revenue vehicle movement control as dispatchers or road supervisors · movement of revenue vehicles among maintenance and operating facilities · maintenance of bus stops and shelters · general administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: 1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) 2. Directly at the point of service (e.g., fare box, turnstile) 3. After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: 1. Full Adult Fares: revenues earned by transporting passengers for the full adult fare. 2. Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. 3. Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. 4. Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. 5. Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. 6. Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferrage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). 7. Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. 8. Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. 9. Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). 10. ~~Non-Public Transportation Revenue: revenues earned from fares for demand response passengers who do not show up for scheduled rides.~~ Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: 1. State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). 2. Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. 3. Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. 4. Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.	Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: 1. Employment Taxes: federal, Medicare, and Social Security taxes. 2. Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. 3. Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). 4. Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: 1. Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. 2. Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). 3. School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. 4. Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: 1. Advertising revenues 2. Concessions 3. Other auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: 1. Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. 2. Sales of Fuel: revenues earned from sales of fuel. 3. Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. 4. Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. 5. Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. 6. Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. 7. Rental Car Fees: revenues earned from rental car services. 8. Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. 9. Interest Income: revenues earned by placing funds in an interest-bearing account. 10. Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. 11. Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). 12. Donations: funds from donations and grants from private foundations. 13. Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: - Compensation of others for their losses due to acts for which the transit agency is liable. - The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). - Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: - Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. - Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. - Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. - Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. - Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. - Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). - Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: - Subsidies from utility rates where the transit agency is a utility company - Subsidies from bridge and tunnel tolls owned and operated by the transit agency - Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. - Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. - Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102). Please refer to Reporting Contractor Expenses for more information.	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. - Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. - Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. - Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. - Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. - Charitable Donations: Contributions to charitable organizations made by the transit agency. - Fines and Penalties: Costs of fines and penalties incurred by the transit agency. - Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. - Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. - Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): - Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. - Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). - Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. - Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: - A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. - A county government leases land to a local transit agency for use as a parking lot for a dollar a year.	Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
	Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction.	Local Government Funds	4300
Depreciation	5260	Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner. Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. - The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. - The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
Extraordinary and Special Items	5280	Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Other Reconciling Items	5290	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
ADA Related Reconciling Items	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (5220) and \$1,000 under ADA Related Reconciling Items (5920).	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
			Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. - The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. - The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
			Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
			Federal Funds	4500	Federal funds generally fall into three categories: - Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. - Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. - Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
			Non-Added Revenues	4600	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
			Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
			Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
			Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
			Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need

Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description).

Please limit your response to 250 words.

Section 5311 funding for operating assistance is essential if service is to continue for the non-urbanized areas of the County. The budget is reflective of the funds necessary to operate routes in the rural area, the routes are a key component of economic development in the areas they serve.

Current and Pending Section 5311 Awards					
Instructions: List all current and pending Section 5311 contracts.					
Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
G2B95	2/24/2023	12/31/2025	\$2,264,610	\$582,177	6/30/2026
G3974	2/12/2025	12/31/2026	\$1,568,510	\$1,568,510	12/31/2026
Pending 410120-2-84-25	n/a	n/a	\$860,522	\$860,522	

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant’s transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Services	5020	\$ 6,665,300
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 1,763,400
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 296,400
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 537,000

Use drop-down to select Object Class	Other Materials and Supplies	5039	\$ 45,000
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
Use drop-down to select Object Class		-	\$ -
			\$ 9,307,100

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Passenger Fares	4110	\$ 1,149,400
Use drop-down to select Object Class	Local Government Funds	4300	\$ 8,060,500
Use drop-down to select Object Class	Other Agency Revenues	4150	\$ 97,200
Use drop-down to select Object Class		-	\$ -

Current System Description			
Instructions:		The Current System Description Tab provides space for a short description of your organization and the services it provides. The form is in a question and answer format with designated text boxes. The applicant's response to the question must not exceed the space provided or word counts where indicated. If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.	
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation System in Collier County. Operating under the oversight of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) within the Collier County Transportation Management Services Department, Collier Area Transit (CAT) serves as the principal public transit provider for Collier County, catering to the areas of Naples, Marco Island, and Immokalee.	100	67
Program mission, goals, and/or objectives	To provide safe, accessible, reliable, convenient, and courteous mobility services to our customers. CAT aims to provide dependable, convenient, and affordable mobility services, ensuring the safety and efficiency of its workforce, residents, and visitors. We offer appealing and eco-friendly mobility alternatives to reduce carbon footprints and environmental effects. Building strategic partnerships that raise awareness and educate communities about mobility choices is integral to bolstering the viability of our services, fostering livability, and enriching economic and social well-being.	100	77
Service, route, and trip types provided	Fixed Route Service - Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents to grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.	100	61
Please inform the Department of any major organizational or operational changes since the submittal of your last application, examples include: implementation of mobility on demand services or leadership changes.	Since the last submittal, there has been no substantial change to the agency operationaly. There was a change in leadership, the Interim Director of the agency is currently Ellen Sheffey.	100	30

According to your Title VI Plan, what populations do you serve?	Based on 2020 ACS Estimates, approximately 14.6% of the population residing in the CAT service area speak a language other than English. The two major languages other than English are Spanish and Creole. As a large portion of the residents served are considered LEP persons, we have created services to accomodate the other languages commonly seen in Collier.	100	58

Service Characteristics		
Instructions: The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency’s transportation program. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.		
Service Characteristic	Value	Data Collection/ Calculation
Unlinked Passenger Trips (UPT) The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	170,022	Data collected using farebox's on-board Fixed Route buses.
Unduplicated Passengers per Year Unique (non-repeat) passengers served within the reporting year	170,022	Data collected using farebox's on-board Fixed Route buses.

Activity Line Item Codes**Operating Assistance**

Description	ALI Code
Operating Assistance	30.09.01

Vehicles

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Preventative Maintenance

Description	ALI Code
Preventative Maintenance	11.7A.00

Mobility Management

Description	ALI Code
Mobility Management	11.7L.00

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02

Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04
Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Operating Award Request

Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the **Instructions:** length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description. Operating Award Requests should be entered in whole numbers only.

Operating Award Request			
Budget Category	Total	Federal	Local
Salaries		\$0	\$0
Fringe Benefits		\$0	\$0
Contractual Services	\$1,558,000	\$779,000	\$779,000
Other Direct Costs		\$0	\$0
a.		\$0	\$0
b.		\$0	\$0
c.		\$0	\$0
d.		\$0	\$0
e.		\$0	\$0
f.		\$0	\$0
g.		\$0	\$0
h.		\$0	\$0
i.		\$0	\$0
j.		\$0	\$0
k.		\$0	\$0
l.		\$0	\$0
m.		\$0	\$0
n.		\$0	\$0
o.		\$0	\$0
p.		\$0	\$0
Indirect Costs		\$0	\$0
Total	\$1,558,000	\$779,000	\$779,000
The above information should be transferred to Form 424.	The total should match 18g within Form 424.	The total should match 18a within Form 424.	The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions:

The Section 5311 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds.

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment.

The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board’s Resolution.

Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

(1)

Transportation Disadvantaged (TD) allocation,

(2)

Letter on official letterhead from the applicant’s CEO attesting to match availability and commitment,

(3)

Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Required Match (50%)	\$779,000	
Revenue Type Use dropdown to select	Description	Amount
Local Government	General Fund	\$779,000
Operating Match Total:		\$779,000

Project Description

Instructions:

Describe the project being requested within the application.

Funding is sought to sustain rural transit routes in Collier County, Florida, including Route 19 connecting Immokalee to urban areas, Route 121 offering express service to Marco Island, Route 128 connecting residents grocery shopping within the rural area and Routes 22 and 23 providing local transit within Immokalee. These routes facilitate access to vital services and employment opportunities, aligning with federal objectives to support low-income individuals in non-urbanized regions.

Project-Related Improvements

Instructions:

Describe how the grant funding will improve your agency’s transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Consider the below questions when identifying project related improvements. Will the project allow your agency to:

- Provide more hours of service and/or more trips?
- Expand service to a larger geographic area?
- Reduce headways/increase frequency?
- Expand access to essential services?

Grant funding will not extend the current service but the funding will allow the agency to maintain the existing service.

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	170,022	170,022	Data collected using Farebox's on board Fixed Route buses.
<u>Unduplicated Passengers per Year</u>	170,022	170,022	Data collected using Farebox's on board Fixed Route buses.

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)								
			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GV WR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000- 7000LBS	
Vehicle Type (Source: NTD)	Equipment (non- revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
2026	5	150,000	4	100,000	4	100,000	5	200,000
2025	5	150,000	4	100,000	4	100,000	5	200,000
2024	5	150,000	4	100,000	4	100,000	5	200,000
2023	5	150,000	4	100,000	4	100,000	5	200,000
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

DOT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
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4	100,000	5	150,000	5	150,000	7	200,000		

[illegible]

Each form and certification provides FDOT with information that each required form and certification be complete and correct to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal P

The complete application should be uploaded into the Dep. are acceptable. Incomplete, illegible, or unsigned applicatio

Questions regarding Section 5311 applications or the applic Resources tab. All signature pages must be completed follo please review the following details to understand form requ

1 - Grant Proposal Excel Workbook - Each program applic validation process to ensure completion based on the proje

2 - Cover Letter - A sample cover letter is included in the g representative authorized in the Governing Board's Resoluti agency representative." This ensures one consistent point o

3 - Governing Board's Resolution - A sample resolution fo signed by the chairperson of the agency's board. A new sign in that year.

4 - Public Hearing Notice - An opportunity for a public he 5311 submitted by a public agency should contain a copy o notice should contain all pertinent information relating to th published at least one time in a newspaper of general circul The notice should state that persons requesting a hearing n Office.

The deadline for hearing requests must be prior to the date

- 1 - A hearing must be conducted;
- 2 - The FDOT District Office must be notified of the date, tir
- 3 - A copy of the minutes of the hearing (to include a discus award can be made.

5 - Local Clearinghouse Agency/RPC Cover Letter (Requi letter submitted to the local clearinghouse agency or RPC.

6 - FDOT Certification and Assurances - To be completed TransCIP.

7 - Standard Lobby Certification - All grant awards issued authorized agency representative.

8 - FTA Section 5333 (b) Assurance - All applicants must include the following assurance, the recipient of Section 5311 and/or 5312 must take the following actions: (1) signing the Special Warranty for the Rural Development approved by the (Department of Labor (DOL); or (3) obtaining

9 - Leasing Certification - This certification must be completed. It does not need to be completed if the applicant plans to lease

10 - Certification of Equivalent Service - The "Certification of Equivalent Service"

11 - Form 424: Application for Federal Assistance - ALL applications assigned to the Section 5311 Program in the Catalog of Federal Domestic Assistance "Formula Grants for Rural Areas, Section 5311." Further instructions are available on the FTA website.

12 - Federal Certifications and Assurances - The last page of the application must include a signature page on which an applicant must sign the agreements. The Federal Register Notice is revised annually through the internet at the FTA website. If unable to access the certification/assurance form must be included in the application.

If the FTA Certifications & Assurances are not available for the current year, applicants must submit an updated form. The signature page must be signed by the individual authorized by the applicant's governing board.

All applicants must use the current year form and it must be original. DO NOT copy Federal Certifications & Assurances onto the application.

13 - Title VI Plan (*Required if not previously submitted to Department of Transportation*) - The Title VI Plan must be submitted with the application. A template for this attachment may be found in the Title VI Plan's concurrence letter.

14 - Protection of the Environment *(Required if the propo:*

exclusions. Examples of categorical exclusions include purch of facilities or other buildings, further evaluation may be rec described in 23 CFR 771, as a project which, based upon exp excluded from the requirement to prepare an Environmental requires a lower level of documentation. These projects do numbers of people; do not have a significant impact on any impacts; do not have significant impacts on travel patterns;

Types of projects that have been determined by FTA to qua listed in 23 CFR 771.118(c). Additional actions which meet tl cases, the applicant must submit documentation which dem will not result.

To meet the requirements of a CE determination, a propose be implemented in phases or as part of a larger undertaking alternatives. In order to meet a CE designation, a proposed protected by Section 4(f) of the US DOT Act (public park an Preservation Act (cultural resources including historic and al also require additional documentation. The applicant shoul of documentation required. The FDOT will use a description meet FTA criteria for a CE. See the "Resources" tab for a link

15 - Organization Chart - Upload a full organizational cha applications regardless to type of project.

16 - Proof of Local Match - Supporting documentation of
(1) Transportation Disadvantaged (TD) allocation,
(2) Letter on official letterhead from the applicant's CEO a
(3) Written statements from county commissions, state ag

17 - Completed Sample Order Form - To identify vehicle t sample order form for estimating the vehicle cost. The orde
1. ☐ Select Desired Vehicle
2. ☐ Choose Vendor (use drop down arrow next to vendor nam
3. ☐ Select Order Packet
4. ☐ Complete Exhibit A (Order Form)
The Florida Department of Management Services Contract c

18 - Triennial Review- Closeout/Concurrence Letter or C
area of concern is identified after FDOT completes a triennial
Management Plan at <https://www.fdot.gov/transit/currentp>

19 - Affidavit Regarding Labor and Services - Requires a
coercion for labor or services as defined in 787.06, Florida S
governmental entity.

You may upload other relevant documents such as

I have read and understood the contents of thi

Instructions for TransCIP Attachments

it must have to make required assurances to the Federal government and to make project self-correct. Applicants should be aware that there are criminal sanctions for furnishing false information (Procedure – Statements or entries generally).

Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptances may be rejected.

Application process should be directed to the FDOT District Office in the applicant's service area, as determined by the board resolution date. Some forms may not be required based on the type of application. Each applicant will be responsible for attaching applicable forms to project application.

Application should contain the Grant Proposal provided within this Excel Workbook. This workbook should be submitted. Once complete Excel Workbook should be uploaded to TransCIP within the assigned time frame.

Grant application for reference. The cover letter must be completed on agency letterhead and signed by the applicant. This representative must be the same individual referenced throughout the application as the point of contact for questions and follow-up regarding the application.

Resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead. A signed resolution must be submitted for each grant application and reference each program that is being applied for.

Public hearing is required ONLY for public agencies requesting capital grants under Section 5311. An applicant must provide notice of the notice of public hearing and an affidavit of publication. A sample public notice is in the appendix. The notice must include the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and the location in the applicant's service area, no less than 15 or more than 30 days prior to the submission of the application. The applicant must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the applicant.

Applications are due at the District Office. If a hearing is requested:

1. The date, time, and location of the hearing; and
2. The issues raised and resolution of issues) must be submitted to the FDOT District Office, by the applicant.

Required if proposed project is for facilities - If the grant application is for facilities, please include a

and signed by the individual authorized by the governing board of the applicant agency and

l to a recipient in the amount of \$100,000 or more must include a standard lobbying certification

include a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application. 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b), Rural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative compensation a waiver from the DOL.)

eted by all applicants for capital assistance and signed by the authorized agency representative use the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if

n of Equivalent Service" must be completed for all non-accessible vehicles.

applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Federal Domestic Assistance is 20.509. This code should be shown in Section 11 of the form following instructions for Form 424 can be found on the "Resources" tab with in this workbook.

e (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and . nt and its attorney must certify compliance with the requirements of the various FTA grants or and is usually available around January 1 of each year. Applicants may obtain a copy of the current form, applicants may contact their FDOT District Office for assistance. The appropriate signature when it is submitted to the FDOT District Office.

he year of application, applicants may use the previous year's form. When the current year form is for Federal Certifications and Assurances (include the page listing the certification categories) d to sign and submit applications, and its attorney.

e the actual form from the FTA. This form cannot be an edited version of a prior year's forms or to agency letterhead for signature, it will be returned to you and delay processing your grant request.

(strict) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be obtained from your District office and/or the FDOT State Management Plan. Existing grantees

sed project is for facilities) - Most transit projects funded under Section 5311 will be classified based on the purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction, a determination is required before a determination can be made that the project is a categorical exclusion. A Category 4 project, based on experience with similar actions, does not individually or cumulatively have a significant environmental impact. Therefore, a project that qualifies for a Categorical Exclusion (CE) does not require an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE must not bring significant impacts to planned growth or land use for the area; do not require the relocation of any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or other impacts; and do not otherwise individually or cumulatively have any significant environmental impacts.

Projects that qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) analysis. The criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.117. The applicant must demonstrate that the specific conditions or criteria for these CEs are satisfied and that significant impacts will not occur.

A project may not be impermissibly segmented from a larger project. This means that a project must be a discrete project, but must still demonstrate independent utility, connect logical termini, and should not restrict the use of the project. A project cannot have substantial controversy on environmental grounds, or significant impact to the environment (including wetlands and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (archaeological sites). The presence of features such as wetlands and floodplains within the project area must be identified. Applicants should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining if a proposed project meets the criteria of the proposed project, along with any maps or figures to assist with determining if a proposed project meets the criteria of the FTA Region 4 Categorical Exclusion checklist.

For projects that are submitted for your organization into TransCIP as part of your application documents, this is required for all projects.

Proof of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

- Letters of support or attesting to match availability and commitment, from local, state, or federal agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.
- A copy of the match type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported by a match agreement form can be obtained from <http://www.tripsflorida.org/contracts.html>

(Click here to see information)

Match funds can be found at Florida Department of Management DMS (<https://www.dms.myflorida.com/>)

CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once al review and inspection. For more information see FDOT's Triennial Review Process as part of t
ages/navigation/grantsadministration.shtm.

n authorized representative of the applicant (if a nongovernmental entity) to attest that the ap
tatutes. Required when a contract is executed, renewed, or extended between a nongovernme

**project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder ass
application.**

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Resources		
What's on the Market		
Visit the FDOT TRIPS website (https://tripsflorida.org/) for all active contracts. The Florida Department of Management Services Contract can be found at the Florida Department of Management DMS website (https://www.dms.myflorida.com)		
Navigate to: business_operations/state_purchasing/state_contracts_and_agreements/state_term_contract/motor_vehicles/pricing		
Useful Life Requirements		
ASSET	USEFUL LIFE	SOURCE
TROLLEYS		
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
FERRIES		
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
FACILITIES		
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D
OTHER CAPITAL EQUIPMENT		
Fare boxes	10 years	Manufacturer /Industry Standards
Computer hardware	4 years	GAAP Guidelines/Industry Standards
Computer hardware- Domain controllers	4 years	Industry Standards
Mobile data computers (real-time dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Internal fire suppression system	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards
Local Clearinghouses / Regional Planning Councils (RPC)		
Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount austin.mount@wfrpc.org (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 2507 Callaway Rd. Suite 200	Chris Rietow crietow@theaprc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla

Tallahassee, FL 32303		
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653-1603	Scott Koons skoons@ncfrpc.org (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson eamderspm@nefrpc.org (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 455 North Garland Avenue Fourth Floor Orlando, FL 32801	Brenda Defoe-Surprenant bdefoe-surprenant@ecfrpc.org (407) 245-0300 ext. 336	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Marybeth Soderstrom msoderstrom@cfrpc.org (863) 534-7130 ext. 134	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District Office Contacts		
District 1	801 N. Broadway Ave. Bartow, FL 33830 (863) 519-2388 Paul.Simmons@dot.state.fl.us	10041 Daniels Parkway Fort Myers, FL 33913 District Modal Development Manager
Paul Simmons		
Michelle Peronto	(863) 519-2551 Michelle.Peronto@dot.state.fl.us	Transit Programs Administrator
Dale Hanson	(863) 519-2321 Dale.Hanson@dot.state.fl.us	Transit Projects Coordinator (ATKINS) Counties: <i>Highlands, Hardee, Okeechobee, DeSoto, Polk</i>
Stacy Booth	(863) 519-2562 Stacy.Booth@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Charlotte, Lee, Glades, Hendry</i>
Victoria Upthegrove	(863) 519-2484 Victoria.Upthegrove@dot.state.fl.us	Transit Projects Coordinator Counties: <i>Sarasota, Manatee, Collier</i>
Michele Forestt	(863) 519-2412 Michele.Forestt@dot.state.fl.us	Transit Support Consultant
District 2	1109 South Marion Ave. Lake City, FL 32025 (904) 360-5684 Geanelly.Reveron@dot.state.fl.us	2198 Edison Ave Jacksonville, FL 32204 Transit Manager
Geanelly Reveron		
Janell Damato	(904) 360-5687 Janell.Damato@dot.state.fl.us	Rural/Urban Transportation Coordinator
Faith Powell	(904) 360-5685 Faith.Powell@dot.state.fl.us	Transportation Coordinator
Heather Fish	(904) 360-5693 Heather.Fish@dot.state.fl.us	Passenger Operations Specialist IV
District 3		1074 Highway 90 Chipley, FL 32428
Scott Walters	(850) 330-1553 Scott.Walters@dot.state.fl.us	District Modal Development Manager
Debbie "Toni" Brough	(850) 330-1558	Public Transit Program Specialist

Debbie Pough	Debbie.Prough@dot.state.fl.us	Public Transit Program Specialist
District 4		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Birgit Olkuch	(954) 777-4689 Birgit.Olkuch@dot.state.fl.us	District Modal Development Administrator
Lisa Maack	(954) 777-4683 Lisa.Maack@dot.state.fl.us	Passenger Operations Manager
Stephanie Quintana	(954) 777-4632 Stephanie.Quintana@dot.state.fl.us	Transit Coordinator
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	Transit Coordinator
District 5		719 South Woodland Blvd. DeLand, FL 32720
Jo Santiago-Mercer	(321) 319-8175 Jo.Santiago-Mercer@dot.state.fl.us	Passenger Operations Supervisor
Carlos Colon	(321) 319-8173 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator
Jamie Ledgerwood	(386) 943-5195 Jamie.Ledgerwood@dot.state.fl.us	Transit Project Coordinator
District 6		1000 N.W. 111 Avenue Miami, FL 33172
Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Passenger Operations Manager
Simon Huang	(305) 470-5496 Simon.Huang@dot.state.fl.us	Passenger Operations Specialist
Lyllian Mena	(305) 470-5102 Raymond.Freeman@dot.state.fl.us	Passenger Operations Specialist
District 7		11201 N. Malcolm McKinley Dr. Tampa, FL 33612
Chris Leffert	(813) 975-6403 Chris.Leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	Transit Programs Coordinator
Maria DeJesus	(813) 975-6406 maria.dejesus@dot.state.fl.us	Transit Programs Coordinator
Michelle Sikavitsas	(813) 975-4837 michelle.sikavitsas@dot.state.fl.us	Transit Programs Coordinator

Form 424 Instructions	
Item	Entry
1	Type of Submission should be “Application”
2	Type of Application should be “New”
3	“Not Applicable”
4	“Not Applicable”
5. A	“Not Applicable”
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This number will be assigned after submission of State POP.
6	State use only (if applicable)
7	State Application Identifier is “1001”
8.a, b, c, d, e, and f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization’s UEI number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be “Federal Transit Administration”
11	Catalog of Federal Domestic Assistance (CFDA) Number is: 20.509. CFDA Title should be: Formula Grants for Rural Areas, Section 5311
12	“Not Applicable”
13	“Not Applicable”
14	List the areas affected by project (cities, counties, states etc.). Can be submitted as a separate attachment.
15	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.

16	List (a) the applicant's Congressional District and (b) any Congressional District(s) affected by the program or project. Find your district here: https://www.house.gov/representatives/find-your-representative
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item
19	Check the applicable box
20	Check the applicable box. If "yes", provide explanation in attachment.
21	Must be signed by the governing board representative that was authorized to sign this particular application.

Resources and Links

[Procurement Guidance for Transit Agencies \(June 2024\)](#)

[Section 5311 FTA Circular](#)

[State Management Plan 2024](#)

[FDOT Grants Administration Website](#)

[Congressional Districts](#)

[Department of Management Services \(DMS\)](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Standard Form 424](#)

[Sunbiz](#)

[TransCIP – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

[Sunbiz](#)

Cover Letter

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5311 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.

Collier County Board of County Commissioners 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 FDOT 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 9th day of December, 2025 with an original resolution or certified copy of the original resolution authorizing **the Chairman of the Board of County Commissioners** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners

Agency Name

Signature

Burt L. Saunders – Chairman, Board of County Commissioners

Typed Name and Title of Authorized Representative

12/9/2025

Date



RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY, FLORIDA, AUTHORIZING ITS CHAIRMAN TO SIGN AND APPROVE THE SUBMITTAL OF A SECTION 5311 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION, ACCEPTING A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND AUTHORIZING THE EXPENDITURE OF GRANT FUNDS FOR THE FIXED ROUTE TRANSIT OPERATING SERVICES.

WHEREAS, the Board of County Commissioners of Collier County, Florida (“Board”), has the authority to apply for and accept grants and make purchases and expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and by the Federal Transit Administration Act of 1964, as amended; and

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

1. This resolution applies to the Federal Program under U.S.C. §5311.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Burt L. Saunders, Chairman, is authorized to including, but not limited to: (a) sign the application, accept the grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments related to this grant application, and (d) authorize the expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
4. The Board’s Registered Agent in Florida is Jeffrey A. Klatzkow, County Attorney. The Registered Agent’s address is 3299 Tamiami Trail East, Suite 800, Naples, FL 34112.
5. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this _____ day of _____, 2025.

ATTEST:
CRYSTAL K. KINZEL, Clerk

BOARD OF COUNTY COMMISSIONERS
OF COLLIER COUNTY, FLORIDA

By: _____
_____, Deputy Clerk

By: _____
Burt L. Saunders, Chairman

Approved as to form and legality:

Jeffrey A. Klatzkow, County Attorney

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025



Legal Clerk



Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	\$336.00	
Tax Amount:	\$0.00	
Payment Cost:	\$336.00	
Order No:	11831480	# of Copies:
Customer No:	1126645	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. Collier County will also apply to FDOT for a grant under Section

5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of \$1,503,750. Each of these purchases would be intended for the provision of public transit services within Collier County, FL. This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 5th 2025. Requests for a hearing must be sent to Omar De Leon, Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Omar De Leon at Omar.DeLeon@collier.gov, Collier County Transportation Management Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.73%.

Nov. 12, 2025

Not applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC). Applicant must upload letter into TransCIP with other application documentation.

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated 9th day of **December, 2025**:

- 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
 - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 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–Commission for the Transportation Disadvantaged
- 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
- 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.

12/9/2025

Date

Signature of Contractor's Authorized Official

Burt L. Saunders, Chairman

Name and Title of Contractor's Authorized Official

Standard Lobbying Certification

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

12/9/2025 Date

Signature of Contractor's Authorized Official

Burt L. Saunders - Chairman
Name and Title of Contractor's Authorized Official

FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([see FTA Circular C 9040.IH, Chapter VIII](#)) (2) agreeing to alternative comparable arrangements approved by the ([Department of Labor \(DOL\)](#)); or (3) obtaining a waiver from the DOL.)

The Collier 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.

December 9, 2025
Date

Burt L. Saunders- Chairman
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	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application FTA Section 5311 Operating Assistance funding of FY26/27 for Collier Area Transit to provide continuing public transportation services to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to the rural domicile.	Collier Area Transit for the urban transit service.	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953

Leasing Certification

Memorandum for FTA 5311

December 9, 2025

Date:

Burt L. Saunders- Chairman

From:

Signature

Burt L. Saunders- Chairman

Typed name and title

Collier County Board of County Commissioners

Typed or printed agency name

To: Florida Department of Transportation, District Office Modal Development Office/Public Transit

Subject: **FFY26/SFY27** GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

Leasing:

Will the **Collier County Board of County Commissioners**, as applicant to the Federal Transit Administration Section 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?

☒ No

☐ Yes

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1 Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this **9th** day of **December, 2025**

Burt I. saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

56-6000558

* c. UEI:

JWKJKYRPLLU6

d. Address:

* Street1:

3299 Tamiami Trail East, Suite 700

Street2:

* City:

Naples

County/Parish:

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

* First Name:

Omar

Middle Name:

* Last Name:

DeLeon

Suffix:

Title:

Transit Manager

Organizational Affiliation:

Collier County

* Telephone Number:

239-252-4996

Fax Number:

* Email:

Omar.DeLeon@collier.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:

CFDA Title:

* 12. Funding Opportunity Number:

20.509

* Title:

Formula Grants for Rural Area

13. Competition Identification Number:

Title:

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

5311_Areas_Affected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Operational funding request to 5311 to cover costs of operating in the identified rural parts of Collier County.

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

19

* b. Program/Project

19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

10/01/2026

* b. End Date:

09/30/2027

18. Estimated Funding (\$):

* a. Federal

779,000.00

* b. Applicant

* c. State

* d. Local

779,000.00

* e. Other

* f. Program Income

* g. TOTAL

1,558,000.00

*** 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 18, 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:

Mr.

* First Name:

Burt

Middle Name:

L.

* Last Name:

Saunders

Suffix:

* Title:

Chairperson, Board of County Commissioners

* Telephone Number:

239-252-8603

Fax Number:

* Email:

Burt.Saunders@collier.gov

* Signature of Authorized Representative:

* Date Signed:

12/09/2025

Place Holder

Federal Certifications and Assurances

Please upload [Federal Certifications and Assurances](#) signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not applicable

Protection of the Environment

Required if the proposed project is for the construction of facilities. Please see below for supplementary information.

Most transit projects funded under Section 5311 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. ***The CE worksheet is provided for reference only and not required for application submittal.***

**FTA Region 4
CATEGORICAL EXCLUSION and
DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET**

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 4 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 4 for additional assistance. **Please see the end of this document for submittal procedures.** For links to other agencies or for further topical guidance, please go to Region 4's [Grantee Resources: Environment](#) site.

I. PROJECT DESCRIPTION

Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)		
Project Location (include City and Street address)		
Project Contact (include phone number and email address)		
If your project involves construction, include the following maps: • Project Vicinity • Project Site Plan • USGS quad		

II. NEPA Class of Action

Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Sections A or B is "YES", contact the FTA Regional office to determine whether the project requires preparation of a NEPA environmental assessment (EA).

A. Will the project significantly impact the natural, social and/or economic environment?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.1 Is the significance of the project's social, economic or environmental impacts unknown?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.2 Is the project likely to require detailed evaluation of more than a few potential impacts?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

B.3 Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?

- ☐ YES (contact FTA Regional office)
☐ NO (continue)

C. Does the project appear on the following list of potential Categorical Exclusions (CEs)?

The projects listed below are generally categorically excluded from further NEPA analysis under 23 CFR 771.117(c) unless certain circumstances exist, such as the presence of wetlands, historic buildings and structures, parklands and floodplains in the project area.

- ☐ YES (If checked AND there are no special circumstances, as described above, mark the applicable activity and proceed to the signature block on the back page.)
☐ NO (continue to Section D)

- ☐ Activities not involving or directly leading to construction (technical studies, planning, preliminary engineering, etc.)
- ☐ Utility installations along or across a transit facility
- ☐ Construction of bicycle and pedestrian facilities, excluding those requiring construction in new right-of-way
- ☐ Installation of noise barriers or alterations to existing publicly-owned buildings to provide for noise reduction

☐	Landscaping
☐	Installation of fencing, signs, pavement markings, toll facilities, control centers, vehicle test centers, small passenger shelters, traffic signals, railroad warning devices, and signal controls with no substantial land acquisition or traffic disruption
☐	Emergency repairs under 23 USC 125
☐	Acquisition of scenic easements
☐	Ridesharing activities
☐	Bus, ferry, and rail car rehabilitation (including conversions to alternative fuels)
☐	Alterations to facilities or vehicles to make them accessible to elderly or handicapped persons
☐	Program administration (including safety programs), technical assistance, and operating assistance to continue existing service or increase service to meet routine changes in demand
☐	Purchase and lease of vehicles and equipment for use on existing facilities or new facilities that also qualify as CEs (including the capital cost of contracts for transit services)
☐	Track, railbed, and wayside system maintenance and improvements when carried out in existing right-of-way
☐	Purchase and installation of operating, maintenance and Intelligent Transportation Systems (ITS) equipment to be located solely within the transit facility and with no significant off-site impacts
☐	Mitigation banking
☐	Resurfacing and restriping
☐	Routine maintenance

D.	Does the project appear on the following list of potential documented Categorical Exclusions? These projects may be categorical exclusions under 23 CFR § 771.177(d), but require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result. ☐ YES (Check and continue to Part III) ☐ NO (Contact FTA Regional Office)
☐	Grade separations requiring land acquisition to replace existing at-grade railroad crossings and bridge rehabilitation (including approaches to bridges and excluding historic bridges or bridges providing access to ecologically sensitive areas)
☐	Corridor Fringe Parking facilities (generally located adjacent to a mass transportation corridor such as an Interstate highway system)
☐	Carpool programs and activities requiring land acquisition and construction

- ☐ Safety improvements including seismic retrofit and mitigation of wildlife hazards
- ☐ Construction of new bus storage and maintenance facilities and new ITS control centers in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and located on a street with adequate capacity to handle anticipated traffic
- ☐ Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users
- ☐ Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks, and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic
- ☐ Construction of rail storage and maintenance facilities (or other similarly sized support facilities) in areas used predominantly for industrial or transportation purposes where such construction is consistent with existing zoning and where there is no significant noise impact on the surrounding community
- ☐ Area-wide coordination of multiple ITS elements
- ☐ Advance land acquisition including:
 - Acquisition of underutilized private railroad rights-of-way (ROW) to ensure that adjacent land uses remain generally compatible with the continued transportation use of the ROW
 - Acquisition of land for hardship or protective purposes, consistent with 23 CFR 771.117 (D)(12)

(Note: the eligibility of hardship and protective buys is very limited and must be approved, in writing, by the Regional FTA office before proceeding with any acquisition activities. Failure to do so will render the project ineligible for Federal participation.)

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II, Section D, complete Part III and submit to FTA.

A. Detailed Project Description

Include a project description and explain how the proposal satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the existing zoning of the project area and indicate whether the proposed project is consistent. Include a description of the community (geographic, demographic, economic and population characteristics) in the vicinity of the project.

C. Traffic
Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes.

D. Aesthetics
Will the project have an adverse effect on a scenic vista?
☐ No
☐ Yes, describe

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
☐ No
☐ Yes, describe

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
☐ No
☐ Yes, describe

E. Air Quality
Does the project have the potential to impact air quality?
☐ NO
☐ YES, describe

Is the project located in an Environmental Protection Agency (EPA)-designated non-attainment or maintenance area?
☐ NO
☐ YES, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.

☐ Carbon Monoxide (CO)
☐ Ozone (O₃)
☐ Particulate Matter (PM₁₀)

If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
☐ NO
☐ YES
Date of USDOT conformity finding

F. Coastal Zone
Is the proposed project located in a designated coastal zone management area?
☐ No
☐ Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?

- ☐ No
☐ Yes, describe potential impacts and include the FEMA map with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site?

- ☐ No, describe the steps taken to determine whether hazardous materials are present on the site.

☐ Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site.

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a navigable waterway?

- ☐ No
☐ Yes, describe potential impacts and any coordination with the US Coast Guard.

K. Noise and vibration

Does the project have the potential to increase noise or vibration?

- ☐ NO
☐ YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.

L. Prime and Unique Farmlands

Does the proposal involve the use of any prime or unique farmlands?

- ☐ No
☐ Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.

M. Resources

Does the project have the potential to impact any of the resources listed below?

☐ NO

☐ YES, if checked, describe resource and impacts. Impacts to cultural, historic, or recreational properties may trigger Section 4(f) evaluation, which requires consideration of avoidance alternatives.

☐ Natural

☐ Cultural

☐ Historic—Indicate whether there are any historic resources in the vicinity of the project. Attach photos of structures more than 45 years old that are within or adjacent to the project site.

☐ Recreational

☐ Biological--The project sponsor must obtain a list of threatened and endangered species in the project area from the US Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration-Fisheries (NOAA-Fisheries). Attach species map, if available. Describe any critical habitat, essential fish habitat or other ecologically sensitive areas. See appendix for more information.

☐ Other, describe

N. Seismic

Are there any unusual seismic conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.

☐ No

☐ Yes, describe

O. Water Quality

Does the project have the potential to impact water quality, including during construction.

☐ No

☐ Yes, describe potential impacts

Will there be an increase in new impervious surface or restored pervious surface?

☐ No

☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.

Is the project located in the vicinity of an EPA-designated sole source aquifer?

☐ No

☐ Yes, describe potential impacts and include a map of the sole source aquifer with project location identified.

P. Wetlands

Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?

- ☐ No
☐ Yes, describe potential impacts

Q. Construction Impacts

Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

R. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

- ☐ No
☐ Yes, describe the reasonably foreseeable:

a) Cumulative Impacts, which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.

b) Indirect impacts, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable. Indirect impacts may include growth inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.

S. Property Acquisition

If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.

Note: To ensure the eligibility for federal participation, grantees may not acquire property with either local or federal funds prior to completing the NEPA process and receiving written concurrence in the NEPA recommendation. For acquisitions over \$250,000, FTA concurrence in the property's valuation is also required.

T. Public Notification

Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public hearings, (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

U. Mitigation Measures

Describe all measures to be taken to mitigate project impacts.

V. Other Federal Actions

Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.

W. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

☐ No, describe

☐ Yes

X. Related Federal and State/Local Actions

- ☐ Corps of Engineers (Section 10, Section 404)
- ☐ Coast Guard Permit
- ☐ Coastal Zone Management Certification
- ☐ Critical Area Ordinance Permit
- ☐ ESA and EFH Compliance
- ☐ Flood Plain Development Permit
- ☐ Forest Practice Act Permit
- ☐ Hydraulic Project Approval
- ☐ Local Building or Site Development Permits
- ☐ Local Clearing and Grubbing Permit
- ☐ National Historic Preservation Act-Section 106
- ☐ National Pollutant Discharge Elimination System Baseline General for Construction
- ☐ Shoreline Permit
- ☐ Solid Waste Discharge Permit
- ☐ Section 4(f) or 6(f) (Recreational and Historic Properties)
- ☐ Section 106 (Historic Properties)
- ☐ Stormwater Site Plan (SSP)
- ☐ Temporary Erosion and Sediment Control Plan (TESC)
- ☐ Water Rights Permit
- ☐ Water Quality Certification—Section 401
- ☐ Tribal Permits (if any, describe below)
- ☐ Other

Describe as applicable:

Submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below. Submit an electronic version to your area FTA Community Planner. Contact FTA at the number below if you are unsure who this is or if you need the email address. Modifications are typically necessary. When the document is approved, FTA may request additional copies.

Federal Transit Administration, Region 10
915 2nd Avenue, Suite 3142
Seattle, WA 98174-1002

phone: (206) 220-7954
fax: (206) 220-7959

Appendix: Topical guidance links

Air Quality

http://www.fhwa.dot.gov/environment/conformity/ref_guid/sectionf.htm
<http://www.epa.gov/oar/oaqps/greenbk/> for a listing of non-attainment areas.

Coastal Zone Management

<http://www.ocrm.nos.noaa.gov/czm/czmsitelist.html> for a list of state programs.

Cumulative and Indirect Impacts

http://www.fhwa.dot.gov/environment/2nd_cml.htm
<http://environment.fhwa.dot.gov/guidebook/gaimpact.htm>

Endangered Species Act and Consultation

http://endangered.fws.gov/consultations/sec7_faq.html#2 for frequently asked questions on the Endangered Species Act and the Section 7 Consultation process.

Endangered Species List

This list must be less than 6 months old at the time the DCE documentation is submitted to FTA. If the list is older than 6 months, you must verify that there have been no changes to the list.

For species under the jurisdiction of NOAA-Fisheries, go to <http://www.nwr.noaa.gov/1salmon/salmesa/index.htm>, click on ESU Maps.

For species under the jurisdiction of USFWS, contact the nearest Ecological Services office. For a directory of USFWS offices, go to <http://offices.fws.gov/directory/>.

Environmental Justice

<http://www.fta.dot.gov/office/planning/ep/subjarea/envjust.html>
<http://www.fhwa.dot.gov/environment/ej2.htm>

Farmlands

<http://www.info.usda.gov/nrcs/fpcp/fppa.htm>

Floodplain

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/fldplns.html>

Hazardous Materials

<http://www.fta.dot.gov/office/planning/ep/subjarea/hazmat.html>

Historic, Archaeological and Cultural Resources

<http://www.fta.dot.gov/office/planning/ep/subjarea/histcult.html>

Magnuson-Stevens Fishery Conservation and Management Act

<http://www.nwr.noaa.gov/1habcon/habweb/efh/msa2.html>
<http://www.nmfs.noaa.gov/sfa/magact>

Navigable Waterways

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/navwater.html>

NEPA

<http://www.fhwa.dot.gov/legregs/directives/fapg/cfr0771.htm>

http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm

<http://environment.fhwa.dot.gov/guidebook/index.htm>

<http://www.fta.dot.gov/office/planning/ep/index.html>

Noise and Vibration

<http://www.fta.dot.gov/office/planning/ep/subjarea/noisevibration.html>

Property Acquisition

<http://www.fhwa.dot.gov/hep/49cfr24.htm>

Tribal Consultation

<http://www.fhwa.dot.gov/environment/natvamrc/tcqa.htm>

Section 4(f)

<http://www.fta.dot.gov/office/planning/ep/subjarea/parklands.html#Bckgrd>

<http://www.section4f.com/>

http://www.fhwa.dot.gov/environment/4_f.htm

Section 6(f)

<http://www.nps.gov/ncrc/programs/lwcf/protect.html>

Sole Source Aquifer

<http://www.epa.gov/safewater/ssanp.html>

Water Quality

<http://www.fta.dot.gov/office/planning/ep/subjarea/water/waterqual.html>



Board of County Commissioners

County Attorney
Jeffrey Klatzkow

County Manager
Amy Patterson

Chief Hearing Examiner
Andrew W.J. Dickman

Deputy County Manager
Ed Finn

Corporate
Business
Operations
Kenneth Kovensky

Strategic
Initiatives
Michael Nieman

Chief of Staff
Ian Barnwell

Facilities &
Redevelopment
John Dunnuck, III

Public Safety
Vacant

Communications,
Govt. Pub. Affairs
John Mullins

Corp. Comp. &
Cont. Impvt.
Megan Gaillard

Fleet
Management
David Childress

Library
Tanya Williams
Interim

Community &
Human Services
Kristi Sonntag

Public Utilities
Dept.
James W. DeLony
Interim

Growth Mgmt.
Community Dev.
Dept.
James French

Transportation
Management
Services Dept.
Trinity Scott

Community
Redevelopment
Areas

Emergency
Management
Dan Summers

Tourism
Jay Tusa

Human Resources
Amy Lyberg

Museum
Amanda
Townsend

Corp. Financial &
Mgmt. Services
Chris Johnson

Engineering &
Project Mgmt.
Matthew McLean

Building Plan Rev.
& Inspection
John McCormick

Fiscal & Grant
Services
Ellen Sheffey

Facilities
Management
Brian DeLony

EMS
Bruce Gastineau

Information
Technology
Mark Gillis

Procurement
Services
Sandra Srnka

Pelican Bay
Services
Neil Dorrill

Operations
Support
Joseph Bellone

Solid Waste
Kari Hodgson

Wastewater
Robert VonHolle

Water
Howard Brogdon

Department of
Health
Kimberly Kossler

Univ. Ext. Svc.
Ryan Czaplewski
Interim

Code Enforcement
Thomas
Iandimarino

Comm. Planning &
Resiliency
Chris Mason

Environmental &
Dev. Review
Jaime Cook

Domestic Animal
Services
Meredith McLean

Economic Dev. &
Housing
Cormac Giblin

Operations &
Regulatory Mgmt.
Michael Stark

Parks & Rec.
James Hanrahan
Interim

Planning & Zoning
Michael Bosi

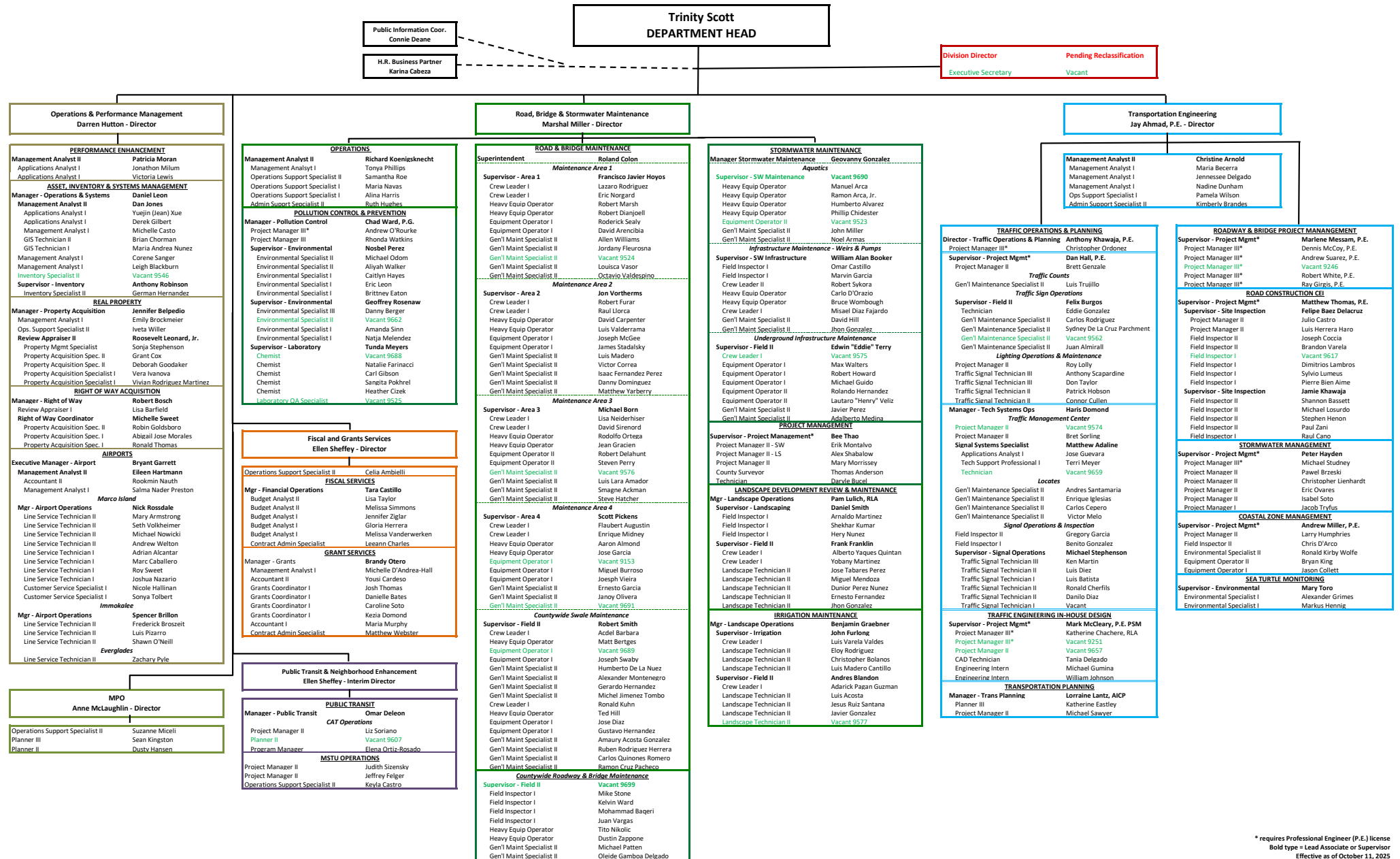
PTNE
Ellen Sheffey
Interim

Ops. & Perf.
Mgmt.
Darren Hutton

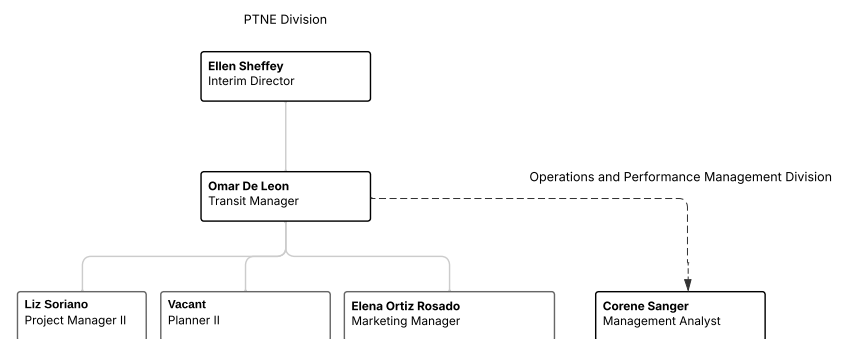
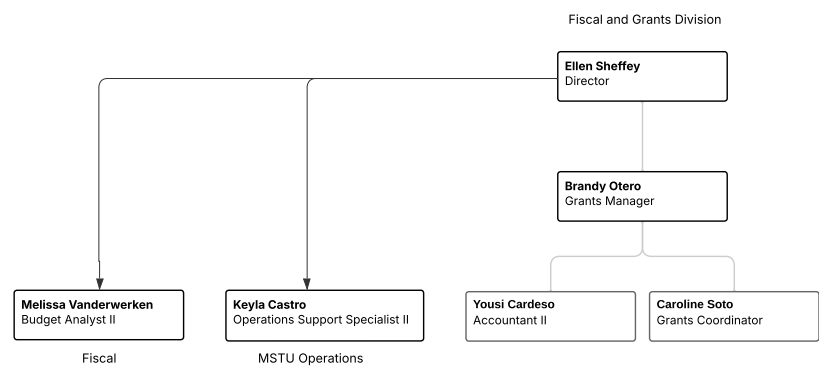
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SWMP Maint.
Marshal Miller

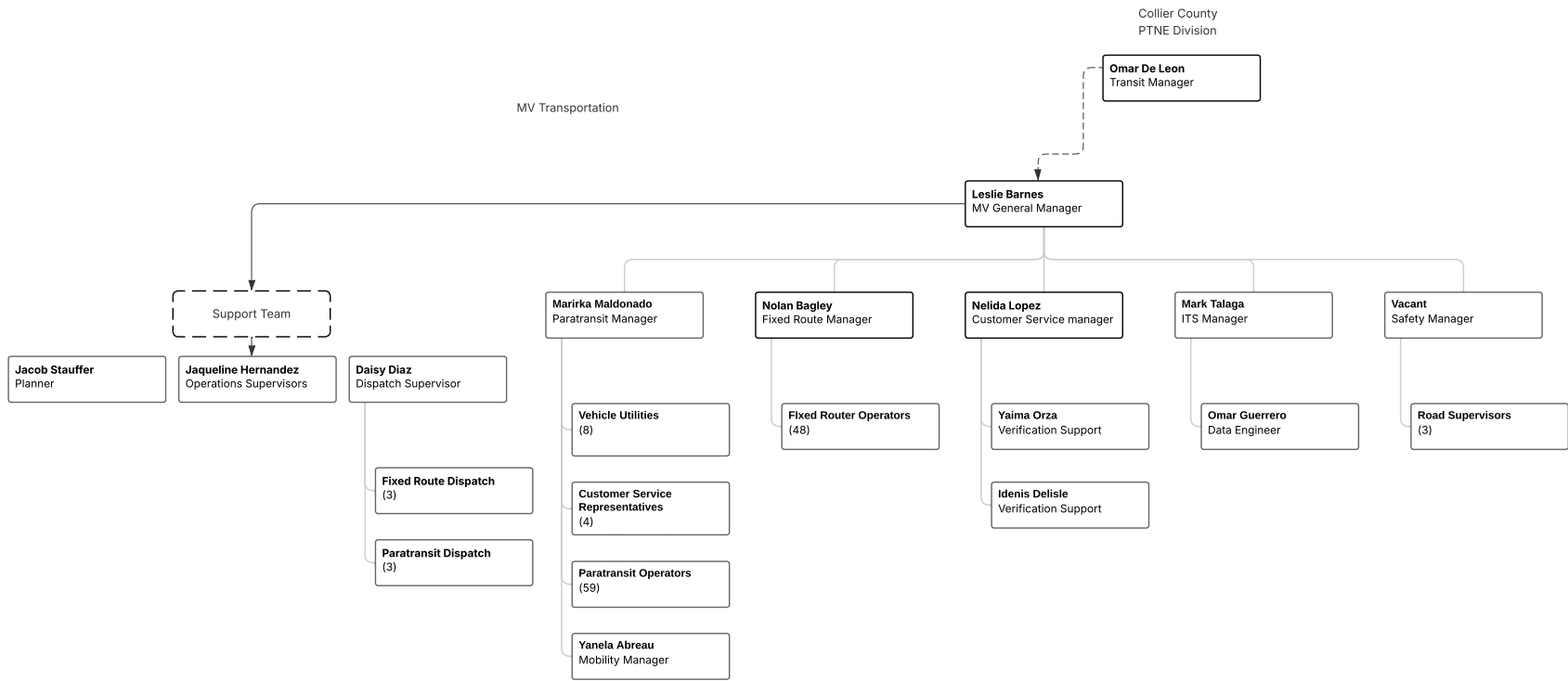
Transportation
Engineering
Jay Ahmad

Transportation Management Services Department



* requires Professional Engineer (P.E.) license
Bold type = Lead Associate or Supervisor
Effective as of October 11, 2025





[County Manager Letterhead]

[Date]

Victoria Upthegrove
Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5311 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the fifty percent local match requirement for the FTA 5311 Grant Application and commits to using \$779,000 towards this grant project if awarded.

Sincerely,

Amy Patterson,
County Manager



Office of the County Manager Amy Patterson

3299 Tamiami Trail East, Suite 202 • Naples Florida 34112-5746 • (239) 252-8383

November 18, 2025

Victoria Upthegrove
Transit Project Coordinator
FDOT, District One, Modal Development Office/Public Transit
801 North Broadway Avenue
Bartow, FL 33830

Re: 5311 Match Commitment

Dear Ms. Upthegrove,

Collier County attests to having local funds available in the Collier Area Transit Transportation Disadvantaged Operating budget to meet the fifty percent local match requirement for the FTA 5311 Grant Application and commits to using \$779,000 towards this grant project if awarded.

Sincerely,

A handwritten signature in blue ink that reads "Amy Patterson". The signature is fluid and cursive, with the first name "Amy" and last name "Patterson" clearly distinguishable.

Amy Patterson,
County Manager



Memorandum

Thru: Ellen Sheffey
Division Director – Fiscal & Grant Services
Transportation Management Services

To: Amy Patterson, County Manager

From: Brandy Otero
Grants Supervisor
Transportation Management Services

Date: November 17, 2025

Subject: FY26 FTA 5310 and FTA 5311 Local Match letters to Grantor

APPROVED

By Therese Stanley at 12:57 pm, Nov 18, 2025

In accordance with the established Florida Department of Transportation procedures, a local match letter is required to be submitted with the FY26 FTA 5310 and FTA 5311 grant applications.

Local matching funds are available within the transit annual operating general fund (0001) transfer. The item to approve submittal of the grant applications is going before the Board on December 9, 2025, (Agenda Item 16B20).

It is requested that you sign, date, and return the Local Match letters to Fiscal & Grant Services. If you have any questions, you may call me at 239-252-5188.

SheffeyEllen
Ellen Sheffey
Division Director, Fiscal & Grant Services
Transportation Management Services

Digitally signed by
SheffeyEllen
Date: 2025.11.17
10:57:36 -05'00'

Date: 11/17/2025



Department - Division Name

3299 Tamiami Trail East, Naples, FL 34112 • Phone: (239) 252-xxxx • Fax: (239) 252-xxxx
www.colliercountyfl.gov



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

April 28, 2023

Mr. Daren Hutton, Interim Division Director
Collier Area Transit
8300 Radio Road
Naples, FL 34104

RE: Collier Area Transit 2023 Triennial Review Final Compliance Notification

Dear Mr. Hutton:

This letter is a confirmation of compliance for Collier Area Transit regarding the 2023 Triennial Review by the Florida Department of Transportation (FDOT) in partnership with Atkins North America and The University of South Florida / Center for Urban Transportation Research (CUTR).

The purpose of the Triennial Review is to determine subrecipient compliance with the State and Federal requirements as described in the State Management Plan and in accordance with the Federal Transit Administration (FTA) Section 5307, 5310 and 5311 Programs. FDOT District Offices are required to conduct a Triennial Review of subrecipients. The review must be performed every three (3) years in a manner compliant with the standardized Triennial Review Process Guide provided by the FDOT Central Office.

An on-site review was performed at 8300 Radio Road, Naples, FL 34104 on Tuesday, January 24, 2023. Following the site visit, a Draft Report was issued by the District outlining the areas reviewed, compliance deficiencies and recommendation of actions the subrecipient should undertake to remedy the deficiency. Collier Area Transit has addressed and satisfied all deficiencies outlined in the Draft Report to comply with the FTA Section 5307, 5310 and 5311 Programs. The attached Final Report and Final CAP confirms Collier Area Transit was found to be compliant with the Department's 2023 Triennial Review.

FDOT, District One Transit Office, congratulates you on your compliance with the Triennial Review standards. We appreciate your attention to the importance of creating and maintaining safe and equitable passenger transportation programs in the communities we service.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411...
MISSIEL DA SILVA

Transit Projects Coordinator

Cc: Michelle S. Peronto, FDOT Transit Programs Administrator
Paul A. Simmons, FDOT Modal Development Administrator
Omar DeLeon, Collier Area Transit
Brandy Otero, Collier Area Transit

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AFFIDAVIT REGARDING LABOR AND SERVICES

375-030-31
PROCUREMENT
07/24

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE
COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this
day of _____, (year), by

Notary Public

Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Florida Department of Transportation Capital Assistance Application



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula Capital Program for Ru

STOP: Before beginning your application, make sure all agency profile information is up-to-date in Ti provides critical information. If the agency profile is incorrect, your application may be considered ir consideration.

Agency Name:	Collier County Board of County Commissioners
FDOT District:	One

on

iral Areas

ransCIP. The agency profile
ncomplete or ineligible for

Use drop-down to select or type to enter

Use drop-down to select

Revenue Vehicle Inventory Certification	
	Applicants must ensure that the inventory in TransCLIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.
Instructions:	Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.
	Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2026 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.
	The name of the accountable personnel and date of last inventory update must be provided in the fields below.
Certification:	Omar De Leon
Date:	10/29/2025

Transportation Program Operating and Administrative Expenses			Transportation Program Operating and Administrative Revenues		
Expenses: The Estimated Transportation Program Operating & Administrative Expenses table must include all expense associated with the applicant's transportation program. Expenses must be reported by type as provided in the Program Budget tab and the below definitions table:			Revenues: The Estimated Transportation Program Operating & Administrative Revenues table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:		
1-digit Level: Not applicable			1-digit Level: For example, 4100 Directly Generated Fares		
2-digit Level: For example, 5010 Labor			2-digit Level: For example, 4110 Passenger Fares		
3-digit Level: For example, 5011 Operators Salaries and Wages			3-digit Level: For example, 4111 Passenger-Paid Fares		
Object Class	Code	Definition	Object Class	Code	Definition
Labor	5010	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.	Directly Generated Funds	4100	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
Operators' Salaries and Wages	5011	Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as: - Report time - Platform time - Turn-in time - Accident reporting time These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time. In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles. Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as: - training time either as a student or instructor - revenue vehicle movement control as dispatchers or road supervisors - movement of revenue vehicles among maintenance and operating facilities - maintenance of bus stops and shelters - general administration assignment such as customer service and marketing	Passenger Fares	4110	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger's ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue. Agencies may collect passenger fares in any of the following ways: - Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers) - Directly at the point of service (e.g., fare box, turnstile) - After the service is provided (e.g., through weekly or monthly billing) In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues. Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.
Operators' Paid Absences	5012	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.	Passenger-Paid Fares	4111	Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples: - Full Adult Fares: revenues earned by transporting passengers for the full adult fare. - Senior Citizen Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit. - Student Fares: revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution. - Child Fares: revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit. - Fares for Individuals with Disabilities: revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities. - Ferryboat Services: revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferrage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130). - Vanpool Services: For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs. - Special Ride Fares: revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above. - Handling Fees: revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards). - Non-Paid Fares: revenues earned from fare for demand response passengers who do not show up for a scheduled ride. Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: - State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). - Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. - Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. - Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Salaries and Wages	5013	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).	Organization-Paid Fares	4112	Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following: - State and Local Government: revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers). - Reduced Fare Reimbursements: revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards. - Special Route Guarantees: amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization. - Other Special Contract Transit Fares: revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.
Other Paid Absences	5014	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.	Park-and-Ride Parking Revenue	4120	The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).
Fringe Benefits	5015	Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories: - Employment Taxes: federal, Medicare, and Social Security taxes. - Health and Welfare Expenses: medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans. - Retirement Costs/Pension Plans: pension plans, long-term disability plans, and other postemployment benefits (OPEB). - Other Fringe Benefits: uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above. Other Postemployment Benefits (OPEB) In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.	Non-Public Transportation Revenues	4130	This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following: - Charter Service Revenues: revenues earned from operating vehicles under charter service contracts. - Freight Tariffs: revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111). - School Bus Service Revenues: revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school. - Sight-seeing Fares: revenues earned from operating vehicles in sight-seeing service.
Services	5020	Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies. The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.	Auxiliary Transportation Funds	4140	Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following: - Advertising revenues - Concessions - Other auxiliary transportation revenues
Materials and Supplies	5030	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).	Advertising Revenues	4141	Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.
Fuel and Lubricants	5031	This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant. Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed. Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.	Concessions	4142	Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.
Tires and Tubes	5032	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.	Other Auxiliary Transportation Revenues	4149	The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.
Other Materials and Supplies	5039	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).	Other Agency Revenues	4150	This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include: - Sales of Maintenance Services: revenues earned from sales or performing maintenance services on property not owned or used by the transit agency. - Sales of Fuel: revenues earned from sales of fuel. - Sales of Assets: revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example. - Rental of Revenue Vehicles: revenues earned from leasing transit agency revenue vehicles to other operators. - Rental of Buildings and Other Property: revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations. - Rental of Real Estate: revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects. - Rental Car Fees: revenues earned from rental car services. - Investment Income: revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself. - Interest Income: revenues earned by placing funds in an interest-bearing account. - Student Fees: revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service. - Parking Facilities Revenue: revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120). - Donations: funds from donations and grants from private foundations. - Other Agency Revenues: revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations,

Utilities	5040	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.	Revenues Accrued through a Purchased Transportation Agreement	4160	This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.
Casualty and Liability Costs	5050	Expenses related to loss protection and losses incurred by the transit agency. These expenses include: · Compensation of others for their losses due to acts for which the transit agency is liable. · The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools). · Agency losses due to the liable actions of others that are covered by other corporate insurance. Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs. Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs. Casualty and Liability Costs include the following: 1. Premiums for Physical Damage Insurance: premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses. 2. Premiums for Public Liability and Property Damage Insurance: premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others. 3. Payouts for Insured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance. 4. Payouts for Uninsured Public Liability and Property Damage Settlements: payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance. 5. Provision for Uninsured Public Liability and Property Damage Settlements: periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance. 6. Premiums for Other Corporate Insurance: premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance). 7. Other Corporate Losses: charges for actual losses resulting from events covered by the other corporate insurance. The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.	Subsidy from Other Sectors of Operations	4170	Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include: · Subsidies from utility rates where the transit agency is a utility company · Subsidies from bridge and tunnel tolls owned and operated by the transit agency · Subsidies from other sources provided by the same entity that operates the transit service
Taxes	5060	Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased. Reimbursement of Taxes Paid Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.	Extraordinary and Special Items	4180	Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. 1. Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency. 2. Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates. Special items are events or transactions that are either unusual in nature or infrequent, but not both. The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency's income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria. Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future. Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.
Purchased Transportation Expenses	5100	Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract. Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.	Total Recoveries	4190	Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency's property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.
Purchased Transportation in Report	5101	This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102).	Directly Generated Dedicated Funds	4200	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
Purchased Transportation Filing Separate Report	5102	Please refer to Reporting Contractor Expenses for more information. The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101). Reporting Contractor Expenses The expenses in this object class must include the total amount paid by the buyer to the seller. The seller's actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer's expenses, and the buyer reports the total amount paid to the seller.	Income Taxes	4210	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
Miscellaneous Expenses	5090	This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous. Some common miscellaneous expenses are listed below. 1. Dues and Subscriptions: Fees for membership in industry organizations and subscriptions to periodicals. 2. Travel and Meetings: Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for participation in industry conferences, and other related business meeting expenses. 3. Bridge, Tunnel, and Highway Tolls: Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities. 4. Entertainment Expense: Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities. 5. Charitable Donations: Contributions to charitable organizations made by the transit agency. 6. Fines and Penalties: Costs of fines and penalties incurred by the transit agency. 7. Bad Debt Expense: Amounts owed to the transit agency that the agency has determined to be uncollectable.	Sales Taxes	4220	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
ADA Expenses	5910	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).	Property Taxes	4230	Revenues earned by taxing property subject to the taxing authority of the transit agency.
Reconciling Items	5200	Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.	Fuel Taxes	4240	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
Interest Expenses	5210	Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations. 1. Interest on Long-Term Debt Obligations: charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense. 2. Interest on Short-Term Debt Obligations: charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.	Other Taxes	4250	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
Operating Lease Expenses	5220	Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such, operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period. Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).	Bridge, Tunnel, and Highway Tolls	4260	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
Capital Leases	5230	Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment): 1. Transfer of ownership: the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term. 2. Bargain purchase option: the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable). 3. Lease term: lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease. 4. Minimum lease payments: the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception. The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).	High Occupancy Tolls	4270	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.

Related Parties Lease Agreements	5240	Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include: - A state government's department of transportation purchases buses and leases them to transit agencies in the state at half the market rate. - A county government leases land to a local transit agency for use as a parking lot for a dollar a year.	Other Dedicated Funds	4290	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
			Local Government Funds	4300	These are funds received from municipal and county governments.
Voluntary Non-Exchange Transactions	5250	This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations. The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance). Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction.	General Revenues of the Local Government	4310	There are essentially two common ways a local government can provide funds to a transit agency. - The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government. - The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.
		Depreciation			
Amortization of Intangibles	5270	Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.	Income Taxes	4321	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
		Extraordinary and Special Items	Sales Taxes	4322	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
Other Reconciling Items	5290	Other Reconciling Items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence. Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature. If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.	Property Taxes	4323	Revenues earned by taxing property subject to the taxing authority of the local government.
		ADA Related Reconciling Items	Fuel Taxes	4324	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
	5920	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (5220) and \$1,000 under ADA Related Reconciling Items (5920).	Other Taxes	4325	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
			Bridge, Tunnel, and Highway Tolls	4326	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
			High Occupancy Tolls	4327	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
			Other Dedicated Funds	4329	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following: - Vehicle licensing and registration fees - Driver's license fees - Communications access fees and surcharges - Lottery and casino proceeds
			Extraordinary and Special Items	4330	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
			Other Local Funds	4390	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
			State Government Funds	4400	These are funds received from state, commonwealth, or territory governments.
			General Revenues of the State Government	4410	There are essentially two common ways a state government can provide funds to a transit agency. - The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government. - The agency reports dedicated sources of revenue under State Transportation Funds (4420).
			State Transportation Fund	4420	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
			Extraordinary and Special Items	4430	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
			Federal Funds	4500	Federal funds generally fall into three categories: - Funds for operating assistance: Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match. - Funds for capital assistance: Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match. - Funds for capital assistance spent on operations: In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations. The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.
			Non-Added Revenues	4600	Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.
			Contributed Services	4610	Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.
			Voluntary Non-Exchange Transactions	4620	This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them. The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider's transfer of asset is contingent upon an agreed upon action taken by the recipient. The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability). Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).
			Sales and Disposals of Assets	4630	Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).
			Transportation Development Credits	4640	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

Proposed Budget for Transportation Program

Statement of Need	
Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description). A description of any budget shortfall may be included. Please limit your response to the space provided.	Collier Area Transit provides provides public transit services throughout Collier County, including regions like Naples, Marco Island, and Immokalee. The need is specific for the service provided in the rural portion of the county including Immokalee and Golden Gate Estates. The requested funding will be utilized for the purchase of a replacement bus. In doing so, Collier Area Transit will be addressing the goals set within the Transit Asset Management Plan to replace vehicles as they meet their useful life. Additionally, the funding will be utilized to purchase and construct a canopy for the Immokalee Transfer Station.

Budget for Year of Anticipated Award	
All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.	
Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant’s transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.	

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$6,665,300
Use drop-down to select	Fuel and Lubricants	5031	\$1,763,400
Use drop-down to select	Miscellaneous Expenses	5090	\$296,400
Use drop-down to select	Other Salaries and Wages	5013	\$537,000
Use drop-down to select	Other Materials and Supplies	5039	\$45,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$9,307,100

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$1,149,400
Use drop-down to select	Local Government Funds	4300	\$8,060,500
Use drop-down to select	Other Agency Revenues	4150	\$97,200
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$9,307,100

Current System Description	
Instructions:	Current System Description Tab provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant’s response to the question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.
Questions:	Response
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners oversees the public transportation infrastructure in Collier County. The county's transit system, known as Collier Area Transit (CAT), functions under the guidance of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE), which is a part of the Collier County Transportation Management Services Department. CAT provides transit services throughout Collier County including urban and rural services. The service area includes regions like Naples, Marco Island, and Immokalee. The grant application is specific to the service in the rural portion of the county.
In the last state fiscal year (July-June) have there been any organizational changes or operating changes?	The agency had a leadership change, the current interim Director is Ellen Sheffey. No major operational changes.
Program mission, goals, and/or objectives	Collier County aims to achieve several key objectives. These include operating dependable, user-friendly, and cost-efficient mobility services that effectively address the transportation requirements of our employees, residents, and guests while prioritizing safety and efficiency. We work towards this by bolstering the resilience of Collier County, safeguarding both our man-made and natural resources, offering appealing and convenient mobility alternatives that mitigate carbon emissions and environmental impacts in our communities. Additionally, we seek to foster significant partnerships that enhance awareness and education regarding mobility options and contribute to the vitality of mobility services, ultimately enhancing the livability and promoting economic and social well-being of our area.

Service, route, and trip types provided	The operating hours for these routes span from as early as 3:45 AM to as late as 8:20 PM. The service, which is part of the grant plan, aims to facilitate accessibility for individuals residing in the non-urbanized regions of Collier County. The grant funds will be allocated to sustain the operation of fixed routes, thereby granting access to essential services such as healthcare, shopping, education, employment, public services, and recreational opportunities for those living in non-urbanized areas. Since many of these vital services are unavailable in rural areas, a significant portion of the population is compelled to travel to urban areas in order to access them.
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	Funding for these operations is derived from multiple sources, including the Federal Transit Administration's 5307, 5310, and 5311 programs, the Florida Department of Transportation, the Agency for Persons with Disabilities, the Florida Commission for the Transportation Disadvantaged, and various local funding programs. These funding sources are instrumental in supporting individuals with disabilities, low-income individuals, and the elderly across both urbanized and non-urbanized areas within the county.
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.	The maintenance of all vehicles is the responsibility of the specialized Collier County Fleet Management Division team assigned to Transit, situated at the CAT Operations Center on 8300 Radio Road. This team diligently maintains a preventative maintenance schedule for all CAT vehicles, ensuring that maintenance is performed without causing any disruptions to transportation services. The spares ratio is evaluated regularly for peak service to ensure no interruptions occur to the service.

Service Characteristics	

The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column has been

Instructions: provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.

Service Characteristic	Value	Data Collection/ Calculation Method
<u>Unlinked Passenger Trips (UPT)</u> The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	170,022	Electronic farebox and Mobile Fare Application
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	170,022	Electronic farebox and Mobile Fare Application

Activity Line Item Codes**Vehicles**

Description	ALI Code
Bus - Replacement Over 30'	11.12.03
Bus - Expansion Over 30'	11.13.03
Bus - Replacement Under 30'	11.12.04
Bus - Expansion Under 30'	11.13.04
Vans - Replacement	11.12.15
Vans - Expansion	11.13.15
Sedan - Replacement	11.12.16
Sedan - Expansion	11.13.16

Equipment

Description	ALI Code
Bus Passenger Shelters Acquisition	11.32.10
Shop Equipment Acquisition	11.42.06
ADP Hardware Acquisition	11.42.07
ADP Software Acquisition	11.42.08
Surveillance/Security (Bus) Acquisition	11.42.09
Fare Collection (Mobile) Acquisition	11.42.10
Support Vehicles Acquisition	11.42.11
Miscellaneous Equipment Acquisition	11.42.20
Radios Acquisition	11.62.03
Radios Construction	11.63.03

Facilities

Description	ALI Code
Admin Building Engineering & Design	11.41.01
Admin Building Acquisition	11.42.01
Admin Building Construction	11.43.01
Admin Building Rehab/Renovation	11.44.01
Admin Building Lease	11.46.01
Maintenance Facility Engineering & Design	11.41.02
Maintenance Facility Acquisition	11.42.02
Maintenance Facility Construction	11.43.02
Maintenance Facility Rehab/Renovation	11.44.02
Maintenance Facility Lease	11.46.02
Admin/Maint Facility Engineering & Design	11.41.03
Admin/Maint Facility Acquisition	11.42.03
Admin/Maint Facility Construction	11.43.03
Admin/Maint Facility Rehab/Renovation	11.44.03
Admin/Maint Facility Lease	11.46.03
Storage Facility Engineering & Design	11.41.04

Storage Facility Acquisition	11.42.04
Storage Facility Construction	11.43.04
Storage Facility Rehab/Renovation	11.44.04
Storage Facility Lease	11.46.04
Yards & Shops Engineering & Design	11.41.05
Yards & Shops Acquisition	11.42.05
Yards & Shops Construction	11.43.05
Yards & Shops Rehab/Renovation	11.44.05
Yards & Shops Lease	11.46.05

Vehicle Request					
Instructions:		Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description.			
Project Type	Examples	Types of Vehicles			
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans,	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified Minibuses, Transit Bus, Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)	Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have recached the end of minimum normal service life. It is important to note that agencies must clearly identify which vehicles from the existing fleet will be repalced along with the <u>age</u> and <u>mileage</u> of each vehicle to be replaced.				

Project Description

One replacement 40-foot bus for fixed-route services is the subject of the grant proposal. A fixed route bus, which has met its useful life, will be replaced with the new bus. Collier County will meet its TAM Goal of keeping rolling stock in good repair by replacing the vehicles.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency’s transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Will the project allow your agency to: Provide more hours of service and/or more trips?	While grant funding won't increase hours worked, it will enable the continuation of the current service and improve reliability by enabling the purchase of a replacement bus.
Expand service to a larger geographic area within the same District?	The service area will remain the same, but the grant funding will be used to buy a replacement vehicle so, the current rural area service may continue to provide dependable service.

Reduce headways/increase frequency?	Funding from grants won't cause headways to decrease or frequency to rise.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.	The financing will guarantee that buses are replaced when the life expectancy is reached, supporting Collier County's TAM plan.
Address projected vulnerabilities?	With useful life mileage overages of fleet still in use, the Grant funding will guarantee that vehicles are replaced as soon as possible, preventing service interruptions.
Expand access to essential services?	Although the program won't be expanded, it will keep low-income and rural residents connected to the important services they need. To ensure continuing access to vital services, maintaining a vehicle replacement plan is a crucial component.
Enhance passenger experience (e.g., added amenities)?	By offering a dependable service with a new replacement vehicle that will enable CAT to decrease breakdowns by retiring a vehicle that has reached the end of its useful life, the passenger experience will be improved.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/ disadvantaged communities?	Once a vehicle has reached the end of its useful life it is retired and replaced with a new vehicle. In doing so a decrease in cost will be reflected in vehicle maintenance. Additionally, transportation significantly spurs economic activity in underserved and disadvantaged communities. Improved transportation access connects residents to jobs, education, healthcare, and essential services, expanding their employment opportunities and increasing their earning potential. This increased mobility also stimulates local businesses by providing customers with easier access to goods and services, leading to job creation and economic growth within the community.
Overcome any operations and administrative challenges or difficulties your agency is experiencing?	The funds will help satisfy the need for keeping capital assets in a satisfactory condition of repair. The cost of maintenance and part replacement rise dramatically as vehicles become older and wear out, placing a significant load on the operating budget. By easing part of that load, these capital grant funds will enable the transit organization to devote more resources to the actual providing of the service.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?	The grant award will be utilized to maintain our current public transportation services by funding the replacement of one aging, high-mileage bus, that has met its useful life ensuring the existing operational fleet size is sustained. This replacement directly impacts our organization's overall operations by significantly improving service reliability and supporting a TAM Plan. Specifically, the aging vehicle is a frequent source of costly and unpredictable roadcalls, which disrupt schedules, strand passengers, and divert maintenance staff from preventative tasks. Acquiring a new, reliable bus will mitigate these mechanical failures, drastically reducing roadcalls and subsequent service delays, thereby allowing our maintenance team to focus on proactive care. This action not only ensures service continuity but also lowers long-term maintenance costs and improves the average fleet age, moving us closer to our TAM plan targets and providing the public with a more dependable transportation system.
How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Tranist Administration (FTA) reporting requirements? FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.	The software Faster system will be used to handle documentation and tracking of the replacement vehicle for maintenance records to guarantee maintenance plan is being followed. The faster program will be utilized to capture the necessary information to meet the FTA requirements and reporting needs.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	The transit program will indeed keep running. Nonetheless, since vehicles that need to be retired will continue to be in use for commercial purposes, the ongoing usage of older vehicles will lower system dependability and raise maintenance costs.

Project Readiness	
Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	The bus will be purchased using a contract; prices will be set for the contract base year and will be adjusted annually based on the Producer Price Index (PPI).
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Replacement bus: After being notified of the award, the rolling stock contract will be submitted to FDOT for approval. Purchase Order Approval- 1 month 14 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 3 months post delivery to Submit Invoice to FDOT for reimbursement

If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?	Dispatchers monitor vehicle assignments. A CDL license is necessary for all Fixed Route operators, and it is reviewed every month to make sure renewals are done on time.
If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of vehicles/equipment to lessees and/or private operators been completed?	The vehicle will be operated by a single private operator, and maintenance is handled by Collier County employees (Fleet Management Division). To make sure the vehicles are being utilized for the correct purpose, the Operator is routinely observed.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The Transit Development Plan, which underwent a thorough public engagement process, includes references to the projects. Additionally, the project is mentioned in Collier's Transit Asset Management Plan. This project will not be delivered in collaboration with any other project parties.

Vehicle Request														
General Instructions:	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html :													
	1. Select Desired Vehicle (Cutaway, Minibus etc.) 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form													
	If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.													
Table Instructions:	Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. Cost estimates should be supported by order forms or quotes.													
	Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.													
Instructions	Description	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)	Order Form Completed
Use drop-down to select request description	Bus - Replacement Over 30'	Bus - Replacement Over 30'	11.12.03	Diesel	12	38	2	1	\$793,000	\$793,000	\$793,000	\$198,250		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Use drop-down to select request description										\$0	\$0	\$0		☐
Total		-	-	-	-	38	2	1	-	793,000	793,000	198,250	-	-

Vehicles to be Replaced											
Instructions:	Vehicles listed for replacement must be included in your organization's TransCIP 2.0 Inventory. If more space is needed to accommodate your list, add more rows to the table. List vehicles in order of priority for replacement.										
FDOT Control #	VIN	Make	Type	Model	Year	Fuel Type	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
N/A	15GGB2710C1180509	Gillig	BU-Bus	G27B102N4	2011	Diesel	Ramp	32	2	Active	
Total/Average								32	2		

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	170,022	170,022	Electronic Fareboxes and Mobile Ticketing System
<u>Unduplicated Passengers per Year</u>	170,022	170,022	Electronic Fareboxes and Mobile Ticketing System

Vehicle Category (Source: FTA Useful Life of Transit Buses - 2007)			Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus		Light-Duty Van, Sedan or Bus	
Typical Characteristics(GV WR&Lengths)	Factory original (OEM)		Factory original (OEM)		Factory original (OEM)		GVWR 6000- 7000LBS	
Vehicle Type (Source: NTD)	Equipment (non- revenue)		Automobile (AO)		Van (VN)		Van (VN)	
	Formerly Type "G"		Formerly Type "F"		Formerly Type "F"		Formerly Type "E"	
Vehicle Description	Service Trucks		Sedans/Station		Vans/Commuter		Mini Vans	
Typical Contract Source	DMS		DMS		DMS		TRIPS	
Year	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
2026	5	150,000	4	100,000	4	100,000	5	200,000
2025	5	150,000	4	100,000	4	100,000	5	200,000
2024	5	150,000	4	100,000	4	100,000	5	200,000
2023	5	150,000	4	100,000	4	100,000	5	200,000
2022	5	150,000	4	100,000	4	100,000	5	200,000
2021	5	150,000	4	100,000	4	100,000	5	200,000
2020	5	150,000	4	100,000	4	100,000	5	200,000
2019	5	150,000	4	100,000	4	100,000	5	200,000
2018	5	150,000	4	100,000	4	100,000	5	200,000
2017	5	150,000	4	100,000	4	100,000	5	200,000
2016	5	150,000	4	100,000	4	100,000	5	200,000
2015	5	150,000	4	100,000	4	100,000	5	200,000
2014	5	150,000	4	100,000	4	100,000	5	200,000
2013	5	150,000	4	100,000	4	100,000	5	200,000
2012	5	150,000	4	100,000	4	100,000	5	200,000
2011	5	150,000	4	100,000	4	100,000	5	200,000
2010	5	150,000	4	100,000	4	100,000	5	200,000
2009	5	150,000	4	100,000	4	100,000	4	100,000
2008	5	150,000	4	100,000	4	100,000	4	100,000
2007	5	150,000	4	100,000	4	100,000	4	100,000
2006	5	150,000	4	100,000	4	100,000	4	100,000

OT Vehicle Useful Life 2006-2026

Light-Duty Van, Sedan or Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Light-Duty Mid-Size Bus		Medium-Duty Bus	
GVWR 8500-10360LBS 18-22FT in legth		GVWR 10050-22000LBS 21-38FT in legth		GVWR 10050-14500LBS 21-25FT in legth		GVWR 11000-14500LBS 21-28FT in legth		GVWR 22000-33000LBS 28-38FT in legth	
Van (VN)		Cutaway (CU)		Cutaway (CU)		Cutaway (CU)		Bus (BU)	
Formerly Type "E"		Formerly Type "D"		Formerly Type "D"		Formerly Type "D"		Formerly Type "C"	
MiniBus		Transit Bus -		Small Cutaway		Transit Bus - Small		Medium Duty Bus	
TRIPS		TRIPS		TRIPS		TRIPS		TRIPS	
Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage	Age	Mileage
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000	7	250,000
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	5	200,000		
5	200,000	5	200,000	5	200,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		
4	100,000	5	150,000	5	150,000	7	200,000		

[illegible]

Equipment Request	
Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format Instructions: where indicated. Where a field or word count is included, the length of the applicant’s response must not exceed the space or word count provided. The project description should not repeat the Current System Description.	
Project Type	Examples
Equipment	— Fare boxes — Communications equipment — Security/surveillance equipment for vehicles and/or buildings — Shop equipment (alignment machines, bus washing machines, tire changers, etc.) — Bus shelters — Bus stop signage — Wheelchair lifts — Other miscellaneous equipment

Project Description
Purchase and install a canopy for the Immokalee Transfer Station.

Project-Related Improvements	
Instructions:	Describe how the grant funding will improve your agency’s transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.
Provide more hours of service and/or more trips?	Grant funding will not provide more hours of service.

Expand service to a larger geographic area within the District?	The Funding will not expand service.
Reduce headways/increase frequency?	Grant funding will not reduce headways/nor increase frequency.

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? <i>Example:</i> The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.	The construction of the canopy for the Immokalee Transfer Station aligns with the goal of CAT's Transit Development Plan.
Address projected vulnerabilities?	Yes, while the Immokalee Transfer Facility has been completed, there is a need to add a canopy to protect the passengers from the elements.
Expand access to essential services?	No the access will not be expanded.
Enhance passenger experience (e.g., added amenities)?	Yes, it will enhance the passengers exerience. The canopy will protect passengers from the elements of being outdoors while they wait for the bus.

Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?	No, it will not improve access or reduce cost. It will be constructed to meets ADA requirements.
Overcome any challenges or difficulties your agency is experiencing?	Yes, sense the construction of the transfer station, passengers are having to wait for the bus in the elements with no cover.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. 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.?	No it will not be used to maintain service. The canopy will be incorporated into our asset management system to ensure we are complying with FTA requirements.
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?	Yes, the transportation program will continue to operate.

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:	
If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.	Estimates have been obtained from listed prices online and quote from vendor.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.	Grant award and acceptance process about 2 to 3 months PO Request about a month equipment delivery about 9 months Post Deliver 3 months for final invoice Bus Stop Improvements (4): Upon receiving notice of award. Procure construction - 2months Construction - 6 Months
If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?	Not applicable, it is a stationary item.
Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Equipment Request										
General Instructions:	All equipment requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html :									
	1. Select Desired equipment 2. Choose Vendor (use drop down arrow next to vendor name to see information) 3. Select Order Packet 4. Complete Order Form									
	If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms									
Table Instructions:	List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide futher details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only.									
	Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.									
Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Canopy Installation	30	1	\$410,000	\$410,000	\$410,000	\$102,500	
Use drop-down to select request description							\$0	\$0	\$0	
Use drop-down to select request description							\$0	\$0	\$0	
Use drop-down to select request description							\$0	\$0	\$0	
Use drop-down to select request description							\$0	\$0	\$0	
	Total						\$410,000	\$410,000	\$102,500	-

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	170,022	170,022	Electronic Fareboxes and Mobile Ticketing System
<u>Unduplicated Passengers per Year</u>	170,022	170,022	Electronic Fareboxes and Mobile Ticketing System

Each form and certification provides FDOT with information it must certification be complete and correct. Applicants should be aware th Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's illegible, or unsigned applications may be rejected.

Questions regarding Section 5339 applications or the application pr be completed following the board resolution date. Some forms may Each applicant will be responsible for attaching applicable forms to

1 - Grant Proposal Excel Workbook - Each program application sh completion based on the projects submitted. Once complete Excel V

2 - Cover Letter - A sample cover letter is included in the grant app Governing Board's Resolution. This representative must be the same for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is in agency's board. A new signed resolution must be submitted for each

4 - Public Hearing Notice - An application for Section 5339 submit the application. A public notice should contain all pertinent informat least one time in a newspaper of general circulation in the applicant requesting a hearing must notify the applicant of the request, in writ

The deadline for hearing requests must be prior to the date applicat

- 1 - A hearing must be conducted;
- 2 - The FDOT District Office must be notified of the date, time, and l
- 3 - A copy of the minutes of the hearing (to include a discussion of i

5 - CTC Agreement or Certification - If the applicant is a CTC, this

If the applicant is not a CTC, a copy of the written coordination agreement must be specific as to how the services to be provided will be complimented.

If the applicant's service extends into areas covered by more than one agency, an executed Commission for the Transportation Disadvantaged Coordination Agreement must be submitted. Applications submitted without the appropriate coordination agreement will be rejected.

Agencies must keep their CTC Agreements current and valid at all times until the vehicle(s) reaches its useful life requirement and the time period for replacement.

6 - FDOT Certification and Assurances - To be completed and signed by the applicant.

7 - Standard Lobbying Certification - All grant awards issued to a recipient require a Standard Lobbying Certification from the representative.

8 - Leasing Certification - This certification must be completed by the applicant if the applicant plans to lease the vehicle. It also must be completed to certify that the vehicle is not being leased to a third party.

9 - Certification of Equivalent Service - The "Certification of Equivalent Service" form must be completed and signed by the applicant.

10 - Form 424: Application for Federal Assistance - ALL applicant must complete Form 424. The form is available in the Catalog of Federal Domestic Assistance is 20.526. The form is updated annually.

Further instructions for Form 424 can be found on the "Resources" tab of the application portal.

11 - Federal Certifications and Assurances - The last page (Appendix B) of the application form is the signature page on which an applicant and its attorney must certify compliance with the Federal Acquisition Regulation (FAR) E.O. 12813. This form is usually available around January 1 of each year. Applicants may obtain a copy of the form from their FDOT District Office for assistance. The appropriate signed Federal Certifications and Assurances must be submitted with the application.

If the FTA Certifications & Assurances are not available for the year covered by the application, the applicant must use the most updated form. The signature page for Federal Certifications and Assurances must be signed by the applicant's board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual signed form. The Federal Certifications & Assurances must be placed onto agency letterhead for signature, it must be signed by the applicant's board to sign and submit applications, and its attorney.

12 - FTA Section 5333 (b) Assurance - All applicants must include a statement of compliance with the labor protection provisions of 49 U.S.C. 5333(b) by agreeing to alternative comparable arrangements approved by the DOT.

13 - Title VI Plan (Required if not previously submitted to District) - All applicants must submit a Title VI Plan. If the applicant has previously submitted a Title VI Plan to the District, applicants may provide the Title VI Concurrence letter.

14 - Protection of the Environment *(Required if the proposed proje*

categorical exclusions include purchase of transit vehicles, and purchase of transit vehicles required before a determination can be made that the project is a categorical exclusion. A project does not individually or cumulatively have a significant environmental impact. Therefore, a project that qualifies as a CE generally requires a lower level of review. Examples of projects that may qualify as a CE include: projects that require relocation of significant numbers of people; do not have a significant impact on the environment; do not have significant impacts on travel patterns; and do not otherwise

Types of projects that have been determined by FTA to qualify as CE. Additional actions which meet the criteria for a CE but may be designed to demonstrate that the specific conditions or criteria for these CEs are not impermissibly segmented from a larger project. This may include, but is not limited to, independent utility, connect logical termini, and should not restrict or require the project to have a significant impact to properties protected by Section 4(f) of the Historic Preservation Act (cultural resources including historic and archaeological resources, historic and archaeological documentation).

The applicant should contact the Florida Department of Transportation to discuss the proposed project, along with any maps or figures to assist with determining project location. **Evolution checklist**

15 - Local Clearinghouse Agency/RPC Cover Letter *(Required if project is not managed by a clearinghouse agency or RPC.)*

16 - Triennial Review- Closeout/Concurrence Letter or CAP - Rec

after FDOT completes a triennial review and inspection. For more information, visit <https://www.fdot.gov/transit/currentpages/navigation/grantsadministration>.

17 - Organization Chart - Upload a full organizational chart for your project.

18 - Proof of Local Match - Supporting documentation of match fu

- (1) Transportation Disadvantaged (TD) allocation,
- (2) Letter on official letterhead from the applicant's CEO attesting
- (3) Written statements from county commissions, state agencies, c

19 - Completed Sample Order Form - To identify vehicle type and

1. ☐ Select Desired Vehicle (Cutaway, Minibus etc.)

2. Choose Vendor (use drop down arrow next to vendor name to see list)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found [here](#).

20 - Affidavit Regarding Labor and Services - Requires an author

defined in 787.06, Florida Statutes. Required when a contract is executed.

You may upload other relevant documents such as

I have read and understood the contents of this tab.

Instructions for TransCIP Attachments

have to make required assurances to the Federal government and to note that there are criminal sanctions for furnishing false information in order

s grant management system (TransCIP). Electronic resolutions, applicat

rocess should be directed to the FDOT District Office in the applicant's or not be required based on the type of application being submitted, please project application within TransCIP.

ould contain the Grant Proposal provided within this Excel Workbook. Workbook should be uploaded to TransCIP within the associated opportunity application for reference. The cover letter must be completed on agency letter the individual referenced throughout the application as "the authorized a

cluded in the grant application for reference. The resolution must be completed with grant application and reference each program that is being applied for

ted by a public agency should contain a copy of the notice of public hearing relating to the project (such as number and types of vehicles as well as the agency's service area, no less than 15 or more than 30 days prior to the submission of the application, and send a copy of the request for a hearing to the FDOT District

sions are due at the District Office. If a hearing is requested:

ocation of the hearing; and

issues raised and resolution of issues) must be submitted to the FDOT

information should be uploaded in TransCIP using the appropriate link.

agreement (or letter of support) between the applicant and the CTC in the event of a conflict of interest, and how duplication and fragmentation of services will be avoided.

the CTC, copies of all applicable coordination agreements should be uploaded. A written coordination agreement or similar document may serve as the written coordination agreement. If a written agreement is not provided, the application may be rejected by FDOT. Grant awards will not be made without a written agreement.

When receiving an award under the Section 5339 Program, Agencies must ensure that the information is released.

When the individual authorized by the governing board of the applicant agency or the recipient in the amount of \$100,000 or more must include a standard form.

All applicants for capital assistance and signed by the authorized agency official must certify that the agency will NOT lease the vehicle if that is the case.

The "Vehicle Service" must be completed for all non-accessible vehicles.

Applicants must complete the Standard Application for Federal Assistance (OMB Form 3047-101). This code should be shown in Section 11 of the form followed by the title of the project.

See the tab with in this workbook.

Appendix A) of the annual Federal Register Notice that applies to Federal Certification/Assurance with the requirements of the various FTA grants or cooperative agreements. Obtain a copy of the current year document through the internet at the following link: <https://www.fdot.state.fl.us/FTA/FTA%20Grants/FTA%20Grants%20Manual/FTA%20Grants%20Manual.htm>. The federal certification/assurance form must be included in the application with the application.

When the application is submitted, applicants may use the previous year's form. When the application is submitted, the assurance (include the page listing the certification categories) must be submitted with the application.

The federal certification/assurance form from the FTA. This form cannot be an edited version of a previous year's form. If the form is not submitted, the application will be returned to you and delay processing your grant request.

Applicants must submit a signed FTA Section 5333 (B) Assurance form. By signing the following form, the applicant agrees to take one of the following actions: (1) signing the Special Warranty for the Release of Liability (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

If an applicant has not previously submitted their Title VI plan to the DOL, they must submit it with the application.

ct is for facilities) - Most transit projects funded under Section 5339 w
nase of office equipment. If the proposed project is for construction or
ategorical exclusion. A Categorical Exclusion (CE) is described in 23 CFR
al effect, and is excluded from the requirement to prepare an Environr
level of documentation. These projects do not bring significant impact
t impact on any natural, cultural, recreational, historic, or other resourc
e individually or cumulatively have any significant environmental impac

Es, and normally do not require any further National Environmental Pol
nated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In
e satisfied and that significant environmental effects will not result. To
ans that a project may be proposed to be implemented in phases or a
consideration of alternatives. In order to meet a CE designation, a prop
f) of the US DOT Act (public park and recreation lands, wildlife and wat
archaeological sites). The presence of features such as wetlands and floc

ion (FDOT) District Office for assistance with determining the level of d
etermining if a proposed project is likely to meet FTA criteria for a CE. See

roposed project is for facilities) - If the grant application is for facilities,

quired if the agency's latest Triennial Review included a CAP. The CAP i
formation see FDOT's Triennial Review Process as part of the State Ma
stration.shtm.

ur organization into TransCIP as part of your application documents, th

unds must be uploaded into TransCIP. Proof may include, but is not lim

to match availability and commitment,
city managers, mayors, town councils, organizations, accounting firms a
estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests
[tp://www.tripsflorida.org/contracts.html](http://www.tripsflorida.org/contracts.html)

e information)

ound at Florida Department of Management DMS (<https://www.dms.n>
ized representative of the applicant (if a nongovernmental entity) to at
uted, renewed, or extended between a nongovernmental entity and a

project timelines, scopes or RFPs into TransCIP in the "Additional



make project selections. It is important that each required form and
r to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal

tions, and acceptance of grant awards are acceptable. Incomplete,

service area, as shown in the Resources tab. All signature pages must
ease review the following details to understand form requirements.

This workbook has a built in validation process to ensure
rtunity.

etterhead and signed by the agency representative authorized in the
gency representative." This ensures one consistent point of contact

ompleted on agency letterhead and signed by the chairperson of the
or in that year.

earing and an affidavit of publication. A sample public notice is in
ell as the estimated cost of the vehicles) and should be published at
ission of an application. The notice should state that persons
Office.

District Office, before a Section 5339 award can be made.

k. A copy of the CTC's certification must be uploaded.

appropriate service area should be uploaded. The agreement must
ntation of services will be avoided.

loaded into TransCIP.

dination agreement.

t an appropriate coordination agreement.

ies must also keep their CTC Agreements current and valid every

ant agency and uploaded into TransCIP.

lobbying certification signed by the authorized agency

cy representative. This certification does not need to be completed if

B 4040-0004 Form 424). The code assigned to the Section 5339
e: "Grants for Buses and Bus Facilities"

rtifications and Assurances provides applicants with a single
tive agreements. The Federal Register Notice is revised annually and
FTA website. If unable to access the form, applicants may contact
when it is submitted to the FDOT District Office.

current year form becomes available, applicants must submit an
signed by the individual authorized by the applicant's governing

r year's forms or a recreation of the form. DO NOT copy Federal

g assurance, the recipient of Section 5339 assistance assures it will
tural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2)

department, a copy must be included with the application. Returning

will be classified by FTA as categorical exclusions. Examples of acquisition of facilities or other buildings, further evaluation may be required under 23 CFR 771, as a project which, based upon experience with similar actions, requires an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Projects consistent with planned growth or land use for the area; do not require the acquisition of new land; do not involve significant air, noise, or water quality impacts; do not require the construction of new structures.

Projects requiring National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). In these cases, the applicant must submit documentation which demonstrates that the project meets the requirements of a CE determination, a proposed project is part of a larger undertaking, but must still demonstrate that the proposed project cannot have substantial controversy on environmental issues (e.g., wetlands, endangered species, historic sites) or Section 106 of the National Historic Preservation Act. Wetlands, floodplains, and historic sites within the project area would likely also require additional

documentation required. The FDOT will use a description of the project and the Resources tab for a link to the FTA Region 4 Categorical Exclusion Determination. Applicants must please include a copy of the cover letter submitted to the local government.

A deficiency and/or area of concern is identified in the Management Plan at the time of the review.

This is required for all program applications regardless to type of project. The deficiency and/or area of concern is limited to:

and financial institutions.

must be supported with a completed sample order form for

myflorida.com/)

test that the applicant does not use coercion for labor or services as a governmental entity.

Documents" folder associated with the application.

Resource

Evaluation Criteria

Section 5339 funds shall be awarded to eligible recipients on the basis of merit. Quantified scores and ranks are developed to enable further analysis and make a record of the reason for decision-making. The final decision to award any application is the responsibility of the District.

Criteria	Detail
Funding Program Access	Section 5339 Rural funding is very limited. To the extent possible funding should be prioritized for projects that do not have the opportunity to be funded elsewhere. Based on the number of programs available to fund the project, the District will assign points out of a maximum 30 for this category.
Needs Assessment (1)	Based on the review of the agency's budget and other factors outlined in scorecard criteria.
Needs Assessment (2)	Project is identified in the FDOT State Group Transit Asset Management (TAM) Plan or agency TAM plan.
Project Description	Based on review team member assessment of project merit and District project priorities.
Total Score	Inform project prioritization relative to other project proposals evaluated for the same application period on a 100-point scale.

What's on the Map

Visit the FDOT TRIPS website (<https://tripsflorida.org/>) for all active contracts. Contract can be found at the DMS website (https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_contracts).

Useful Life Requirements

ASSET

USEFUL LIFE

TROLLEYS	
Fixed guideway steel-wheeled	25 years
Fixed guideway electric, rubber tires	15 years
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life
Rail Vehicles	25 years, see circular
FERRIES	
Passenger ferries	25 years
Other ferries (w/o refurbishment)	30 years
Other ferries (w/refurbishment)	60 years
FACILITIES	
Buildings- concrete, steel and frame construction	40 years
OTHER CAPITAL EQU	
Fare boxes	10 years
Computer hardware	4 years
Computer hardware- Domain controllers	4 years
Mobile data computers (real-time dispatching)	7 years
Computer software	4 years
Computer software- HASTUS	4 years
Computer software- ADP	4 years
Scheduling/fleet management software	4 years
Communications equipment, mobile radios, base stations	10 years
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle
Security/Surveillance equipment, cameras for buildings	10 years
Shop equipment- Alignment machines, bus washing, tire changers	10 years
Bus lift	20 years
Wheelchair lift	Same as useful life of vehicle
Bus shelters	15 years
Bus shelter/stop benches	10 years
Office furniture	10 years
Carpeting	5 years
Repeater tower	25 years
Engine for bus/trolley	4 years

Bus stop signage	10 years
HVAC parts	5 years
Asphalt parking lot	15 years
Thermal diesel particle filter cleaner	10 years
Commercial roofing	15 years

Local Clearinghouses / Regional

(RPCs)

Clearinghouse/RPC	Contact Information
West Florida RPC	Austin Mount
4081-A East Olive Rd.	austin.mount@wfrpc.org
Pensacola, FL 32514	(850) 332-7976
	(800) 226-8914
Apalachee RPC	Chris Rietow
2507 Callaway Rd.	crietow@theaprc.com
Suite 200	(850) 488-6211
Tallahassee, FL 32303	
North Central Florida RPC	Scott Koons
2009 NW 67 th Place	skoons@ncfrpc.org
Gainesville, FL 32653-1603	(352) 955-2200 ext. 103
Northeast Florida RPC	Eric Anderson
6850 Belfort Oaks Place	eamderspm@nefrpc.org
Jacksonville, FL 32216	(904) 279-0880 ext. 178
East Central Florida RPC	Brenda Defoe-Surprenant
455 North Garland Avenue	bdefoe-surprenant@ecfrpc.org
Fourth Floor	(407) 245-0300 ext. 336
Orlando, FL 32801	
Central Florida RPC	Marybeth Soderstrom
Post Office Drawer 2089	msoderstrom@cfrpc.org
Bartow, FL 33830	(863) 534-7130 ext. 134
Tampa Bay RPC	John Meyer
4000 Gateway Center Blvd.	johnm@tbrpc.org
Suite 100	(727) 570-5151 ext. 10
Pinellas Park, FL 33782-6141	
Southwest Florida RPC	Nicole Gwinnett
1926 Victoria Ave	ngwinnett@swfrpc.org
Fort Myers, FL 33901	(239) 338-2550 ext. 232

Treasure Coast RPC	Stephanie Heidt
421 Southwest Camden Ave	sheidt@tcrpc.org
Stuart, FL 34994	(772) 221-4060
South Florida RPC	Kathe Lerch
3440 Hollywood Blvd.	klerch@sfrpc.com
Suite 140	(954) 985-4416
Hollywood, FL 33021	

FDOT District Office

District 1

801 N. Broadway Ave.
Bartow, FL 33830

Paul Simmons

(863) 519-2388

Paul.Simmons@dot.state.fl.us

Michelle Peronto

(863) 519-2551

Michelle.Peronto@dot.state.fl.us

Dale Hanson

(863) 519-2321

Dale.Hanson@dot.state.fl.us

Stacy Booth

(863) 519-2562

Stacy.Booth@dot.state.fl.us

Victoria Upthegrove

(863) 519-2484

Victoria.Upthegrove@dot.state.fl.us

Michele Forestt

(863) 519-2412

Michele.Forestt@dot.state.fl.us

District 2

1109 South Marion Ave.
Lake City, FL 32025

Geanelly Reveron

(904) 360-5684

Geanelly.Reveron@dot.state.fl.us

Janell Damato

(904) 360-5687

Janell.Damato@dot.state.fl.us

Faith Powell

(904) 360-5685

Faith.Powell@dot.state.fl.us

Heather Fish

(904) 360-5693

Heather.Fish@dot.state.fl.us

District 3

Scott Walters

(850) 330-1553

Scott.Walters@dot.state.fl.us

Debbie "Toni" Brough

(850) 330-1558

Debbie Pough

Debbie.Pough@dot.state.fl.us

District 4

Birgit Olkuch

(954) 777-4689

Birgit.Olkuch@dot.state.fl.us

Lisa Maack

(954) 777-4683

Lisa.Maack@dot.state.fl.us

Stephanie Quintana

(954) 777-4632

Stephanie.Quintana@dot.state.fl.us

Marie Dorismond

(954) 777-4605

Marie.Dorismond@dot.state.fl.us

District 5

719 South Woodland Blvd.

DeLand, FL 32720

Jo Santiago-Mercer

(321) 319-8175

Jo.Santiago-Mercer@dot.state.fl.us

Carlos Colon

(321) 319-8173

Carlos.Colon@dot.state.fl.us

Jamie Ledgerwood

(386) 943-5195

Jamie.Ledgerwood@dot.state.fl.us

District 6

Raymond Freeman

(305) 470-5255

Raymond.Freeman@dot.state.fl.us

Simon Huang

(305) 470-5496

Simon.Huang@dot.state.fl.us

Lyllian Mena

(305) 470-5102

Raymond.Freeman@dot.state.fl.us

District 7

Chris Leffert

(813) 975-6403

Chris.Leffert@dot.state.fl.us

Dave Newell

(813) 975-6195

Dave.Newell@dot.state.fl.us

Maria DeJesus

(813) 975-6406

maria.dejesus@dot.state.fl.us

Michelle Sikavitsas

(813) 975-4837

michelle.sikavitsas@dot.state.fl.us

Ambulatory - A person who is able to walk and move about freely without l

Annual Operating Report (AOR) - A report outlining the expenses and rev

Applicant - An agency applying for Section 5339 Federal Assistance. See als

Authorizing Federal and State Legislation - Legislation authorizing the Se
341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

Community transportation coordinator (CTC) - A transportation entity re
outside the purview of an MPO, to ensure that coordinated transportation se

Contractor - The administering entity of the Transit Research Inspection and
purpose of procuring vehicles at the lowest cost possible while ensuring that
activities under the Section 5339 Program.

Corrective Action Plan (CAP) – A required plan to address any deficiency a
part of the State Management Plan.

Designated Official Planning Agency - A planning entity so designated by

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit, small busi

District office - Florida Department of Transportation District Public Transp

District Program of Projects (POP) - A district listing of each applicant age
cost. The district program of project includes certification by the District Offi
Award and/or Public Transportation Grant Agreement is executed.

Eligible expenses - Section 5339 funds may be used for the capital expense
radios and communications equipment, wheelchair lifts and restraints, vehicl
one (1) year and a per unit cost over \$300, initial installation costs, vehicle pr

Eligible recipient, 5339 - For the Section 5339 Program, funds may be awa
transportation to seniors and/or persons with disabilities under a coordinati
apply for Section 5310 funds, then sub-contract with the CTC for provision o
Agreements current and valid at all times when receiving an award under the
"Shared-ride" means two or more passengers in the same vehicle who are of

Expanded service - Adding a new service to an already existing system.

FDOT control number - Is assigned by the Contractor once the vehicle has

Human service transportation - Transportation services provided by or on

Incurred - Commitment or obligation to spend funds for goods to be receiv

Large Urbanized Area - An urbanized area (UZA) with a population of 200,0

Limited English Proficiency (LEP) - Individuals who do not speak English a
individuals may be entitled to language assistance with respect to a particula

Metropolitan Planning Organization (MPO) - MPOs are the policy and pl

New applicant - An applicant for Section 5339 assistance that has not receiv

New service - A first time applicant starting a new service.

Non-ambulatory - A person who has a mobility impairment that prevents tl

Nonprofit organization - A corporation or association determined by the L
or one incorporated within Florida which is certified as not for profit by the S

One-way passenger trips - A person who rides a transportation vehicle in c

Operating revenue - For Section 5339, operating revenue includes the sum of all revenues from contracts with social service agencies. Operating revenue excludes revenues from contracts with social service agencies.

Private organization - Non-public organizations, bodies which are not municipalities (except private nonprofit corporations formed by Indian Tribes); are not public entities, counties, or municipal corporations.

Program of Projects (POP) - A list of projects to be funded in a grant application. It includes a brief description of the projects, total project cost and Federal share for each project.

Public agency - An authority, commission, committee, council, department, or other public entity.

Public transit - The transporting of people by conveyances or systems of conveyances in forms of transportation commonly known as "paratransit" characterized by the use of vehicles or systems of conveyances.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a local government (for a period of not less than 5 years), at the discretion of FDOT.

Recipient - The Florida Department of Transportation, a State Agency designated by the Federal Highway Administration (FHWA) funds are flexed to Section 5339.

Recurring applicant - An applicant for Section 5339 Federal Assistance who has previously received funding from FDOT.

Rural areas - An area encompassing a population of fewer than 50,000 people.

Small Urbanized Area (UZA) - A UZA with a population of at least 50,000 but less than 100,000 people.

Sub-recipient - A private non-profit organization, if the public transportation agency certifies that there are no elderly individuals and individuals with disabilities or certifies that there are no elderly individuals and individuals with disabilities.

Transit Development Plan (TDP) - A locally adopted document, addressing the needs of the local government, its citizens, and its services. It is consistent with the applicable approved local government services and proposed service improvements, capital and operating costs of the transit system.

Transportation disadvantaged - Those persons who because of physical or mental handicap are dependent upon others to obtain access to health care, employment, education, and other services.

Transportation Disadvantaged Service Plan (TDSP) - A plan developed by the local government of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan.

Transportation Improvement Program (TIP) - A continuing, cooperative agreement between the MPO and the local government for a period of not less than 5 years. The MPO submits the TIP to the Florida Department of Transportation for approval.

Transportation operator contract - A written contract between the CTC and a private operator.

Urbanized area - An area encompassing a population of not less than 50,000 people.

Form 424 Inst

1	Type of Submission should be "Application"
2	Type of Application should be "New"
3	"Not Applicable"

4	"Not Applicable"
5. A	"Not Applicable"
5 B	Federal Award Identifier (FTA Grant Nur This number will be assigned after subn
6	State use only (if applicable)
7	State Application Identifier is "1001"
8.a, b, c, d e, f	Enter legal name of applicant, name of will undertake the assistance activity, en Internal Revenue Service, enter the orga complete address of the applicant (incl person to contact on matters related to
9	Type of Applicant 1: Select Applicant Ty
10	Name of Federal Agency should be "Fec
11	Catalog of Federal Domestic Assistance CFDA Title: Bus and Bus Facilities for Ru
12	"Not Applicable"
13	"Not Applicable"
14	List the areas affected by project (cities,
15	Enter a brief descriptive title of the proje a map showing project location.
16	List (a) the applicant's Congressional D or project. Find your district here: https:
17	Enter the proposed start date and e month period/calendar year).
18	Enter the amount of the grant requ cost.
19	Check "c. Program is not covered by E.C
20	Check the applicable box. If "yes", provi
21	Must be signed by the governing board

Resources ar

[Florida Urban Areas Map \(2020 Census\)](#)

[Procurement Guidance for Transit Agencies \(June 2024\)](#)

[FTA Circular 9040.1H: Rural Areas Formula Grant Programs Guidance \(2024\)](#)

[State Management Plan](#)

[Congressional Districts](#)

[Department of Management Services \(DMS\)](#)

[Disclosure of Lobbying Activities](#)

[Federal Audit Clearinghouse](#)

[FTA Certifications & Assurances](#)

[My Florida Marketplace](#)

[Sunbiz](#)

[TransCIP – FDOT's Transit Grant Management System](#)

[TRIPS Florida](#)

[FTA NEPA Categorical Exclusion Checklist](#)

ES

Criteria

erit and need in accordance with the below evaluation criteria.
ay be used to drive project prioritization or simply serve as a
plicant is at the discretion of the FDOT District Office.

Maximum Score
30
15
15
40
100

Market

s. The Florida Department of Management Services (DMS)
and navigate to:
e_term_contract/motor_vehicles/pricing).

SOURCE

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

FTA Circular 5010.1D

IPMENT

Manufacturer /Industry Standards

GAAP Guidelines/Industry Standards

Industry Standards

Manufacturer

GAAP Guidelines/Industry Standards

Manufacturer

Industry Standards

GAAP Guidelines/Industry Standards

GAAP Guidelines/Industry Standards

Industry Standards

Manufacturer

Manufacturer

Industry Standards

Manufacturer

Manufacturer

Manufacturer

Manufacturer

Industry Standards

Industry Standards

Grantee experience

GASB

Manufacturer

Industry Standards

Local Planning Councils

Covered Counties

Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington

Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla

Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union

Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns

Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia

DeSoto, Hardee, Highlands, Okeechobee, Polk

Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas

Charlotte, Collier, Glades, Hendry, Lee, Sarasota

Indian River, Martin, Palm Beach, St. Lucie

Broward, Miami-Dade, Monroe

Key Contacts

10041 Daniels Parkway
Fort Myers, FL 33913

District Modal Development Manager

Transit Programs Administrator

Transit Projects Coordinator (ATKINS)

Counties: *Highlands, Hardee, Okeechobee, DeSoto, Polk*

Transit Projects Coordinator

Counties: *Charlotte, Lee, Glades, Hendry*

Transit Projects Coordinator

Counties: *Sarasota, Manatee, Collier*

Transit Support Consultant

2198 Edison Ave
Jacksonville, FL 32204

Transit Manager

Rural/Urban Transportation Coordinator

Transportation Coordinator

Passenger Operations Specialist IV

1074 Highway 90
Chipley, FL 32428

District Modal Development Manager

Public Transit Program Specialist

Public Transit Program Specialist

3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309

District Modal Development Administrator

Passenger Operations Manager

Transit Coordinator

Transit Coordinator

420 W. Landstreet Road
Orlando, FL 32824

Passenger Operations Supervisor

Transit Project Coordinator

Transit Project Coordinator

1000 N.W. 111 Avenue
Miami, FL 33172

Passenger Operations Manager

Passenger Operations Specialist

Passenger Operations Specialist

11201 N. Malcolm McKinley Dr.
Tampa, FL 33612

Transit Programs Administrator

Transit Programs Coordinator

Transit Programs Coordinator

Transit Programs Coordinator

Glossary

being confined to a bed or wheelchair.

expenses incurred during the preceding 12 months.

to "new applicant" and "recurring applicant."

Section 5310 program are: Fixing America's Surface Transportation Act (FAST Act) Section 3006

recommended by an MPO, or by the appropriate designated official planning agency, as provided services are provided to the transportation disadvantaged population in a designated service area. The Procurement Services (TRIPS) who is under contract to the Florida Department of Transportation to ensure that the best product is available for the program. The Contractor is also responsible to coordinate

and /or area of concern identified after FDOT completes a triennial review and inspection. For

the Florida Commission for the Transportation Disadvantaged to conduct planning and support business concerns where socially and economically disadvantaged individuals own at least a 51% interest in the transportation Office or District Office of Modal Development and/or staff.

Agency for which a grant award is proposed, a description of the equipment to be awarded, and to ensure that all applicants and projects so proposed either meet all program requirements or will

of public transportation services to. Eligible expenses are limited to buses, vans or other para-transit vehicles, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods and equipment, procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities, and other services provided to public agency Community Transportation Coordinators (CTCs), private-non-profit CTCs, or other entities in agreement with a CTC. When the CTC is a private for-profit agency, the designated official must be a CTC or providing service under the terms of a written agreement with a CTC. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Private taxi companies that provide shared-ride taxi service to the general public are otherwise not traveling together.

been purchased, received and titled to the recipient with the Department of Transportation on behalf of a human service agency to provide access to agency services and/or to meet the basic needs of the individual or services to be rendered.

200 or more individuals, as determined by the Bureau of Census.

is their primary language and who have a limited ability to read, speak, write, or understand English. For any type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure that the transportation planning bodies, designated by the Governor, responsible for transportation planning in urban areas have received an award in the last two fiscal years.

them from being able to walk or move about freely.

J. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is not a Secretary of State.

one direction between two points for a specific purpose.

number) is not needed at this time.

mission of State POP.

primary organizational unit (including division, if applicable), which
inter employer/taxpayer identification number (EIN/TIN) as assigned by
organization's UEI number (received from Dun and Bradstreet), enter the
address (including country), and name, telephone number, e-mail and fax of the
person completing this application.

people

Federal Transit Administration"

(CFDA) Number: 20.526

Geographic Areas

counties, states etc.).

effect. If appropriate (e.g., construction or real property projects), attach

[District and \(b\) any Congressional District\(s\) affected by the program
http://www.house.gov/representatives/find-your-representative](http://www.house.gov/representatives/find-your-representative)

and date of the project (dates must be within the same 12-

estimate. For **capital** applications, the federal amount is 80% of the total

of 12372."

provide explanation in attachment.

I am the representative that was authorized to sign this particular application.

nd Links

5; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section

ded for in Sections 427.015(1), Florida Statutes, in an area
area.

tation to establish statewide vehicle contracts for the
ate, assist as needed, and report in all procurement

more information see FDOT's Triennial Review Process as

port functions for the transportation disadvantaged
interest and also control management and daily business

the proposed Federal, state and local share of the project
meet all program requirements before a Notice of Grant

transit vehicles (including sedans and station wagons),
such as spare components with a useful life of more than
ities, support facilities and equipment.

CS, and to private non-profit organizations providing
planning agency responsible for designating the CTC may
greement with a CTC. Agencies must keep their CTC
general public on a regular basis are eligible sub-recipients.

as the first lienholder.

basic, day-to-day mobility needs of transportation-

English can be limited English proficient, or "LEP." These
s to ensure meaningful access to their programs and
ized areas.

which is exempt from taxation under 26 U.S.C. Section 501(a)

r via a prepaid arrangement such as passes or tokens.

strumentalities of one or more states; are not Indian Tribes
subject to direct control by public authority, Federal, State,

ortation. The program of projects (POP) lists the
tifies any tribal entities. In addition, the POP includes a
0%) allowed.

municipality, county or other local governing body.

e general public. Public transit specifically includes those

on. PTGA's may be for one year or multiple years (up to five

5339(b)(1), or a local government authority when Federal

y the Secretary of Commerce.

that is approved by the State to coordinate services for

on with the appropriate Metropolitan Planning

local area, identifies the local transit policies, existing
ion plan. A TDP is updated annually.

themselves or to purchase transportation and are, therefore,
ipped or high-risk as defined in Chapter 411.202 F.S.

ovides recommended strategies to provide service in areas

nded for Federal and state funding during the program

ons for any services to be performed.

rbanized area by the Secretary of Commerce.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Collier County Board of County Commissioners submits this Application for the Section 5339 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.

Collier County Board of County Commissioners 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 9th day of December, 2025 with an original resolution or certified copy of the original resolution authorizing **Burt L. Saunders, Chairman** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Collier County Board of County Commissioners

Agency Name

Signature

Burt L. Saunders, Chairman

Typed Name and Title of Authorized Representative

12/9/2025_____

Date



RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY, FLORIDA, APPROVING AND AUTHORIZING ITS CHAIRMAN TO SIGN AND APPROVE THE SUBMITTAL OF A SECTION 5339 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; TO ACCEPTING A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND AUTHORIZING THE PURCHASE OF A REPLACEMENT BUS, AND THE PURCHASE AND INSTALLATION OF A CANOPY FOR THE IMMOKALEE TRANSFER STATION.

WHEREAS, the Board of County Commissioners of Collier County, Florida (“Board”), has the authority to apply for and accept grants and make purchases and expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and by the Federal Transit Administration Act of 1964, as amended; and

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

1. This resolution applies to the Federal Program under U.S.C. §5339.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Burt L. Saunders, Chairman, is authorized to, including, but not limited to: (a) sign the application and accept a grant award; (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approve all necessary budget amendments related to this grant application, and (d) authorize the purchase of a replacement bus and the expenditure of grant funds for the purchase and installation of a canopy for the Immokalee Transfer Station and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.
4. The Board’s Registered Agent in Florida is Jeffrey A. Klatzkow, County Attorney. The Registered Agent’s address is 3299 Tamiami Trail East, Suite 800, Naples, FL 34112.
5. This Resolution shall be effective immediately upon signature by the Chairman.

AFFIDAVIT OF PUBLICATION

Omar Deleon
PTNE Division
Collier Area Transit -Legals
8300 Radio RD
Naples FL 34104-5428

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Naples Daily News, a newspaper published in Collier County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Collier and Lee Counties, Florida, or in a newspaper by print in the issues of, on:

NDN Naples Daily News 11/12/2025
NDN naplesnews.com 11/12/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/12/2025



Legal Clerk



Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	\$336.00	
Tax Amount:	\$0.00	
Payment Cost:	\$336.00	
Order No:	11831480	# of Copies:
Customer No:	1126645	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KONGMENG YANG
Notary Public
State of Wisconsin

Public Notice

Correction to the quantity of replacement paratransit vehicles

Public Notice is hereby given that Collier County will apply to the Florida Department of Transportation (FDOT) for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of four (4) replacement paratransit vehicles and the purchase of electronic equipment including (4) wireless routers and (4) tablets for new replacement vehicles in the amount of 694,400. The total grant application is Collier County will apply to FDOT for a grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the operation expenses of fixed-route services in the non-urbanized area. Collier County will also apply to FDOT for a grant under Section

5339 of the Federal Transit Act of 1991, as amended for the purchase of one (1) replacement fixed-route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the amount of \$1,503,750. Each of these purchases would be intended for the provision of public transit services within Collier County, FL. This notice is to provide an opportunity for a Public Hearing for these projects. This public notice is to ensure that these projects and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area. This hearing will be conducted if and only if a written request for the hearing is received by December 5th 2025. Requests for a hearing must be sent to Omar De Leon, Collier Area Transit, 8300 Radio Rd, Naples, Florida 34104 and copy to FDOT, District One Modal Development Office/Public Transit Southwest Urban Area Office at 801 North Broadway, Bartow, FL 33830. Any interested party may obtain more information about these grants by contacting the PTNE Division at (239) 252-5840 between the hours of 8 a.m. to 5 p.m., Monday through Friday.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Omar De Leon at Omar.DeLeon@collier.gov, Collier County Transportation Management Services Department, Public Transit & Neighborhood Enhancement Division 8300 Radio Rd, Naples, FL 34104; (239) 252-5840.

Collier Area Transit operates in compliance with Federal Transit Administration, (FTA) program requirements and ensures that transit services are made available and equitably distributed and provides equal access and mobility to any person without regard to race, color, or national origin; Title VI of the Civil Rights Act of 1964; FTA Circular 4702.1A, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients." Any person who believes he/she has been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging). Collier Area Transit has a Disadvantaged Business Enterprise (DBE) goal of 1.73%.

Nov. 12, 2025

Contract # TD2303

Effective: 7/01/2023 to 6/30/2028

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 Collier County Board of County Commissioners (Collier Area Transit), 3299 Tamiami Trail East, Naples, Florida, 34112, 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 Collier 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 \$1 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:

Director, Collier County Board of County Commissioners (Collier Area Transit)
3299 Tamiami Trail East, Naples, FL 34112

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 May 3, 2023.


Coordinating Board Chairperson, Tony Pernas

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

COMMUNITY TRANSPORTATION
COORDINATOR:

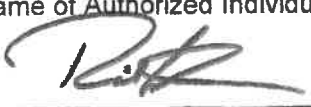
STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Collier Co Board of County Commissioners
Agency Name

David Darm
Printed Name of Authorized Individual

Printed Name of Authorized Individual

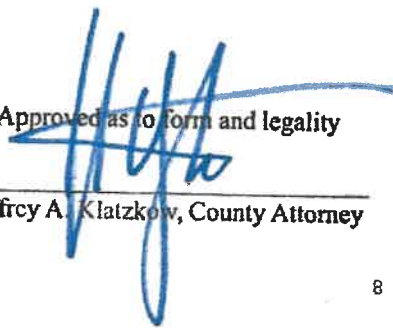
Signature: 

Signature: 

Title: Executive Director

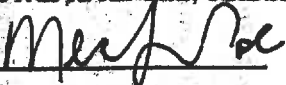
Rick LoCastro, Chairman

Title:


Approved as to form and legality

Jeffery A. Klatzkov, County Attorney

ATTEST
CRYSTAL K. KINZEL, CLERK

BY: 

Attest as to Chairman's
signature only

FDOT Certification and Assurances

Collier County Board of County Commissioners certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5339 dated **9th** day of **December, 2025**:

- 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
 - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 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– Commission for the Transportation Disadvantaged
- 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
- 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 becomes 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.

12/09/2025 Date

_____ Signature of Authorized Representative

Burt L. Saunders, Chairman Typed Name and Title of Authorized Representative

Standard Lobbying Certification Form

The undersigned Collier 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 **Collier 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.

12/09/2025 Date

Signature of Contractor's Authorized Official

Burt L. Saunders, Chairman Typed Name and Title of Authorized Representative

Leasing Certification

MEMORANDUM for FTA 5339

Date: December 9, 2025

From: Burt L. Saunders, Chairman _____
(Typed name and title) (Signature)

Collier County Board of County Commissioners
(Typed or printed agency name)

To: **Florida Department of Transportation, District Office**
Modal Development Office / Public Transit

Subject: **FFY 26/SFY 27** GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION,
CAPITAL GRANTS FOR NON-URBANIZED AREAS PROGRAM,
49 UNITED STATES CODE SECTION 5339

Leasing

Will the Collier County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5339 Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the Applicant) to a third-party?

☐ Yes ☒ No

If yes, specify to whom: _____

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

Certification of Equivalent Service

CERTIFICATION OF EQUIVALENT SERVICE

Collier County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1 Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5311 and 5339 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicles or employing private entities such as Transportation Network Companies (TNCs) or taxi services in demand-responsive services of any kind. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this 9th day of **December, 2025**

Burt L. Saunders, Chairman

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

* a. Legal Name: Collier County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN):

56-6000558

* c. UEI:

JWKJKYRPLLU6

d. Address:

* Street1: 3299 Tamiami Trail East, Suite 700

Street2:

* City: Naples

County/Parish:

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 34112-5746

e. Organizational Unit:

Department Name:

Transportation Management Svcs

Division Name:

PTNE

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

Prefix:

Mr.

* First Name:

Omar

Middle Name:

* Last Name: DeLeon

Suffix:

Title: Transit Manager

Organizational Affiliation:

Collier County

* Telephone Number: 239-252-4996

Fax Number:

* Email: Omar.DeLeon@collier.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:

20.526

CFDA Title:

Bus and Bus Facilities Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

5339AreasAffected.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Capital Funding request for 5339 to purchase one 40' Fixed-Route bus and the purchase and installation of a canopy for the Immokalee Transfer Station in the rural areas of Collier County.

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

19

* b. Program/Project

19&26

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

10/01/2026

* b. End Date:

09/30/2027

18. Estimated Funding (\$):

* a. Federal

1,203,000.00

* b. Applicant

* c. State

300,750.00

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

1,503,750.00

*** 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 18, 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:

Mr.

* First Name:

Burt

Middle Name:

L.

* Last Name:

Saunders

Suffix:

* Title:

Chairman, Board of County Commissioners

* Telephone Number:

239-252-8603

Fax Number:

* Email:

Burt.Saunders@colliercountyfl.gov

* Signature of Authorized Representative:

* Date Signed:

12/09/2025

Place holder, will upload FY26 Certification upon completion.

Federal Certifications and Assurances

Please upload [Federal Certifications and Assurances](#) signature page and the page listing the certification categories into TransCIP using the appropriate link within application. If current year Certifications and Assurances are not available at the time of application submittal, please submit previous year's version. District Offices will inform all applicants when current year Certifications and Assurances are available.

FTA Section 5333 (b) Assurance

Note: By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([see FTA Circular C 9040.1H](#)); (2) agreeing to alternative comparable arrangements approved by the [Department of Labor \(DOL\)](#); or (3) obtaining a waiver from the DOL.

Collier 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 5339 Program.

December 9th, 2025 Date

Signature of Contractor's Authorized Official

Burt L Saunders Typed Name and Title 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

(See Appendix for Example)

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
Collier County Board of County Commissioners	Application FTA Section 5339 Funding of FY26/27 for Collier Area Transit to purchase a 40’ bus to provide service to residents of the non-urbanized areas of Collier County traveling within the rural area and/or the adjacent urban area and returning to rural domicile. Additionally the application is to fund the purchase and construction of a canopy at the Immokalee Transfer Station.	Collier Area Transit for transit service	Transport workers Union Local 525 AFL-CIO 2595 North Courtenay Pkwy. Suite 104 Merritt Island, FL 32953



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

JARED W. PERDUE, P.E.
SECRETARY

May 25, 2023

Mr. Brian Wells
Collier Area Transit
8300 Radio Road
Naples, FL 34104

Re: Title VI Plan Concurrence

Dear Mr. Wells:

The Florida Department of Transportation, District One concurs with the Title VI Plan for Collier Area Transit as required for all Federal Transit Administration recipients as per the FTA Circular C4702.1B. This concurrence means that Collier Area Transit meets the requirements as set out in the Circular and may receive grant funds. Please continue to follow the requirements set forth in the stated Circular.

Should you have any questions, please contact Missiel Da Silva via e-mail at Missiel.dasilva@dot.state.fl.us or by phone at 863-519-2562.

Sincerely,

DocuSigned by:

Missiel Da Silva

A8528335DDC6411
Missiel Da Silva

Transit Projects Coordinator

Cc: Michelle S. Peronto, District Transit Programs Administrator, FDOT
Omar DeLeon, Collier Area Transit
Caroline Soto, Collier Area Transit
Brandy Otero, Collier Area Transit
Nicole Diaz, Collier Area Transit

Not Applicable

Local Clearinghouse Agency/RPC Cover Letter

If grant application is for facilities, please upload a copy of the cover letter submitted to the local clearinghouse agency or Regional Planning Council (RPC) within TransCIP.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AFFIDAVIT REGARDING LABOR AND SERVICES

375-030-31
PROCUREMENT
07/24

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative's Title: _____
Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE
COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this
day of _____, (year), by

Notary Public

Commission Expires
Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced

Collier County is a governmental entity. Under § 787.06, Fla. Stat., the human-trafficking affidavit requirement is directed to non-governmental entities contracting with public agencies. As a governmental entity already prohibited by statute from engaging in human trafficking, Collier County is not the intended signatory for this affidavit.

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6A

Community Transportation Coordinator (CTC) Quarterly Report

OBJECTIVE: To review and discuss the CTC Quarterly Report.

CONSIDERATIONS: Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system from the last quarter (**Attachment 1**).

STAFF RECOMMENDATION: That the Board to review and discuss the CTC Quarterly Report.

Prepared By: Dusty Hansen, Planner II

ATTACHMENT(S):

1. CTC Quarterly Report (July 1, 2025 to September 30, 2025)



EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6B

Metropolitan Planning Organization (MPO) Quarterly Progress Report

OBJECTIVE: To review and discuss the MPO Quarterly Progress Report.

CONSIDERATIONS: In accordance with the Transportation Disadvantaged (TD) Planning Grant, MPO staff will present the Local Coordinating Board (LCB) with quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement.

STAFF RECOMMENDATION: That the Board to review and discuss the MPO Quarterly Progress Report (**Attachment 1**).

Prepared By: Dusty Hansen, Planner II

ATTACHMENT(S):

1. MPO Quarterly Progress Report for July 1, 2025, through September 30, 2025



FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

PLANNING AGENCY QUARTERLY REPORT

SERVICE AREA/COUNTIES:

Collier

INVOICE NUMBER:

G3C98 Q1

INVOICE DATE:

October 23, 2025

QUARTER SERVICE DATES:

July 1 - September 30, 2025

AGENCY

COLLIER METROPOLITAN PLANNING ORGANIZATION

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	This task is continual and ongoing.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the 9/10/25 LCB regular meeting is enclosed.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The draft meeting minutes of the 9/10/25 regular meeting are enclosed.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	No activity this quarter. The only committee of the LCB is the grievance committee. No grievances were filed, and no staff support was necessary.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current LCB membership roster is enclosed.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	LCB meetings are advertised in the Naples Daily News. The ad for the 9/10/25 LCB regular meeting is enclosed.

K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The draft AOR was reviewed by the LCB and approved for submittal to the CTD at its 9/10/25 meeting. The final CTD approved AOR will be presented to the LCB for review and final approval at its 12/3/25 meeting.
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was provided to the CTD project manager on 9/9/25. A revised AER was provided to the CTD project manager on 10/15/25. A copy of the revised AER is enclosed.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	This task is continual and ongoing. Collier MPO and the CTC are currently collaborating with FDOT on the development of a major update to the Collier County Transit Development Plan.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing. Collier MPO and the CTC are currently collaborating with the regional workforce board on the development of a major update to the Collier County Transit Development Plan.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 9/10/25 regular meeting. The CTC also provides a quarterly report to the LCB, which is enclosed.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	Collier MPO's senior planner attended the 2025 FPTA Annual Conference in St. Petersburg from 9/3-9/4/25, including the TD Planners Training Session on 9/3/25. A copy of the sign-in sheet for the TD Planners Session is enclosed.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Collier MPO's senior planner attended the 9/25/25 CTD Business meeting virtually.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	This task is continual and ongoing. At its 9/10/25 LCB meeting, LCB members provided comments on an ongoing fare study related to fare structures for paratransit. The MPO circulated survey information for LCB members to participate in providing additional feedback on proposed fare structures on 9/11/25.

G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	At its 9/10/25 meeting, LCB endorsed the transfer of the MPO's previous years' accumulated unspent TD planning grant revenue to support TD operations. The Collier MPO Board approved the transfer at its 9/12/25 meeting.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	At the 9/10/25 LCB meeting, the CTC provided a presentation and update on its on-time performance and accident rates, which were identified in the 2025 CTC Evaluation as findings. In the Evaluation, the MPO and LCB requested regular updates on these issues.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	The coordination contracts were evaluated in connection with the data provided by coordination contractors, as included in the draft AOR reviewed by LCB on 9/10/25. Additional evaluation of the coordination contracts will occur in connection with the 2026 CTC evaluation.
K. Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

s/Anne McLaughlin

Representative

Date: 10/23/2025

EXECUTIVE SUMMARY
REPORTS AND PRESENTATIONS
ITEM 6C

Florida Department of Transportation (FDOT) Report

OBJECTIVE: For the Board to receive an update from FDOT.

CONSIDERATIONS: FDOT will provide a status report to the LCB at each meeting.

STAFF RECOMMENDATION: For the Board to receive the update.

Prepared By: Dusty May Hansen, MPO Senior Planner

EXECUTIVE SUMMARY
OTHER BUSINESS
ITEM 7A

2026 Community Transportation Coordinator Evaluation – Opportunities for LCB Members to Participate

OBJECTIVE: For LCB to be informed of the upcoming annual Community Transportation Coordinator (CTC) Evaluation and of opportunities for LCB members to participate.

CONSIDERATIONS: As a requirement of the Florida Commission for Transportation Disadvantaged (CTD) Planning Grant, the LCB must conduct an annual evaluation of the CTC. The Evaluation examines the CTC's compliance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, CTD standards, and local standards set forth in the Transportation Disadvantaged Service Plan.

MPO Staff plans to kick-off the 2026 CTC Evaluation in early 2026. LCB members are welcome and encouraged to participate in the process: the Evaluation includes opportunities for ride-alongs on CATConnect paratransit vehicles to perform on-site observations of the system and interact with CATConnect passengers and caretakers.

LCB members interested in participating in the process can reach out to Sean Kingston, MPO Principal Planner, Sean.Kingston@collier.gov, 239-252-5859, or Dusty Hansen, MPO Senior Planner, Dusty.Hansen@collier.gov, 239-252-5850.

STAFF RECOMMENDATIONS: Provided for informational purposes.

Prepared By: Dusty Hansen, Planner II

ATTACHMENTS:
None.

EXECUTIVE SUMMARY
DISTRIBUTION ITEMS
ITEM 8A

2026 Collier MPO Meeting Schedule

OBJECTIVE: For the Board to receive a copy of the 2026 MPO Meeting Schedule.

CONSIDERATIONS: The 2026 MPO Meeting Schedule (**Attachment 1**) was approved by the MPO Board on September 12, 2025.

The 2026 meeting schedule for LCB is as follows:

- March 4, 2026
- May 6, 2026
- September 2, 2026
- December 2, 2026

In 2025, the September LCB meeting had to be rescheduled to accommodate the MPO's mandatory attendance at a TD training event that conflicted with the regular LCB meeting date. As of now, it appears that the 2026 TD training event will likely be held in October and will not impact LCB's meeting schedule.

STAFF RECOMMENDATION: N/A. Provided for informational purposes.

Prepared By: Dusty Hansen, Planner II

ATTACHMENT(S):

1. 2026 MPO Meeting Schedule



2026 Meeting Schedule

Collier Metropolitan Planning Organization (MPO)
2885 S. Horseshoe Drive, Naples, FL 34104
(239) 252-5814 | www.CollierMPO.org

8A Attachment 1
LCB 12/3/25

RED-STRIKETHROUGH = CANCELLED MEETING

DATES IN GREEN = ADDED MEETING

Metropolitan Planning Organization (MPO) – Monthly at 9:30 a.m.

MPO Board Meetings are held on the second Friday of the month at the Board of County Commissioners Chambers, Admin. Bldg. F, 3299 Tamiami Trail East, Naples, FL, 34112, unless otherwise noted.

February 13, 2026	March 13, 2026	April 10, 2026	May 8, 2026
June 12, 2026	September 11, 2026	October 9, 2026	November 13, 2026
December 11, 2026			

Technical Advisory Committee (TAC) – Monthly at 9:30 a.m.

TAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 26, 2026	February 23, 2026	March 23, 2026	April 27, 2026
*May 18, 2026 <i>due to holiday</i>	August 24, 2026	September 28, 2026	October 26, 2026
November 23, 2026			

Citizens Advisory Committee (CAC) – Monthly at 2:00 p.m.

CAC Meetings are held on the fourth Monday of the month at the County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 26, 2026	February 23, 2026	March 23, 2026	April 27, 2026
*May 18, 2026 <i>due to holiday</i>	August 24, 2026	September 28, 2026	October 26, 2026
November 23, 2026			

Bicycle/Pedestrian Advisory Committee (BPAC) – Monthly at 9:00 a.m.

BPAC Meetings are held on the third Tuesday of the month at the Collier County Government Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.

January 20, 2026	February 17, 2026	March 17, 2026	April 21, 2026
May 19, 2025	August 18, 2026	September 15, 2026	October 20, 2026
November 17, 2026			

Congestion Management Committee (CMC) – Bi-Monthly at 2:00 p.m.

CMC Meetings are held on the third Wednesday of every other month at the Collier County Transportation Management Services Bldg., South Conference Room, 2885 South Horseshoe Drive, Naples, FL, 34104, unless otherwise noted.

January 21, 2026	March 18, 2026	May 20, 2026	July 15, 2026
September 16, 2026	November 18, 2026		

Local Coordinating Board (LCB) for the Transportation Disadvantaged – Quarterly at 1:30 p.m.

LCB Meetings are held quarterly on the first Wednesday of the corresponding month at the Collier County Government Center, Admin. Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail East, Naples, 34112, unless otherwise noted.

March 4, 2026	May 6, 2026	September 2, 2026	December 2, 2026