

Current Data Sheet

ALABAMA NON-URBANIZED AREA PUBLIC TRANSPORTATION PROGRAM

5311 FISCAL YEAR 2019

1. Name and Address of Applicant Baldwin County Commission 312 Courthouse Square, Suite 11 Bay Minette, Alabama 36507	2. Date:	10/05/2018
	Contact Person:	Taylor Rider
	Telephone:	(251) 972-8576
	Fax:	(251) 972-6841
	E-Mail Address:	btrider@baldwincountyal.gov
3. Names of Subcontractors	4. Area To Be Served By Project Baldwin County	
5. Service Area Population & Square Miles 208,563 Population 2,027 Square Miles	6. Hours & Days of Operation 5:30 A.M – 7:00 P.M. Every day	

7. Funding Summary 5311:
FY19 BRATS Funding Summary:

	Budget Category	A. Section 5311 Funds (91.8%)	B. Section 5311 Local Funds	C. Section 5311 Contract Revenue	D. Section 5311 Fare Box	E. Section 5311 Total
1	Operating	\$721,401.58	\$601,828.41	\$119,573.17	\$219,875.69	\$1,662,678.85
2	Administrative	\$503,244.00	\$125,811.00	\$0.00	\$0.00	\$629,055.00
3	Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Other Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Total	\$1,224,645.58	\$727,639.41	\$119,573.17	\$219,875.69	\$2,291,733.85

* Contract Revenue may be applied to operating or administrative costs as local match once 10% fare box recovery has been accomplished.

8. Project Number: RPT- _____ County (ies) Served: Baldwin

9. List Contracts & Estimated Amounts for FY 2019:
(Use additional sheets, if necessary)

	Agency Name	A. Section 5311 Funds (91.8%)
1	Baldwin County Mental Health	\$64,813
2	Baldwin County Council on Aging	\$54,761
	Total	\$119,573.17

EXHIBIT 2 - Application Letter

October 16, 2018

Mr. D. E. Phillips, Jr., P. E.
State Local Transportation Engineer
Local Transportation Bureau, Transit Section
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Dear Mr. Phillips:

FY 2019 SECTION 5311 (RURAL) TRANSIT PROGRAM APPLICATION

The Baldwin County Commission is hereby applying for a Section 5311 administrative, operating, capital, and/or planning grant under 49 USC Section 5311, to assist in the operation of the Baldwin Regional Area Transit System “BRATS” Public Transit System for the period covering October 1, 2018 to September 30, 2019. The project application has been reviewed and approved by the Baldwin County Commission. The requested amount of Federal assistance is as follows:

Federal Administrative Assistance	\$ 503,244.00
Federal Operating Assistance	\$ 721,404.58
Federal Capital Assistance	\$ -
Total of Federal Assistance	\$ 1,224,648.58

Local assistance in the amount of \$ 727,639.41 will be used as the non-federal match. The applicant attests that all information contained within this application is true and correct and that the applicant has the legal, financial and technical capacity to carry out the proposed project. If you have questions or need further information, please contact Baldwin Regional Area Transit System’s Director of Transportation, Taylor Rider at (251) 972-8576.

Respectfully,

Frank Burt, Jr.
Chairman,
Baldwin County Commission

2019 5311 REVISED BUDGET

PROJECT COUNTY: BALDWIN
PROJECT NUMBER:

FISCAL
YEAR: 2019
10/16/2018

OPERATIONS		ADMINISTRATION	
	5311 (91.8%)		5311
Overtime	\$22,950.00	Overtime	\$3,000.00
Longevity	\$13,311.00	Longevity	\$2,500.00
Salaries	\$877,696.13	Salaries	\$252,200.00
Retirement	\$80,250.64	Retirement	\$15,618.00
Health Insurance	\$252,127.78	Health Insurance	\$53,354.00
Life Insurance	\$1,779.08	Life Insurance	\$285.00
Social Security	\$101,331.59	Social Security	\$19,714.00
Workman's Compensation	\$63,104.24	Workman's Compensation	\$505.00
Unemployment Compensation	\$2,319.79	Unemployment Compensation	\$453.00
Disability	\$2,977.99	Disability	\$583.00
Contracts (Salaries/Temp.)	\$0.00	Contract Services	\$6,200.00
Employee Physicals	\$642.60	Pest Control	\$1,500.00
Gas & Oil	\$184,977.00	Drug Testing	\$1,600.00
Small Tools	\$459.00	Training	\$1,500.00
Tires	\$12,393.00	Membership Dues	\$3,000.00
Travel	\$0.00	Office Supplies	\$29,000.00
Uniforms	\$3,304.80	Copy Machine Rental	\$3,500.00
Vehicle Repair/Maintenance	\$39,933.00	Bldg. Repair	\$7,500.00
Towing	\$1,285.20	Computer Software	\$61,433.00
Deductions on Insurance	\$1,836.00	Utilities	\$22,620.00
Surety Bonds	\$0.00	Telephones	\$65,000.00
Licenses/Tags	\$0.00	Postage	\$900.00
	\$0.00	Advertising	\$4,500.00
	\$0.00	Travel	\$15,000.00
	\$0.00	Building Insurance	\$16,000.00
	\$0.00	- Motor Vehicle Insurance	\$6,775.00
	\$0.00	- General Liability Insur.	\$34,815.00
Operations Total	\$1,662,678.85	Administration Total	\$629,055.00

5311 Grand Total: \$2,291,733.85

Revised 5311 Source of Budget Funds Worksheet

PROJECT COUNTY: Baldwin

FISCAL YEAR:

2019

PROJECT NUMBER:

10/16/2018

OPERATING BUDGET		ADMINISTRATIVE BUDGET	
Total Operating	\$1,662,678.85	Total Administrative	\$629,055.00
Less Direct Operating			
5311 Fare box:	\$219,875.69		
Other Revenue:			
Net Operating Cost:	\$1,442,803.16		
Less Grant (<=50%)	\$721,401.58	Less 5311 Grant (<=80%)	\$503,244.00
Total Local Share (>= 50%)	\$721,401.58	Total Local Cash (>=20%)	\$125,811.00
(Sum of 1-4 Below)		(Sum of 5-7 Below)	
1. Donations			
2. In-Kind - Contract Revenue	\$119,573.17	5. Donations	
3. Advertising		6. In-Kind	
4. Local Government	\$601,828.41	7. Local Government	\$125,811.00

Overall Total Local Share:	\$727,639.41
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Revised BRATS FY 2019 5311 Projected Capital Needs

Vehicles/Rolling Stock						
Quantity	Model/Type Modified Van, Cutaway, Rail, Etc.	Seat Availability	Lift Pkgs	Engine Type	Projected Cost	Funding 5311 Funds
	Mini - Van	7-8	Stow away ramp	Gas Only		
	Standard Van/Sport Roof (Center Aisle)	13		Gas Only		
	Commuter Van	15	N/A	Gas Only		
0	Modified Van Cut-A-Way Chassis Bus (Metal Body) Option Option	15	1 W/C	Gas Only		
0		25	2 W/C	Gas		
		21		Gas Only		
		17		Gas Only		
0	Cutaway Chassis Bus (Heavy Duty) Flat Floor	28-30	2 W/C	Gas		
0			6 W/C	Gas		
	Mid Size Intercity Coach	39		Diesel Only		
0					Total of Vehicle Needs	\$0.00

Ancillary Administration Capital Needs						
Quantity	Item Description				Projected Cost	Funding 5311 Funds
					Total of Other Capital Needs	\$0.00

80%/20% Projected Funding Needs for Capital						5311 Funds
Total of Projected Cost for 80%/20% Capital Needs						\$0.00
Federal Funding Share (80%)						\$0.00
Local Match Share (20%)						\$0.00

Operational Capital Needs			
Quantity	Item Description	Projected Cost	Funding 5311 Funds
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		Total of Other Capital Needs	\$0.00

	Funding 5311 Funds
50%/50% Projected Funding Needs for Capital	
Total of Projected Cost for 50%/50% Capital Needs	\$0.00
Federal Funding Share (50%)	\$0.00
Local Match Share (50%)	\$0.00

	Funding 5311 Funds
Overall Projected Cost for Capital Needs	
Overall Total of Projected Cost for Capital Needs	\$0.00
Total Federal Funding Share For Projected Capital Needs	\$0.00
Total Local Match Share For Projected Capital Needs	\$0.00

October 16, 2018

Mr. D. E. Phillips, Jr., P. E.
State Local Transportation Engineer
Local Transportation Bureau, Transit Section
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36110

Dear Mr. Phillips:

Subject: Local Match Commitment for 5311 Grant

The Baldwin County Commission is applying for a Section 5311 administration/operation/capital grant to aid in the operation of the Baldwin Regional Area Transit System. The administrative, operational and/or capital expenses requested in this project have been reviewed and approved by the Baldwin County Commission of Baldwin County. We are requesting 5311 federal assistance in the amount of \$503,244.00 for administrative assistance, \$721,401.58 for operational assistance and no funding for capital assistance for a total federal assistance in the amount of \$1,224,645.58. Local assistance in the amount of \$727,639.41 will be used as the non-federal match.

The Baldwin County Commission hereby acknowledges the local matching requirements for the referenced project and affirms assistance in the amount set forth above.

If you have any questions on this request, please contact Taylor Rider at (251) 972-8576.

Sincerely,

Frank Burt, Jr.
Chairman,
Baldwin County Commission

Local Match Certification

We, the undersigned representing Baldwin County Commission, do hereby certify to the Alabama Department of Transportation that the required local funds for the Baldwin Regional Area Transit System, "BRATS" Public Transportation Program are available from the following source(s):

General Fund – \$727,639.41

Contracts - \$119,573.17

These funds will be available as of October 1, 2018.

Signature
Frank Burt, Jr.
Chairman,
Baldwin County Commission

(Date)

Resolution Authorizing Local Matching Funds

RESOLUTION NO. 2019-018

"SECTION 5311 NONURBANIZED AREA PUBLIC TRANSPORTATION"

WHEREAS, the **Baldwin County Commission** recognizes the need for a public transportation program; and

WHEREAS, the **Baldwin County Commission** is recognized as a member of the Baldwin County Transportation Steering Committee; and

WHEREAS, the **Baldwin County Commission** recognizes that the requirements to obtain Section 5311 funds from the Alabama Department of Transportation includes a local match of 50% for operating expenses and 20% for administration and capital expenses; and

WHEREAS, the **Baldwin County Commission** recognizes that the local match will be a shared cost with other participating municipalities being responsible for providing an appropriate allocation of local non-federal funds to secure the operating of the Section 5311 Non-urbanized Area Public Transportation Program.

NOW, THEREFORE, BE IT RESOLVED, that the **Baldwin County Commission** hereby commits the amount of **\$727,639.41** as local non-federal match for capital, administrative and operations expenditures under the Section 5311 Non-urbanized Area Public Transportation Program during Fiscal Year 2019.

Passed and adopted the sixteenth day of October 2018.

Frank Burt, Jr.
Chairman,
Baldwin County Commission

ATTEST:

Ronald J. Cink
County Administrator,
Baldwin County Commission

Revised 5311 Baldwin Regional Area Transit System Chart of Accounts

BRATS
Project Baldwin County

Fiscal Year
2018-2019

Account	Assigned Category	5311 Portion 91.8%
OPERATIONS		
SALARIES	HOURS	\$877,696.13
SALARIES/TEMP	HOURS	\$0.00
OVERTIME	HOURS	\$22,950.00
LONGEVITY	HOURS	\$13,311.00
RETIREMENT	HOURS	\$80,250.64
DISABLITY	HOURS	\$2,977.99
HEALTH INSURANCE	HOURS	\$252,127.78
UNEMPLOYMENT COMP.	HOURS	\$2,319.79
LIFE INSURANCE	HOURS	\$1,779.08
WORKMAN'S COMP.	HOURS	\$63,104.24
SOCIAL SECURITY	HOURS	\$101,331.59
EMPLOYEE PHYSICALS	HOURS	\$642.60
UNIFORMS	HOURS	\$3,304.80
FUEL & OIL	MILES	\$184,977.00
TIRES	MILES	\$12,393.00
MV REPAIR & MAINT.	MILES	\$39,933.00
LICENSE/TAGS	MILES	\$0.00
TOWING	MILES	\$1,285.20
SMALL TOOLS	MILES	\$459.00
INSURANCE DEDUCTABLES	OVERHEAD	\$1,836.00
TOTAL		\$1,662,678.85

ADMINISTRATION		
SALARIES	OVERHEAD	\$255,200.00
LONGEVITY	OVERHEAD	\$2,500.00
DISABLITY	OVERHEAD	\$583.00
RETIREMENT	OVERHEAD	\$15,618.00
LIFE INSURANCE	OVERHEAD	\$285.00
HEALTH INSURANCE	OVERHEAD	\$53,354.00
UNEMPLOYMENT INSURANCE	OVERHEAD	\$453.00
SOCIAL SECURITY	OVERHEAD	\$19,714.00
WORKMAN'S COMP.	OVERHEAD	\$505.00
CONTRACT SERVICES	OVERHEAD	\$6,200.00
OFFICE SUPPLIES	OVERHEAD	\$29,000.00
TRAINING	OVERHEAD	\$1,500.00

COPY MACHINE RENTAL	OVERHEAD	\$3,500.00
MEMBERSHIP DUES	OVERHEAD	\$3,000.00
UTILITIES	OVERHEAD	\$22,620.00
TELEPHONES	OVERHEAD	\$65,000.00
ADVERTISING	OVERHEAD	\$4,500.00
POSTAGE	OVERHEAD	\$900.00
BLDG. REPAIR	OVERHEAD	\$7,500.00
TRAVEL	OVERHEAD	\$15,000.00
DRUG TESTING	OVERHEAD	\$1,600.00
PEST CONTROL	OVERHEAD	\$1,500.00
COMPUTER SOFTWARE	OVERHEAD	\$61,433.00
MV INSURANCE	MILES	\$6,775.00
BUILDING INSURANCE	OVERHEAD	\$16,000.00
GENERAL LIABILITY INSURANCE	OVERHEAD	\$34,815.00
DEPRECIATION	MILES	\$425,617.70
TOTAL		\$1,054,672.70
GRAND TOTAL		\$2,717,351.54

REVISED COST ALLOCATION MATRIX

Fiscal Year
2019

BRATS

<u>EXPENSE ACCOUNT</u>		<u>HOURS</u>	<u>MILES</u>	<u>OVERHEAD</u>	<u>TOTAL COST</u>
<u>LABOR</u>					
DRIVERS	1,052,769	\$1,052,769			\$1,052,768.64
DISPATCHERS	112,797	\$112,797			\$112,796.64
MECHANICS	75,198	\$75,198			\$75,197.76
OTHERS	\$12,533			\$12,533	\$12,532.96
<u>FRINGE BENEFITS</u>					
DRIVERS	537,107	\$537,106.92			\$537,106.92
DISPATCHERS	57,547	\$57,547.17			\$57,547.17
MECHANICS	38,365	\$38,364.78			\$38,364.78
OTHERS	\$6,394			\$6,394	\$6,394.13
<u>SERVICES</u>					
VEHICLE MAINTENANCE			\$43,500.00		\$43,500.00
TRAINING/TRAVEL				\$16,500.00	\$16,500.00
UTILITIES				\$22,620.00	\$22,620.00
DRUG TESTING				\$1,600.00	\$1,600.00
EMPLOYEE PHYSICALS				\$700.00	\$700.00
DUES, FEES, REGISTRATION				\$3,000.00	\$3,000.00
TELEPHONE/RADIO				\$65,000.00	\$65,000.00
CONTRACT SERVICES				\$6,200.00	\$6,200.00
BLDG. REPAIR				\$7,500.00	\$7,500.00
COPY MACHINE RENTAL				\$3,500.00	\$3,500.00
PEST CONTROL				\$1,500.00	\$1,500.00
COMPUTER SOFTWARE				\$61,433.00	\$61,433.00
<u>LIABILITY</u>					
INSURANCE (VEH)			\$6,775.00		\$6,775.00
Building Insuarnce				\$16,000.00	\$16,000.00
GENERAL LIABILITY INSURANCE				\$34,815.00	\$34,815.00
SURETY BOND / INSURANCE				\$2,000.00	\$2,000.00
<u>MATERIALS/SUPPLIES</u>					
FUEL,OIL			\$201,500.00		\$201,500.00

