

**ALABAMA DEPARTMENT OF TRANSPORTATION  
LOCAL TRANSPORTATION BUREAU  
Public Transit Section**

**FEDERAL TRANSIT ADMINISTRATION  
FEDERAL FISCAL YEAR 2025**

**SECTION 5311 APPLICATION**



**Dissemination Date: May 31, 2024**

**Due Date: July 30, 2024**

**Application must be submitted in the order listed on checklist and  
all pages are to be in sequence and consecutively numbered in whole numbers including support documents.**

## Application Checklist

**Application Deadline: July 30, 2024**

**Fiscal Year: 2025**

**Applicant Name:**

**Baldwin County Commission**

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**Application must be submitted in the order listed on checklist and all pages are to be in sequence and consecutively numbered in whole numbers including support documents.**

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**Baldwin County Commission**

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(a) Georgia DOAS Bid Vehicle Vendor Sheet (VVS), if applicable	<b>N/A</b>	

**Application must be submitted in the order listed on checklist and all pages are to be in sequence and consecutively numbered in whole numbers including support documents.**

## Application Checklist

**Application Deadline: July 30, 2024**

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**Baldwin County Commission**

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<b>14</b>	<b>Audit Report for the Most Recent Fiscal Year</b>	<b>N/A</b>
<b>15</b>	<b>Completed Application*</b>	
	1. Final Document developed should have:	
	(a) Grant Coversheet attached	
	(b) Application Checklist correctly completed and attached	
	(c) All Application Checklist questions answered	
	(d) All Application Checklist Items requested are attached and in sequence with question (Attachments must be inserted directly after question.)	
	(e) Final document pages are consecutively numbered in whole numbers and in sequence of checklist including support documents.	
	(f) Follow grant application submission process as indicated in instructions.	
	<b><i>*No instructions or other items not listed on the checklist should be submitted within final application document.</i></b>	

## 5311 Applicant Information Sheet

**FISCAL YEAR: 2025**

<b>1. Date:</b>	
<b>2. Legal Name of Applicant:</b>	Baldwin County Commission 312 Courthouse Square, Suite
<b>Mailing Address:</b> <i>(Please include Zip Code plus 4)</i>	11 Bay Minette, AL 36507-4809 312 Courthouse Square, Suite 11
<b>Physical Address:</b> <i>(Please include Zip Code plus 4)</i>	Bay Minette, AL 36507-4809
<b>3. Designated Transit Provider Name:</b>	Baldwin Regional Area Transit System (BRATS)
<b>Mailing Address:</b> <i>(Please include Zip Code plus 4)</i>	P.O. Box 907 Robertsdale, AL 36567-0907
<b>Physical Address:</b> <i>(Please include Zip Code plus 4)</i>	18100 County Road 54 Robertsdale, AL 36567-0907
<b>4. Transit Provider Contact Person:</b>	Ann Simpson
<b>Title:</b>	Director
<b>Telephone:</b>	251-533-0599
<b>Fax:</b>	251-972-6841
<b>Email Address:</b>	<a href="mailto:ann.simpson@baldwincountyal.gov">ann.simpson@baldwincountyal.gov</a>
<b>5. SAMS.gov Registration</b>	MMDHCQ2E82J5
<b>Unique Entity Identifier Number:</b>	
<b>CAGE / NCAGE Number:</b>	4MV41
<b>6. Name of Subcontractors:</b>	Enterprise Leasing Company-South Central, LLC
<b>7. Area(s) to be Served by Project:</b>	Baldwin County
<b>Congressional District(s):</b>	1
<b>8. Service Area Population:</b>	231,767
<b>Service Area Square Miles:</b>	1,590
<b>9. Hours of Operation:</b>	6:00 AM - 6:00PM
<b>Days of Operation:</b>	Monday-Friday
<b>10. Project Number:</b>	RPT- 002
<b>11. Total Number of Project Vehicles (Number only) :</b>	50
<b>12. Number of Back-up Vehicles within the Number Above (Number Only) :</b>	12
<b>13. Types of Routes Operated:</b>	<input checked="" type="checkbox"/> Demand Response Route(s) <input type="checkbox"/> Fixed Route(s) <input type="checkbox"/> Deviated/Flex Route(s) <input type="checkbox"/> Commuter Route(s) <input checked="" type="checkbox"/> Vanpool Route(s) <input checked="" type="checkbox"/> School Tripper Route(s) <input checked="" type="checkbox"/> Contract Route(s)
<b>14. Grants Applying For:</b>	<input checked="" type="checkbox"/> 5311 Regular <input type="checkbox"/> 5311 (F)

July 16, 2024

Mr. Bradley B. Lindsey, P. E.  
State Local Transportation Engineer  
Local Transportation Bureau  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Dear Mr. Lindsey:

Subject: Letter of Designation

The Baldwin County Commission has carefully considered the selection of an implementing agency for its Section 5311 project. We designate Baldwin Regional Area Transit System as our local implementing transit provider. The principal contact person for this project is Ann Simpson, Director of Transportation.

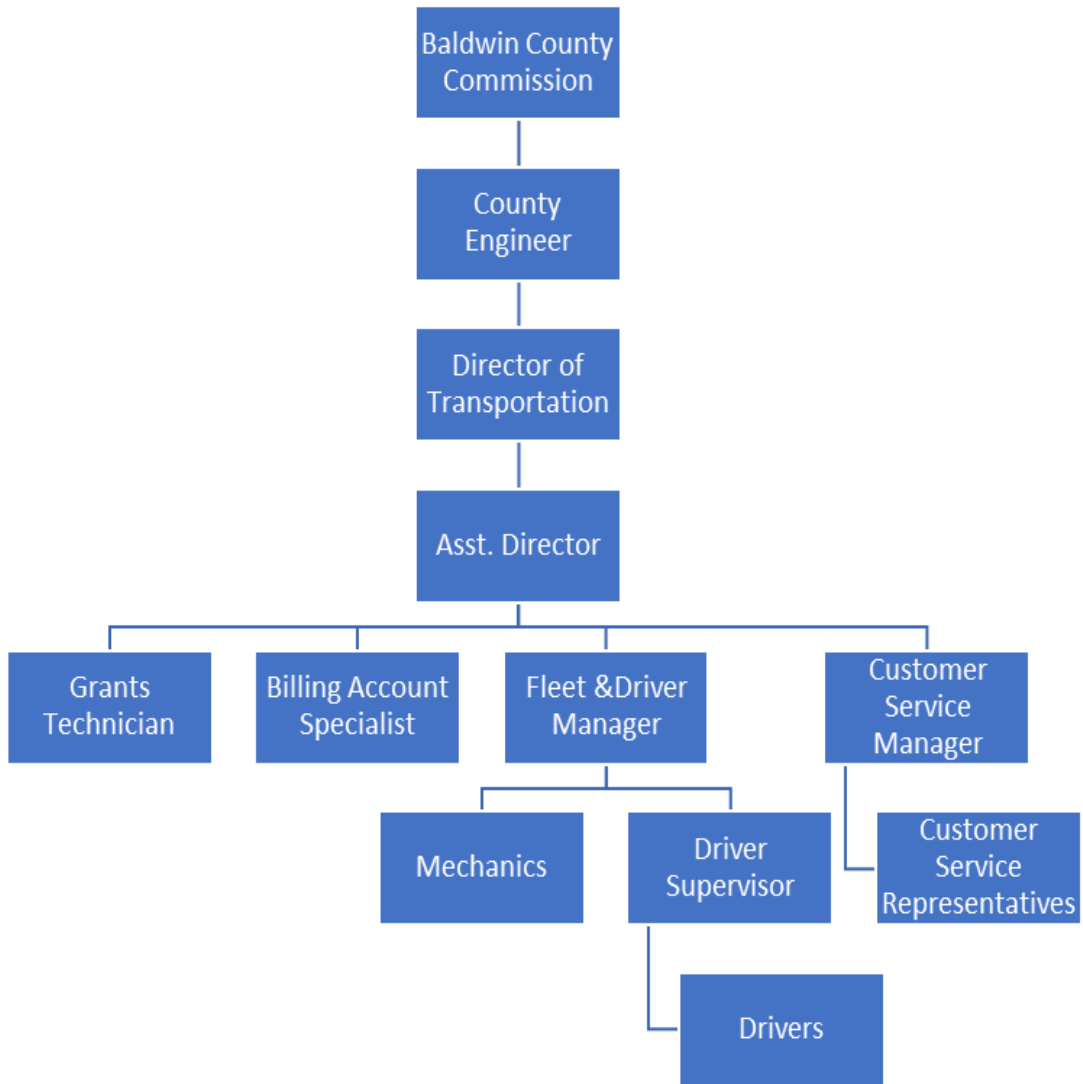
If you have any questions on this designation, please contact Ann Simpson at 251-533-0599.

Sincerely,

Billie Jo Underwood  
Chairman

## **Current System and Project Description Form**

<p><b>3.1 General description of the service area, including the geographic location and delineating the geographic boundaries:</b></p>
<p>The Baldwin Regional Area Transit System is located in, and serves, Baldwin County, Alabama. Baldwin County borders Washington, Clark, and Escambia counties on the north, Mobile County on the west and Escambia County, Florida, on the east. Baldwin County is bordered on the south by the Gulf of Mexico.</p>
<p><b>(a) Service Area Population (numbers only):</b></p>
<p>231,767</p>
<p><b>(b) Service Area Square Miles (numbers only):</b></p>
<p>1,590</p>
<p><b>(c) System Start-up Date (date transit system began receiving FTA funds):</b></p>
<p>Baldwin Regional Area Transit System began receiving Section 5311 funds in 1985.</p>
<p><b>(d) Brief History of System:</b></p>
<p>Baldwin Regional Area Transit System began in 1985 as Baldwin Rural Area Transit System. Prior to 1985 the Community Action Agency received 5311 funds. Community Action Agency decided at that time they no longer wished to participate in the 5311 program. The Baldwin County Commission accepted the program and began operations with 2 used vans. BRATS has grown to a fleet of over 40 vehicles and provides approximately 100,000 trips per year.</p>
<p><b>(e) Mission Statement:</b></p>
<p>BRATS is a team of well-trained professionals who provide safe, affordable, and convenient transportation. We strive for excellence and dependability. We show compassion to every customer and serve each individual with dignity and respect.</p>
<p><b>(f) Current Year Goals and Objectives (provide at least one <u>measurable</u> goal and at least one <u>measurable</u> objective):</b></p>
<p>Goal: Reduce service vehicles that are beyond their useful life by 20%, minimum. Objective: Replace 22 revenue service vehicles.</p>
<p><b>3.2 General description of eligible applicant and any subcontractors:</b></p>
<p>The Baldwin Regional Area Transit System, BRATS, is a department of the Baldwin County Commission. The Baldwin County Commission is the applicant and recipient of the 5311 funds and BRATS is the authorized entity providing the transit service in the Baldwin County service area. The Baldwin County Commission has several appointed Department Heads, among which is the County Engineer. The BRATS Director of Transportation reports to the County Engineer who reports to the elected County Commission.</p> <p>On March 4, 2024, the Baldwin County Commission entered into a 3-year contract for professional services with Enterprise Leasing Company-South Central, LLC with offices at 2271 Valleydale Road, Suite 100 Birmingham, AL 35244 to administer and operate a commuter vanpool service in the Baldwin Regional Area Transit System service area.</p>
<p><b>(a) Organization Chart</b></p>





<b>3.3 General description of proposed transportation service:</b>	
BRATS provides demand response service, with limited contract services. Trips can be scheduled same day, based on availability and up to 14 days in advance. BRATS serves all areas of Baldwin County and provides commuter service to Downtown Mobile. In 2024, Baldwin County Commission entered in to a contract with Enterprise with Commute to subsidize a vanpool program for Baldwin County employees.	
<b>(a) Eligible users of service:</b>	
General public There are no eligibility requirements	
<b>(b) Service changes from previous year:</b>	
In 2024, Baldwin County Commission entered in to a contract with Enterprise With Commute to begin a vanpool program for Baldwin County employees.	
<b>(c) Planned system changes for next year:</b>	
There are no planned system changes for 2025.	
<b>(d) General description of service(s) to be provided outside of service area, including frequency of such service(s).</b>	
Baldwin Regional Area Transit System operates two to three commuter/tripper routes, depending on demand, which connects Baldwin and Mobile counties. These routes operate five days a week in early morning and late afternoon and are coordinated to connect with the Wave Transit of Mobile, Alabama.	
(i)	Support documentation/concurrence letter(s) for services that are provided outside of your service area from each affected transit provider.
	<i>Insert concurrence letter(s) on the next page, if applicable. If not applicable, indicate N/A here.</i>
(ii)	Documentation certifying compliance with requirements of other States must be provided for services crossing state lines.
N/A	



June 10, 2024

Mrs. Ann Simpson  
Director of Transportation  
Baldwin Regional Area Transit System  
P.O. Box 907  
Robertsdale, Alabama 36567

**Reference: Concurrence Letter**

Mrs. Simpson,

Transit Management of Mobile D/b/a The Wave Transit System, which is the public transportation provider for the City of Mobile, strongly supports the Baldwin Regional Area Transit System (BRATS) for its grant application to Alabama Department of Transportation (ALDOT) for Section 5311 funding.

The Wave recognizes BRATS efforts to provide grant purpose trips, tripper services, and commuter services designed to connect both counties. The Wave concurs with BRATS operation of public transportation within the urbanized area of the City of Mobile so long as each trip either begins or ends in Baldwin County. It is our belief that the proposed investment will strengthen the market access through this seamless option.

Again, congratulations for this accomplishment and please contact my office at your earliest convenience at (251) 375-2350 for further assistance.

Respectfully,

A handwritten signature in blue ink, appearing to read "Damon Dash", is written over a light blue horizontal line.

Damon Dash  
General Manager  
The Wave Transit System

*Ride the Wave*

□ GM&O Transportation Center  
110 Beauregard Street TEL 251.344.6600  
Suite 104 FAX 251.344.6678  
Mobile, AL 36602 WEB theWaveTransit.com

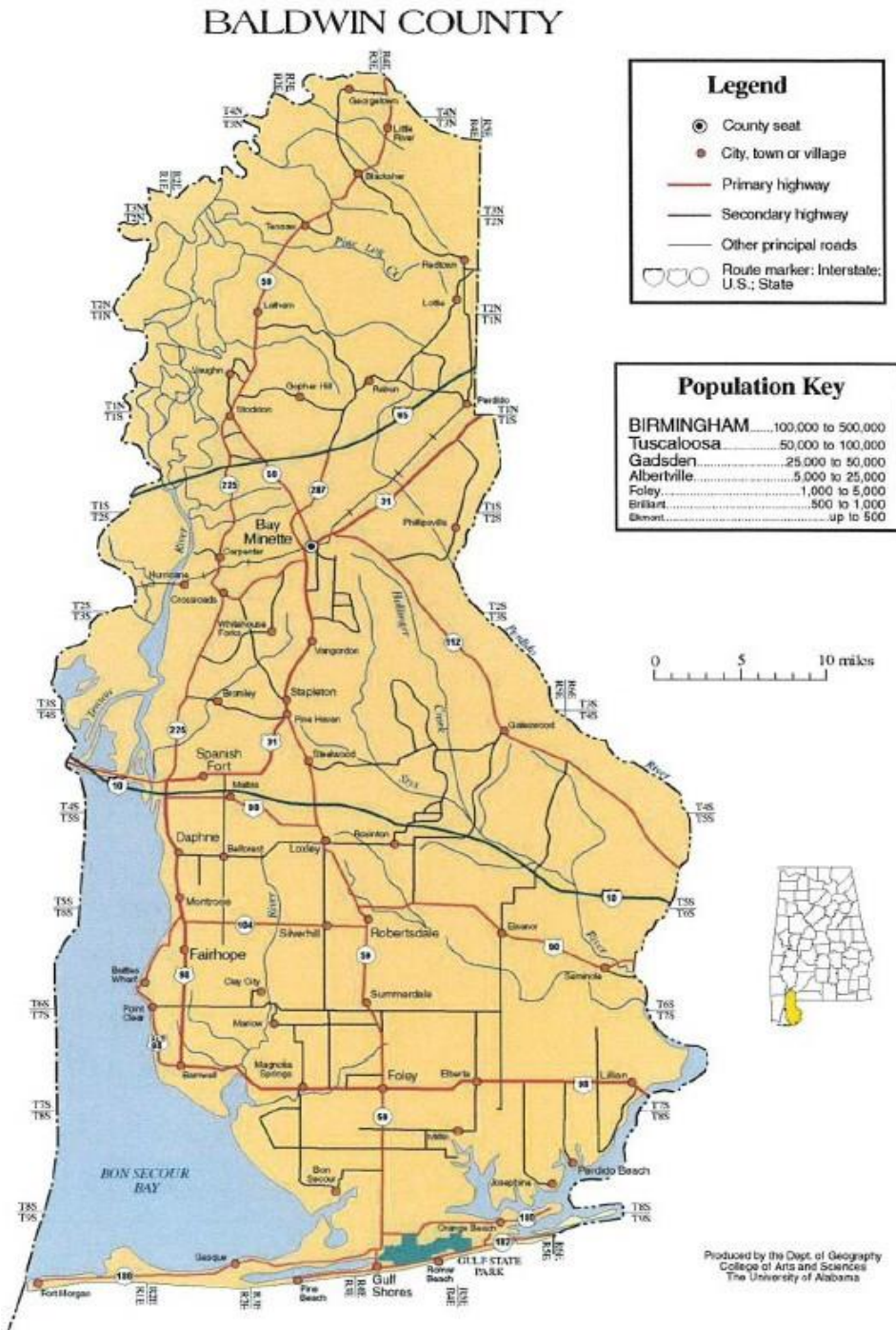
□ 1224 West I-65 TEL 251.344.6600  
Service Rd. South FAX 251.344.9395  
Mobile, AL 36609 WEB theWaveTransit.com

**(e) Specific route information including 8½" x 11" map(s) of service area(s) highlighting area(s) served.**

Insert map(s) below and/or on the following page.

Such maps may be accessed, downloaded, and printed in PDF format via the link included below:

<http://alabamamaps.ua.edu/contemporarymaps/alabama/counties/>



**3.4 Current fare structure, including Seniors and Disabled (E&D) and/or Americans with Disabilities Act (ADA) fares, if applicable:**

0 - 5.0 MILES	ONE WAY	\$2.00
5.1 - 10 MILES	ONE WAY	\$2.50
10.1 - 15 MILES	ONE WAY	\$3.00
15.1 - 20 MILES	ONE WAY	\$3.50
20.1 - 25 MILES	ONE WAY	\$4.00
25.1 - 30 MILES	ONE WAY	\$4.50
30.1 - 35 MILES	ONE WAY	\$5.00
35.1 - 40 MILES	ONE WAY	\$5.50
40.1 - 50 MILES	ONE WAY	\$6.50
50.1 - 60 MILES	ONE WAY	\$7.50
Over 60 MILES	ONE WAY	\$10.00

**(a) Description of Fare Eligibility Process:**

N/A

- (i) Attach copy of fare application form for seniors and disabled and/or Americans with Disabilities Act (ADA) and identification card

N/A

**(b) Date of last fare increase:**

Fare rates were increased October 1, 2011. Fares were added for 50.1 miles and greater March 1, 2019.

**(c) Planned fare increase:**

No fare increases planned for FY2025.

**(d) Operating Recovery Ratio for Grants:**

Enter the calculated percentage using the following formula here. *(Farebox + contract + advertising revenues divided by total overall operating costs including preventative maintenance)*

13%

**3.5 Attach a copy of your system's brochure.**

*Insert copy of brochure on the following page.*

## Assistance for Passengers with Disabilities

### Let us help with special accommodations

If you have a disability or other mobility challenge and therefore cannot be accommodated by our existing service, BRATS will attempt to modify our service to meet your needs. Call a BRATS customer service representative at **251-972-6817**, explain your situation, and we will do our best to find a solution. We encourage you to make the request in advance, whenever possible. You are not required to use the term "reasonable modification" when making a request. A downloadable Reasonable Modification Request Form and a copy of the full policy is available at [www.ridebrats.com](http://www.ridebrats.com)

BRATS will grant a modification request unless:

1. The accommodation would fundamentally alter the nature of the public transportation service;
2. The accommodation would create a direct threat to the health or safety of others;
3. The accommodation would create undue financial and administrative burdens;
4. The individual with a disability can fully use BRATS's service without the accommodation being made.

BRATS drivers may perform reasonable assistance in boarding and deboarding. This includes opening a door and offering a hand or arm for stability. Drivers are not permitted to enter homes, and they may only provide assistance up stairs to a maximum of 3 steps. Drivers' assistance must be limited to a 25' radius of the BRATS vehicle, to allow the driver to maintain sight of the vehicle at all times.

Passengers requiring assistance beyond what the drivers are allowed to provide should have a Personal Care Attendant (PCA) accompany them. Passengers who reside in a nursing home or assisted living facility should always be accompanied by a PCA, as either a family member or medical professional has deemed the resident as needing additional assistance.



### ADA Accessible Vehicles

Over 90% of BRATS vehicles are ADA accessible!

### Personal Care Attendants

BRATS drivers are not permitted to provide personal care assistance to passengers. However, passengers can choose to have a personal care attendant accompany them on trips at no additional cost.

### ADA Grievance Procedure

If you feel that BRATS has discriminated against you on the basis of your disability in the provision of our services, we encourage you to submit a written complaint, available on the BRATS website or by contacting the Director of Transportation at 251-972-6817.

#### TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION

Baldwin County Commission, Baldwin Regional Area Transit System operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Baldwin County Commission, Baldwin Regional Area Transit System.

For more information on the civil rights program and the procedures to file a complaint, contact:

**Baldwin Regional Area Transit System**  
P. O. Box 907, 18100 County Road 54  
Robertsdale, AL 36567  
251-972-6817  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

A complaint may be filed directly with the Federal Transit Administration by contacting:

**Office of Civil Rights**  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR  
1200 New Jersey Ave., SE  
Washington DC 20590

If information is needed in another language, then contact 251-972-6817.  
Si se necesita información en otro idioma, comuníquese al 251-972-6817.



Baldwin County  
Public Transportation

Download the  
"BRATS On-Demand"  
mobile app

- or -

Call

**251-972-6817**

- or -

Email

[bratsbooking@baldwincountyal.gov](mailto:bratsbooking@baldwincountyal.gov)

Be ready to provide your:

- Name
- Phone Number
- Pick-up Address
- Drop-off Address
- Mobility Needs
- Credit/Debit Card Information



Courtesy of

Baldwin County  
Commission

Visit [www.ridebrats.com](http://www.ridebrats.com) for  
complete list of policies

## About

Baldwin Regional Area Transit System, BRATS, is a department of the Baldwin County Commission. BRATS offers door-to-door transportation to all members of the general public. Trips are provided to and from any location in Baldwin County, subject to availability.

## Service Hours

BRATS provides transportation between the hours of 7:00 am and 5:00 pm, Monday through Friday (excluding Holidays.)

## Scheduling Hours

BRATS representatives are available by phone between the hours of 7:00 am and 4:30 pm, Monday through Friday (excluding Holidays.)

Trips may also be scheduled 24 hours per day, 7 days per week on our mobile app, "BRATS On-Demand."

## Scheduling Information

In order to schedule a trip, a passenger account must first be established by either downloading our mobile app, "BRATS On-Demand", calling a customer service representative at 251-972-6817, or by emailing [bratsbooking@baldwincountyal.gov](mailto:bratsbooking@baldwincountyal.gov)

Trips may be scheduled as early as two weeks in advance, or as soon as same-day. All trips are subject to availability, which varies depending on demand, the volume of drivers and vehicles in operation, and time constraints.

All trips are scheduled using a 30-minute pick-up window, and passengers must be ready to depart at any time during the scheduled window. BRATS drivers can only wait three minutes at the scheduled pick-up location before departing in order to avoid delays to other scheduled trips.

If a passenger needs to arrive at a destination by a specific time, the "Arrive By" option must be selected when scheduling using the mobile app. If scheduling by phone, the desired "Arrive By" time should be communicated to the BRATS customer service representative.

## Reminder

Scheduled pick-up times and other trip information is communicated through text messages or phone calls, so please ensure that we have accurate information on file! Notify a BRATS customer service representative by phone or update your information in the app when changes occur. This includes:

- Contact phone number
- Credit/debit card information
- Home address
- Mobility needs

## Funding

BRATS is funded with:

- Federal Transit Administration funds administered by the Alabama Dept. of Transportation
- Local funds through the Baldwin County Commission
- Local Contracts
- Fares and other local revenue

## Fare Schedule One-Way Pricing

Up to 5 Miles.....	\$2.00
5.1 - 10 Miles.....	\$2.50
10.1 - 15 Miles.....	\$3.00
15.1 - 20 Miles.....	\$3.50
20.1 - 25 Miles.....	\$4.00
25.1 - 30 Miles.....	\$4.50
30.1 - 35 Miles.....	\$5.00
35.1 - 40 Miles.....	\$5.50
40.1 - 50 Miles.....	\$6.50
Over 50.1 Miles.....	\$7.00

A flat fare of \$2.00 per trip will be charged for each additional passenger.

Due to limited capacity, additional passengers must be scheduled at the time of booking.

## Policies

Drivers cannot deviate from their schedules, so no unscheduled stops will be made.

Service animals that are trained to work or perform tasks for their owner/passenger are welcome on BRATS vehicles. Service animals must be under the control of the owner/passenger at all times.

Prohibited activities include: smoking, vaping, tobacco use, eating or drinking, selling or distributing goods or services, offensive language and hazardous materials.

Disruptive behavior is not permitted. This includes, but is not limited to, distracting the driver, disrespecting fellow passengers, loud conversation, profanity, and operating any electronic device with sound without ear/head phones.

Passengers are REQUIRED to wear face coverings when mandated to do so by the FTA.

Passengers are required to use safety restraints.

Passengers under 4 years old or 40 pounds are required to use a child safety seat. Child safety seats are the responsibility of the guardian.

Securing personal oxygen tanks is the passengers' responsibility. Tanks must be secured to prevent movement and in an upright position.

Passengers should limit parcels to what they can carry on/off the bus in one trip.

Passengers shall maintain appropriate and reasonable personal hygiene that is not disruptive to fellow passengers.

Aisles of the vehicle must be clear at all times.

Scheduled trips that are not cancelled at least 1 hour in advance are considered a "NO-SHOW". Passengers with 3 no-shows in a 30-day period may be suspended from BRATS' service for 14 days. No-shows are costly to BRATS and may prevent other citizens from being able to schedule trips.

## Bayline

BRATS Operates "Bayline" Monday – Friday (excluding holidays) between the following three locations in Baldwin County and Bienville Square, Downtown Mobile at the scheduled times listed below.

BALDWIN COUNTY TO BIENVILLE SQUARE, DOWNTOWN MOBILE			
Fairhope Transit Hub	Daphne Public Library	Kohl's Parking Lot, Sp. Fort Town Center	Bienville Square, Downtown Mobile
<u>Departure</u>	<u>Departure</u>	<u>Departure</u>	<u>Arrival</u>
6:00 AM	6:15 AM	6:25 AM	6:45 AM
2:55 PM	3:10 PM	3:20 PM	3:40 PM
4:30 PM	4:45 PM	4:55 PM	5:15 PM
Fare: \$3.50 (one-way)	Fare: \$3.00 (one-way)	Fare: \$2.50 (one-way)	

BIENVILLE SQUARE, DOWNTOWN MOBILE TO BALDWIN COUNTY			
Bienville Square, Downtown Mobile	Kohl's Parking Lot, Sp. Fort Town Center	Daphne Public Library	Fairhope Transit Hub
<u>Departure</u>	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>
6:45 AM	7:05 AM	7:15 AM	7:30 AM
3:40 PM	4:05 PM	4:15 PM	4:30 PM
5:15 PM	5:40 PM	5:50 PM	6:05 PM
	Fare: \$2.50 (one-way)	Fare: \$3.00 (one-way)	Fare: \$3.50 (one-way)

## Vanpool Program

BRATS partners with Commute with Enterprise to provide vanpool services for employees who commute to or from Baldwin County for work. For more information, please visit

<https://BRATS.com/BRATScommute/>

Or

<https://www.commutewithenterprise.com/commute/en/partners/BRATS.html>



## Advertising is Available!

Advertising opportunities are available on the exterior of BRATS vehicles. For more information, please email [bratsbooking@baldwincountyal.gov](mailto:bratsbooking@baldwincountyal.gov) or call 251-972-6817.

## How to book a ride

Welcome to BRATS On-Demand! We're so glad you're here. We put together a few steps to help get you on board in a jiffy. You can pre-schedule rides, or book within minutes of when you're ready to leave, based on availability.

## Everything you need to know about the BRATS On-Demand app.



- 1 Search BRATS On-Demand in the App Store or Google Play Store and tap the download icon.
- 2 Open the app, press Sign Up, and enter your personal info.
- 3 Enter your pickup and dropoff addresses.
- 4 If you want to leave right away, Tap Book a seat and proceed to Step 8. Otherwise, hit Schedule in The bottom right corner.
- 5 Choose when you want to depart/arrive.
- 6 If you pre-scheduled your ride, we'll send a reminder right before your driver is set to pick you up.
- 7 Manage all of your upcoming rides in the Next Rides section of the rider app menu.
- 8 When your driver is nearby, meet your driver at the pickup location.

### Payment Methods

Each passenger's account must have a valid credit/debit card on file in order to schedule a ride. If a credit/debit card is not available, a check or money order may be mailed to our office to be used as pre-paid "ride credit."

Note: if a credit/debit card is on file, the payment method will be validated prior to pickup. If the payment method is not able to be validated, an attempt will be made to notify the passenger of the issue and the scheduled trip will be subject to cancellation.

If you don't have a smartphone, call (251) 972-6817 to set up an account.

Mailing Address:  
PO Box 907  
Robertsdale, AL 36567

Have questions? Email us at:  
[bratsbooking@baldwincountyal.gov](mailto:bratsbooking@baldwincountyal.gov)



**3.6 Describe your efforts to market or promote the system (list type, number, cost of promotional items distributed; describe any newspaper and/or internet advertisements; and clearly describe the type and frequency of other efforts).**

Provide “How to Ride” training to Baldwin County Public School students with special needs. Participants are provided promotional items with BRATS logo & phone number with total cost of less than \$500. Make presentations to civic organizations, non-profits, senior centers, etc. as requested. Distribute brochures to area businesses, doctor’s offices. Have information available on the web site [www.ridebrats.com](http://www.ridebrats.com) and on the Baldwin County Commission social media platforms. Baldwin County Commission meetings are broadcast on a local TV channel; therefore, any presentations made concerning the transit service are available for viewing by the public. BRATS employees promote transit daily and provide presentations an average of two times per quarter.

**(a) Projected marketing budget amount for fiscal year:**

\$5,000.00

**3.7 Describe your method of implementing and announcing service changes and fare increases. (Must include number of days’ notice to public.)**

Baldwin Regional Area Transit System presents substantive service changes to the Commission at a regularly scheduled work session and if Commission wishes to proceed, BRATS will post the public hearing notice schedule at least 14 days prior to holding any public hearings. The posting will appear in an area newspaper publication, aboard transit vehicles, in BRATS public facilities for 14 days, and posted to the County’s public meeting calendar. This will enable public hearings to begin on the 15<sup>th</sup> day or thereafter. All input from the public at the hearings will go before the Commission at the next regularly scheduled BCC meeting and the Commission will vote on fare increases or significant service modification proposals.

**3.8 Describe your efforts to coordinate with and involve the area transportation providers and human service agencies in the rural transit service including any involvement in the regional human service coordinated transportation planning process.**

There is a local Transportation Steering Committee made up of members of the public and human service organizations. The Steering Committee reviews the budget, capital needs, and projected changes in service. This allows for input from many organizations to help improve BRATS’ service and accomplish the BRATS mission.

**(a) Provide Directory of Local Transportation Steering Committee**

Baldwin County Council on Aging: Kelly Childress & Beverly Johnson; Exceptional Foundation of Gulf Coast: Jennifer Flad; Eastern Shore Metropolitan Planning Organization: Sarah Sislak & Jessica Mayo; Commute With Enterprise: Gracie Toler; Passengers: Hazel Broadhead & Dustin Byrd; BRATS: Ann Simpson, Loren Lucas, Sarah Middleton, Ron Stewart, and Janice Nicholson.

**(b) Provide a schedule of Transportation Steering Committee Meetings for FY2025.**

The annual BRATS Transportation Steering Committee meeting will be held in the Spring 2025.

**3.9 Provide updates to your system’s Safety, Security and Emergency Preparedness Plan (SSEPP) since the latest submission as applicable. If there are no updates to your SSEPP, a statement must be submitted stating such. Must include date of last review or frequency of review.**

*Insert updates on the following page. If no updates, provide statement here.*

There have been no updates to the Baldwin County Emergency Operation Plan since the 2024 submission. The plan is reviewed annually.

**Vehicle Inventory Form.**

*List only FTA Funded Vehicles that ALDOT Holds Title to.*

**Applicant Name: Baldwin County Commission**

**Fiscal Year: 2025**

BUS #	Year	Equipment Description (Make/Model)	Vin Number	Source Grant	Acquisition Date	Cost	% Federal Participation	Title Holder	Location (City)	Condition (New, Excellent, Good, Fair, or Poor)	Disposal Date	Useful Life	Disposal Price	
1	10	2012	DODGE CARAVAN	2C4RDGBG8CR225792	5311	5/4/2012	\$ 36,506.00	80	Agency/ALDOT	Robertsdale	FAIR	2025	5	N/A
2	42	2013	FORD STARCRAFT E450	1FDDE4FS5DDA93314	5311	9/27/2013	\$ 56,094.58	80	Agency/ALDOT	Robertsdale	POOR	2025	5	N/A
3	43	2013	FORD STARCRAFT E450	1FDDE4FS0DDA93284	5311	9/27/2013	\$ 56,094.58	80	Agency/ALDOT	Robertsdale	POOR	2025	5	N/A
4	44	2013	FORD STARCRAFT E450	1FDDE4FS4DDA93319	5311	9/27/2013	\$ 56,094.58	80	Agency/ALDOT	Robertsdale	FAIR	2025	5	N/A
5	28	2014	FORD STARCRAFT E350	1FDEE3FL1EDA78714	5311	8/20/2014	\$ 52,631.50	80	Agency/ALDOT	Robertsdale	FAIR	2025	5	N/A
6	20	2015	STARCRAFT STARLITE E350	1FDEE3FL8FDA27874	5311	10/2/2015	\$ 53,302.00	80	Agency/ALDOT	Robertsdale	POOR	2025	5	N/A
7	45	2015	FORD F550 GLAVAL	1FDGF5GY9FEA05081	5311	8/26/2014	\$ 83,333.00	80	Agency/ALDOT	Robertsdale	FAIR	2026	7	N/A
8	46	2015	FORD F550 GLAVAL	1FDGF5GY5FEA15929	5311	8/26/2014	\$ 88,321.00	80	Agency/ALDOT	Robertsdale	FAIR	2025	7	N/A
9	47	2015	FORD F550 GLAVAL	1FDGF5GY3FEA15928	5311	8/26/2014	\$ 88,321.00	80	Agency/ALDOT	Robertsdale	FAIR	2027	7	N/A
10	51	2015	FORD E450	1FDDE4FS6FDA03252	5311	11/14/2014	\$ 56,594.58	80	Agency/ALDOT	Spanish Fort	POOR	2025	5	N/A
11	53	2015	FORD E450	1FDDE4FS8FDA03253	5311	11/14/2014	\$ 56,594.58	80	Agency/ALDOT	Bay Minette	POOR	2025	5	N/A
12	54	2015	FORD E450	1FDDE4FS5FDA03260	5311	11/14/2014	\$ 56,594.58	80	Agency/ALDOT	Foley	FAIR	2025	5	N/A
13	5	2016	FORD E350	1FDEE3FL4GDC45683	5307	9/29/2016	\$ 53,925.00	80	Agency/ALDOT	Robertsdale	GOOD	2025	5	N/A
14	15	2016	FORD E450	1FDDE4FS4GDC05461	5311	9/1/2015	\$ 57,216.00	80	Agency/ALDOT	Robertsdale	POOR	2025	5	N/A
15	16	2016	FORD E450	1FDDE4FS6GDC05459	5311	9/1/2015	\$ 57,216.00	80	Agency/ALDOT	Bay Minette	FAIR	2025	5	N/A
16	18	2016	FORD E450	1FDDE4FS3GDC05452	5311	9/1/2015	\$ 57,216.00	80	Agency/ALDOT	Foley	FAIR	2025	5	N/A
17	25	2016	FORD F550	1FDGF5GY3GEA17535	5311	10/19/2015	\$ 83,333.00	80	Agency/ALDOT	Robertsdale	POOR	2027	7	N/A
18	30	2016	FORD F550	1FDGF5GY5GEA17536	5311	10/19/2015	\$ 88,321.00	80	Agency/ALDOT	Robertsdale	FAIR	2025	7	N/A
19	33	2016	FORD F550	1FDGF5GY7GEA17537	5311	10/19/2015	\$ 83,333.00	80	Agency/ALDOT	Robertsdale	FAIR	2025	7	N/A
20	37	2016	FORD F550	1FDGF5GYXGEC06943	5311	5/26/2017	\$ 89,936.50	80	Agency/ALDOT	Bay Minette	GOOD	2026	7	N/A
21	38	2016	FORD F550	1FDGF5GY7GEC06933	5311	5/26/2017	\$ 89,936.50	80	Agency/ALDOT	Robertsdale	GOOD	2027	7	N/A
22	6	2017	FORD E450	1FDDE4FS0HDC01456	5311	9/29/2016	\$ 57,216.40	80	Agency/ALDOT	Fairhope	FAIR	2025	5	N/A
23	14	2017	FORD E450	1FDDE4FS1HDC01448	5311	6/21/2016	\$ 57,216.40	80	Agency/ALDOT	Robertsdale	FAIR	2025	5	N/A
24	22	2017	FORD E450	1FDDE4FS1HDC01451	5311	9/29/2016	\$ 57,216.40	80	Agency/ALDOT	Fairhope	FAIR	2025	5	N/A
25	29	2017	FORD E450	1FDDE4FS2HDC01457	5311	9/29/2016	\$ 57,216.40	80	Agency/ALDOT	Bay Minette	FAIR	2025	5	N/A

26	32	2017	FORD E450	1FDDE4FS5HDC01453	5311	9/29/2016	\$57,216.40	80	Agency/ ALDOT	Fairhope	FAIR	2025	5	N/A
27	34	2017	FORD E450	1FDDE4FS3HDC01452	5311	9/29/2016	\$57,216.40	80	Agency/ ALDOT	Fairhope	FAIR	2025	5	N/A
28	48	2017	FORD E450	1FDDE4FS4HDC01444	5311	9/29/2016	\$57,216.40	80	Agency/ ALDOT	Foley	FAIR	2025	5	N/A
29	31	2018	FORD E450	1FDDE4FS7HDC68510	5311	1/24/2018	\$58,774.40	80	Agency/ ALDOT	Robertsdale	FAIR	2025	5	N/A
30	39	2018	FORD E450	1FDDE4FS9HDC68508	5311	1/24/2018	\$58,774.00	80	Agency/ ALDOT	Spanish Fort	GOOD	2025	5	N/A
31	49	2018	FORD E450	1FDDE4FSXHDC68520	5311	1/24/2018	\$58,774.00	80	Agency/ ALDOT	Robertsdale	GOOD	2025	5	N/A
32	50	2018	FORD E350	1FDEE3FS7HDC75981	5307	1/24/2018	\$55,921.00	80	Agency/ ALDOT	Foley	GOOD	2025	5	N/A
33	52	2018	FORD E350	1FDEE3FS9HDC70846	5311	1/24/2018	\$55,921.00	80	Agency/ ALDOT	Spanish Fort	GOOD	2025	5	N/A
34	55	2018	FORD E450	1FDDE4FS1HDC70950	5311	2/7/2018	\$58,774.00	80	Agency/ ALDOT	Bay Minette	FAIR	2026	5	N/A
35	58	2018	FORD E450	1FDDE4FS2HDC70956	5311	2/7/2018	\$58,774.00	80	Agency/ ALDOT	Foley	FAIR	2026	5	N/A
36	60	2018	FORD E450	1FDDE4FS2HDC68446	5311	2/22/2018	\$58,774.00	80	Agency/ ALDOT	Foley	FAIR	2026	5	N/A
37	64	2019	FORD E350	1FDEE3FS5KDC17276	5311	3/11/2019	\$56,959.00	80	Agency/ ALDOT	Fairhope	GOOD	2026	5	N/A
38	65	2019	FORD E350	1FDEE3FS4KDC12313	5311	3/11/2019	\$56,959.00	80	Agency/ ALDOT	Fairhope	GOOD	2026	5	N/A
39	82	2023	FORD/MOBILITY TRANS	1FDVU4X81PKA20815	5307	5/3/2023	\$86,948.00	100	Agency/ ALDOT	Fairhope	GOOD	2028	5	N/A
40	83	2023	FORD/MOBILITY TRANS	1FDVU4X80PKB24292	5307	10/17/2023	\$86,948.00	80	Agency/ ALDOT	Fairhope	GOOD	2028	5	N/A
41	84	2023	FORD/MOBILITY TRANS	1FDVU4X83PKB25047	5307	10/19/2023	\$86,948.00	100	Agency/ ALDOT	Robertsdale	GOOD	2028	5	N/A
42	85	2023	FORD/MOBILITY TRANS	1FDVU4X86PKB24409	5339	1/5/2023	\$86,948.00	80	Agency/ ALDOT	Fairhope	GOOD	2028	5	N/A
43	86	2023	FORD/MOBILITY TRANS	1FDVU4X87PKB24595	5307	10/25/2023	\$85,713.00	100	Agency/ ALDOT	Bay Minette	GOOD	2028	5	N/A
44	87	2023	FORD/MOBILITY TRANS	1FDVU4X8XPKB24493	5307	11/14/2023	\$85,713.00	100	Agency/ ALDOT	Bay Minette	GOOD	2028	5	N/A
45	88	2023	FORD/MOBILITY TRANS	1FDVU4X88PKB31944	5339	11/28/2023	\$85,713.00	80	Agency/ ALDOT	Bay Minette	GOOD	2028	5	N/A
46	89	2023	FORD/MOBILITY TRANS	1FDVU4X86PKB24331	5307	11/28/2023	\$86,948.00	100	Agency/ ALDOT	Foley	GOOD	2028	5	N/A
47	90	2023	FORD/MOBILITY TRANS	1FDVU4X85PKB25101	5307	11/28/2023	\$86,948.00	80	Agency/ ALDOT	Robertsdale	GOOD	2028	5	N/A
48	91	2023	FORD/MOBILITY TRANS	1FDVU4X80PKB24339	5307	12/29/2024	\$86,948.00	80	Agency/ ALDOT	Robertsdale	GOOD	2028	5	N/A
49	92	2023	FORD/MOBILITY TRANS	1FDVU4X8XPKB26275	5307	12/5/2023	\$86,948.00	100	Agency/ ALDOT	Robertsdale	GOOD	2028	5	N/A
50	93	2023	FORD/MOBILITY TRANS	1FDVU4X89PKB32116	5339	11/29/2023	\$85,713.00	80	Agency/ ALDOT	Robertsdale	GOOD	2028	5	N/A



## Transit Program Non-Expendable Equipment Inventory Form

*An inventory of an article of non-expendable tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more. If none, indicate N/A under Equipment Description.*

**Applicant Name:** Baldwin County Commission

**Fiscal Year:** **2025**

	Equipment Description	Equipment ID Number	Source Grant	Acquisition Date	Cost	% Federal Participation	Title Holder	Location	Condition (New, Excellent, Good, Fair, or Poor) and Use	Disposal Date
1	Bus Washer	EPD 200 B1 35009615	5311	2/27/2007	\$21,250.00	80%	Agency/ALDOT	Robertsdale	Poor	2025
2	Facility Benches (3) & Waste Receptacle (2)		5307-FL/AL TPO	9/3/2008	\$6,164.63	80%	Agency/ALDOT	Various	Fair	2030
3	30x20x12 Metal Storage Shed	8168	5311-ARRA	4/26/2010	\$14,649.00	100%	Agency/ALDOT	Robertsdale	Good	2030
4	Rolling Beam Jack	8487	5311-Non-Vehicle	6/19/2015	\$6,480.00	80%	Agency/ALDOT	Robertsdale	Good	2026
5	Coats Tire Changer		5311	6/22/2016	\$15,037.70	80%	Agency/ALDOT	Robertsdale	Good	2026
6	Coats Tire Balancer	8912	5311-Non-Vehicle	6/30/2016	\$13,314.00	80%	Agency/ALDOT	Robertsdale	Good	2026
7	Bus Bike Racks (7)		5311-ARRA	2/26/2010	\$9,652.00	100%	Agency/ALDOT	Various	Fair	2030

### Transit Program Fleet Replacement Form

List all vehicles to be replaced with FTA Funding in this application. *List only FTA Funded Vehicles.*

**Applicant**

**Name:** Baldwin County Commission

**Fiscal Year:** 2025

	Year	Make/Model	Year of Purchase	Vin Number	Mo/Year Placed in Revenue Service	Accumulated Mileage	Estimated Mo./Yr. to be taken Out of Revenue Service
1	N/A						
2							
3							
4							
5							

## Transit Program Fleet Analysis

**APPLICANT NAME:**

**FISCAL YEAR: 2025**

**Baldwin County**  
**Commission**

*Calculations are based on*

*FY: 2024*

#	VIN#	Year	Mileage	Years Old	Average Mileage per year
1	2C4RDGBG8CR225792	2012	101216	12	8,435
2	1FDDE4FS5DDA93314	2013	206267	11	18,752
3	1FDDE4FS0DDA93284	2013	203048	11	18,459
4	1FDDE4FS4DDA93319	2013	236195	11	21,472
5	1FDEE3FL1EDA78714	2014	129929	10	12,993
6	1FDEE3FL8FDA27874	2015	114365	9	12,707
7	1FDGF5GY9FEA05081	2015	111159	9	12,351
8	1FDGF5GY5FEA15929	2015	119131	9	13,237
9	1FDGF5GY3FEA15928	2015	116355	9	12,928
10	1FDDE4FS6FDA03252	2015	190513	9	21,168
11	1FDDE4FS8FDA03253	2015	213246	9	23,694
12	1FDDE4FS5FDA03260	2015	237111	9	26,346
13	1FDEE3FL4GDC45683	2016	145143	8	18,143
14	1FDDE4FS4GDC05461	2016	207679	8	25,960
15	1FDDE4FS6GDC05459	2016	221663	8	27,708
16	1FDDE4FS3GDC05452	2016	215590	8	26,949
17	1FDGF5GY3GEA17535	2016	67379	8	8,422
18	1FDGF5GY5GEA17536	2016	100536	8	12,567
19	1FDGF5GY7GEA17537	2016	124819	8	15,602
20	1FDGF5GYXGEC06943	2016	104844	8	13,106
21	1FDGF5GY7GEC06933	2016	90144	8	11,268
22	1FDDE4FS0HDC01456	2017	219644	7	31,378
23	1FDDE4FS1HDC01448	2017	195672	7	27,953
24	1FDDE4FS1HDC01451	2017	193675	7	27,668
25	1FDDE4FS2HDC01457	2017	204856	7	29,265
26	1FDDE4FS5HDC01453	2017	193030	7	27,576
27	1FDDE4FS3HDC01452	2017	200907	7	28,701
28	1FDDE4FS4HDC01444	2017	193949	7	27,707
29	1FDDE4FS7HDC68510	2018	163526	6	27,254
30	1FDDE4FS9HDC68508	2018	165929	6	27,655
31	1FDDE4FSXHDC68520	2018	156786	6	26,131
32	1FDEE3FS7HDC75981	2018	134908	6	22,485
33	1FDEE3FS9HDC70846	2018	138671	6	23,112

34	1FD FE4FS1HDC70950	2018	187496	6	31,249
35	1FD FE4FS2HDC70956	2018	184304	6	30,717
36	1FD FE4FS2HDC68446	2018	157909	6	26,318
37	1FD EE3FS5KDC17276	2019	132914	5	26,583
38	1FD EE3FS4KDC12313	2019	121539	5	24,308
39	1FDVU4X81PKA20815	2023	35377	1	35,377
40	1FDVU4X80PKB24292	2023	15506	1	15,506
41	1FDVU4X83PKB25047	2023	8131	1	8,131
42	1FDVU4X86PKB24409	2023	17510	1	17,510
43	1FDVU4X87PKB24595	2023	19026	1	19,026
44	1FDVU4X8XPKB24493	2023	16638	1	16,638
45	1FDVU4X88PKB31944	2023	11231	1	11,231
46	1FDVU4X86PKB24331	2023	9728	1	9,728
47	1FDVU4X85PKB25101	2023	669	1	669
48	1FDVU4X80PKB24339	2023	7764	1	7,764
49	1FDVU4X8XPKB26275	2023	1121	1	1,121
50	1FDVU4X89PKB32116	2023	2492	1	2,492



# GULF COAST MEDIA

PO Box 1677 • Sumter, SC 29150  
GulfCoastMedia.com

The Courier, The Islander  
The Onlooker & The Baldwin Times  
Office: 251-943-2151 • Legals: 251-345-6805

## PROOF OF PUBLICATION STATE OF ALABAMA • BALDWIN COUNTY

Before me, the undersigned authority in and for said County, in said State, personally appeared April M. Perry who, by me duly sworn, deposes and says that she is the Legal Representative of the following newspaper listed below, a newspaper of GENERAL CIRCULATION, PUBLISHED and PRINTED in Baldwin County, Alabama, and that there was published in The Courier, The Islander, The Onlooker, & or The Baldwin Times in the issue/s of:

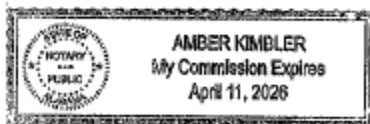
06/19/2024

a legal notice, a copy of which is hereto attached. The sum charged by the Newspaper for said publication does not exceed the lowest classified rate paid by commercial customers for an advertisement of similar size and frequency in the same newspaper(s) in which the public notice appeared.

There are no agreements between the Newspaper and the officer or attorney charged with the duty of placing the attached legal advertising notices whereby any advantage, gain or profit accrued to said officer or attorney.

X April M. Perry  
April M. Perry, Legal Ad Representative

X Amber Kimbler  
Amber Kimbler, Notary Public  
Baldwin County, Alabama  
My commission expires April 11, 2026



Sworn and subscribed to on 06/19/2024.

BCC/BRATS-- LEGAL ACCOUNT  
Acct#: 998528  
Ad#: 352658  
Grant Funding (Loren Lucas placed ad)  
Amount of Ad: \$100.23  
Legal File# Grant Funding

### Public Hearing Notice

The Baldwin County Commission (Baldwin Regional Area Transit System - BRATS) is applying to the Alabama Department of Transportation for Operational, Administration, Planning and Operating assistance award under 49 U.S.C. Section 5311 of the Federal Transit Laws. This grant funding will provide financial assistance for public transportation service for the residents of Baldwin County.

The service is provided for general public and currently operates Monday-Friday, 6:00 a.m. to 6:40 p.m. All residents including mobility device users, may schedule trips using the BRATS On-Demand service or book up to 2 weeks in advance. Fares range from \$2.00 to \$10.00 per one-way trip. No fare changes are planned for FY2025. Van pool service may be added to the demand response service currently offered.

Copies of detailed budgets, and service description may be obtained via email request to [ann.simpson@baldwincountyal.gov](mailto:ann.simpson@baldwincountyal.gov) and/or at Baldwin Regional Area Transit System at 18100 County Road 54, Robertsdale, AL.

This grant funding will provide federal financial assistance for Administration, Operational, Planning, and Capital Expenses.

A public hearing will be held on Thursday, June 27, 2024 at 10:00 a.m. in the training room at the BRATS Offices located at 18100 County Road 54, Robertsdale, Alabama 36567 for public comment. If there are questions or comments or if information is needed in another language or alternative format, contact:

Ann Simpson  
Director of Transportation  
Baldwin Regional Area Transit System  
251-972-6817 Ext. 7295  
[Ann.simpson@baldwincountyal.gov](mailto:Ann.simpson@baldwincountyal.gov)

Baldwin Regional Area Transit System does not discriminate against any individual on the basis of race, color, or national origin.

June 19, 2024

Baldwin County Commission (BRATS)

Public Hearing Transcript

Program: FY2025 Section 5311 Grant Application

Date: June 27, 2024

Time: 10:00 AM

Location: BRATS Administration Building 18100 County Road 54, Robertsdale, AL 36567

The hearing was designed to receive public comments concerning the goal of continuing to provide public transportation to our citizens. Transit staff were prepared and available to present grant application information and answer questions.

The following were in attendance:

1. Ann Simpson - BRATS
2. Ron Stewart - BRATS
3. Beverly Johnson - COA
4. Keely Childress - COA
5. Loren Lucas - BRATS
6. Jessica May - ESMPD
7. Janice Nicholson - BRATS
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.



Ann Simpson  
Director  
Baldwin Regional Area Transit System



Date

## **COMPLAINT POLICY AND PROCEDURES FOR BALDWIN REGIONAL AREA TRANSIT SYSTEM**

It is the policy of the Baldwin Regional Area Transit System to operate the public transportation program in an open and fair manner for employees, passengers, other transit providers, and the general public. No employee, passenger, other transit provider, or the general public will be discriminated against or suffer any reprisals from making a complaint. Complaints must be in writing and specific. Vague or general charges of unfairness that are not substantiated by facts will not be processed. When an allegation is made that a specific violation, misinterpretation, or inappropriate act has occurred, the following steps should be taken to resolve the issue. Baldwin Regional Area Transit System will make every effort to resolve the complaint within fifteen (15) business days of the date of receipt of the written complaint.

### **Employee Complaint Policy**

If an employee has issue with another employee, passenger, or other member of the general public, he or she should bring the matter to the attention of the management team by filling out an e-comment form on the team member portal within 3 days of the occurrence. Complaints must be specific and in writing. If the complaint involves the Manager or similar authority, the employee should address the issue with the Transit System Director. The Manager or similar authority will listen to all parties involved in the situation, investigate with outside sources if necessary, and resolve the matter within fifteen (15) business days of the receipt of the written complaint. If the Manager or similar authority cannot resolve the matter, it will be brought to the Baldwin Regional Area Transit System Director for resolution. If the matter is not satisfactorily resolved at this point, the Department Head or next higher authority will be consulted. If the employee does not feel the matter has been resolved at this point, the Personnel Director or similar authority should be consulted, and the matter brought before the Personnel Board or similar authority, if necessary.

### **Passenger Complaint Policy**

If a passenger has issue with a Baldwin Regional Area Transit System employee, another passenger, or other member of the general public, he or she should bring the matter to the attention of the Customer Service Manager or similar authority within 3 days of the occurrence. Complaints must be specific and in writing. If the complaint involves the Customer Service Manager or similar authority, the passenger should address the issue with the Baldwin Regional Area Transit System Director. The Director or similar authority will listen to all parties involved in the situation, investigate with outside sources, if necessary, and resolve the matter within fifteen (15) business days of the receipt of the written complaint. If the Customer Service Manager or similar authority cannot resolve the matter, it will be brought to the Baldwin Regional Area Transit System Director for resolution. If the matter is not satisfactorily resolved at this point, the Department Head or next higher authority will be consulted. If the passenger does not feel the matter has been resolved at this point, the Baldwin Regional Area Transit System Liaison or similar authority should be consulted, and the matter brought before the entire Baldwin County Commission, if necessary.

### **General Complaint Policy**

If a member of the general public has a complaint with a Baldwin Regional Area Transit System employee, policy, or other issue, he or she should bring the matter to the attention of the Customer Service Manager or similar authority within 3 days of the occurrence. Complaints must be specific and in writing. If the complaint

involves the Customer Service Manager or similar authority, the member of the general public should address the issue with the Baldwin Regional Area Transit System Director. The Customer Service Manager or similar authority will listen to all parties involved in the situation, investigate with outside sources, if necessary, and resolve the matter within fifteen (15) business days of the receipt of the written complaint. If the Customer Service Manager or similar authority cannot resolve the matter, it will be brought to the Baldwin Regional Area Transit System Director for resolution. If the matter is not satisfactorily resolved at this point, the Department Head will be consulted. If the member of the public does not feel the matter has been resolved at this point, the Baldwin Regional Area Transit System Liaison or similar authority should be consulted, and the matter brought before the entire Baldwin County Commission, if necessary.

ALL complaints unresolved at the local level will be submitted to the Alabama Department of Transportation for final resolution, to the attention of:

Mr. Bradley B. Lindsey, P. E.  
State Local Transportation Engineer  
Local Transportation Bureau  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

## **Bid Protest Procedures for Baldwin County Commission and Baldwin Regional Area Transit System**

The following bid protest procedures have been written in compliance with the Federal Transit Administration (FTA) Third-Party Contracting Guidelines (FTA Circular 4220.1F). Parties that wish to file a bid protest should review these procedures in conjunction with FTA's Circular 4220.1F. These procedures also address complaints or appeals regarding the funding of unsolicited proposals and other protests unrelated to the solicitation process and contract award decisions. Baldwin Regional Area Transit System's protest procedures will be referenced in the bid documents in order that interested parties will know their rights under these protest procedures.

### **1. Protests Pertaining to the Contract Solicitation Process or Contract Award Decision**

The following procedures and time requirements shall be applied uniformly in processing all protests. Protests may be made by active or prospective bidders whose direct economic interest would be affected by a solicitation, proposed award, or award of a contract. Protests must be submitted in writing to:

Honorable Chairperson  
Baldwin County Commission  
312 Courthouse Square, Suite 12 Bay Minette, AL 36507  
Wanda Gautney, Purchasing Director Baldwin County Commission  
312 Courthouse Square, Suite 15 Bay Minette, AL 36507

Baldwin County Commission will consider all written protests made within the timelines stated in this document. Protest submissions should be concise, logically arranged, clearly state the grounds for the protest, and must include at least the following information:

1. Name, address, and telephone number of protestor
2. Solicitation or contract name and/or number
3. A detailed statement of the legal and factual grounds for the protest, including copies of all relevant documents or information
4. A statement of relief requested

Only written protests received within the timelines stated in these procedures will be considered. Upon receipt of a protest, Baldwin County Commission will notify the protestor that the protest has been received by mail within ten (10) working days. Baldwin County Commission may request additional information from the protesting party, which must be submitted in writing to Baldwin County Commission within ten (10) working days from the date of Baldwin County Commission request.

Within thirty (30) working days of receipt of a written protest, Baldwin County Commission shall either:

1. Issue a final written decision which responds in detail to each issue raised in the protest and includes a rationale for the decision rendered, or
2. Conduct, at Baldwin County Commission discretion, an informal hearing to allow the interested participating parties an opportunity to present their positions and supporting facts, documents, justification, and technical information. Baldwin County Commission will advise all interested parties of the final decision in writing no later than five (5) working days from the date of the informal hearing.

## **2. Protests before Proposal Solicitation**

Bid protests alleging restrictive specifications or improprieties, which are apparent prior to bid or proposal opening, must be submitted in writing to Baldwin County Commission and must be received at least five (5) working days prior to bid/proposal opening. Bids will not be opened until five (5) working days after resolution of the protest unless Baldwin County Commission determines that:

1. The items to be procured are urgently required;
2. Delivery or performance will be unduly delayed by failure to make award promptly; or
3. Failure to make award will otherwise cause undue harm to Baldwin County Commission.

If the written protest is not received by the time specified, bids or proposals may be received, opened, and awarded in the normal manner unless Baldwin County Commission determines that it is in the best interest of all concerned to delay any step.

## **3. Protests after Opening of Proposal Solicitation and Prior to Award**

Protests against the making of an award may be made after bid opening and prior to award. Such protests must be submitted in writing to Baldwin County Commission and must be received by Baldwin County Commission within five (5) working days of the bid opening. If Baldwin County Commission decides to withhold the award pending resolution of the protest, Baldwin County Commission will notify all bidders whose bids or proposals might become eligible for award and offer them the option to extend or withdraw the bid or proposal beyond the 120-day validity period. Awards will not be made until at least five (5) working days after resolution of the protest unless Baldwin County Commission determines that:

1. The items to be procured are urgently required.
2. Delivery or performance will be unduly delayed by failure to make award promptly; or
3. Failure to make award will otherwise cause undue harm to Baldwin County Commission or the federal government.

### **1. Protests after Award**

Protests received after announcement of an award or after a contract has been executed will only be considered if Baldwin County Commission determines that the matter is in the public interest, or the protest presents clear and convincing evidence of fraud, misrepresentation, other illegality, or gross impropriety in the selection of a bid/proposal. If a protest is under consideration, Baldwin County Commission shall evaluate the bid/proposal a second time in its entirety and use the same evaluation criteria and rating factors applied in the initial review of the bid/proposal. The bid/proposal will be evaluated by a panel designated by the Baldwin County Commission.

If a protest involving an executed contract is under consideration, Baldwin County Commission will notify the selected contractor of the protest and its basis and may, at its discretion, order the contractor to suspend all Baldwin County Commission work activities. If the awarded contractor has not executed the contract as of the date the protest is received by Baldwin County Commission, the contract will not be executed until five (5) working days after resolution of the protest unless Baldwin County Commission determines that:

1. The items to be procured are urgently required;
2. Delivery or performance will be unduly delayed by failure to make award promptly; or
3. Failure to make award will otherwise cause undue harm to Baldwin County Commission.

## **2. Protests Pertaining to the Funding of Unsolicited Proposals**

The submission of unsolicited proposals is inconsistent with Baldwin County Commission policy to promote a full and open competition among interested parties for FTA contract funds. The filing of unsolicited proposals, therefore, will be deemed inappropriate by Baldwin County Commission and returned to the sender; complaints or appeals calling for reconsideration of such proposals will not be accepted.

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**ALL complaints unresolved at the local level will be submitted to the Alabama Department of Transportation for final resolution, to the attention of:**

Mr. Bradley B. Lindsey, P. E.  
State Local Transportation Engineer  
Local Transportation Bureau  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

# ANNUAL TITLE VI REPORTING REQUIREMENTS FOR RURAL PUBLIC TRANSIT PROVIDERS

## General Reporting Requirements:

Transit Provider Name: Baldwin Regional Area Transit System

Title VI Coordinator: Roger Rendleman

Mailing Address: 312 Courthouse Square, Suite 12, Bay Minette, AL 36507

Telephone Number: 251-580-2550

Email Address: [rogerrendleman@baldwincountyal.gov](mailto:rogerrendleman@baldwincountyal.gov)

1. Are new employees trained on Title VI before beginning service? Yes  No

If yes, how (orientation, newsletter, brochures, posters, etc.)?  
Orientation & posters

2. Are current copies of the Title VI of the Civil Rights Act of 1964 available and accessible to your unit? Yes  No

## Record Keeping:

1. Are Title VI Posters displayed in areas where services are provided? Yes  No

2. Are posters or program brochures available in languages other than English, as needed? Yes  No

3. Is information about Title VI disseminated to contractors and/or subcontractors? Yes  No

If yes, how? Included in written solicitations, contracts, and on the website.

4. Are Title VI rules and regulations included in your planning, scheduling, contracts, etc.? Yes  No

5. Are your contracts monitored for non-discrimination? Yes  No

The Baldwin County Commission Purchasing Department ensures open competition  
If yes, how? and non-discrimination in procurement activities.

## Planning Boards or Commissions:

1. Does your transit provider have an appointed or non-appointed board or commission? Yes  No

2. Number of minorities serving on your Commission or Advisory Board: 1



**Racial Demographics of Board Members and Gender (Number of):**

___ African American Male	African American Female
<u>3</u> Caucasian Male	<u>1</u> Caucasian Female
___ Hispanic Male	___ Hispanic Female
___ Native American Male	___ Native American Female
___ Other Male (Specify):	___ Other Female (Specify):

**Complaints and/or Lawsuits:**

1. List of all active lawsuits and/or complaints against recipient containing the date of filing, summary of allegation(s), and pending status.

*If not applicable, indicate N/A here.*  
N/A

2. Description of pending applications for state assistance and assistance currently being provided from other state agencies.

*If not applicable, indicate N/A here.*  
N/A

3. Summary of any civil rights reviews conducted within the last year including the purpose for the review, name of the agency or organization performing the review, findings and recommendations and status and/or disposition of findings and recommendations.

*If not applicable, indicate N/A here.*  
N/A

**Assurances:**

Signed standard DOT Title VI Assurances, including those with **ALDOT, FHWA and FTA**. – **No action is required at this time. The Assurances will be requested later if approved for funding**

**Projects:**

If a construction project is presently proposed or to be completed within the last year, a fixed-facility analysis summarizing the effect on minority communities that includes:

- The potential impact on minority communities and businesses during and after construction
- The potential negative environmental impact
- Detailed list of minority-owned businesses and households to be affected
- Any significant changes or impacts on minority communities
- Description of measures adopted to mitigate any identified adverse social, economic, or environmental effects

*If not applicable, indicate N/A here.*  
N/A

## 5311 FUNDING SUMMARY

Amounts should correspond to source funding sheets and budget sheets for 5311 funding.

(Row 5: A. Federal Funds + B. Local Funds, + C. Contract Revenue + D. Advertising/Other Revenue + E. Farebox = F. Total) &  
(For all columns: 1. Operating + 2. Administration + 3. Capital + 4. Planning = 5. Total)

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

PROJECT NUMBER: RPT- 002

APPLICANT NAME: Baldwin County Commission

Budget Category	A. Federal Funds	B. Local Funds	C. Contract Revenue	D. Advertising/ Other Revenue	E. Farebox	F. Total
1. Operations (50%/50%)	\$963,121.00	\$828,121.00	\$78,000.00	\$57,000.00	\$175,000.00	\$2,101,241.00
2. Administration (80%/20%)	\$929,194.00	\$232,298.00	\$0.00	\$0.00		\$1,161,492.00
3. Capital (Varies)	\$195,780.00	\$48,945.00	\$0.00	\$0.00		\$244,725.00
4. Planning (80%/20%)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5. Total	\$2,088,095.00	\$1,109,364.00	\$78,000.00	\$57,000.00	\$175,000.00	\$3,507,458.00

<b>Current Escrow Account Balance</b>	<b>\$0.00</b>
---------------------------------------	---------------

As of (Date) 3/20/2024

*Indicate N/A in box if applicant does not have an Escrow Account.*

**Expense Ratio:**

Operations/Prev.  
Maint:

67% Administration: 33%

July 16, 2024

Mr. Bradley B. Lindsey, P. E.  
State Local Transportation Engineer  
Local Transportation Bureau  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Dear Mr. Lindsey:

FY2025 SECTION 5311 (RURAL) TRANSIT PROGRAM APPLICATION

The Baldwin County Commission is hereby applying for a Section 5311 Operations, Administration, and Capital, grant under 49 USC Section 5311, to assist in the operation of the Baldwin Regional Area Transit System for the period covering October 1, 2024, to September 30, 2025. The project application has been reviewed and approved by the Baldwin County Commission. The requested amount of Federal assistance is as follows:

Federal Operations Assistance:	<u>\$ 963,121.00</u>
Federal Administration Assistance:	<u>\$ 929,194.00</u>
Federal Capital Assistance:	<u>\$ 195,780.00</u>
Federal Planning Assistance:	<u>\$ 0.00</u>

Local assistance in the amount of \$ 1,419,364.00 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 Ann Simpson at 251-533-0599.

Respectfully,

Billie Jo Underwood  
Chairman

## 5311 LINE-ITEM BUDGET SHEET

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL:     X    

PROJECT NUMBER: RPT- 002

APPLICANT NAME: Baldwin County Commission

### OPERATIONS

Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00
Mechanic Salaries	\$0.00
Drivers Salaries	\$1,033,977.00
FICA/Social Security	\$85,138.00
Unemployment Compensation	\$1,540.00
Workmen's Compensation	\$47,354.00
Health Insurance	\$279,980.00
Life Insurance	\$1,536.00
Retirement	\$78,796.00
Overtime	\$12,844.00
Safety Incentive Programs	\$0.00
Longevity Pay	\$6,422.00
Disability	\$1,900.00
Substitute Drivers/Temps	\$114,675.00
Travel	\$0.00
Training	\$0.00
Uniforms	\$5,046.00
Alcohol/Drug Testing	\$1,835.00
Background Checks	\$0.00
Physical Examinations	\$0.00
Radio Communications	\$0.00
Employee Recruitment	\$0.00
Fuel/Oil	\$393,710.00
Tires	\$0.00
Vehicle Maintenance/Repairs	\$0.00
Vehicle Cleaning and Sanitation	\$0.00
Personal Protective Equipment	\$0.00
Towing	\$0.00
Purchased transportation	\$36,029.00
Licenses/Tags	\$0.00
Non-Revenue (Service) Vehicles	\$0.00
Supplies	\$0.00

Vehicle Insurance	\$0.00
Vehicle Insurance Deductibles	\$0.00
Vehicle Rental	\$0.00
GPS Monitoring/Vehicle Data Plan	\$0.00
Operating Building Maintenance/Repairs	\$0.00
Operating Building Equipment	\$0.00
Utilities	\$0.00
Space/Rent	\$0.00
Storage	\$0.00
Pest Control	\$0.00
Groundskeeping	\$0.00
Cleaning & Janitorial	\$0.00
Operating Building Insurance	\$0.00
Shop Building Maintenance/Repairs	\$0.00
Shop Equipment	\$0.00
Shop Equipment Maintenance/Repairs	\$0.00
Equipment Rental	\$0.00
Shop Supplies	\$0.00
Small Tools	\$459.00
Insurance - Non-Vehicle	\$0.00
Insurance Deductibles - Non-Vehicle	\$0.00
Indirect Cost	\$0.00
Fees (Non-Penalty)	\$0.00
<b>TOTAL</b>	<b>\$2,101,241.00</b>

## 5311 LINE-ITEM BUDGET SHEET

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL: X

PROJECT NUMBER: RPT- 002

APPLICANT NAME: Baldwin County Commission

### ADMINISTRATION

Administrative Salaries (Non-Director)	\$448,492.00
Director Salary	\$101,508.00
State Unemployment Insurance	\$595.00
FICA/Social Security	\$40,061.00
Unemployment Compensation	\$0.00
Workmen's Compensation	\$5,994.00
Health Insurance	\$108,703.00
Life Insurance	\$512.00
Retirement	\$39,697.00
Overtime	\$3,670.00
Safety Incentive Programs	\$0.00
Longevity Pay	\$5,046.00
Disability	\$1,000.00
Payroll Processing	\$0.00
Alcohol/Drug Testing	\$3,252.00
Employee Recruitment	\$0.00
Physical Examinations	\$0.00
Background Check	\$0.00
Travel	\$16,513.00
Training	\$2,752.00
Uniforms	\$734.00
Insurance - Commercial Property	\$0.00
Insurance - General Liability	\$40,655.00
Insurance - Contents and Property	\$17,556.00
Insurance - Employee Dishonesty & Nota	\$459.00
Insurance - Directors & Officers Lib.	\$0.00
Vehicle Insurance	\$27,522.00
Tags/Titles	\$1,009.00
Building Maintenance/Repairs	\$0.00
Cleaning & Janitorial	\$0.00
Pest Control	\$0.00
Groundskeeping	\$0.00

Space/Rent	\$7,339.00
Security System	\$0.00
Storage Rental	\$0.00
Telephone/Internet	\$13,615.00
Cellphone/Data Communication	\$19,433.00
Utilities	\$25,825.00
Equipment Lease	\$3,486.00
Supplies	\$16,513.00
Office Equipment	\$0.00
Postage/P.O. Box	\$459.00
Advertising/Marketing	\$4,587.00
Professional Services	\$0.00
Dues/Membership/Registration Fees	\$2,385.00
Fees (Non-Penalty)	\$23,394.00
Software	\$166,800.00
Information Systems / Repairs	\$11,926.00
Cyber Liability Insurance	\$0.00
Indirect Costs	\$0.00
<b>Total</b>	<b>\$1,161,492.00</b>

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL:     X    

PROJECT NUMBER RPT- 002

**APPLICANT NAME Baldwin County Commission**

<b>Capital</b>
----------------

Vehicle Capital	\$0.00
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Non-vehicle Capital (List in Detail)

Preventative Maintenance	\$244,725.00
Mobility Management	\$0.00
Support Equip. (Insert Description)	\$0.00
Scheduling Software New Purchase	\$0.00
<u>Sole Source Purchases</u>	<u>\$0.00</u>
<b>TOTAL</b>	<b>\$244,725.00</b>

**Note:**

- ▶ All dispatch/scheduling software new purchases, including initial year's annual maintenance, should be listed in non-vehicle capital budget.
- ▶ All dispatch/scheduling software annual maintenance after initial year's purchase should be listed as software in administration budget.
- ▶ Any sole source purchase request (if applicable) shall have supporting documentation included with the Section 5311 Application. Sole source procurement must be approved by ALDOT in advance of the execution of any contracts and/or securement of services or the agency will be responsible for all expenses associated with the sole source purchase.
- ▶ A purchase of an item having a useful life of more than one year and an acquisition cost of \$5,000 or more should be listed in non-vehicle capital budget.
- ▶ Preventative Maintenance 5311 funding is only available for 5311 federally funded vehicles which ALDOT is lienholder on. Locally owned vehicles don't qualify for this funding.

<b>Planning</b>
-----------------

Planning	
<i>Insert Description</i>	\$0.00

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<b>TOTAL</b>	<b>\$0.00</b>
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## 5311 REVENUE BUDGET SHEET

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL:     X    

PROJECT NUMBER: RPT- 002

APPLICANT NAME: Baldwin County Commission

**Estimated Yearly Revenue For:**

Farebox	\$175,000.00
Advertising	\$57,000.00

<b>Contracts</b>
------------------

<u>Agency Name</u>	<u>Estimated Yearly Contract Amount</u>
Council on Aging	\$38,000.00
Exceptional Foundation	\$18,500.00
Coastal Alabama Com	\$16,200.00
<u>Access 2 Care</u>	<u>\$5,300.00</u>
<b>Total</b>	<b>\$78,000.00</b>

**Apply Contract Revenue to:**

Operations:	\$78,000.00
Administration:	\$0.00
Capital:	\$0.00
Planning:	\$0.00
Total:	\$78,000.00

**5311 SOURCE OF BUDGET FUNDS SHEET**  
(Total budget amounts should match budget sheets.)

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL:   X  

PROJECT NUMBER: RPT-002

**APPLICANT NAME: Baldwin County Commission**

<b>OPERATIONS</b>
-------------------

Total Operating Budget: \$2,101,241.00

Less Direct Operating Revenues  
Farebox: \$175,000.00

---

Net Operating Cost: \$1,926,241.00

**Less Federal Funding Share (50%): \$963,121.00**

**Total Local Funding Share (50%): \$963,121.00**

**Local Share Funds**

Contracts: \$78,000.00  
Advertising: \$57,000.00  
Applicant Share: \$828,121.00  
Total Local Share: \$963,121.00

<b>Administration</b>
-----------------------

Total Administration Budget: \$1,161,492.00

**Less Federal Funding Share (80%): \$929,194.00**

**Total Local Funding Share (20%): \$232,298.00**

**Local Share Funds**

Contracts: \$0.00  
Applicant Share: \$232,298.00  
Total Local Share: \$232,298.00

# 5311 SOURCE OF BUDGET FUNDS SHEET

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

ORIGINAL:  X

PROJECT NUMBER: RPT-002

**APPLICANT NAME: Baldwin County Commission**

<b>Capital</b>
----------------

Total Capital Budget:	\$0.00
Total Non-Vehicle Capital Budget:	\$244,725.00
<hr/>	
TOTAL	\$244,725.00

**Less Federal Funding Share (80%): \$195,780.00**

**Total Local Funding Share (20%): \$48,945.00**

**Local Share Funds**

Contracts:	\$0.00
Applicant Share:	\$48,945.00
<hr/>	
Total Local Share:	\$48,945.00

<b>Planning</b>
-----------------

Total Planning Budget:	\$0.00
<hr/>	
TOTAL	\$0.00

**Less Federal Funding Share (80%): \$0.00**

**Total Local Funding Share (20%): \$0.00**

**Local Share Funds**

Contracts:	\$0.00
Applicant Share:	\$0.00
<hr/>	
Total Local Share:	\$0.00

**5311 VEHICLE REQUEST BUDGET FORM**

*All applicants will complete this Form. If no vehicles are requested, Indicate N/A under Intended Use.*

**Applicant Name: Baldwin County Commission**

**Fiscal Year: 2025**

<b>Vehicle Type</b> <i>Price ranges are estimates and subject to change. Prices include mobility device stations only. Other options are not included.</i>	<b>Designed Seating Capacity</b>	<b>Number of Mobility Device Stations Per Vehicle</b>	<b>Engine Type</b> <i>G-Gas or D-Diesel</i>	<b>Number of Each Type Vehicle Needed</b>	<b>Overall Total Cost</b>	<b>Intended Use</b> <i>R-Replacement N-New Service E-Expansion Service</i>
Mini Van - (Rear Ramp) <b>\$70,000</b>	7	1	Gas only	0	\$0.00	N/A
Mini Van - (Side Ramp) <b>\$70,000</b>	7	1	Gas only	0	\$0.00	N/A
Transit Van No HAP <b>\$97,000</b>	12	0	Gas only	0	\$0.00	N/A
Transit Van (Rear or Side Load) HAP 1 <b>\$105,000</b>	8	1	Gas only	0	\$0.00	N/A
Transit Van (Rear or Side Load) HAP 2 <b>\$105,000</b>	6	2	Gas only	0	\$0.00	N/A
<b>Georgia DOAS Bid Option*</b> Enter Vehicle Description from VVS. <i>Enter price on the next line below.</i> <b>\$0.00</b>				0	\$0.00	N/A
<b>Georgia DOAS Bid Option*</b> Enter Vehicle Description from VVS. <i>Enter price on the next line below.</i> <b>\$0.00</b>				0	\$0.00	N/A
<b>TOTALS</b>				<b>0</b>	<b>\$0.00</b>	

Note: All vehicle capital requests will be evaluated by ALDOT. The number and types of vehicles awarded are contingent upon available funding. **Replacement** – an applicant requesting to replace vehicles funded through ALDOT. **Expansion** – an applicant currently has vehicles funded by ALDOT and desires to purchase new vehicles to meet service needs. **New Service** – an applicant that has not purchased vehicles through ALDOT.

*Some vehicles are currently pending contract renewal.*

**\* All Georgia DOAS Bid vehicle requests must include the Vehicle Vendor Sheet (VVS) from Model 1. See next page for details.**

**If Ordering Expansion Vehicles** , please explain Expansion Vehicle needs:

**10.3.(a)**

**Georgia DOAS Bid Vehicle Vendor Sheet (VVS)**

*Insert Georgia DOAS Bid Vehicle Vendor Sheet below, if applicable.*

*If not applicable, indicate N/A here.*

N/A

July 16, 2024

Mr. Bradley B. Lindsey, P. E.  
State Local Transportation Engineer  
Local Transportation Bureau  
Alabama Department of Transportation  
1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Dear Mr. Lindsey:

Subject: FY2025 Section 5311 Local Match Commitment

The Baldwin County Commission is applying for a Section 5311 Operations, Administration, and Capital grant to aid in the operation of the Baldwin Regional Area Transit System. The administration, operating, and capital expenses requested in this project have been reviewed and approved by the County Commission of Baldwin County. We are requesting federal assistance in the amount of \$ 963,121.00 for operations, \$ 929,194.00 for administration, and \$ 195,780.00 for capital expenses. Local assistance in the amount of \$1,419,364.00 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 Ann Simpson, Director of Transportation, at 251-533-0599.

Sincerely,

Billie Jo Underwood  
Chairman

## 5311 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 are available from the following source(s):

General Fund:           \$ 1,284,364.00

Contracts:               \$ 78,000.00

Advertising/Other:     \$ 57,000.00

Total:                    \$ 1,419,364.00

These funds will be available as of October 1, 2024.

Name of Applicant: Baldwin County Commission

Name of Authorized Official: Billie Jo Underwood Date: July 16, 2024

Signature: \_\_\_\_\_

Title: Chairman

Approved Indirect Cost Rate Proposal
N/A

## Approved In-Kind Proposal

NOTE: Due to size of the document (122 pages), the In-Kind Plan Attachments were not included in the Grant application but were included in the original plan submission and are available upon request.



Kay Ivey  
Governor

## ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110



John R. Cooper  
Transportation Director

June 08, 2023

Ms. Ann Simpson, Director of Transportation  
Baldwin County Commission  
18100 County Road 54  
Robertsdale, Alabama 36567

Subject: Indirect Cost Plan

Dear Ms. Simpson:

Local Transportation Bureau approves the In-Kind Contributions Proposal as expressed in the attachments.

If you have any questions, please contact Chandra Middleton at (251) 923-6687.

Sincerely,

A handwritten signature in black ink, appearing to read "Bradley Lindsey".

Bradley Lindsey, P.E.  
State Local Transportation Engineer

BBL:BKF  
Enclosures

C: Project file  
Michal Matousek, Finance Director



**SECTION 5311 RESOLUTION AUTHORIZING LOCAL MATCHING FUNDS**

RESOLUTION NO. 24-134

**"SECTION 5311 RURAL 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 Regional Area Transit System** Transportation Steering Committee; and

WHEREAS the Baldwin County Commission recognizes that the requirements to obtain Section 5311 funds from the Alabama Department of Transportation include a local match of 50% for operating expenses and 20% for administration, planning, 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 Rural Area Public Transportation Program.

NOW, THEREFORE, BE IT RESOLVED, that the Baldwin County Commission hereby commits the amount of **\$1,419,364.00** as local non-federal match for operations, administration, planning, and capital expenditures under the Section 5311 Rural Area Public Transportation Program during Fiscal Year 2025.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Elected Official: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: Billie Jo Underwood

Name: Roger Rendleman

Title: Chairman

Title: County Administrator

## VEHICLE DEPRECIATION SCHEDULE

*Depreciation amounts should equal on Chart of Accounts, Cost Allocation Matrix and Vehicle Depreciation Schedule. All vehicles on inventory form should be shown on this form, some will have zero value if they have depreciated completely.*

**Applicant Name:** Baldwin County Commission

**Fiscal Year:** 2025

Count	Vehicle Year	Vehicle Vin #	Aggregate Cost of Vehicle	Mileage	Seating Capacity	Useful Life Years	Single Year Value	Age of Vehicle	Depreciation Value
1	2012	2C4RDGBG8CR225792	\$36,506.00	101,216	7	5	\$7,301.20	13	\$ -
2	2013	1FDDE4FS5DDA93314	\$56,094.58	206,267	18	5	\$11,218.92	12	\$ -
3	2013	1FDDE4FS0DDA93284	\$56,094.58	203,048	18	5	\$11,218.92	12	\$ -
4	2013	1FDDE4FS4DDA93319	\$56,094.58	236,195	18	5	\$11,218.92	12	\$ -
5	2014	1FDEE3FL1EDA78714	\$52,631.50	129,929	11	5	\$10,526.30	11	\$ -
6	2015	1FDEE3FL8FDA27874	\$53,302.00	114,365	10	5	\$10,660.40	10	\$ -
7	2015	1FDGF5GY9FEA05081	\$83,333.00	111,159	28	7	\$11,904.71	10	\$ -
8	2015	1FDGF5GY5FEA15929	\$88,321.00	119,131	28	7	\$12,617.29	10	\$ -
9	2015	1FDGF5GY3FEA15928	\$88,321.00	116,355	28	7	\$12,617.29	10	\$ -
10	2015	1FDDE4FS6FDA03252	\$56,594.58	190,513	18	5	\$11,318.92	10	\$ -
11	2015	1FDDE4FS8FDA03253	\$56,594.58	213,246	18	5	\$11,318.92	10	\$ -
12	2015	1FDDE4FS5FDA03260	\$56,594.58	237,111	18	5	\$11,318.92	10	\$ -
13	2016	1FDEE3FL4GDC45683	\$53,925.00	145,143	10	5	\$10,785.00	9	\$ -
14	2016	1FDDE4FS4GDC05461	\$57,216.00	207,679	18	5	\$11,443.20	9	\$ -
15	2016	1FDDE4FS6GDC05459	\$57,216.00	221,663	18	5	\$11,443.20	9	\$ -
16	2016	1FDDE4FS3GDC05452	\$57,216.00	215,590	18	5	\$11,443.20	9	\$ -
17	2016	1FDGF5GY3GEA17535	\$83,333.00	67,379	28	7	\$11,904.71	9	\$ -
18	2016	1FDGF5GY5GEA17536	\$88,321.00	100,536	28	7	\$12,617.29	9	\$ -
19	2016	1FDGF5GY7GEA17537	\$83,333.00	124,819	28	7	\$11,904.71	9	\$ -
20	2016	1FDGF5GYXGEC06943	\$89,936.50	104,844	30	7	\$12,848.07	9	\$ -
21	2016	1FDGF5GY7GEC06933	\$89,936.50	90,144	30	7	\$12,848.07	9	\$ -
22	2017	1FDDE4FS0HDC01456	\$57,216.40	219,644	18	5	\$11,443.28	8	\$ -
23	2017	1FDDE4FS1HDC01448	\$57,216.40	195,672	18	5	\$11,443.28	8	\$ -
24	2017	1FDDE4FS1HDC01451	\$57,216.40	193,675	18	5	\$11,443.28	8	\$ -
25	2017	1FDDE4FS2HDC01457	\$57,216.40	204,856	18	5	\$11,443.28	8	\$ -

26	2017	1FDFF4FS5HDC01453	\$57,216.40	193,030	18	5	\$11,443.28	8	\$ -
27	2017	1FDFF4FS3HDC01452	\$57,216.40	200,907	18	5	\$11,443.28	8	\$ -
28	2017	1FDFF4FS4HDC01444	\$57,216.40	193,949	18	5	\$11,443.28	8	\$ -
29	2018	1FDFF4FS7HDC68510	\$58,774.40	163,526	18	5	\$11,754.88	7	\$ -
30	2018	1FDFF4FS9HDC68508	\$58,774.00	165,929	18	5	\$11,754.80	7	\$ -
31	2018	1FDFF4FSXHDC68520	\$58,774.00	156,786	18	5	\$11,754.80	7	\$ -
32	2018	1FDDE3FS7HDC75981	\$55,921.00	134,908	10	5	\$11,184.20	7	\$ -
33	2018	1FDDE3FS9HDC70846	\$55,921.00	138,671	10	5	\$11,184.20	7	\$ -
34	2018	1FDFF4FS1HDC70950	\$58,774.00	187,496	18	5	\$11,754.80	7	\$ -
35	2018	1FDFF4FS2HDC70956	\$58,774.00	184,304	18	5	\$11,754.80	7	\$ -
36	2018	1FDFF4FS2HDC68446	\$58,774.00	157,909	18	5	\$11,754.80	7	\$ -
37	2019	1FDDE3FS5KDC17276	\$56,959.00	132,914	10	5	\$11,391.80	6	\$ -
38	2019	1FDDE3FS4KDC12313	\$56,959.00	121,539	10	5	\$11,391.80	6	\$ -
39	2023	1FDVU4X81PKA20815	\$86,948.00	35,377	6	5	\$17,389.60	2	\$ 17,389.60
40	2023	1FDVU4X80PKB24292	\$86,948.00	15,506	9	5	\$17,389.60	2	\$ 17,389.60
41	2023	1FDVU4X83PKB25047	\$86,948.00	8,131	9	5	\$17,389.60	2	\$ 17,389.60
42	2023	1FDVU4X86PKB24409	\$86,948.00	17,510	8	5	\$17,389.60	2	\$ 17,389.60
43	2023	1FDVU4X87PKB24595	\$85,713.00	19,026	6	5	\$17,142.60	2	\$ 17,142.60
44	2023	1FDVU4X8XPKB24493	\$85,713.00	16,638	6	5	\$17,142.60	2	\$ 17,142.60
45	2023	1FDVU4X88PKB31944	\$85,713.00	11,231	6	5	\$17,142.60	2	\$ 17,142.60
46	2023	1FDVU4X86PKB24331	\$86,948.00	9,728	9	5	\$17,389.60	2	\$ 17,389.60
47	2023	1FDVU4X85PKB25101	\$86,948.00	669	9	5	\$17,389.60	2	\$ 17,389.60
48	2023	1FDVU4X80PKB24339	\$86,948.00	7,764	8	5	\$17,389.60	2	\$ 17,389.60
49	2023	1FDVU4X8XPKB26275	\$86,948.00	1,121	8	5	\$17,389.60	2	\$ 17,389.60
50	2023	1FDVU4X89PKB32116	\$85,713.00	2,492	6	5	\$17,142.60	2	\$ 17,142.60
			<b>\$3,418,270.18</b>	Grand Total Depreciation					<b>\$207,687.20</b>

ALDOT has designated the following useful life standards for rolling stock purchases:

Type	Vehicle	FTA Defined Useful Life	Exhausted Useful Life Year/ Zero Deprecation Value
Bus	30' Heavy duty transit bus (includes Body on Chassis)	10 Years or 350,000 Miles	2014 or Older
Cutaway	25' - 35' Light duty (Cutaway Chassis)	5 Years or 150,000 Miles	2019 or Older
	30' - 35' Medium duty (Cutaway Chassis)	7 Years or 200,000 Miles	2017 or Older
Van	Modified Van, High Roof Van (Transit Van)	5 Years or 100,000 Miles	2019 or Older
Minivan	Minivans	5 Years or 100,000 Miles	2019 or Older

**Budget Chart of Accounts**

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

PROJECT NUMBER: RPT- 002

APPLICANT NAME: Baldwin County Commission

Account	Amount	Assigned Category
<b>OPERATIONS</b>		
Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00	Hours
Mechanic Salaries	\$0.00	Hours
Drivers Salaries	\$1,033,977.00	Hours
FICA/Social Security	\$85,138.00	Hours
Unemployment Compensation	\$1,540.00	Hours
Workmen's Compensation	\$47,354.00	Hours
Health Insurance	\$279,980.00	Hours
Life Insurance	\$1,536.00	Hours
Retirement	\$78,796.00	Hours
Overtime	\$12,844.00	Hours
Safety Incentive Programs	\$0.00	Overhead
Longevity Pay	\$6,422.00	Hours
Disability	\$1,900.00	Hours
Substitute Drivers/Temps	\$114,675.00	Hours
Travel	\$0.00	Overhead
Training	\$0.00	Overhead
Uniforms	\$5,046.00	Hours
Alcohol/Drug Testing	\$1,835.00	Hours
Background Checks	\$0.00	Hours
Physical Examinations	\$0.00	Hours
Radio Communications	\$0.00	Miles
Employee Recruitment	\$0.00	Hours
Fuel/Oil	\$393,710.00	Miles
Tires	\$0.00	Miles
Vehicle Maintenance/Repairs	\$0.00	Miles
Vehicle Cleaning and Sanitation	\$0.00	Miles
Personal Protective Equipment	\$0.00	Hours
Towing	\$0.00	Miles
Purchased transportation	\$36,029.00	Miles
Licenses/Tags	\$0.00	Miles
Non-Revenue (Service) Vehicles	\$0.00	Miles
Supplies	\$0.00	Miles
Vehicle Insurance	\$0.00	Miles
Vehicle Insurance Deductibles	\$0.00	Overhead
Vehicle Rental	\$0.00	Miles
GPS Monitoring/Vehicle Data Plan	\$0.00	Overhead
Operating Building Maintenance/Repairs	\$0.00	Overhead
Operating Building Equipment	\$0.00	Overhead
Utilities	\$0.00	Overhead
Space/Rent	\$0.00	Overhead
Storage	\$0.00	Overhead
Pest Control	\$0.00	Overhead
Groundskeeping	\$0.00	Overhead
Cleaning & Janitorial	\$0.00	Overhead
Operating Building Insurance	\$0.00	Overhead
Shop Building Maintenance/Repairs	\$0.00	Overhead
Shop Equipment	\$0.00	Miles
Shop Equipment Maintenance/Repairs	\$0.00	Miles
Equipment Rental	\$0.00	Miles
Shop Supplies	\$0.00	Miles
Small Tools	\$459.00	Miles
Insurance - Non-Vehicle	\$0.00	Overhead
Insurance Deductibles - Non-Vehicle	\$0.00	Overhead
Indirect Cost	\$0.00	Overhead
Fees (Non-Penalty)	\$0.00	Overhead
<b>TOTAL</b>	<b>\$2,101,241</b>	
<b>PREVENTATIVE MAINTENANCE TOTAL</b>	<b>\$244,725</b>	Miles

**Budget Chart of Accounts**

PROJECT COUNTY: Baldwin County

FISCAL YEAR: 2025

PROJECT NUMBER: RPT- 002

**APPLICANT NAME: Baldwin County Commission**

<b>ADMINISTRATION</b>		
Administrative Salaries (Non-Director)	\$448,492.00	Overhead
Director Salary	\$101,508.00	Overhead
State Unemployment Insurance	\$595.00	Overhead
FICA/Social Security	\$40,061.00	Overhead
Unemployment Compensation	\$0.00	Overhead
Workmen's Compensation	\$5,994.00	Overhead
Health Insurance	\$108,703.00	Overhead
Life Insurance	\$512.00	Overhead
Retirement	\$39,697.00	Overhead
Overtime	\$3,670.00	Overhead
Safety Incentive Programs	\$0.00	Overhead
Longevity Pay	\$5,046.00	Overhead
Disability	\$1,000.00	Overhead
Payroll Processing	\$0.00	Overhead
Alcohol/Drug Testing	\$3,252.00	Hours
Employee Recruitment	\$0.00	Hours
Physical Examinations	\$0.00	Hours
Background Check	\$0.00	Hours
Travel	\$16,513.00	Overhead
Training	\$2,752.00	Overhead
Uniforms	\$734.00	Hours
Insurance - Commercial Property	\$0.00	Overhead
Insurance - General Liability	\$40,655.00	Overhead
Insurance - Contents and Property	\$17,556.00	Overhead
Insurance - Employee Dishonesty & Notary	\$459.00	Overhead
Insurance - Directors & Officers Lib.	\$0.00	Overhead
Vehicle Insurance	\$27,522.00	Miles
Tags/Titles	\$1,009.00	Miles
Building Maintenance/Repairs	\$0.00	Overhead
Cleaning & Janitorial	\$0.00	Overhead
Pest Control	\$0.00	Overhead
Groundskeeping	\$0.00	Overhead
Space/Rent	\$7,339.00	Overhead
Security System	\$0.00	Overhead
Storage Rental	\$0.00	Overhead
Telephone/Internet	\$13,615.00	Overhead
Cellphone/Data Communication	\$19,433.00	Overhead
Utilities	\$25,825.00	Overhead
Equipment Lease	\$3,486.00	Overhead
Supplies	\$16,513.00	Overhead
Office Equipment	\$0.00	Overhead
Postage/P.O. Box	\$459.00	Overhead
Advertising/Marketing	\$4,587.00	Overhead
Professional Services	\$0.00	Overhead
Dues/Membership/Registration Fees	\$2,385.00	Overhead
Fees (Non-Penalty)	\$23,394.00	Overhead
Software	\$166,800.00	Overhead
Information Systems / Repairs	\$11,926.00	Overhead
Cyber Liability Insurance	\$0.00	Overhead
Indirect Costs	\$0.00	Overhead
Depreciation	\$207,687.20	Miles
<b>TOTAL</b>	<b>\$1,369,179.20</b>	
<b>GRAND TOTAL (Operations, Preventative Maint. &amp; Administration)</b>	<b>\$3,715,145.20</b>	

**COST ALLOCATION MATRIX**

APPLICANT NAME: Baldwin County Commission

Fiscal Year:

**2025**

<b>EXPENSE ACCOUNT</b>	<b>HOURS</b>	<b>MILES</b>	<b>OVERHEAD</b>	<b>TOTAL COST</b>
<b>LABOR</b>				
Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00			\$0.00
Mechanic Salaries	\$0.00			\$0.00
Drivers Salaries	\$1,033,977.00			\$1,033,977.00
Substitute Drivers/Temps	\$114,675.00			\$114,675.00
Administrative Salaries (Non-Director)			\$448,492.00	\$448,492.00
Director Salary			\$101,508.00	\$101,508.00
<b>FRINGE BENEFITS</b>				
FICA/Social Security	\$85,138.00		\$40,061.00	\$125,199.00
Unemployment Compensation	\$1,540.00		\$0.00	\$1,540.00
Workmen's Compensation	\$47,354.00		\$5,994.00	\$53,348.00
Health Insurance	\$279,980.00		\$108,703.00	\$388,683.00
Life Insurance	\$1,536.00		\$512.00	\$2,048.00
Retirement	\$78,796.00		\$39,697.00	\$118,493.00
Overtime	\$12,844.00		\$3,670.00	\$16,514.00
Safety Incentive Programs	\$0.00		\$0.00	\$0.00
Longevity Pay	\$6,422.00		\$5,046.00	\$11,468.00
Disability	\$1,900.00		\$1,000.00	\$2,900.00
State Unemployment Insurance			\$595.00	\$595.00
<b>SERVICES</b>				
Travel			\$16,513.00	\$16,513.00
Training			\$2,752.00	\$2,752.00
Uniforms	\$5,780.00			\$5,780.00
Alcohol/Drug Testing			\$5,087.00	\$5,087.00
Physical Examinations			\$0.00	\$0.00
Background Checks			\$0.00	\$0.00
Radio Communications		\$0.00		\$0.00
Employee Recruitment	\$0.00			\$0.00
Vehicle Rental	\$0.00			\$0.00
GPS Monitoring/Vehicle Data Plan			\$0.00	\$0.00
Operating Building Maintenance/Repairs			\$0.00	\$0.00
Operating Building Equipment			\$0.00	\$0.00
Utilities			\$25,825.00	\$25,825.00
Space/Rent			\$7,339.00	\$7,339.00
Storage			\$0.00	\$0.00
Pest Control			\$0.00	\$0.00
Groundskeeping			\$0.00	\$0.00
Cleaning & Janitorial			\$0.00	\$0.00
Shop Building Maintenance/Repairs	\$0.00			\$0.00
Shop Equipment Maintenance/Repairs		\$0.00		\$0.00
Indirect Cost			\$0.00	\$0.00
Fees (Non-Penalty)			\$23,394.00	\$23,394.00
Payroll Processing			\$0.00	\$0.00
Building Maintenance/Repairs			\$0.00	\$0.00
Security System			\$0.00	\$0.00
Telephone/Internet			\$13,615.00	\$13,615.00
Cellphone/Data Communication			\$19,433.00	\$19,433.00
Professional Services			\$0.00	\$0.00
Dues/Membership/Registration Fees			\$2,385.00	\$2,385.00
Software			\$166,800.00	\$166,800.00
Information Systems / Repairs			\$11,926.00	\$11,926.00

<b>LIABILITY</b>				
Vehicle Insurance		\$27,522.00		\$27,522.00
Vehicle Insurance Deductibles			\$0.00	\$0.00
Operating Building Insurance			\$0.00	\$0.00
Insurance - Non-Vehicle			\$0.00	\$0.00
Insurance Deductibles - Non-Vehicle			\$0.00	\$0.00
Insurance - Commercial Property			\$0.00	\$0.00
Insurance - General Liability			\$40,655.00	\$40,655.00
Insurance - Contents and Property			\$17,556.00	\$17,556.00
Insurance - Employee Dishonesty & Notary			\$459.00	\$459.00
Insurance - Directors & Officers Lib.			\$0.00	\$0.00
Cyber Liability Insurance			\$0.00	\$0.00
				\$0.00
<b>MATERIALS/SUPPLIES</b>				\$0.00
Fuel/Oil		\$393,710.00		\$393,710.00
Tires		\$0.00		\$0.00
Vehicle Maintenance/Repairs		\$244,725.00		\$244,725.00
Vehicle Cleaning and Sanitation		\$0.00		\$0.00
Personal Protective Equipment	\$0.00			\$0.00
Towing		\$0.00		\$0.00
Purchased transportation		\$36,029.00		\$36,029.00
Licenses/Tags		\$1,009.00		\$1,009.00
Non-Revenue (Service) Vehicles		\$0.00		\$0.00
Supplies		\$0.00	\$16,513.00	\$16,513.00
Shop Equipment		\$0.00		\$0.00
Equipment Rental		\$0.00		\$0.00
Shop Supplies		\$0.00		\$0.00
Small Tools		\$459.00		\$459.00
Equipment Lease			\$3,486.00	\$3,486.00
Office Equipment			\$0.00	\$0.00
Postage/P.O. Box			\$459.00	\$459.00
Advertising/Marketing			\$4,587.00	\$4,587.00
				\$0.00
<b>VEHICLE DEPRECIATION</b>				\$0.00
DEPRECIATION		\$207,687.20		\$207,687.20
				\$0.00
<b>TOTAL</b>	<b>\$1,669,942.00</b>	<b>\$911,141.20</b>	<b>\$1,134,062.00</b>	<b>\$3,715,145.20</b>
<b>Basis of Assignment</b>	<b>Total Expenses Assigned</b>	<b>Percentage of Total Costs</b>	<b>Resource Variables</b>	<b>AVERAGE UNIT COST</b>
Hours	\$1,669,942.00	44.95%	35,327	\$47.27
Miles	\$911,141.20	24.53%	822,141	\$1.11
Fixed Cost Percentage (Overhead) (Total OVH divided by total costs)	\$1,134,062.00	30.53%		
<b>TOTAL</b>	<b>\$3,715,145.20</b>			

## SECTION 5311 AUTHORIZING RESOLUTION

### Resolution No. 24-135

Resolution authorizing the filing of an application with Department of Transportation, United States of America, and the Alabama Department of Transportation for a grant under the Federal Transit Act.

**WHEREAS** the Secretary of U.S. Department of Transportation and Director of the Alabama Department of Transportation are authorized to make grants for a public transportation program;

**WHEREAS** the contract for financial assistance will impose certain obligations upon the Applicant, including the provision of its local share of the project costs in the program;

**WHEREAS** it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5311 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that disadvantaged business enterprises (minority business enterprises and woman business enterprises) be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged business enterprises (DBEs) shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

**NOW, THEREFORE, BE IT RESOLVED BY Baldwin County Commission**

1. That Chairman is authorized to execute and file (an) application(s) on behalf of Baldwin County Commission with the Alabama Department of Transportation to aid in the financing of administration, planning, capital and/or operating assistance projects pursuant to 49 USC Section 5311, the Alabama Public Transportation Grant Program, and the Alabama Elderly and Disabled Transit Fare Assistance Program.
2. That Chairman is authorized to execute and file with such applications an assurance, or any other document required by the U.S. Department of Transportation and the Alabama Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That Chairman is authorized to furnish such additional information as the U.S. Department of Transportation and the Alabama Department of Transportation may require in connection with the application for the Program of Projects submitted to FTA.
4. That Chairman is authorized to set forth and execute affirmative disadvantaged business enterprise policies in connection with any procurements made as part of the project.
5. That Chairman is authorized to execute grant agreements on behalf of Baldwin County Commission with the Alabama Department of Transportation for aid in the financing of the administration, planning, capital, and/or operating assistance projects.



**CERTIFICATION**

The undersigned duly qualified and acting County Administrator of the Baldwin County Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Baldwin County Commission held on \_\_\_\_\_, 20\_\_\_\_\_.

If applicant has an official seal, impress here.

\_\_\_\_\_  
Signature of Recording Officer

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date