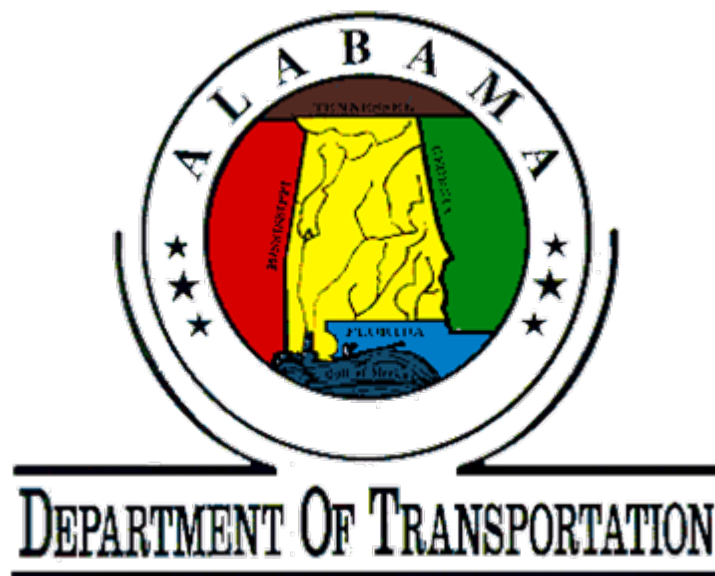


**ALABAMA DEPARTMENT OF TRANSPORTATION  
LOCAL TRANSPORTATION BUREAU  
Public Transit Section**

**FEDERAL TRANSIT ADMINISTRATION  
FEDERAL FISCAL YEAR 2023**

**SECTION 5311 APPLICATION**



**Dissemination Date: May 1, 2022**

**Due Date: June 10, 2022**

**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.**

## Fiscal Year 2023 Application Checklist

**Application Deadline: June 10, 2022**

**Applicant Name:**

**BRATS**

Exhibits	Required Application Package	Page No.
<b>1</b>	<b>Agency Information Sheet</b>	<b>5</b>
<b>2</b>	<b>Designated Agency Letter</b>	<b>6</b>
<b>3</b>	<b>Current System and Project Description Form</b> <ol style="list-style-type: none"> <li>1. General description of service area including delineated boundaries               <ol style="list-style-type: none"> <li>(a) Service Area Population</li> <li>(b) Service Area Square Miles</li> <li>(c) System Start-up Date</li> <li>(d) Brief History of System</li> <li>(e) Mission Statement</li> <li>(f) Current Year Goals and Objectives</li> </ol> </li> <li>2. General description of applicant and subcontractors               <ol style="list-style-type: none"> <li>(a) Organization Chart(s)</li> </ol> </li> <li>3. General Description of proposed transportation service               <ol style="list-style-type: none"> <li>(a) Specific route information and highlighted map (8½" x 11") of service area(s)</li> <li>(b) General description of proposed services to be provided outside of service area                   <ol style="list-style-type: none"> <li>(i) Support documentation/Concurrence Letter, if applicable</li> <li>(ii) Documentation Certifying Compliance with crossing state lines, if applicable</li> </ol> </li> <li>(c) Hours and days of operation</li> <li>(d) Number of project vehicles in operation</li> <li>(e) Number of back-up vehicles</li> <li>(f) Eligible users of service</li> <li>(g) Service changes from previous year</li> <li>(h) Planned system changes for next year</li> </ol> </li> <li>4. Current fare structure               <ol style="list-style-type: none"> <li>(a) Description of fare eligibility process                   <ol style="list-style-type: none"> <li>(i) Copy of fare application form, if applicable</li> </ol> </li> <li>(b) Date of last fare increase</li> <li>(c) Planned fare increases</li> <li>(d) Operating recovery ratio</li> </ol> </li> <li>5. Copy of system brochure</li> <li>6. Describe efforts to market or promote system               <ol style="list-style-type: none"> <li>(a) Projected Marketing Budget</li> </ol> </li> <li>7. Describe your method of implementing and announcing service changes and fare Increases</li> <li>8. Describe coordination efforts</li> </ol>	<b>7 – 16</b>

	(a) Provide Directory of local Transportation Steering Committee (b) Provide Schedule of Transportation Steering Committee meetings for FY-2023 9. System Safety, Security and Emergency Preparedness Plan (SSEPP) updates as applicable	
<b>4</b>	<b>Capital Equipment</b> 1. Vehicle Inventory Form 2. Vehicle Profile Sheet 3. Non-Expendable Equipment Inventory Form 4. Transit Program Fleet Replacement Form	<b>17 – 20</b>
<b>5</b>	<b>Public Participation Process</b> 1. Copy of the <b>Public Hearing Notice</b> as it appeared in the newspaper 2. Notarized statement verifying publication (publisher's affidavit) 3. Summary or transcript of the Public Hearing signed by an official of the transit system	<b>21 – 25</b>
<b>6</b>	<b>Complaint and Bid Protest Procedures</b> 1. Copy of written procedures addressing complaints within and without the organization (excluding Title VI) 2. Copy of Bid Protest Procedures	<b>26 – 29</b>
<b>7</b>	<b>Title VI General Reporting Requirements (Civil Rights)</b>	<b>30 – 31</b>
<b>5311 Regular Grant</b>		
<b>8</b>	<b>5311 Regular Grant Funding Summary</b>	<b>32</b>
<b>9</b>	<b>5311 Regular Grant Application Letter</b>	<b>33</b>
<b>10</b>	<b>5311 Regular Grant Project Budget Worksheets, if applying</b> 1. Line Item Budget Sheet (a) Operation Budget (b) Administration Budget (c) Capital Budget (d) Planning Budget 2. Source of Budget Funds Sheet (a) Operation Source Budget Sheet (50%/50% Funding) (b) Administration Source Budget Sheet (80%/20% Funding) (c) Capital Source Budget Sheet (80%/20% Funding based on Type) (d) Planning Source Budget Sheet (80%/20% Funding) 3. Section 5311 Vehicle Request Budget Form- <b><i>If Ordering Vehicles.</i></b> 4. Local Match Commitment Letter (a) Local Match Documentation Certification 5. Approved Indirect Cost Rate proposal, if applicable 6. Approved In Kind Rate proposal, if applicable	<b>34 – 44</b>
<b>11</b>	<b>5311 Regular Grant Local Matching Funds Resolution</b>	<b>45</b>

12	<b>5311 Regular Vehicle Depreciation Schedule</b> <ol style="list-style-type: none"> <li>1. Vehicle Depreciation Schedule</li> <li>2. Chart of Accounts               <ol style="list-style-type: none"> <li>(a) Operations Chart of Accounts</li> <li>(b) Administration Chart of Accounts</li> </ol> </li> <li>3. Cost Allocation Matrix for Budget</li> </ol>	46 – 53
13	<b>5311 Regular Grant Authorizing Resolution</b>	54 – 55
14	<b>Completed Application*</b> <ol style="list-style-type: none"> <li>1. Final Document Developed should have:               <ol style="list-style-type: none"> <li>(a) Grant Coversheet Attached</li> <li>(b) Application Checklist Correctly Completed and Attached</li> <li>(c) All Application Checklist Questions Answered</li> <li>(d) All Application Checklist Items Requested are attached and in sequence with question. (Attachments must be inserted directly after question.)</li> <li>(e) Final Document pages are consecutively numbered in whole numbers and in sequence of checklist including support documents.</li> <li>(f) Follow Grant Application Submission Process as indicated in instructions.</li> </ol> </li> </ol> <p><b><i>*No instructions or other items not listed on the checklist should be submitted within Final Application Document.</i></b></p>	

## **EXHIBIT 1 – Agency Information Sheet**

### **Agency Information Sheet**

<b>1. Name and Address of Applicant:</b> (Please include Zip Code plus 4) Baldwin County Commission 312 Courthouse Square, Ste 11 Bay Minette, Alabama 36507-4809												
<b>2. Date:</b> June 10, 2022  <b>Contact Person:</b> Ann Simpson  <b>Title:</b> Director of Transportation  <b>Telephone:</b> 251-533-0599  <b>Fax:</b> 251-972-6841  <b>Email Address:</b> ann.simpson@baldwincountyal.gov												
<b>3. DUNS Number:</b> [REDACTED]	<b>Unique Entity Identifier Number:</b> [REDACTED]											
<b>4. Name of Subcontractors:</b> N/A												
<b>5. Area(s) to be Served by Project:</b>	Baldwin County  <b>Congressional District(s):</b> Congressional District 1, Baldwin County											
<b>6. Service Area Population:</b>	223,234  <b>Service Area Square Miles:</b> 1,590											
<b>7. Hours &amp; Days of Operation:</b>	6:00 AM-6:00 PM Monday thru Friday Weekends-Seasonal/Varies											
<b>8. Project Number:</b>	RPT-002											
<b>9. Service Contract(s) and Estimated Amounts for FY2023:</b> <b>List Contract name, Yearly Contract Amount, and Total at bottom.</b>	<table><tr><td>1. CACC</td><td>\$16,000</td></tr><tr><td>2. EFGC</td><td>\$12,000</td></tr><tr><td>3. BCC-COA</td><td>\$60,000</td></tr><tr><td>4. A2C</td><td>\$62,000</td></tr><tr><td>Total</td><td>\$150,000</td></tr></table>		1. CACC	\$16,000	2. EFGC	\$12,000	3. BCC-COA	\$60,000	4. A2C	\$62,000	Total	\$150,000
1. CACC	\$16,000											
2. EFGC	\$12,000											
3. BCC-COA	\$60,000											
4. A2C	\$62,000											
Total	\$150,000											
<b>10. Grants Applying For:</b>	<input checked="" type="checkbox"/> 5311 Regular  <input type="checkbox"/> 5311 (F)											

## **EXHIBIT 2 - Designated Agency Letter**

(Place on Applicant's Letterhead)

June 07, 2022

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 agency. The principal contact person for this project is Baldwin Regional Area Transit System Director, Ann Simpson.

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

Sincerely,

James E. Ball, Chairman  
Baldwin County Commission

## **EXHIBIT 3 - Current System and Project Description Form**

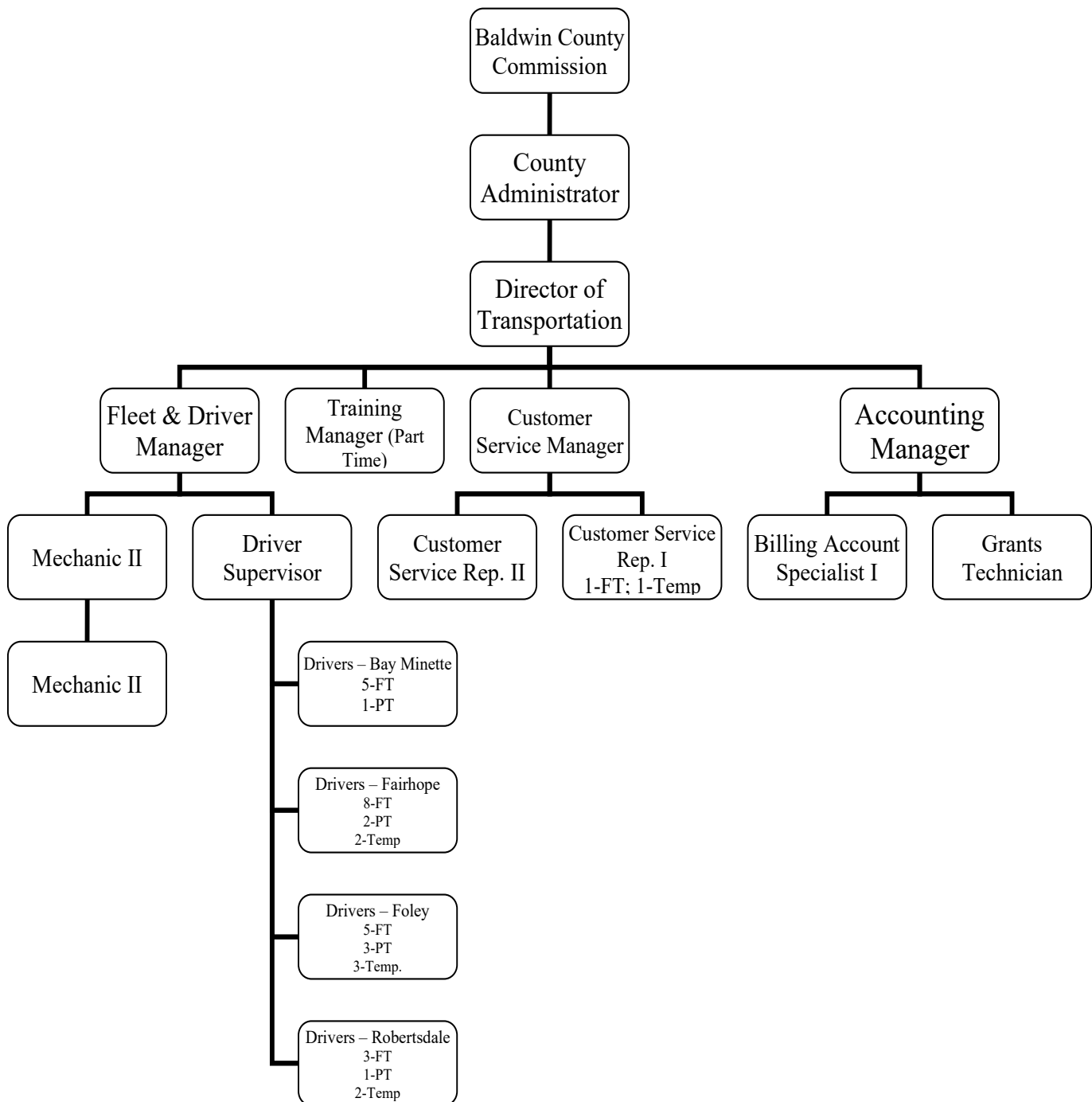
Complete the **Current System and Project Description Form**. Each section must reflect complete and accurate information for your transit system. The required **Current System and Project Description Form** follows.

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

**3.1. General description of the service area, including the geographic location, and delineating the geographic boundaries:** 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.

- (a) Service Area Population (numbers only): 223,234
  - (b) Service Area Square Miles (numbers only): 1,590
  - (c) System Start-up Date (date the transit system began receiving FTA funds): Baldwin Regional Area Transit System began receiving Section 5311 funds in 1985.
  - (d) Brief History of System: 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 130,000 trips per year.
  - (e) Mission Statement: 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.
  - (f) Current Year Goals and Objectives (provide at least one measurable goal and at least one measurable objective):  
Goal: Increase ridership by 10% over FY2022 and increase utilization of app for booking rides by 5% over FY2022.  
Objective: Increase public awareness of on-demand transit availability and electronic scheduling app.
- 3.2. General description of the eligible applicant and any subcontractors: (if no subcontractors, state such.)**

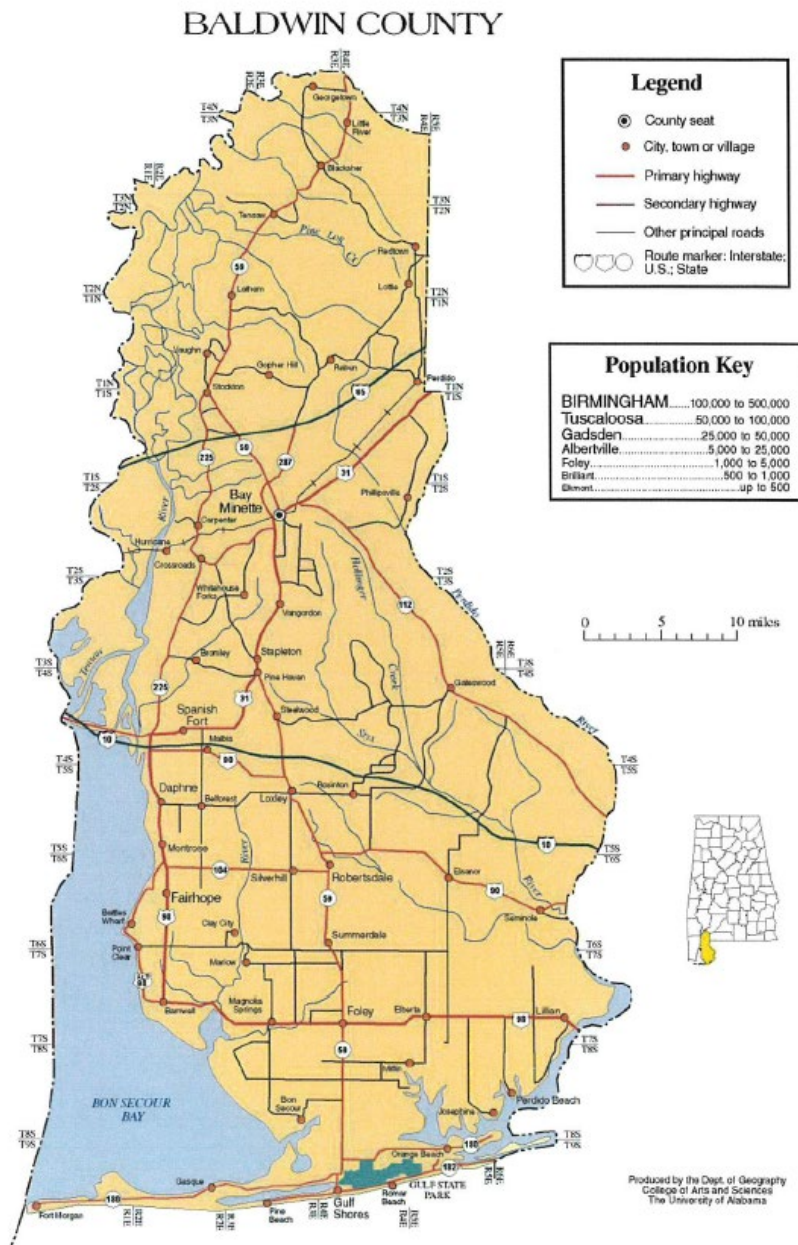
- (a) Organization Chart(s) from upper level downward (for example, Executive Director at top, Management in middle, and Drivers at the bottom). The Baldwin County Commission manages the Baldwin Regional Area Transit System (BRATS). The Baldwin County Commission is the applicant and recipient of the 5311 funds and BRATS is the authorized entity providing transit service in the Baldwin County service area. The Baldwin County Commission has several appointed Department Heads, among which is the County Administrator. The BRATS Director of Transportation reports directly to the County Administrator who reports to the elected County Commission.





**3.3. General description of proposed transportation service such as “contract, subscription, commuter express, demand response”, etc.**

- (a) Specific route information including 8½" x 11" map(s) of service area(s) highlighting area(s) served. Such maps may be accessed, downloaded, and printed in PDF format via the link included below:  
<http://alabamamaps.ua.edu/contemporarymaps/alabama/counties/>



- (b) General description of service(s) to be provided outside of service area, including frequency of such service(s).

Baldwin Regional Area Transit System operates two to three commuter/tripper routes, depending on demand, which connect Baldwin and Mobile counties. These routes operate five days a week in early morning and late afternoon. These routes are coordinated to

connect with the Wave Transit of Mobile, Alabama. See attached WAVE Concurrence Letter below.

- (i) Support Documentation/Concurrence Letter for services that are provided outside of your service area from each affected transit agency, *if applicable*.



- (ii) Documentation certifying compliance with requirements of other States must be provided for services crossing state lines., *if applicable*. Not applicable.

- (c) Hours and days of operation: 6:00 AM-6:00 PM Monday through Friday with limited service on the weekends and holidays which varies based on demand.
- (d) Number of project vehicles in operation (numbers only): 46 of which 32 or more operate in the rural area of Baldwin County.
- (e) Number of back-up vehicles (numbers only): 8
- (f) Eligible users of service: Citizens and Visitors of Baldwin County
- (g) Service changes from previous year (if any): None.
- (h) Planned system changes for next year (if any): The Baldwin County Commission is investigating the feasibility of conducting a pilot program to offer van pool service to assist in employee transportation and traffic reduction.

**3.4. Current fare structure, including Elderly and Disabled (E&D) and/or Americans with Disabilities Act (ADA) fares, if applicable:** The following fare structure is applicable to all passengers

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 elderly and disabled and/or Americans with Disabilities Act (ADA) and identification card, if applicable: N/A
- (b) Date of last fare increase: October 1, 2011, for overall program and March 1, 2019, two additional levels were created for 50.1 miles and over
- (c) Planned fare increases (if any): No fare increases planned for FY2023

- (d) Operating recovery ratio for grants (All farebox + contract + advertising revenues divided by total overall operating costs):

Contract, Farebox, Advertising Revenue	\$425,000.00
Operating Expense	\$2,069,003.00
Operating Recovery Ratio for Grants	21%

### 3.5. Attach a copy of your system brochure. (Insert in sequence of question)

#### Assistance for Passengers with Disabilities

##### Let us help with special accommodations

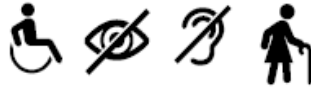
If you have a disability or other mobility challenge, and therefore cannot be served by our existing service, the BRATS team will attempt to modify its service to accommodate your needs. Call the BRATS scheduling team at 251-972-6817, explain your situation and we will do our best to find a solution. 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 reasonable modification request form is available online at [www.baldwincountyal.gov/departments/BRATS/](http://www.baldwincountyal.gov/departments/BRATS/) if you would prefer to make your request in writing. A full copy of the BRATS Reasonable Modification policy is also available on the website.

BRATS drivers may perform reasonable assistance in boarding and deboarding including opening a door and offering a hand or arm for stability. Drivers' assistance should be limited to a 25' radius of the bus to allow the driver to maintain sight of the vehicle for safety of the passengers and the vehicle.

Passengers requiring assistance beyond what the drivers are allowed to provide should have a Personal Care Attendant (PCA) accompany them. There is no additional charge for a PCA.

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.



##### ADA Accessible Vehicles

Over 90% of BRATS vehicles are ADA accessible!

##### Personal Care Attendants Ride Free

Unfortunately, our drivers cannot provide personal care assistance to passengers. No worries, though! Your personal care assistant's ride is on us.

##### ADA Grievance Procedure

We do our best, but we sometimes make mistakes. 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.

##### Funding

BRATS is funded with:

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

##### Eligibility

Transportation is open to the general public in the service area.

##### Scheduling Guidelines

- Same day scheduling is available.
- You can schedule up to 2 weeks in advance.
- Transportation requests given to the driver will NOT be honored.
- No unscheduled stops will be made.

##### No Show Policy

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 transit for 14 days. No-shows are costly to BRATS and may prevent other citizens from being able to ride.



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



Courtesy of

Baldwin County  
Commission

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

BAYLINC			
To Mobile		From Mobile	
1	6:00 AM	4	3:40 PM
	2:55 PM		5:15 PM
	4:30 PM		-
	\$3.50		
2	6:15 AM	3	4:05 PM
	3:10 PM		5:35 PM
	4:45 PM		
	\$3.00		\$2.50
3	6:25 AM	2	4:15 PM
	3:20 PM		5:45 PM
	4:55 PM		
	\$2.50		\$3.00
4	6:45 AM	1	4:30 PM
	3:40 PM		6:00 PM
	5:15 PM		
	-		\$3.50

1-Fairhope Transit Hub  
 2-Daphne Library  
 3-Spanish Fort Town Center Parking Lot  
 4-Bienville Squ. Downtown Mobile

### 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 36667  
 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.  
 Please provide information in other languages, call 251-972-6817.

### Policies

Service animals must ALWAYS be under the control of the owner/passenger.

Prohibited activities include: smoking, vaping, tobacco use, eating or drinking, selling or distributing goods or services; weapons and hazardous materials are prohibited.

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.

### One-way ride pricing.

0-5 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
50.1+ Miles .....	\$7.00

Guests are charged a flat \$2.00 per trip\*

\* Due to limited capacity, extra passengers or guests must be scheduled when the trip is booked.

### Scheduling Hours

Mobile App: 7 days/week; 24 hours/day  
 By Phone: 7:00am-3:00pm Mon-Fri

### Service Hours

Service is based on the availability of seats, vehicles, and time constraints. Trips are typically available from 7:00am-5:00pm, Monday-Friday (excluding holidays).

### Pick-up & Drop-off Time

All trips are scheduled for a 30-minute pick-up window and passengers must be ready any time during the scheduled window. If a passenger needs to arrive at a destination by a specific time, he or she must select the "Arrive By" option in the mobile app or notify the BRATS scheduling team when scheduling the trip.

### 3-Minute Wait Time

A BRATS driver can only wait three minutes for you at your scheduled pickup location before departing to pick up the next passenger.

### Parcels/Packages

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

Aisles of the vehicle must be clear at all times.



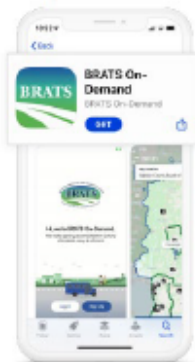
## How to book a ride.

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.

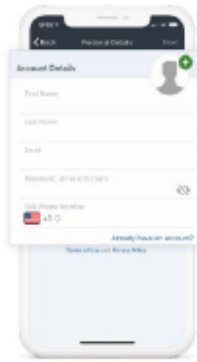
## Everything you need to know about the BRATS On-Demand app.



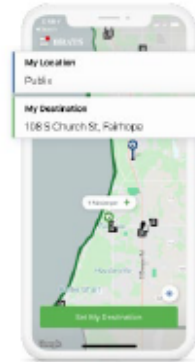
- 1 Search BRATS On-Demand in the App Store or Google Play Store and tap the download icon.



- 2 Open the app, press Sign Up, and enter your personal info.



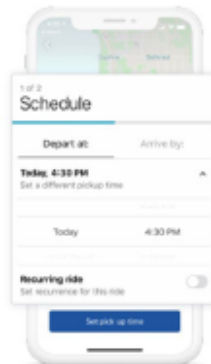
- 3 Enter your pickup and drop-off addresses.



- 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.



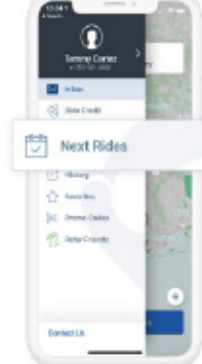
- 5 Choose when you want to depart/arrive.



- 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 your upcoming rides in the Next Rides section of the rider app menu.



- 8 When your ride is nearby, meet your driver at the pickup location.



### Payment Methods

You must have a credit/debit card entered as your payment method to schedule a ride. If you do not have a credit/debit card, you can mail in a check or money order to our office to be applied as ride credits.

Mail to  
P.O. Box 907  
Robertsdale AL 36667



### Website

If a smartphone is not available, passengers can now book rides through a web browser if they like.

Website  
<https://brats.app.ridewithvia.com/>

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

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).** Baldwin Regional Area Transit System makes presentations to civic organizations, senior centers, chambers of commerce, and city councils. Baldwin Regional Area Transit System brochures are distributed to businesses, doctors' offices, etc. Information is available on our website [www.ridebrats.com](http://www.ridebrats.com). In addition, information on BRATS is shared on the Baldwin County Commission social media platforms (Facebook and Instagram) and BRATS markets and promotes the transit system through local news outlets.

(a) Projected marketing budget amount for Fiscal year: BRATS has an established marketing budget for FY2023 of \$8,250.00.

**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 will present substantive service changes to the Commission at a regular scheduled Work Session and if Commission wishes to proceed then BRATS will post the public hearing schedule 30 days prior to holding any public hearings. The posting will appear in an area newspaper publication, aboard transit vehicles, and facilities for 30 days. This will enable public hearings to begin on the 31st 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 and 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.** BRATS has formed a local Transportation Steering Committee made up of members of the public and human service organizations. This committee reviews the budget of BRATS, bus needs, and projected changes in service. This allows for input from many organizations to help improve BRATS and help accomplish the BRATS mission.

(a) Provide Directory of Local Transportation Steering Committee

Baldwin Regional Area Transit System Steering Committee:

Kelly Childress	BC Council on Aging	251-972-8506
Jennifer Flad	Exceptional Foundation	251-509-4913
Jonathan Davidson	Coastal Alabama Comm. College	251-580-2222
Tammy Davis	Prodissee Pantry	251-621-1720
Sarah Sislak	Eastern Shore MPO	251-990-4643

(b) Provide Schedule of Transportation Steering Committee Meetings

BRATS Transportation Steering Committee meets annually, most recently, March 10, 2022.

**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.**

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
2	Section 1.A. - Page 5	Update Accountable Executive	Ann Simpson	11/26/2021
2	Section 2 - Page 6	Remove Reference to Zone Transportation	Ann Simpson	11/26/2021
2	Section 2 Table 1 - Page 6	Update Accountable Executive and Key Staff	Ann Simpson	11/26/2021
2	Section 2 Figure 1 - Page 7	Update Organization Chart	Ann Simpson	11/26/2021
2	Section 3.A. - Page 8	Update Safety Management Policy Statement	Ann Simpson	11/26/2021
2	Section 3.C - Pages 11-12	Update and clarify PTASP Annual Review Process	Ann Simpson	11/26/2021
2	Section 3.F Tables 5 & 6 - Page 14	Update Baseline Safety Performance Measures to include 5 years (2016-2021) of NTD data.	Ann Simpson	11/26/2021
2	Section 4.B.I - Page 22	Update to identify leading and lagging safety performance indicators used in Safety Performance Monitoring and Measuring	Ann Simpson	11/26/2021
2	Section 4.C.I - Page 25	Update Safety Competencies and Training schedules	Ann Simpson	11/26/2021
2	Appendix A Table 7 – Pages 27-29	Update Appendix of PTASP Supporting Documents	Ann Simpson	11/26/2021
2	Appendix B - Page 32	Added Appendix B, ASP Record of Changes	Ann Simpson	11/26/2021
2	Appendix C – Page 33	Retitled Board Approval Document from Appendix B to Appendix C. Updated Approval Document for Version 2 of PTASP	Ann Simpson	12/21/2021



# EXHIBIT 4 - Capital Equipment

## FY2023 Vehicle Inventory Form.

Applicant Name: BRATS													
	Year	Equipment Description (Make/Model)	Vin Number	Source Grant	Acquisition Date	Cost	% Federal Participat ion	Title Holder	Location (City)	Condition (New, Excellent, Good, Fair, or Poor)	Disposal Date	Useful Life	Disposal Price
1	2016	FORD E350	1FDEE3FL4GDC45683	5307	9/30/2016	\$ 53,925.00	80%	BCC/ALDOT	Foley	FAIR	2023	5	
2	2017	FORD E450	1FDDE4FS0HDC01456	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
3	2012	DODGE CARAVAN	2C4RDGBG8CR225792	5311	5/4/2012	\$ 36,506.00	80%	BCC/ALDOT	Robertsdale	FAIR	2023	5	
4	2016	FORD E450	1FDDE4FS1GDC05451	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Bay Minette	FAIR	2023	5	
5	2017	FORD E450	1FDDE4FS1HDC01448	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
6	2016	FORD E450	1FDDE4FS4GDC05461	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
7	2016	FORD E450	1FDDE4FS6GDC05459	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Foley	FAIR	2023	5	
8	2016	FORD E450	1FDDE4FS3GDC05452	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Robertsdale	FAIR	2023	5	
9	2015	RCRAFT STARLITE E	1FDEE3FL8FDA27874	5311	10/2/2015	\$ 53,302.00	80%	BCC/ALDOT	Robertsdale	FAIR	2023	5	
10	2012	FORD F550	1FDGF5GY5CEC27340	5311	8/31/2012	\$ 76,928.00	80%	BCC/ALDOT	Robertsdale	POOR	2023	7	
11	2017	FORD E450	1FDDE4FS1HDC01451	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
12	2007	FORD E350	1FDWE35L47DB36565	5311	10/1/2007	\$ 42,416.00	80%	BCC/ALDOT	Robertsdale	POOR	2023	5	
13	2016	FORD F550	1FDGF5GY3GEA17535	5311	10/19/2015	\$ 83,333.00	80%	BCC/ALDOT	Robertsdale	FAIR	2023	7	
14	2007	FORD E350	1FDWE35L37DB36573	5311	10/1/2007	\$ 42,416.00	80%	BCC/ALDOT	Robertsdale	POOR	2023	5	
15	2014	ORD STARCRAFT E35	1FDEE3FL1EDA78714	5311	8/26/2014	\$ 52,632.00	80%	BCC/ALDOT	Bay Minette	FAIR	2023	5	
16	2017	FORD E450	1FDDE4FS2HDC01457	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley	FAIR	2023	5	
17	2016	FORD F550	1FDGF5GY5GEA17536	5311	10/19/2015	\$ 88,321.00	80%	BCC/ALDOT	Foley	FAIR	2023	7	
18	2018	FORD E450	1FDDE4FS7HDC68510	5311	1/26/2018	\$ 58,744.40	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
19	2017	FORD E450	1FDDE4FS5HDC01453	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley	FAIR	2023	5	
20	2016	FORD F550	1FDGF5GY7GEA17537	5311	10/19/2015	\$ 83,333.00	80%	BCC/ALDOT	Bay Minette	FAIR	2023	7	
21	2017	FORD E450	1FDDE4FS3HDC01452	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley	FAIR	2023	5	
22	2016	FORD F550	1FDGF5GYXGEC06943	5311	5/26/2017	\$ 89,936.50	80%	BCC/ALDOT	Fairhope	FAIR	2024	7	
23	2016	FORD F550	1FDGF5GY7GEC06933	5311	5/26/2017	\$ 89,936.50	80%	BCC/ALDOT	Fairhope	FAIR	2024	7	
24	2018	FORD E450	1FDDE4FS9HDC68508	5311	1/26/2018	\$ 58,774.40	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
25	2013	ORD STARCRAFT E45	1FDDE4FS3DDA93327	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Foley	POOR	2023	5	
26	2013	ORD STARCRAFT E45	1FDDE4FS5DDA93314	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Foley	POOR	2023	5	
27	2013	ORD STARCRAFT E45	1FDDE4FS0DDA93284	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Robertsdale	POOR	2023	5	
28	2013	ORD STARCRAFT E45	1FDDE4FS4DDA93319	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Foley	FAIR	2023	5	
29	2015	FORD F550 GLAVAL	1FDGF5GY9FEA05081	5311	8/26/2014	\$ 83,333.00	80%	BCC/ALDOT	Robertsdale	GOOD	2023	7	
30	2015	FORD F550 GLAVAL	1FDGF5GY5FEA15929	5311	8/26/2014	\$ 88,321.00	80%	BCC/ALDOT	Foley	POOR	2023	7	
31	2015	FORD F550 GLAVAL	1FDGF5GY3FEA15928	5311	8/26/2014	\$ 88,321.00	80%	BCC/ALDOT	Robertsdale	GOOD	2023	7	
32	2017	FORD E450	1FDDE4FS4HDC01444	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley	POOR	2023	5	
33	2018	FORD E450	1FDDE4FSXHDC68520	5311	1/26/2018	\$ 58,774.40	80%	BCC/ALDOT	Bay Minette	FAIR	2023	5	
34	2018	FORD E350	1FDEE3FS7HDC75981	5307	1/26/2018	\$ 55,921.00	80%	BCC/ALDOT	Foley	FAIR	2023	5	
35	2015	FORD E450	1FDDE4FS6FDA03252	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Fairhope	FAIR	2023	5	
36	2018	FORD E350	1FDEE3FS9HDC70846	5311	1/26/2018	\$ 55,921.00	80%	BCC/ALDOT	Bay Minette	FAIR	2023	5	
37	2015	FORD E450	1FDDE4FS8FDA03253	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Fairhope	POOR	2023	5	
38	2015	FORD E450	1FDDE4FS5FDA03260	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Fairhope	POOR	2023	5	
39	2018	FORD E450	1FDDE4FS1HDC70950	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Bay Minette	GOOD	2023	5	
40	2018	FORD E450	1FDDE4FS1HDC68468	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Bay Minette	GOOD	2023	5	
41	2018	FORD E450	1FDDE4FSHDC70956	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Foley	GOOD	2023	5	
42	2018	FORD E450	1FDDE4FS2HDC68446	5311	2/22/2018	\$ 58,774.40	80%	BCC/ALDOT	Fairhope	GOOD	2023	5	
43	2018	FORD E450	1FDDE4FS2HDC68477	5311	2/23/2018	\$ 58,774.40	80%	BCC/ALDOT	Foley	GOOD	2023	5	
44	2019	FORD E350	1FDEE3FS5KDC17276	5311	3/11/2019	\$ 56,959.00	80%	BCC/ALDOT	Robertsdale	GOOD	2024	5	
45	2019	FORD E350	1FDEE3FS4KDC12313	5311	3/11/2019	\$ 56,959.00	80%	BCC/ALDOT	Fairhope	GOOD	2024	5	
46	2008	CHEVY UPLANDER	1GBDV13W58D206464	5311	12/9/2008	\$ 34,039.00	80%	BCC/ALDOT	Robertsdale	GOOD	2023	5	

FY2023 ALDOT Transit Program Vehicle Profile Sheet																					
List only FTA Funded Vehicles.																					
Applicant Name: BRATS																					
	VIN Number	Funding	Vehicle Type	Mileage as of (March 31, 2022)	Seating Capacity	Tag	Model Year	Lift (Yes/No)	# W/C Stations	Start Time	End Time	Duration	Usage	Sun	M	T	W	T	F	Sat	Description of Service
1	1FDEE3FL4GDC45683	5307	V	89,858	10	57713CO	2016	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
2	1FDFE4F50HDC01456	5311	CCB	142,305	18	57719CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
3	2C4RDGBG8CR225792	5311	M	92,280	7	52768CO	2012	No	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
4	1FDFE4F51GDC05451	5311	CCB	159,452	18	56541CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
5	1FDFE4F51HDC01448	5311	CCB	123,106	18	57715CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
6	1FDFE4F54GDC05461	5311	CCB	140,895	18	56542CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
7	1FDFE4F56GDC05459	5311	CCB	150,237	18	56543CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
8	1FDFE4F53GDC05452	5311	CCB	138,344	18	56544CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
9	1FDEE3FL8FDA27874	5311	V	80,754	10	56598CO	2015	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
10	1FDGF5GY5CEC27340	5311	CCB	153,239	28	39180CO	2012	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
11	1FDFE4F51HDC01451	5311	CCB	117,741	18	57716CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
12	1FDWE35L47DB36565	5311	V	156,692	11	29296CO	2007	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
13	1FDGF5GY3GEA17535	5311	CCB	68,100	28	56618CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
14	1FDWE35L37DB36573	5311	V	135,421	11	42301CO	2007	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
15	1FDEE3FL1EDA78714	5311	V	96,796	11	42640CO	2014	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
16	1FDFE4F52HDC01457	5311	CCB	134,029	18	57720CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
17	1FDGF5GY5GEA17536	5311	CCB	96,418	28	56619CO	2016	Yes	8	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
18	1FDFE4F57HDC68510	5311	CCB	98,334	18	59713CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
19	1FDFE4F55HDC01453	5311	CCB	134,830	18	57718CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
20	1FDGF5GY7GEA17537	5311	CCB	123,534	28	56620CO	2016	Yes	2	6:00	18:00	12:00	DR	X	X	X	X	X	X		GENERAL PUBLIC
21	1FDFE4F53HDC01452	5311	CCB	129,558	18	57717CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
22	1FDGF5GYXGEC06943	5311	CCB	75,823	30	58625CO	2016	Yes	6	6:00	18:00	12:00	DR		X	X	X	X	X	X	GENERAL PUBLIC
23	1FDGF5GY7GEC06933	5311	CCB	70,743	30	58624CO	2016	Yes	6	6:00	18:00	12:00	DR		X	X	X	X	X	X	GENERAL PUBLIC
24	1FDFE4F59HDC68508	5311	CCB	95,295	18	59714CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
25	1FDFE4F53DDA93327	5311	CCB	188,408	18	54298CO	2013	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
26	1FDFE4F55DDA93314	5311	CCB	177,162	18	54296CO	2013	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
27	1FDFE4F50DDA93284	5311	CCB	170,155	18	54295CO	2013	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
28	1FDFE4F54DDA93319	5311	CCB	176,387	18	54297CO	2013	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
29	1FDGF5GY9FEA05081	5311	CCB	110,129	28	44499CO	2015	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
30	1FDGF5GY5FEA15929	5311	CCB	111,832	28	44501CO	2015	Yes	8	6:00	18:00	12:00	DR	X	X	X	X	X	X		GENERAL PUBLIC
31	1FDGF5GY3FEA15928	5311	CCB	112,305	28	44504CO	2015	Yes	8	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
32	1FDFE4F54HDC01444	5311	CCB	122,759	18	57714CO	2017	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
33	1FDFE4F5XHDC68520	5311	CCB	83,857	18	59717CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
34	1FDEE3F57HDC75981	5307	V	76,886	10	59716CO	2018	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
35	1FDFE4F56FDA03252	5311	CBB	153,227	18	44401CO	2015	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
36	1FDEE3F59HDC70846	5311	V	65,759	10	59712CO	2018	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
37	1FDFE4F58FDA03253	5311	CCB	171,042	18	44400CO	2015	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
38	1FDFE4F55FDA03260	5311	CCB	186,593	18	45033CO	2015	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
39	1FDFE4F51HDC70950	5311	CCB	101,450	18	59715CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
40	1FDFE4F51HDC68468	5311	CCB	84,062	18	59718CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
41	1FDFE4F5SHDC70956	5311	CCB	106,299	18	59719CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
42	1FDFE4F52HDC68446	5311	CCB	100,124	18	59755CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
43	1FDFE4F52HDC68477	5311	CCB	98,339	18	59754CO	2018	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
44	1FDEE3F55KDC17276	5311	V	56,359	10	45909CO	2019	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
45	1FDEE3F54KDC12313	5311	V	55,097	10	44495CO	2019	Yes	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
46	1GBDV13W58D206464	5311	M	110,332	5	49566CO	2008	No	1	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC

**FY2023 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.*

**Applicant Name: BRATS**

	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	2023
2	Facility Benches (3) & Waste Receptacle (2)		5307-Lillian	9/3/2008	\$6,164.63	80%	Agency/ALDOT	Various	Fair	2023
3	30x20x12 Metal Storage Shed	8168	5311-ARRA	4/26/2010	\$14,649.00	100%	Agency/ALDOT	Robertsdale	Good	2023
4	Rolling Beam Jack	8487	5311-Non-Vehicle	6/19/2015	\$6,480.00	80%	Agency/ALDOT	Robertsdale	Good	2023
5	Coats Tire Changer		5311	6/22/2016	\$15,037.70	80%	Agency/ALDOT	Robertsdale	Good	2025
6	Coats Tire Balancer	8912	5311-Non-Vehicle	6/30/2016	\$13,314.00	80%	Agency/ALDOT	Robertsdale	Good	2025
7	Bus Bike Racks (7)		5311-ARRA	2/26/2010	\$9,652.00	100%	Agency/ALDOT	Various	Fair	2023

### **FY2023 Transit Program Fleet Replacement Form**

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

**Applicant Name: BRATS**

	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
<b>1</b>	2012	Ford F550	2012	1FDGF5GY5CEC27340	8/31/2012	153,239	9/30/2023
<b>2</b>	2015	Ford F550 Glaval	2014	1FDGF5GY9FEA05081	8/26/2014	110,129	10/1/2023
<b>3</b>	2015	Ford F550 Glaval	2014	1FDGF5GY5FEA15929	8/26/2014	112,262	10/2/2023
<b>4</b>	2015	Ford F550 Glaval	2014	1FDGF5GY3FEA15928	8/26/2014	112,327	10/3/2023

## **EXHIBIT 5 - Public Participation Process**

### **Public Notice**

The Baldwin County Commission (Baldwin Regional Area Transit System) is applying to the Alabama Department of Transportation for Operational, Administration, Planning, and Capital 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 a.m. - 5:30 p.m. All residents including wheelchair users can schedule trips using the BRATS On-Demand service or book in advance. Fares range from \$2.00 to \$10.00 for a one-way trip. No service or fare changes are planned for FY2023.

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's (BRATS) office at 18100 County Road 54, Robertsdale, Alabama 36567.

This grant funding will provide federal financial assistance for Administration, Operational, Planning and Capital Expenses. Capital funding will be used to be purchase transit vehicles with wheelchair securements.

A public hearing will be held on May 18, 2022 at 9:00 AM in the BRATS Conference Room at the BRATS Office 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.

# 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:

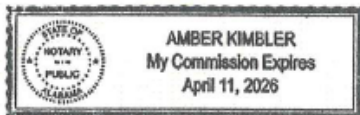
05/11/2022

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 05/11/2022.

BCC/BRATS-- LEGAL ACCOUNT  
Acct#: 998528  
Ad#: 336503  
Grant Funding  
Amount of Ad: \$96.80  
Legal File# Grant Funding

### Public Notice

The Baldwin County Commission (Baldwin Regional Area Transit System) is applying to the Alabama Department of Transportation for Operational, Administration, Planning, and Capital 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 a.m. - 5:30 p.m. All residents including wheelchair users can schedule trips using the BRATS On-Demand service or book in advance. Fares range from \$2.00 to \$10.00 for a one-way trip. No service or fare changes are planned for FY2023.

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's (BRATS) office at 18100 County Road 54, Robertsdale, Alabama 36567.

This grant funding will provide federal financial assistance for Administration, Operational, Planning and Capital Expenses. Capital funding will be used to be purchase transit vehicles with wheelchair securements.

A public hearing will be held on May 18, 2022 at 9:00 AM in the BRATS Conference Room at the BRATS Office 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.  
May 11, 2022





AL Legal Liner

## Press Register

### LEGAL AFFIDAVIT

AD#: 0010327861

Total

\$90.35

State of Alabama,) ss

County of Mobile)

Catherine Copas being duly sworn, deposes that he/she is principal clerk of Alabama Media Group; that Press Register is a public newspaper published in the city of Mobile, with general circulation in Mobile County, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Press Register 05/11/2022

Principal Clerk of the Publisher

Sworn to and subscribed before me this 13th day of May 2022

Notary Public



#### PUBLIC NOTICE

The Baldwin County Commission (Baldwin Regional Area Transit System) is applying to the Alabama Department of Transportation for Operational, Administration, Planning, and Capital 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 a.m. - 5:30 p.m. All residents including wheelchair users can schedule trips using the BRATS On-Demand service or book in advance. Fares range from \$2.00 to \$10.00 for a one-way trip. No service or fare changes are planned for FY2023.

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's (BRATS) office at 18100 County Road 54, Robertsdale, Alabama 36567.

This grant funding will provide federal financial assistance for Administration, Operational, Planning and Capital Expenses. Capital funding will be used to be purchase transit vehicles with wheelchair securements.

A public hearing will be held on May 18, 2022 at 9:00 AM in the BRATS Conference Room at the BRATS Office 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.

PRESS REGISTER

May 11, 2022

**BALDWIN COUNTY COMMISSION  
PUBLIC HEARING  
ATTENDANCE/SIGN-IN SHEET**

**PROGRAM:** BRATS FY2023 Section 5311 Application

**DATE:** May 18, 2022

**TIME:** 9:00 AM

**LOCATION:** Baldwin County BRATS Conference Room

18100 County Road 54

Robertsdale, AL 36567

NAME:	PHONE NUMBER:	ADDRESS:
Loren Lucas	251-402-0324	19655 Ogrady Ave, Robertsdale, AL 36567
Ann Simpson	251-533-0599	21758 Co. Rd 48, Robertsdale, AL 36567
Sarah Middleton	251-978-7237	20540 County Rd 71 Robertsdale AL 36567
Tiffany Givens	251-233-8502	19101 Co. Rd. 36 Summerdale, AL 36580



**Baldwin County Commission (Baldwin Regional Area Transit System)**  
**Public Hearing Transcript**

Program: FY2023 Section 5311 Grant Application

Date: May 18, 2022

Time: 9:00 AM

Location: BRATS Conference Room, 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 was prepared and available to present grant application information and answer questions.

The following were in attendance:

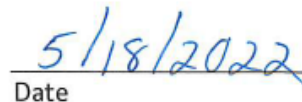
1. Ann Simpson, Director of Transportation
2. Loren Lucas, Accounting Manager
3. Sarah Middleton, Scheduling Manager
4. Tiffany Givens, Grants Technician

No one from the public attended the hearing.

  
Ann Simpson

Transit Director

Baldwin Regional Area Transit System

  
Date

## **Exhibit 6 – Complaint and Bid Protest Procedures**

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

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 public. No employee, passenger, other transit provider, or the 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 business days of the date of receipt of the written complaint.

#### **Baldwin Regional Area Transit System's Employee Complaint Policy**

If an employee has an issue with another employee, passenger, or other members of the public, he or she should bring the matter to the attention of the management team by filling out a e-comment form on the team member portal, within 3 days of the occurrence. Complaints must be clearly stated with details. 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 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 Transit System Director for resolution. If the matter is not satisfactorily resolved at this point, the 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.

#### **Baldwin Regional Area Transit System's Passenger Complaint Policy**

If a passenger has issue with a Baldwin Regional Area Transit System's employee, another passenger, or other member of the public, he or she should bring the matter to the attention of the Operations Department or similar authority within 3 days of the occurrence. Complaints must be specific and in writing. If the complaint involves the Operations Department or similar authority, the passenger should address the issue with the Operations Manager of Transportation. If the complaint involves the Operations Manager of Transportation or similar authority, the passenger should address the issue with the 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 business days of the receipt of the written complaint. If the matter is not satisfactorily resolved at this point, the 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's Liaison or similar authority should be consulted, and the matter brought before the entire Baldwin County Commission if necessary.

#### **Baldwin Regional Area Transit System's Private Transit Operator Complaint Policy**

If a private transit operator has issue with Baldwin Regional Area Transit System, he or she should address the matter with the Transit System Director within 3 days of the occurrence. Complaints must be specific and in writing. The Transit System Director will investigate and resolve the matter within fifteen business days of the receipt of the written complaint. If the matter is not satisfactorily resolved at this point, the next higher authority will be consulted. If the private operator does not feel the matter has been resolved at this point, the Baldwin

Regional Area Transit System's Liaison should be consulted, and the matter brought before the entire Baldwin County Commission if necessary.

**Baldwin Regional Area Transit System's  
General Complaint Policy**

If a member of the 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 Operations Department or similar authority within 3 days of the occurrence. Complaints must be specific and in writing. If the complaint involves the Operations Department or similar authority, the member of the public should address the issue with the Transit System Director. The Operations Department or similar authority will listen to all parties involved in the situation, investigate with outside sources if necessary, and resolve the matter within fifteen business days of the receipt of the written complaint. If the Operations Department or similar authority cannot resolve the matter, it will be brought to the Transit System Director for resolution. If the matter is not satisfactorily resolved at this point, the next higher authority 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's 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  
& Baldwin Regional Area Transit System**

**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 Chairman  
Baldwin County Commission  
312 Courthouse Square, Suite 12  
Bay Minette, AL 36507

Wanda Gautney, Purchasing Officer  
Baldwin County Commission  
312 Courthouse Square, Suite 15  
Bay Minette, AL 36507

State of Alabama Attorney General  
501 Washington Ave.  
Montgomery, AL 36130

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'S 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'S 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 ten (10) working days from the date of the informal hearing.

#### **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.

#### **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.

#### **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 at issue 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.

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

The submission of unsolicited proposals is inconsistent with BALDWIN COUNTY COMMISSION'S 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.

**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

### **Exhibit 7 - Title VI General Reporting Requirements (Civil Rights)**

All applicants must complete the following Title VI Annual Report.

### **Annual Title VI Reporting Requirements for Rural and Small Urban Public Transit Providers**

#### **General Reporting Requirements:**

<b>Agency Name:</b>	Baldwin County Commission
<b>Title VI Coordinator:</b>	Ron Cink, Interim County Administrator
<b>Mailing Address:</b>	312 Courthouse Square, Suite 12 Bay Minette, AL 36507
<b>Telephone No.:</b>	251-580-2550
<b>Email Address:</b>	Rcink@baldwincountyal.gov

1. Are new employees trained on Title VI before beginning service? Yes ☒ No ☐  
If yes, how (Orientation, Newsletter, Brochures/Posters, etc.)?  
\_\_\_\_\_
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:**

Please answers to the following questions:

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, to subcontractors?  
Yes ☒ No ☐ How? Through written contracts and website.
4. Are the Title VI rules and regulations included in your planning, scheduling, contracts, etc.?  
Yes ☒ No ☐
5. Are your contracts monitored for non-discrimination? Yes ☒ No ☐  
How? The Baldwin County Commission Purchasing Department ensures open competition and non-discrimination in procurement activities.

#### **Planning Boards or Commissions:**

1. Does your agency have an appointed or non-appointed board or commission? Yes ☒ No ☐  
Baldwin County Commission has an elected Board of Commissioners.

2. Number of minorities serving on your Commissions or Advisory board: 0

**Racial Demographics of Board Members and Gender {Number of}:**

African American Male: ____	African American Female: ____
Caucasian Male: <u>3</u>	Caucasian Female: <u>1</u>
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 or indicate N/A if none. N/A
2. Description of pending applications for state assistance and assistance currently being provided from other state agencies or indicate N/A if none. N/A
3. Summary of any civil rights reviews conducted within the last year, that includes the purpose for the review, name of the agency or organization performing the review, findings and recommendations and status and/or disposition of finds and recommendations or indicate N/A if none. 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 and;
- Description of measures adopted to mitigate any identified adverse social, economic, or environmental effects

## **Exhibit 8 – 5311 Funding Summary**

### **Fiscal Year 2023 5311 FUNDING SUMMARY**

(Amounts should correspond to Source Funding Sheets and Budget sheets for 5311 Funding.) ((A. Federal Funds + B. Local Funds, + C. Contract Revenue + D. Advertising/Other Revenue + E. Farebox = F. Total) & (1. Operating + 2. Administration + 3. Capital + 4. Planning = Row 5. Total))

**Applicant Name: BRATS**

<b>Budget Category</b>	<b>A. Federal Funds</b>	<b>B. Local Funds</b>	<b>C. Contract Revenue</b>	<b>D. Advertising/ Other Revenue</b>	<b>E. Farebox</b>	<b>F. Total</b>
1. Operations (50%/50%)	\$934,502.00	\$709,502.00	\$150,000.00	\$75,000.00	\$200,000.00	\$2,069,003.00
2. Administration (80%/20%)	\$902,586.00	\$225,647.00	\$0.00	\$0.00		\$1,128,233.00
3. Capital (Varies)	\$511,305.00	\$127,826.00	\$0.00	\$0.00		\$639,131.00
4. Planning (80%/20%)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5. Total	\$2,348,393.00	\$1,062,975.00	\$150,000.00	\$75,000.00	\$200,000.00	\$3,836,367.00

<b>Escrow Account Balance as of March 30, 2022</b>	\$280,837.00
--	--------------

*Indicate N/A in box if agency does have an Escrow Account.*



## **EXHIBIT 9 – Section 5311 Application Letter**

### **Section 5311 Application Letter**

**(Place on Applicant's Letterhead. Make sure amounts correspond with Funding Summary. (A. Federal Funds) (Local Assistance is Row 5. Total amounts B. Local Funds + C. Contract Revenue + D. Advertising/Other Revenue, + E. Farebox)**

June 07, 2022

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:

FY-2023 SECTION 5311 (RURAL) TRANSIT PROGRAM APPLICATION

The Baldwin County Commission is hereby applying for a Section 5311 (operations, administration, planning and capital) grant under 49 USC Section 5311, to assist in the operation of the Baldwin Regional Area Transit System "BRATS" Public Transit System for the period covering October 1, 2022, to September 30, 2023. 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:	\$ 934,502.00
Federal Administration Assistance:	\$ 902,586.00
Federal Capital Assistance:	\$ 511,305.00
Federal Planning Assistance:	\$ 0.00

Local assistance in the amount of \$1,487,975.00 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,

James E. Ball, Chairman

**EXHIBIT 10 - Section 5311 Project Budget Worksheets****5311 LINE-ITEM BUDGET SHEET**PROJECT COUNTY: Baldwin

FISCAL YEAR: 2023

PROJECT NUMBER: RPT- 002ORIGINAL: xAPPLICANT NAME: **BRATS****OPERATIONS**

Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00
Mechanic Salaries	\$0.00
Drivers Salaries	\$899,845.00
FICA/Social Security	\$83,659.00
Unemployment Compensation	\$1,695.00
Workmen's Compensation	\$46,682.00
Health Insurance	\$288,660.00
Life Insurance	\$1,209.00
Retirement	\$76,483.00
Overtime	\$15,147.00
Safety Incentive Programs	\$0.00
Longevity Pay	\$11,000.00
Disability	\$1,490.00
Substitute Drivers/Temps	\$175,000.00
Travel	\$0.00
Training	\$0.00
Uniforms	\$5,554.00
Alcohol/Drug Testing	\$0.00
Background Checks	\$0.00
Physical Examinations	\$1,000.00
Radio Communications	\$0.00
Recruitment	\$0.00
Fuel/Oil	\$460,574.00
Tires	\$0.00
Vehicle Maintenance/Repairs	\$0.00
Vehicle Cleaning and Sanitation	\$0.00
Personal Protective Equipment	\$0.00
Towing	\$0.00

Purchased transportation	\$0.00
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	\$505.00
Insurance - Non-Vehicle	\$0.00
Insurance Deductibles - Non-Vehicle	\$500.00
Indirect Cost	\$0.00
Fees (Non-Penalty)	\$0.00
<hr/>	
<b>TOTAL</b>	<b>\$2,069,003.00</b>

## 5311 LINE-ITEM BUDGET SHEET

PROJECT COUNTY: Baldwin

FISCAL YEAR: 2023

PROJECT NUMBER: RPT- 002

ORIGINAL: X

**APPLICANT NAME: BRATS**

### ADMINISTRATION

Administrative Salaries (Non-Director)	\$488,049.00
Director Salary	\$109,265.00
State Unemployment Insurance	\$714.00
FICA/Social Security	\$43,258.00
Unemployment Compensation	\$0.00
Workmen's Compensation	\$5,002.00
Health Insurance	\$154,493.00
Life Insurance	\$564.00
Retirement	\$40,417.00
Overtime	\$5,500.00
Safety Incentive Programs	\$0.00
Longevity Pay	\$4,950.00
Disability	\$1,082.00
Payroll Processing	\$0.00
Alcohol/Drug Testing	\$4,400.00
Employee Recruitment	\$0.00
Physical Examinations	\$0.00
Background Check	\$0.00
Travel	\$17,600.00
Training	\$2,200.00
Uniforms	\$0.00
Insurance - Commercial Property	\$12,100.00
Insurance - General Liability	\$44,000.00
Insurance - Contents and Property	\$0.00
Insurance - Employee Dishonesty & Notary	\$2,090.00
Insurance - Directors & Officers Lib.	\$0.00
Vehicle Insurance	\$22,660.00
Tags/Titles	\$0.00
Building Maintenance/Repairs	\$0.00
Cleaning & Janitorial	\$9,000.00

Pest Control	\$1,100.00
Groundskeeping	\$0.00
Space/Rent	\$8,580.00
Security System	\$0.00
Storage Rental	\$0.00
Telephone/Internet	\$13,000.00
Cellphone/Data Communication	\$25,740.00
Utilities	\$29,150.00
Equipment Lease	\$4,400.00
Supplies	\$31,000.00
Office Equipment	\$0.00
Postage/P.O. Box	\$880.00
Advertising/Marketing	\$8,250.00
Professional Services	\$1,000.00
Dues/Membership/Registration Fees	\$2,860.00
Fees (Non-Penalty)	\$22,550.00
Software	\$0.00
Information Systems / Repairs	\$12,379.00
Cyber Liability Insurance	\$0.00
Indirect Costs	\$0.00

---

<b>Total</b>	<b>\$1,128,233.00</b>
--------------	-----------------------

5311 LINE-ITEM BUDGET SHEET

PROJECT COUNTY: Baldwin  
FISCAL YEAR: 2023  
  
PROJECT NUMBER: RPT- 002 ORIGINAL: X  
  
APPLICANT NAME: BRATS

Capital

Vehicle Capital \$262,300.00

Non-vehicle Capital (List in Detail)

Preventative Maintenance	\$211,591.00
Support Equipment	\$0.00
Sole Source Purchases	\$0.00
Automated Dispatching System	\$165,240.00
Insert Description	\$0.00
TOTAL	\$639,131.00

Planning

Planning	
Insert Description	\$0.00
TOTAL	\$0.00

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

PROJECT COUNTY: Baldwin  
FISCAL YEAR: 2023

PROJECT NUMBER: RPT- 002

ORIGINAL:   x  

**APPLICANT NAME: BRATS**

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

Total Operating Budget: \$2,069,003.00

Less Direct Operating Revenues

Farebox: \$200,000.00

---

Net Operating Cost: \$1,869,003.00

**Less Federal Funding Share (50%): \$934,502.00**

**Total Local Funding Share (50%): \$934,502.00**

**Local Share Funds**

Contracts: \$150,000.00

Advertising \$75,000.00

Applicant Share: \$709,502.00

---

Total Local Share: \$934,502.00

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

Total Administration Budget: \$1,128,233.00

**Less Federal Funding Share (80%): \$902,586.00**

**Total Local Funding Share (20%): \$225,647.00**

**Local Share Funds**

Contracts: \$0.00

Applicant Share: \$225,647.00

---

Total Local Share: \$225,647.00

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

PROJECT COUNTY: Baldwin  
FISCAL YEAR: 2023

PROJECT NUMBER: RPT- 002

ORIGINAL:   x  

**APPLICANT NAME: BRATS**

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

Total Capital Budget:	\$262,300.00
Total Non-Vehicle Capital Budget:	\$376,831.00
<hr/>	
TOTAL	\$639,131.00

**Less Federal Funding Share (80%): \$511,305.00**

**Total Local Funding Share (20%): \$127,826.00**

**Local Share Funds**

Contracts:	\$0.00
Applicant Share:	\$127,826.00
<hr/>	
Total Local Share:	\$127,826.00

<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



## FY2023 5311 VEHICLE REQUEST BUDGET FORM (Form to be Completed if Requesting Vehicles)

Applicant Name: BRATS

<b>Vehicle Type</b> <i>Price ranges are estimates and subject to change. Prices include wheel-chair stations only. Other options are not included.</i>	<b>Designed Seating Capacity</b>	<b>Number of Wheelchair 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 <b>\$61,422</b>	6	1 Station Available	Gas only	0	\$ -	
Transit Van (Rear Load) <b>\$60,317-\$65,575</b>	15		Gas only	4	\$ 262,300.00	R
<b>TOTALS</b>				<b>4</b>	<b>\$ 262,300.00</b>	
<p><b>Note:</b> All vehicle capital requests will be evaluated by ALDOT. The number and types of vehicles awarded are contingent upon available funding. <u>Replacement</u> – an agency requesting to replace vehicles funded through ALDOT. <u>Expansion</u> – an agency currently has vehicles funded by ALDOT and desires to purchase new vehicles to meet service needs. <u>New Service</u> – an agency that has not purchased vehicles through ALDOT. Prices are estimates only and are rounded to the nearest \$100. Use highest value on vehicle type when projecting cost for grant. <i>Some vehicles are currently pending contract renewal.</i></p>						

## **5311 Local Match Commitment Letter**

**(Place on Applicant's Letterhead. Make sure amounts correspond with Funding Summary. Local Assistance equals Local Funds + Contract Revenue + Advertising/Other Revenue + Farebox.)**

June 07, 2022

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: FY2023 Section 5311 Local Match Commitment

The Baldwin County Commission is applying for a Section 5311 operations, administration, capital, and planning grant to aid in the operation of the Baldwin Regional Area Transit System, "BRATS". The administration, operating, planning, and/or capital expenses requested in this project have been reviewed and approved by the Commission of Baldwin County. We are requesting federal assistance in the amount of \$934,502.00 for operations, \$902,586.00 for administration, \$511,305.00 for capital, and \$0.00 for planning expenses. Local assistance in the amount of \$1,487,975.00 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 BRATS Director of Transportation, Ann Simpson, at 251-533-0599.

Sincerely,

James E. Ball, Chairman  
Baldwin County Commission

### **5311 Local Match Certification**

**(Include Farebox Revenue as part of General Fund or in an Appropriate Line Item,  
Because Farebox Revenue Makes the Project “Whole”. Amounts should correspond with Funding  
Summary.)**

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

General Fund:	\$1,262,975.00
Contracts:	\$ 150,000.00
Other/Advertising:	\$ 75,000.00
Other:	\$ 0.00
Total:	\$ 1,487,975.00

These funds will be available as of October 1, 2022.

\_\_\_\_\_  
Signature

James E. Ball, Chairman  
Baldwin County Commission

\_\_\_\_\_  
Date

**10.4.**

**Insert Approved Indirect Cost Rate Proposal Here, *if applicable* N/A**

**10.5.**



**ALABAMA DEPARTMENT OF TRANSPORTATION**

1409 Coliseum Boulevard  
Montgomery, Alabama 36110



Kay Ivey  
Governor

John R. Cooper  
Transportation Director

April 12, 2022

Mrs. Ann Simpson, Director  
Baldwin County Commission  
18100 County Road 54  
Robertsdale, Alabama 36567

Subject: BRATS In-Kind Contributions Proposal

Dear Mrs. Simpson:

The Alabama Department of Transportation (ALDOT) has reviewed your agency's request for Real Estate In-Kind Contributions for the Fairhope Hub (ground lease only) **Attachment A**, Robertsdale Hub (ground lease only) **Attachment B**, Foley Hub **Attachment C** and Bay Minette Hub **Attachment D**.

Attachments B, Robertsdale Hub (ground lease only), Attachment C, Foley Hub and Attachment D, Bay Minette Hub are hereby approved by this office for Real-Estate In-Kind Contributions as described in the enclosed document. This office cannot approve Attachment A, Fairhope Hub (ground lease only) as the ground lease is tied up in a lease with another entity therefore making this property ineligible for In-Kind contributions for local match.

If you have any questions, please contact Kasey Rogers at (334) 242-6764.

Sincerely,

A handwritten signature in blue ink that reads "Kasey Rogers for".

Bradley B. Lindsey, P.E.  
State Local Transportation Engineer

BBL:kor  
cc: Project file  
Enclosures

## **5311 Resolution Authorizing Local Matching Funds**

(Amount should equal total Local Funds + Contract Revenue + Advertising/Other Revenue + Farebox on 5311 Funding Sheet)

RESOLUTION NO. 2022-096

### **"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 County Transportation Steering Committee**; and

WHEREAS, the **Baldwin County Commission** recognizes that the requirements to obtain Section 5311 funds from the Alabama Department of Transportation 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 **\$1,487,975.00** as local non-federal match for operations, administration, planning, and capital expenditures under the Section 5311 Rural Area Public Transportation Program during Fiscal Year 2023.

Passed and adopted this the 07 day of June, 2022.

---

James E. Ball, Chairman  
Baldwin County Commission

ATTEST:

---

Ronald J. Cink, Interim County Administrator  
Baldwin County Commission

## **EXHIBIT 12 - Cost Allocation and Vehicle Depreciation Schedule**

FY2023 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: <b>BRATS</b>						Fiscal Year: <b>2023</b>			
Count	Vehicle Year	Vehicle Vin #	Aggregate Cost of Vehicle	Mileage	Seating Capacity	Useful Life Years	Single Year Value	Age of Vehicle	Depreciation Value
1	2016	1FDEE3FL4GDC45683	\$53,925.00	89,858	10	5	\$10,785.00	7	\$ -
2	2017	1FDFF4FS0HDC01456	\$57,216.40	142,305	18	5	\$11,443.28	6	\$ -
3	2012	2C4RDGBG8CR225792	\$36,506.00	92,280	7	5	\$7,301.20	11	\$ -
4	2016	1FDFF4FS1GDC05451	\$57,216.00	159,452	18	5	\$11,443.20	7	\$ -
5	2017	1FDFF4FS1HDC01448	\$57,216.40	123,106	18	5	\$11,443.28	6	\$ -
6	2016	1FDFF4FS4GDC05461	\$57,216.00	140,895	18	5	\$11,443.20	7	\$ -
7	2016	1FDFF4FS6GDC05459	\$57,216.00	150,237	18	5	\$11,443.20	7	\$ -
8	2016	1FDFF4FS3GDC05452	\$57,216.00	138,344	18	5	\$11,443.20	7	\$ -
9	2015	1FDEE3FL8FDA27874	\$53,302.00	80,754	10	5	\$10,660.40	8	\$ -
10	2012	1FDGF5GY5CEC27340	\$76,928.00	153,239	28	7	\$10,989.71	11	\$ -
11	2017	1FDFF4FS1HDC01451	\$57,216.40	117,741	18	5	\$11,443.28	6	\$ -
12	2007	1FDWE35L47DB36565	\$42,416.00	156,692	11	5	\$8,483.20	16	\$ -
13	2016	1FDGF5GY3GEA17535	\$83,333.00	68,100	28	7	\$11,904.71	7	\$ 11,904.71
14	2007	1FDWE35L37DB36573	\$42,416.00	135,421	11	5	\$8,483.20	16	\$ -
15	2014	1FDEE3FL1EDA78714	\$52,632.00	96,796	11	5	\$10,526.40	9	\$ -
16	2017	1FDFF4FS2HDC01457	\$57,216.40	134,029	18	5	\$11,443.28	6	\$ -
17	2016	1FDGF5GY5GEA17536	\$88,321.00	96,418	28	7	\$12,617.29	7	\$ 12,617.29
18	2018	1FDFF4FS7HDC68510	\$58,744.40	98,334	18	5	\$11,748.88	5	\$ 11,748.88
19	2017	1FDFF4FS5HDC01453	\$57,216.40	134,830	18	5	\$11,443.28	6	\$ -
20	2016	1FDGF5GY7GEA17537	\$83,333.00	123,534	28	7	\$11,904.71	7	\$ 11,904.71
21	2017	1FDFF4FS3HDC01452	\$57,216.40	129,558	18	5	\$11,443.28	6	\$ -
22	2016	1FDGF5GYXGEC06943	\$89,936.50	75,823	30	7	\$12,848.07	7	\$ 12,848.07
23	2016	1FDGF5GY7GEC06933	\$89,936.50	70,743	30	7	\$12,848.07	7	\$ 12,848.07
24	2018	1FDFF4FS9HDC68508	\$58,774.40	95,295	18	5	\$11,754.88	5	\$ 11,754.88
25	2013	1FDFF4FS3DDA93327	\$56,094.58	188,408	18	5	\$11,218.92	10	\$ -
26	2013	1FDFF4FS5DDA93314	\$56,094.58	177,162	18	5	\$11,218.92	10	\$ -
27	2013	1FDFF4FS0DDA93284	\$56,094.58	170,155	18	5	\$11,218.92	10	\$ -
28	2013	1FDFF4FS4DDA93319	\$56,094.58	176,387	18	5	\$11,218.92	10	\$ -
29	2015	1FDGF5GY9FEA05081	\$83,333.00	110,129	28	7	\$11,904.71	8	\$ -
30	2015	1FDGF5GY5FEA15929	\$88,321.00	111,832	28	7	\$12,617.29	8	\$ -
31	2015	1FDGF5GY3FEA15928	\$88,321.00	112,305	28	7	\$12,617.29	8	\$ -
32	2017	1FDFF4FS4HDC01444	\$57,216.40	122,759	18	5	\$11,443.28	6	\$ -
33	2018	1FDFF4FSXHDC68520	\$58,774.40	83,857	18	5	\$11,754.88	5	\$ 11,754.88
34	2018	1FDEE3FS7HDC75981	\$55,921.00	76,886	10	5	\$11,184.20	5	\$ 11,184.20
35	2015	1FDFF4FS6FDA03252	\$56,594.58	153,227	18	5	\$11,318.92	8	\$ -
36	2018	1FDEE3FS9HDC70846	\$55,921.00	65,759	10	5	\$11,184.20	5	\$ 11,184.20
37	2015	1FDFF4FS8FDA03253	\$56,594.58	171,042	18	5	\$11,318.92	8	\$ -
38	2015	1FDFF4FS5FDA03260	\$56,594.58	186,593	18	5	\$11,318.92	8	\$ -
39	2018	1FDFF4FS1HDC70950	\$58,774.40	101,450	18	5	\$11,754.88	5	\$ 11,754.88
40	2018	1FDFF4FS1HDC68468	\$58,774.40	84,062	18	5	\$11,754.88	5	\$ 11,754.88
41	2018	1FDFF4FSHDC70956	\$58,774.40	106,299	18	5	\$11,754.88	5	\$ 11,754.88
42	2018	1FDFF4FS2HDC68446	\$58,774.40	100,124	18	5	\$11,754.88	5	\$ 11,754.88
43	2018	1FDFF4FS2HDC68477	\$58,774.40	98,339	18	5	\$11,754.88	5	\$ 11,754.88
44	2019	1FDEE3FS5KDC17276	\$56,959.00	56,359	10	5	\$11,391.80	4	\$ 11,391.80
45	2019	1FDEE3FS4KDC12313	\$56,959.00	55,097	10	5	\$11,391.80	4	\$ 11,391.80
46	2008	1GBDV13W58D206464	\$34,039.00	110,332	5	5	\$6,807.80	15	\$ -
			<b>\$2,806,465.06</b>	Grand Total Depreciation					<b>\$201,307.90</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		2013 or Older				
	25' - 35' Light duty (Cutaway Chassis)		5 Years or 150,000 Miles		2018 or Older				
	30' - 35' Medium duty (Cutaway Chassis)		7 Years or 200,000 Miles		2016 or Older				
Van	Modified Van, High Roof Van (Transit Van)		5 Years or 100,000 Miles		2018 or Older				
Minivan	Minivans		5 Years or 100,000 Miles		2018 or Older				
Revised 04/19/2022									

## Budget Chart of Accounts

PROJECT COUNTY: Baldwin

FISCAL YEAR: 2023

PROJECT  
NUMBER: RPT- 002

### APPLICANT

NAME: **BRATS**

Account	Amount	Assigned Category
<b>OPERATIONS</b>		
Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00	Hours
Mechanic Salaries	\$0.00	Hours
Drivers Salaries	\$899,845.00	Hours
FICA/Social Security	\$83,659.00	Hours
Unemployment Compensation	\$1,695.00	Hours
Workmen's Compensation	\$46,682.00	Hours
Health Insurance	\$288,660.00	Hours
Life Insurance	\$1,209.00	Hours
Retirement	\$76,483.00	Hours
Overtime	\$15,147.00	Hours
Safety Incentive Programs	\$0.00	Overhead
Longevity Pay	\$11,000.00	Hours
Disability	\$1,490.00	Hours
Substitute Drivers/Temps	\$175,000.00	Hours
Travel	\$0.00	Overhead
Training	\$0.00	Overhead
Uniforms	\$5,554.00	Hours
Alcohol/Drug Testing	\$0.00	Hours
Background Checks	\$0.00	Hours
Physical Examinations	\$1,000.00	Hours
Radio Communications	\$0.00	Miles
Recruitment	\$0.00	Hours
Fuel/Oil	\$460,574.00	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	\$0.00	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	\$505.00	Miles
Insurance - Non-Vehicle	\$0.00	Overhead
Insurance Deductibles - Non-Vehicle	\$500.00	Overhead
Indirect Cost	\$0.00	Overhead
Fees (Non-Penalty)	\$0.00	Overhead
<b>TOTAL</b>	<b>\$2,069,003</b>	



## Budget Chart of Accounts

PROJECT COUNTY: Baldwin

FISCAL YEAR: 2023

PROJECT NUMBER: RPT- 002

**APPLICANT NAME: BRATS**

ADMINISTRATION		
Administrative Salaries (Non-Director)	\$488,049.00	Overhead
Director Salary	\$109,265.00	Overhead
State Unemployment Insurance	\$714.00	Overhead
FICA/Social Security	\$43,258.00	Overhead
Unemployment Compensation	\$0.00	Overhead
Workmen's Compensation	\$5,002.00	Overhead
Health Insurance	\$154,493.00	Overhead
Life Insurance	\$564.00	Overhead
Retirement	\$40,417.00	Overhead
Overtime	\$5,500.00	Overhead
Safety Incentive Programs	\$0.00	Overhead
Longevity Pay	\$4,950.00	Overhead
Disability	\$1,082.00	Overhead
Payroll Processing	\$0.00	Overhead
Alcohol/Drug Testing	\$4,400.00	Hours
Employee Recruitment	\$0.00	Hours
Physical Examinations	\$0.00	Hours
Background Check	\$0.00	Hours
Travel	\$17,600.00	Overhead
Training	\$2,200.00	Overhead
Uniforms	\$0.00	Hours
Insurance - Commercial Property	\$12,100.00	Overhead
Insurance - General Liability	\$44,000.00	Overhead
Insurance - Contents and Property	\$0.00	Overhead
Insurance - Employee Dishonesty & Notary	\$2,090.00	Overhead
Insurance - Directors & Officers Lib.	\$0.00	Overhead
Vehicle Insurance	\$22,660.00	Miles
Tags/Titles	\$0.00	Miles
Building Maintenance/Repairs	\$0.00	Overhead
Cleaning & Janitorial	\$9,000.00	Overhead
Pest Control	\$1,100.00	Overhead
Groundskeeping	\$0.00	Overhead
Space/Rent	\$8,580.00	Overhead
Security System	\$0.00	Overhead
Storage Rental	\$0.00	Overhead

Telephone/Internet	\$13,000.00	Overhead
Cellphone/Data Communication	\$25,740.00	Overhead
Utilities	\$29,150.00	Overhead
Equipment Lease	\$4,400.00	Overhead
Supplies	\$31,000.00	Overhead
Office Equipment	\$0.00	Overhead
Postage/P.O. Box	\$880.00	Overhead
Advertising/Marketing	\$8,250.00	Overhead
Professional Services	\$1,000.00	Overhead
Dues/Membership/Registration Fees	\$2,860.00	Overhead
Fees (Non-Penalty)	\$22,550.00	Overhead
Software	\$0.00	Overhead
Information Systems / Repairs	\$12,379.00	Overhead
Cyber Liability Insurance	\$0.00	Overhead
Indirect Costs	\$0.00	Overhead
Depreciation	\$201,307.90	Miles
<b>TOTAL</b>	<b>\$1,329,540.90</b>	
<b>GRAND TOTAL</b>	<b>(Operations &amp; Administration)</b>	<b>\$3,398,543.90</b>

# COST ALLOCATION MATRIX

APPLICANT NAME: **Baldwin**

Fiscal Year: **2023**

EXPENSE ACCOUNT	HOURS	MILES	OVERHEAD	TOTAL COST
<b>LABOR</b>				
Operating Salaries (Non-Driver & Non-Mechanic)	\$0.00			\$0.00
Mechanic Salaries	\$0.00			\$0.00
Drivers Salaries	\$899,845.00			\$899,845.00
Substitute Drivers/Temps	\$175,000.00			\$175,000.00
Administrative Salaries (Non-Director)			\$488,049.00	\$488,049.00
Director Salary			\$109,265.00	\$109,265.00
<b>FRINGE BENEFITS</b>				
FICA/Social Security	\$83,659.00		\$43,258.00	\$126,917.00
Unemployment Compensation	\$1,695.00		\$0.00	\$1,695.00
Workmen's Compensation	\$46,682.00		\$5,002.00	\$51,684.00
Health Insurance	\$288,660.00		\$154,493.00	\$443,153.00
Life Insurance	\$1,209.00		\$564.00	\$1,773.00
Retirement	\$76,483.00		\$40,417.00	\$116,900.00
Overtime	\$15,147.00		\$5,500.00	\$20,647.00
Safety Incentive Programs	\$0.00		\$0.00	\$0.00
Longevity Pay	\$11,000.00		\$4,950.00	\$15,950.00
Disability	\$1,490.00		\$1,082.00	\$2,572.00
State Unemployment Insurance			\$714.00	\$714.00
<b>SERVICES</b>				
Travel			\$17,600.00	\$17,600.00
Training			\$2,200.00	\$2,200.00
Uniforms	\$5,554.00			\$5,554.00
Alcohol/Drug Testing			\$4,400.00	\$4,400.00
Background Checks			\$0.00	\$0.00
Physical Examinations			\$1,000.00	\$1,000.00
Radio Communications		\$0.00		\$0.00
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			\$29,150.00	\$29,150.00
Space/Rent			\$8,580.00	\$8,580.00
Storage			\$0.00	\$0.00
Pest Control			\$1,100.00	\$1,100.00
Groundskeeping			\$0.00	\$0.00
Cleaning & Janitorial			\$9,000.00	\$9,000.00
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)			\$22,550.00	\$22,550.00
Payroll Processing			\$0.00	\$0.00
Building Maintenance/Repairs			\$0.00	\$0.00
Security System			\$0.00	\$0.00
Telephone/Internet			\$13,000.00	\$13,000.00
Cellphone/Data Communication			\$25,740.00	\$25,740.00
Professional Services			\$1,000.00	\$1,000.00
Dues/Membership/Registration Fees			\$2,860.00	\$2,860.00
Software			\$0.00	\$0.00
Information Systems / Repairs			\$12,379.00	\$12,379.00
<b>LIABILITY</b>				
Vehicle Insurance		\$22,660.00		\$22,660.00
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			\$500.00	\$500.00
Insurance - Commercial Property			\$12,100.00	\$12,100.00
Insurance - General Liability			\$44,000.00	\$44,000.00
Insurance - Contents and Property			\$0.00	\$0.00
Insurance - Employee Dishonesty & Notary			\$2,090.00	\$2,090.00
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		\$460,574.00		\$460,574.00
Tires		\$0.00		\$0.00
Vehicle Maintenance/Repairs		\$0.00		\$0.00
Vehicle Cleaning and Sanitation		\$0.00		\$0.00
Personal Protective Equipment	\$0.00			\$0.00
Towing		\$0.00		\$0.00
Purchased transportation		\$0.00		\$0.00
Licenses/Tags		\$0.00		\$0.00
Non-Revenue (Service) Vehicles		\$0.00		\$0.00
Supplies		\$0.00	\$31,000.00	\$31,000.00
Shop Equipment		\$0.00		\$0.00
Equipment Rental		\$0.00		\$0.00
Shop Supplies		\$0.00		\$0.00
Small Tools		\$505.00		\$505.00
Equipment Lease			\$4,400.00	\$4,400.00
Office Equipment			\$0.00	\$0.00
Postage/P.O. Box			\$880.00	\$880.00
Advertising/Marketing			\$8,250.00	\$8,250.00

				\$0.00
VEHICLE DEPRECIATION				\$0.00
DEPRECIATION		\$201,307.90		\$201,307.90
				\$0.00
<b>TOTAL</b>	<b>\$1,606,424.00</b>	<b>\$685,046.90</b>	<b>\$1,107,073.00</b>	<b>\$3,398,543.90</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	\$1,606,424.00	47.27%	37,752	\$42.55
Miles	\$685,046.90	20.16%	854,796	\$0.80
Fixed Cost Percentage (Overhead)	\$1,107,073.00	32.57%		
(Total OVH divided by total costs)				
<b>TOTAL</b>	<b>\$3,398,543.90</b>			

## **Exhibit 13 – Section 5311 Authorizing Resolution**

### **Resolution No. 2022-097**

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 Chairman 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 June 07, 2022.

If applicant has an official seal, impress here.

---

James E. Ball, Chairman  
Baldwin County Commission

---

Ronald J. Cink, Interim County Administrator  
Baldwin County Commission

---

Date