

ALABAMA DEPARTMENT OF TRANSPORTATION

LOCAL TRANSPORTATION BUREAU

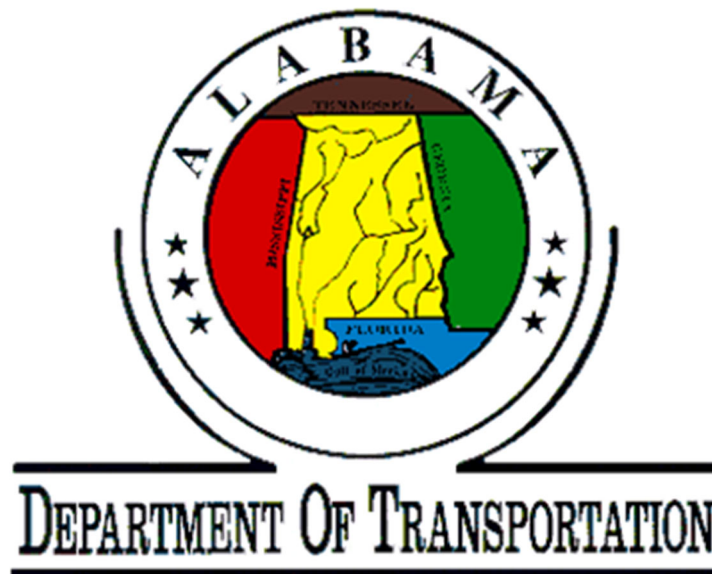
Public Transit Section

FEDERAL TRANSIT ADMINISTRATION

FEDERAL FISCAL YEAR 2022

CARES Act and Section 5311

APPLICATION



Dissemination Date: April 23, 2021

Due Date: June 25, 2021

Fiscal Year 2022 Application Checklist

Application Deadline: June 25, 2021

Applicant Name: Baldwin County Commission: Baldwin Regional Area Transit System

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	3. Section 5311 Vehicle Request Budget Form- <i>If Ordering Vehicles.</i> 4. Local Match Commitment Letter (a) Local Match Documentation Certification (b) Local Match Documentation Resolution 5. Approved Indirect Cost Rate proposal, if applicable	
15	5311 Regular Vehicle Depreciation Schedule 1. Vehicle Depreciation Schedule	49
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17	Completed Application* 1. Final Document Developed should have: (a) Grant Coversheet Attached (b) Application Checklist Correctly Completed and Attached (c) All Application Checklist Questions Answered (d) All Application Checklist Items Requested are attached and in sequence with question. (Attachments must be inserted directly after question.) (e) Final Document pages are consecutively numbered in whole numbers and in sequence of checklist including support documents. (f) Follow Grant Application Submission Process as indicated in instructions. <i>*No instructions or other items not listed on the checklist should be submitted within Final Application Document.</i>	

EXHIBIT 1 – Agency Information Sheet

Agency Information Sheet

1. Name and Address of Applicant: Baldwin County Commission 312 Courthouse Square, Ste 11 Bay Minette, Alabama 36507		
2. Date: June 4, 2021 Contact Person: Ann Simpson Telephone: 251- 533-0599 Fax: 251-972-6841 Email Address: ann.simpson@baldwincountyal.gov		
3. DUNS Number: [REDACTED]		
4. Name of Subcontractors:		
5. Area(s) to be Served by Project: Baldwin County Congressional District(s): Congressional District 1, Baldwin County		
6. Service Area Population: 223,234 Service Area Square Miles: 1,590		
7. Hours & Days of Operation: 6:00 AM-6:30 PM Monday thru Friday Weekends-Seasonal/Varies		
8. Project Number: RPT-002		
9. Service Contract(s) and Estimated Amounts for FY2022:	AltaPointe	\$64,813.00
	BCC SAIL Centers	\$48,765.00
	Vaughn SAIL Centers	\$19,587.00
	Coastal Ala. Comm. College	\$13,495.00
10. Grants Applying For: ___X___ 5311 CARES ___X___ 5311 Regular		

EXHIBIT 2 - Designated Agency Letter

June 15, 2021

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 Accounting Manager, Ann Simpson.

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

Sincerely,

Joe Davis, III, Chairman
Baldwin County Commission

EXHIBIT 3 - 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.

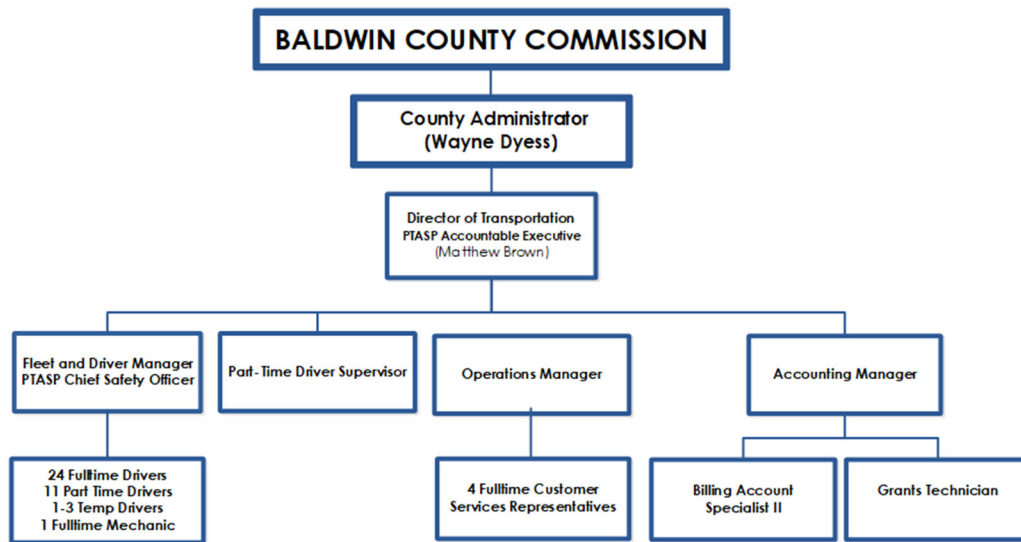
(f) Current Year Goals and Objectives (provide at least one measurable goal and at least one measurable objective)

Goal: Increase ridership and increase utilization of app for booking rides.

Objective: Increase public awareness of on-demand transit availability and electronic scheduling app.

3.2. General description of the eligible applicant and any subcontractors.

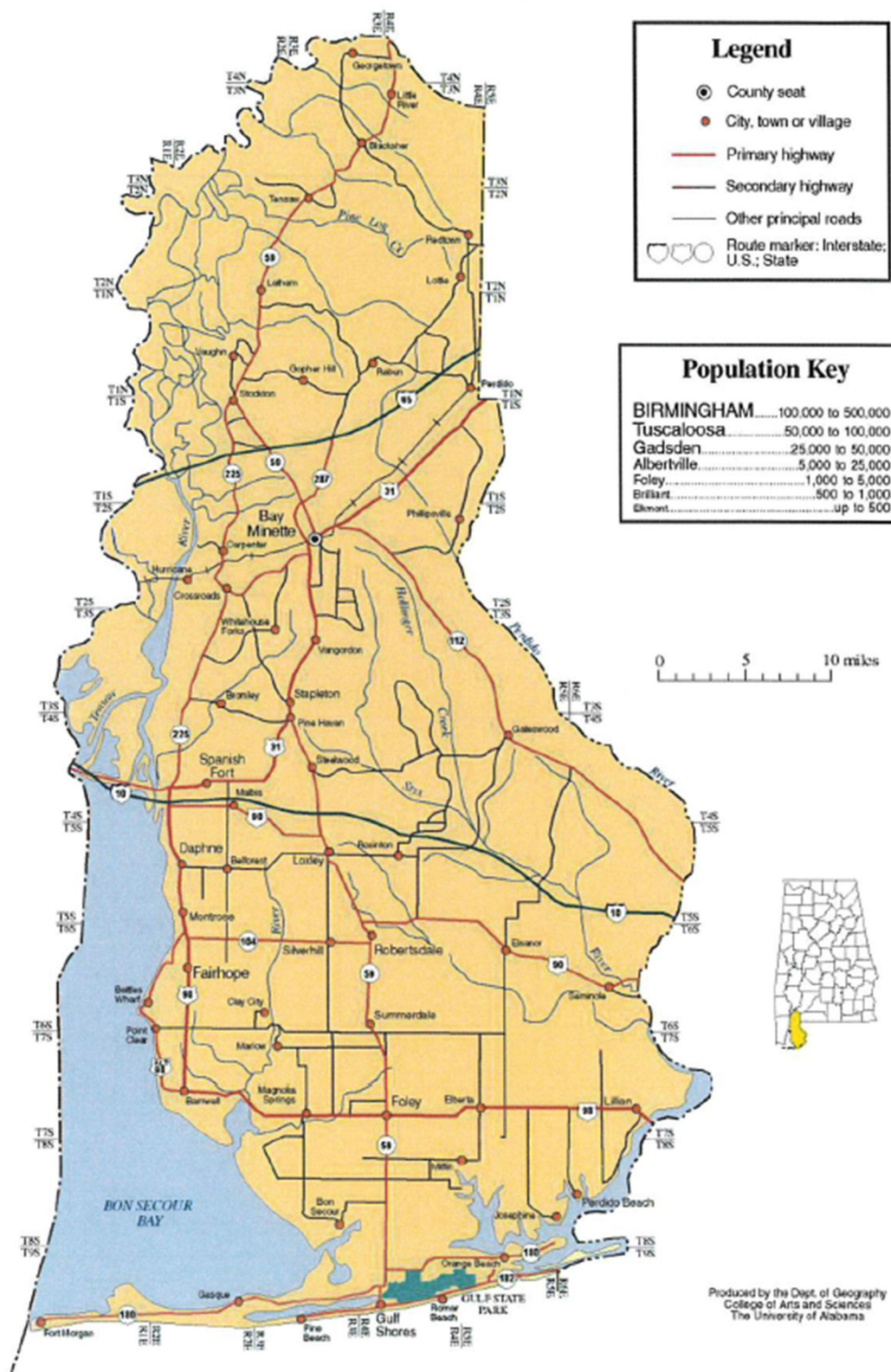
(a) Organization Chart(s) from upper level downward (for example, Executive Director at top, Management in middle, and Drivers at the bottom).



3.3. General description of proposed transportation service such as “contract, subscription, commuter express, demand response”, etc. BRATS is primarily a demand response service, with limited contract services. Trips can currently be booked same day based on availability. BRATS serves all areas of Baldwin County and provides commuter service to Mobile County.

- (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/>

BALDWIN COUNTY



- (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-6:30 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): Launched fully on-demand transit service with mobile app for scheduling and e-payment capabilities.
- (h) Planned system changes for next year (if any):

No system changes planned for FY22.

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

- (a) Description of fare eligibility process:
 - (i) Attach copy of fare application form for elderly and disabled and/or Americans with Disabilities Act (ADA) and identification card, if applicable:


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

- (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 FY22.

- (d) Operating recovery ratio for all grants (All farebox + contract revenues divided by total overall operating costs): $\$366,760 / \$2,264,483 = 16.2\%$


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





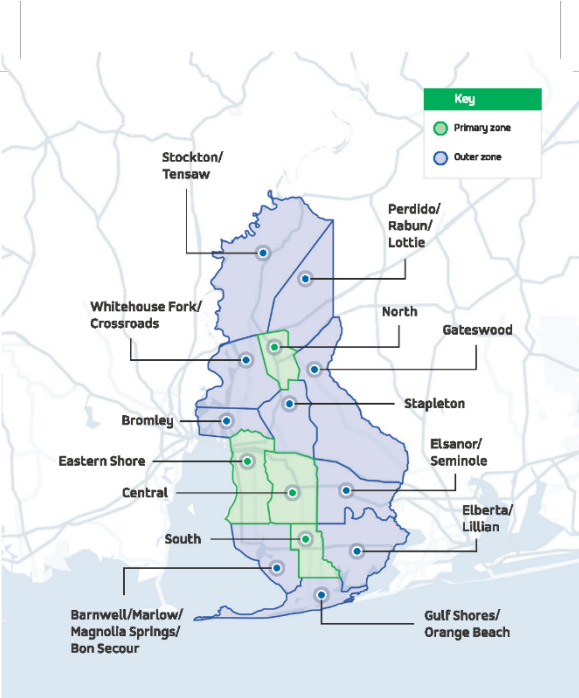
The same public transit service you know and love. But better.

Use our brand new app to pre-schedule your ride or book to leave right away – the choice is yours.

Please contact BRATS at (251) 972-6817 or bratsbooking@baldwincountyal.gov for more information about fares and passes as well as accessibility questions.
www.ridebrats.com



Download BRATS On-Demand to ride.  Powered by 



Service hours.
6am - 6:30pm

Service zone.
Within Primary zone: Book on-demand
Between Primary zones: Book 3 hours in advance
Outer zones: Book 12 hours in advance

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

Additional guest - \$2 Flat fare.

3.6. Describe your efforts to market or promote the system (list type, number, cost of promotional items distributed and include projected budget amount for Fiscal Year; 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. In addition, information on BRATS is shared on the Baldwin County Commission social media platforms (Facebook and Instagram).

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) Directory of Local Transportation Steering Committee

Baldwin Regional Area Transit System Steering Committee:

Cindy Haber	Mental Retardation Board	(251) 752-5611
Kathy Fleet	ARC of Baldwin County	(251) 964-4451
Carolyn Brown	Department of Human Resources	(251)-580-2843
Robert Carlock	Altapointe	(251) 662-7294
Kelly Childress	Council on Aging	(251) 972-850
James Austin	Transit Consumer	(251) 586-3808
Sarah Hart Sislak	Eastern Shore MPO	(251) 990-4643

(b) Schedule of Transportation Steering Committee Meetings

BRATS Annual Transportation Steering Committee meeting date is held in January.

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.

The Baldwin County Commission adopted the Public Transportation Agency Safety Plan (PTASP) on April 21, 2020. The review of the plan was conducted by the BRATS management team on June 2, 2021. As a result of the annual review, the PTASP is currently undergoing revisions including updates to the organizational chart and other minor revisions.

EXHIBIT 4 - Capital Equipment

Fiscal Year: 22 Vehicle Inventory Baldwin Regional Area Transit System (BRATS)													
Count	Year	Equipment Description	Equipment ID Number	Source Grant	Acquisition Date	Cost	% Federal Participation	Title Holder	Location / Condition	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	Fairhope / FAIR	FAIR	1/1/2021	5	
2	2017	FORD E450	1FDFE4FS0HDC01456	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	9/29/2021	5	
3	2012	DODGE CARAVAN	2C4RDGBG8CR225792	5311	5/4/2012	\$ 36,506.00	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	5/3/2017	5	
4	2016	FORD E450	1FDFE4FS1GDC05451	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	1/1/2021	5	
5	2017	FORD E450	1FDFE4FS1HDC01448	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	9/29/2021	5	
6	2016	FORD E450	1FDFE4FS4GDC05461	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Foley / FAIR	FAIR	1/1/2021	5	
7	2016	FORD E450	1FDFE4FS6GDC05459	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	1/1/2021	5	
8	2016	FORD E450	1FDFE4FS3GDC05452	5311	9/1/2015	\$ 57,216.00	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	1/1/2021	5	
9	2015	STARCRRAFT STARLITE E350	1FDEE3FL8FDA27874	5311	10/2/2015	\$ 53,302.00	80%	BCC/ALDOT	Mental Health / FAIR	FAIR	1/1/2021	5	
10	2012	FORD F550	1FDGF5GY5CEC27340	5311	8/31/2012	\$ 76,928.00	80%	BCC/ALDOT	Foley / FAIR	FAIR	8/30/2019	7	
11	2017	FORD E450	1FDFE4FS1HDC01451	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	9/29/2021	5	
12	2007	FORD E350	1FDWE3SL47DB36565	5311	10/1/2007	\$ 42,416.00	80%	BCC/ALDOT	Mental Health / POOR	POOR	1/1/2021	5	
13	2016	FORD F550	1FDGF5GY3GEA17535	5311	10/19/2015	\$ 83,333.00	80%	BCC/ALDOT	Robertsdale / FAIR	FAIR	10/17/2022	7	
14	2007	FORD E350	1FDWE3SL37DB36573	5311	10/1/2007	\$ 42,416.00	80%	BCC/ALDOT	Mental Health / POOR	POOR	1/1/2021	5	
15	2014	FORD STARCRRAFT E350	1FDEE3FL1EDA78714	5311	8/26/2014	\$ 52,632.00	80%	BCC/ALDOT	Mental Health / FAIR	FAIR	1/1/2021	5	
16	2017	FORD E450	1FDFE4FS2HDC01457	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	9/29/2021	5	
17	2016	FORD F550	1FDGF5GY5GEA17536	5311	10/19/2015	\$ 88,321.00	80%	BCC/ALDOT	Robertsdale / FAIR	FAIR	10/17/2022	7	
18	2018	FORD E450	1FDFE4FS7HDC68510	5311	1/26/2018	\$ 58,774.40	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	1/25/2023	5	
19	2017	FORD E450	1FDFE4FS5HDC01453	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	9/29/2021	5	
20	2016	FORD F550	1FDGF5GY7GEA17537	5311	10/19/2015	\$ 83,333.00	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	10/17/2022	7	
21	2017	FORD E450	1FDFE4FS3HDC01452	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley / FAIR	FAIR	9/29/2021	5	
22	2016	FORD F550	1FDGF5GYXGEC06943	5311	5/26/2017	\$ 89,936.50	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	5/24/2024	7	
23	2016	FORD F550	1FDGF5GY7GEC06933	5311	5/26/2017	\$ 89,936.50	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	5/24/2024	7	
24	2018	FORD E450	1FDFE4FS9HDC68508	5311	1/26/2018	\$ 58,774.40	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	1/25/2023	5	
25	2013	FORD STARCRRAFT E450	1FDFE4FS3DDA93327	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	1/1/2021	5	
26	2013	FORD STARCRRAFT E450	1FDFE4FS5DDA93314	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Foley / FAIR	FAIR	1/1/2021	5	
27	2013	FORD STARCRRAFT E450	1FDFE4FS0DDA93284	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	1/1/2021	5	
28	2013	FORD STARCRRAFT E450	1FDFE4FS4DDA93319	5311	9/27/2013	\$ 56,094.58	80%	BCC/ALDOT	Robertsdale / FAIR	FAIR	1/1/2021	5	
29	2015	FORD F550 GLAVAL	1FDGF5GY9FEA05081	5311	8/26/2014	\$ 83,333.00	80%	BCC/ALDOT	Robertsdale / GOOD	GOOD	8/24/2021	7	
30	2015	FORD F550 GLAVAL	1FDGF5GY5FEA15929	5311	8/26/2014	\$ 88,321.00	80%	BCC/ALDOT	Foley / FAIR	FAIR	8/24/2021	7	
31	2015	FORD F550 GLAVAL	1FDGF5GY3FEA15928	5311	8/26/2014	\$ 88,321.00	80%	BCC/ALDOT	Bay Minette / GOOD	GOOD	8/24/2021	7	
32	2017	FORD E450	1FDFE4FS4HDC01444	5311	9/30/2016	\$ 57,216.40	80%	BCC/ALDOT	Foley / FAIR	FAIR	9/29/2021	5	
33	2018	FORD E450	1FDFE4FSXHDC68520	5311	1/26/2018	\$ 58,774.40	80%	BCC/ALDOT	Robertsdale / FAIR	FAIR	1/25/2023	5	
34	2018	FORD E350	1FDEE3FS7HDC75981	5307	1/26/2018	\$ 55,921.00	80%	BCC/ALDOT	Foley / FAIR	FAIR	1/25/2023	5	
35	2015	FORD E450	1FDFE4FS6FDA03252	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Fairhope / FAIR	FAIR	1/1/2021	5	
36	2018	FORD E350	1FDEE3FS9HDC70846	5311	1/26/2018	\$ 55,921.00	80%	BCC/ALDOT	Bay Minette / FAIR	FAIR	1/25/2023	5	
37	2015	FORD E450	1FDFE4FS8FDA03253	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Robertsdale / POOR	POOR	1/1/2021	5	
38	2015	FORD E450	1FDFE4FS5FDA03260	5311	11/14/2014	\$ 56,594.58	80%	BCC/ALDOT	Fairhope / GOOD	GOOD	1/1/2021	5	
39	2018	FORD E450	1FDFE4FS1HDC70950	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Robertsdale / GOOD	GOOD	2/6/2023	5	
40	2018	FORD E450	1FDFE4FS1HDC68468	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Fairhope / GOOD	GOOD	2/6/2023	5	
41	2018	FORD E450	1FDFE4FSHDC70956	5311	2/7/2018	\$ 58,774.40	80%	BCC/ALDOT	Foley / GOOD	GOOD	2/6/2023	5	
42	2018	FORD E450	1FDFE4FS2HDC68446	5311	2/22/2018	\$ 58,774.40	80%	BCC/ALDOT	Fairhope / GOOD	GOOD	2/21/2023	5	
43	2018	FORD E450	1FDFE4FS2HDC68477	5311	2/23/2018	\$ 58,774.40	80%	BCC/ALDOT	Foley / GOOD	GOOD	2/22/2023	5	
44	2019	FORD E350	1FDEE3FS5KDC17276	5311	3/11/2019	\$ 56,959.00	80%	BCC/ALDOT	Foley / GOOD	GOOD	3/9/2024	5	
45	2019	FORD E350	1FDEE3FS4KDC12313	5311	3/11/2019	\$ 56,959.00	80%	BCC/ALDOT	Robertsdale / GOOD	GOOD	3/9/2024	5	
46	2008	CHEVY UPLANDER	1GBDV13W58D0206464	5311	12/9/2008	\$ 34,039.00	80%	BCC/ALDOT	Bay Minette / GOOD	GOOD	12/8/2013	5	

Fiscal Year: 22
 Document Name: Transit Program Vehicle Profile Sheet
 Transit System: Baldwin Regional Area Transit System (BRATS)

Count	VIN Number	Funding	Vehicle Type	Mileage as of 05/15/2021	Seating Capacity2	Tag	Model Year	Lift (Yes/No)	Stations :	Start Time:	End Time:	Duration:	Usage:	SUN	M	T	W	TH	F	SAT	Description of Service
1	1FDEE3FL4GDC45683	5307	V	70,529	10	57713CO	2016	Yes	1	6:30	15:00	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
2	1FDFE4F50HDC01456	5311	CCB	112,874	18	57719CO	2017	Yes	2	6:30	17:30	11:00	DR/C		X	X	X	X	X		GENERAL PUBLIC/COA
3	2C4RDG8G8CR225792	5311	M	84,707	7	52768CO	2012	No	1	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
4	1FDFE4F51GDC05451	5311	CCB	137,192	18	56541CO	2016	Yes	2	6:00	18:00	12:00	DR		X	X	X	X	X		GENERAL PUBLIC
5	1FDFE4F51HDC01448	5311	CCB	90,342	18	57715CO	2017	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
6	1FDFE4F54GDC05461	5311	CCB	121,941	18	56542CO	2016	Yes	2	12:15	18:00	5:45	DR		X	X	X	X	X		GENERAL PUBLIC/COA
7	1FDFE4F56GDC05459	5311	CCB	126,353	18	56543CO	2016	Yes	2	6:30	17:30	11:00	DR/C		X	X	X	X	X		GENERAL PUBLIC/COA
8	1FDFE4F53GDC05452	5311	CCB	124,143	18	56544CO	2016	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
9	1FDEE3FL8FDA27874	5311	V	74,096	10	56598CO	2015	Yes	1	6:45	13:00	6:15	C		X	X	X	X	X		BCMh
10	1FDGF5GY5CEC27340	5311	CCB	153,239	28	39180CO	2012	Yes	2	6:00	18:45	12:45	DR		X	X	X	X	X		GENERAL PUBLIC
11	1FDFE4F51HDC01451	5311	CCB	92,572	18	57716CO	2017	Yes	2	5:45	14:15	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
12	1FDWE3SL47DB36565	5311	V	156,575	11	29296CO	2007	Yes	1	6:45	13:00	6:15	C		X	X	X	X	X		BCMh
13	1FDEE3FL1EDA78714	5311	CCB	67,307	28	56618CO	2016	Yes	2	6:00	18:45	12:45	DR		X	X	X	X	X		GENERAL PUBLIC
14	1FDWE3SL37DB36573	5311	V	134,329	11	42301CO	2007	Yes	1	6:45	13:00	6:15	C		X	X	X	X	X		BCMh
15	1FDEE3FL1EDA78714	5311	V	89,558	11	42640CO	2014	Yes	1	6:30	13:30	7:00	C		X	X	X	X	X		BCMh
16	1FDFE4F52HDC01457	5311	CCB	106,758	18	57720CO	2017	Yes	2	6:30	15:00	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
17	1FDGF5GY5GEA17536	5311	CCB	89,476	28	56619CO	2016	Yes	8	6:00	18:45	12:45	DR	X	X	X	X	X	X		GENERAL PUBLIC
18	1FDFE4F57HDC68510	5311	CCB	75,496	18	59713CO	2017	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
19	1FDFE4F55HDC01453	5311	CCB	110,754	18	57718CO	2017	Yes	2	6:30	17:30	11:00	DR/C		X	X	X	X	X		GENERAL PUBLIC/COA
20	1FDGF5GY7GEA17537	5311	CCB	121,691	28	56620CO	2016	Yes	2	13:45	18:45	5:00	DR	X	X	X	X	X	X		GENERAL PUBLIC
21	1FDFE4F53HDC01452	5311	CCB	101,936	18	57717CO	2017	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
22	1FDGF5GY5GEC06943	5311	CCB	60,408	30	58625CO	2016	Yes	6	5:45	18:15	12:30	DR/WR		X	X	X	X	X	X	GENERAL PUBLIC/BAYLINC
23	1FDGF5GY7GEC06933	5311	CCB	55,396	30	58624CO	2016	Yes	6	5:45	18:15	12:30	DRWR		X	X	X	X	X	X	GENERAL PUBLIC/BAYLINC
24	1FDFE4F59HDC68508	5311	CCB	70,922	18	59714CO	2017	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
25	1FDFE4F53DDA93327	5311	CCB	174,012	18	54298CO	2013	Yes	2	7:00	15:30	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
26	1FDFE4F55DDA93314	5311	CCB	159,327	18	54296CO	2013	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
27	1FDFE4F50DDA93284	5311	CCB	148,290	18	54295CO	2013	Yes	2	7:00	15:30	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
28	1FDFE4F54DDA93319	5311	CCB	162,187	18	54297CO	2013	Yes	2	7:00	15:15	8:15	DR		X	X	X	X	X		GENERAL PUBLIC
29	1FDGF5GY9FEA05081	5311	CCB	109,365	28	44499CO	2015	Yes	2	15:30	18:45	3:15	DR		X	X	X	X	X		GENERAL PUBLIC
30	1FDGF5GY5FEA15929	5311	CCB	109,371	28	44501CO	2015	Yes	8	6:00	18:45	12:45	DR		X	X	X	X	X		GENERAL PUBLIC
31	1FDGF5GY3FEA15928	5311	CCB	109,750	28	44504CO	2015	Yes	8	13:45	18:45	5:00	DR	X	X	X	X	X	X		GENERAL PUBLIC
32	1FDFE4F54HDC01444	5311	CCB	95,684	18	57714CO	2017	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
33	1FDFE4F5XHC68520	5311	CCB	57,191	18	59717CO	2017	Yes	2	7:00	15:30	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
34	1FDEE3F57HDC75981	5307	V	50,788	10	59716CO	2017	Yes	1	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
35	1FDFE4F56FDA03252	5311	CCB	124,739	18	44401CO	2015	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
36	1FDEE3F59HDC70846	5311	V	44,823	10	59712CO	2017	Yes	1	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
37	1FDFE4F58FDA03253	5311	CCB	140,764	18	44400CO	2015	Yes	2	14:00	16:30	2:30	DR		X	X	X	X	X		GENERAL PUBLIC
38	1FDFE4F55FDA03260	5311	CCB	155,082	18	45033CO	2015	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
39	1FDFE4F51HDC70950	5311	CCB	72,911	18	59715CO	2017	Yes	2	14:00	16:30	2:30	DR		X	X	X	X	X		GENERAL PUBLIC
40	1FDFE4F51HDC68468	5311	CCB	59,332	18	59718CO	2018	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
41	1FDFE4F5HDC70956	5311	CCB	73,858	18	59719CO	2018	Yes	2	6:15	17:15	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
42	1FDFE4F52HDC68446	5311	CCB	72,804	18	59755CO	2018	Yes	2	7:00	17:45	10:45	DR		X	X	X	X	X		GENERAL PUBLIC
43	1FDFE4F52HDC68477	5311	CCB	64,264	18	59754CO	2018	Yes	2	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
44	1FDEE3F55KDC17276	5311	V	28,000	10	45909CO	2019	Yes	1	6:45	17:45	11:00	DR		X	X	X	X	X		GENERAL PUBLIC
45	1FDEE3F54KDC12313	5311	V	31,997	10	44495CO	2019	Yes	1	7:00	15:30	8:30	DR		X	X	X	X	X		GENERAL PUBLIC
46	1GBDV13W58D206464	5311	M	105,560	5	49566CO	2008	No	1	7:15	15:15	8:00	DR		X	X	X	X	X		GENERAL PUBLIC

Baldwin Regional Area Transit System

Equipment Description	Equipment ID Number	Source Grant	Acquisition Date	Cost	% Federal Participation	Title Holder	Location/ Condition and Use	Disposal Date
Bus Washer	EPB 2000 B1 35009615	5311	2/27/2007	\$21,250.00	80%	N/A	Robertsdale Poor	2021
Bus Bike Racks (2)		5307-Lillian	09/16/2008	\$2,971.20	80%	N/A	Various Fair	2023
Facility Benches (3) & Waste Receptacle (2)		5307-Lillian	09/03/2008	\$6164.63	80%	N/A	Robertsdale Fair	2023
Bus Bike Racks (7)		5311-ARRA	2/26/2010	\$9,652.00	100%	N/A	Various Fair	2023
Facility Bike Racks (2)		5311-ARRA	4/1/2010	\$4,516.30	100%	N/A	Robertsdale Fair	2023
30x20x12 Metal Storage Building	8168	5311-ARRA	4/26/2010	\$14,649.00	100%	N/A	Robertsdale Good	2025
6 x 10 Utility Trailer		5311-RTAP	PRIOR TO 2004	?	100%	N/A	Robertsdale Fair	2023
120 Cones		5311-RTAP	PRIOR TO 2004	?	100%	N/A	Robertsdale Poor	2021
Rolling Beam Jack	8487	5311- Non- Vehicle	6/19/2015	\$6,480.00	80%	N/A	Robertsdale Good	2023
Coats Tire Changer		5311	06/22/2015	\$15,037.70	80%	N/A	Robertsdale Good	2025
Coats Tire Balancer	8912	5311-Non- Vehicle	06/30/2016	\$13,314.00	80%	N/A	Robertsdale Good	2025

FY2022 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
1	2016	Ford E450	2015	1FDFE4FS1GDC 05451	09/2015	137,192	06/2022
2	2016	Ford E450	2015	1FDFE4FS6GDC 05459	09/2015	126,353	06/2022
3	2013	Ford E450	2013	1FDFE4FS3DDA9 3327	09/2013	174,012	01/2022
4	2013	Ford E450	2013	1FDFE4FS0DDA9 3284	09/2013	148,290	01/2022

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, and Capital assistance award under 49 U.S.C. Section 5311 of the Federal Transit Laws, as codified, as well as the Coronavirus Aide, Relief, and Economic Security (CARES) Act of 2020. This grant funding will provide financial assistance for public transportation service for the residents of Baldwin County.

Copies of detailed budgets and service description may be obtained via email request to ann.simpson@baldwincountyal.gov and/or at Baldwin Regional Area Transit System's (BRATS) office at 18100 County Road 54, Robertsdale, Alabama 36567.

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 FY2022.

Capital funding will be used to purchase four transit vehicles with wheelchair securements.

The funds will be used as federal assistance for: Operational, Administration, and Capital expenditures.

A public hearing will be held on June 4, 2021 at 9:00 a.m. in the Baldwin County Commission 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
Accounting Manager
Baldwin Regional Area Transit System
251-972-6817 ext. 7394
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

A DIVISION OF OPC NEWS, LLC
PO BOX 1677 • SUMTER, SC 29150

FOLEY 251.943.2151
The Courier – The Islander
The Onlooker
The Baldwin Times

LEGAL REP -
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:

05/28/2021

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 10, 2022



Sworn and subscribed to on 05/28/2021.

BCC/BRATS- LEGAL ACCOUNT

Acct#: 998528

Ad#: 324861

PN: FY2022 (Section 5311)

Amount of Ad: \$91.80

Legal File# (Section 5311)

Public Notice

The Baldwin County Commission (Baldwin Regional Area Transit System) is applying to the Alabama Department of Transportation for Operational, Administration, and Capital assistance award under 49 U.S.C. Section 5311 of the Federal Transit Laws, as codified, as well as the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. This grant funding will provide financial assistance for public transportation service for the residents of Baldwin County.

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Ann Simpson
Accounting Manager
Baldwin Regional Area
Transit System
251-972-6817 ext. 7394
ans.simpson@baldwincountyal.gov

Baldwin Regional Area Transit System does not discriminate against any individual on the basis of race, color, or national origin.
May 28, 2021



Press Register
LEGAL AFFIDAVIT

AD#: 0009980881


Total \$95.25

State of Alabama,) ss


County of Mobile)

Cristy Boyington 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 05/26/2021


Principal Clerk of the Publisher

Sworn to and subscribed before me this 27th day of May 2021


Notary Public



Public Notice

The Baldwin County Commission (Baldwin Regional Area Transit System) is applying to the Alabama Department of Transportation for Operational, Administration, and Capital assistance award under 49 U.S.C. Section 5301 of the Federal Transit Laws, as codified, as well as the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. This grant funding will provide financial assistance for public transportation service for the residents of Baldwin County. Copies of detailed budgets, and service description may be obtained via email request to ann.simpson@baldwincountyal.gov and/or at Baldwin Regional Area Transit System's office at 18100 County Road 54, Robertsdale, AL 36567.

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 FY2022.

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Ann Simpson
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Baldwin Regional Area Transit System
251-972-6817 ext. 7394
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 26, 2021

Public Hearing Sign In:

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

PROGRAM: BRATS FY2022 Section 5311 Application

DATE: June 4, 2021

TIME: 9:00 AM

LOCATION: Baldwin County BRATS Conference Room
18100 County Road 54
Robertsdale, AL 36567

NAME:	PHONE NUMBER:	ADDRESS:
Kathy Weeks	972-8578	BRATS
RON STEWART	404-5564	BRATS
Melinda Wallace	228-2000	BRATS
Tiffany Givens	223-8502	BRATS
Ann Simpson	978-2714	BRATS
Lezzy Wall	404-3015	BRATS

**BALDWIN COUNTY COMMISSION
PUBLIC HEARING TRANSCRIPT**

PROGRAM: BRATS FY2022 Section 5311 & 5311 CARES Application

DATE: June 4, 2021

TIME: 9:00 AM

LOCATION: Baldwin County BRATS Conference Room
18100 County Road 54
Robertsdale, AL 36567

The six attendees: Mrs. Ann Simpson, Accounting Manager; Mrs. Kathy Week, Operations Manager; Mr. Ron Stewart, Fleet Manager; Mr. Lenzy Williams, Driver Supervisor; Mrs. Melinda Wallace, Billing Specialist; Mrs. Tiffany Givens, Grants Technician. No one from the public attended the hearing.



Ann Simpson
Accounting Manager
Baldwin County Commission BRATS



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:

Agency Name:	Baldwin County Commission
Title VI Coordinator:	Wayne Dyess, County Administrator
Mailing Address:	312 Courthouse Square, Suite 12 Bay Minette, AL 36507
Telephone No.:	251-580-2550
Email Address:	Wayne.dyess@baldwincountyal.gov

1. Are new employees trained on Title VI before beginning service? If yes, how (Orientation, Newsletter, Brochures/Posters, etc.)?
YES - Employee Orientation and Posters
2. Are current copies of the Title VI of the Civil Rights Act of 1964 available and accessible to your unit? Yes ☒ No ☐

Record Keeping:

Please respond either **yes** or **no** 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 IV disseminated to contractors, to subcontractors?
Yes ☒ No ☐ How?
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: ____
Hispanic Male: ____	Hispanic Female: ____
Native American Male: ____	Native American Female: ____
Other Male {Specify}: ____	Other Female {Specify}: <u>1</u>

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. No active lawsuits involving Baldwin Regional Area Transit System.
2. Description of pending applications for state assistance and assistance currently being provided from other state agencies. No pending applications or assistance involving Baldwin Regional Area Transit System.
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. None.

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 CARES Act Funding Summary

Are you applying for 5311 CARES Act Funding? Select Answer below.

__X__ Yes, Continue with next question No, Skip to Exhibit 12

Applicant Name: Baldwin County Commission: Baldwin Regional Area Transit System

Fiscal Year 2022

5311 CARES ACT FUNDING SUMMARY

(Amounts should correspond to Source Funding Sheets and Budget sheets for 5311 CARES Act Funding.) ((A. Federal Funds + B. Farebox = C. Total) & (1. Operating + 2. Capital = Row 3. Total))

Budget Category	A. Federal Funds	B. Farebox	C. Total
1. Operating (100%)	\$1,941,097	\$137,700	\$2,078,797
2. Capital (100%)	\$ 129,191		\$ 129,191
3. Total	\$2,070,288	\$137,700	\$2,207,988

Escrow Account Balance as of March 30, 2021	\$187,602.27
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Indicate N/A if agency does have an Escrow Account.

EXHIBIT 9 – Section 5311 CARES Act Application Letter

June 15, 2021

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 2022 5311 CARES ACT RURAL TRANSIT PROGRAM APPLICATION

The Baldwin County Commission is hereby applying for a **CORONAVIRUS AIDE, RELIEF, & ECONOMIC SECURITY (CARES) Act of 2020** grant under 49 USC Section 5311 *et. seq.*, to assist in the operation of the Baldwin Regional Area Transit System “BRATS” Public Transit System. The project application has been reviewed and approved by the Baldwin County Commission. The requested amount of Federal assistance is as follows:

Federal Operating Assistance:	\$1,941,097.00
Federal Capital Assistance:	\$ 129,191.00

There is no required local match under the CARES Act program. The applicant certifies that it will maintain all capital equipment acquired under the project in accordance with Federal property management standards (49 CFR part 18).

The applicant attests that all information contained within this application is true and correct and that the applicant has the legal, financial, and technical capacity to carry out the proposed project. If you have questions or need further information, please contact Baldwin Regional Area Transit System Accounting Manager, Ann Simpson, at 251-533-0599.

Respectfully,

Joe Davis, III, Chairman
Baldwin County Commission

EXHIBIT 10 - 5311 CARES Act Project Budget Worksheets

2022 5311 CARE ORIGINAL BUDGET	
PROJECT COUNTY: BALDWIN	
PROJECT NUMBER: RPT-002	
OPERATIONS	
	5311 (91.8%)
Overtime	\$20,196.00
Longevity	\$12,118.00
Salaries	\$1,130,738.00
Retirement	\$70,254.00
Health Insurance	\$284,073.00
Life Insurance	\$1,324.00
Social Security	\$90,412.00
Workman's Compensation	\$56,470.00
Unemployment Compensation	\$1,695.00
Disability	\$1,941.00
Contracts (Salaries/Temp.)	\$35,343.00
Employee Physicals	\$1,010.00
Gas & Oil	\$304,455.00
Small Tools	\$505.00
Tires	\$20,196.00
Travel	\$0.00
Uniforms	\$5,554.00
Vehicle Repair/Maintenance	\$40,392.00
Towing	\$1,616.00
Deductions on Insurance	\$505.00
Licenses/Tags	\$0.00
Operations Sub-Total	\$2,078,797.00

<u>Capital</u>	
Vehicle Capital	\$129,191.00
Non-vehicle Capital (List in Detail)	
Support Equipment	\$0.00
Sole Source Purchases	\$0.00
TOTAL	\$129,191.00

5311 CARE Source of Budget Funds Worksheet	
PROJECT COUNTY: Baldwin	
PROJECT NUMBER: RPT-002	
FISCAL YEAR: 2022	
OPERATING BUDGET	
Total Operating	\$2,078,797.00
Less Direct Operating	
5311 Fare box:	\$137,700.00
Other Revenue:	
Net Operating Cost:	\$1,941,097.00
Less Grant (<=100%)	\$1,941,097.00
Total Local Share (>= 0%)	\$0.00
(Sum of 1-4 Below)	

* An estimated \$146,660 in contract revenue and \$52,326 in advertising will be generated under the CARES Act grant transit operations. These funds will be applied against the local match of the regular 5311 grant per ALDOT's direction. Excess funds will be set aside in a non-interest bearing account for future matching funds on transit project as directed by ALDOT.

<u>Capital</u>	
Total Capital Budget:	\$129,191.00
Total Non Vehicle Capital Budget:	\$0.00
TOTAL	\$129,191.00
Less Federal Funding Share (100%):	\$129,191.00
Total Local Funding Share (0%):	\$0.00

FY2022 5311 CARES VEHICLE REQUEST BUDGET FORM

Applicant Name: Baldwin Regional Area Transit System

<i>Vehicle Type</i> <i>Price ranges are estimates and subject to change. Prices include wheel-chair stations only. Other options are not included.</i>	<i>Designed Seating Capacity</i>	<i>Number of Wheelchair Stations Per Vehicle</i>	<i>Engine Type</i> <i>G-Gas or D-Diesel</i>	<i>Number of Each Type Vehicle Needed</i>	<i>Intended Use</i> <i>R-Replacement</i> <i>N-New Service</i> <i>E-Expansion Service</i>
Mini Van \$38,500	6	1 Station Available	Gas only		
Transit Van \$51,493-\$64,157	15	2 Stations	Gas only	1	R
Modified Van \$51,493-\$64,157	15		Gas only		
Cut-A-Way Chassis Bus \$49,326-\$65,034	17	2 Stations	Gas only	1	R
Cut-A-Way Chassis Bus \$51,747-\$69,935	21		Gas only		
Cut-A-Way Chassis Bus \$59,516-\$71,790	25		Gas only		
Cut-A-Way Chassis Bus \$80,000-\$85,000	25		Diesel only		
Cut-A-Way Chassis, HD \$83,674-\$95,247	28-30		Gas only		
Cut-A-Way Chassis, HD \$91,336-\$102,890	28-30		Diesel only		
TOTALS				2	\$129,191.00

Indirect Cost Rate Proposal, *if applicable*

Not applicable to 5311 CARES. Included in 5311 Regular Grant Below.

Exhibit 11 – Authorizing Resolution (CARES Act Section 5311)

Resolution No. 2021-080

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 accordance 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 of the Baldwin County Commission 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 Baldwin County Commission 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 Baldwin County Commission 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 Baldwin County Commission 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 15, 2021.

If applicant has an official seal, impress here.

Joe Davis, III, Chairman
Baldwin County Commission

Date

Wayne Dyess, County Administrator
Baldwin County Administrator

Date

Exhibit 12 – Section 5311 Funding Summary

Are you applying for 5311 Regular Funding? Select Answer below.

__X__ Yes, Continue with next question No, Skip to Exhibit 17

Applicant Name: Baldwin County Commission Baldwin Regional Area Transit System

Fiscal Year 2022 SECTION 5311 FUNDING SUMMARY

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

Budget Category	A. Federal Funds	B. Local Funds	C. Contract Revenue¹	D. Other/ Advertising Revenue	E. Farebox	F. Total
1. Administration (80%/20%)	\$1,383,624	\$146,920	\$146,660	\$52,326		\$1,729,530
2. Capital (Varies)	\$103,353	\$25,838	\$0	\$0		\$129,191
3. Total	\$1,486,977	\$172,758	\$146,660	\$52,326		\$1,858,721
¹ Contract revenue (non-DOT Federal only) may be applied to operating or administration costs as local match.						

Amounts of B. Local Funds + C. Contract Revenue + D Other/Adverting Revenue + E. Farebox equals match requirement.

EXHIBIT 13 – Section 5311 Application Letter

June 15, 2021

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-2022 SECTION 5311 (RURAL) TRANSIT PROGRAM APPLICATION

The Baldwin County Commission is hereby applying for a Section 5311 administration, operating, capital, and planning grant under 49 USC Section 5311, to assist in the operation of the Baldwin Regional Area Transit System “BRATS” Public Transit System for the period covering October 1, 2021 to September 30, 2022. The project application has been reviewed and approved by the Baldwin County Commission. The requested amount of Federal assistance is as follows:

Federal Administration Assistance:	\$1,383,624.00
Federal Capital Assistance:	\$ 103,353.00

Local assistance in the amount of \$371,744.00 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 Baldwin Regional Area Transit System Accounting Manager, Ann Simpson at 251-533-0599.

Respectfully,

Joe Davis, III, Chairman
Baldwin County Commission

EXHIBIT 14 – Section 5311 Project Budget Worksheets

2022 5311 REGULAR ORIGINAL BUDGET	
PROJECT COUNTY: BALDWIN	
PROJECT NUMBER: RPT-002	
FISCAL YEAR: 2022	
ADMINISTRATION	
	5311
Overtime	\$7,700.00
Longevity	\$5,500.00
Salaries	\$625,994.00
Retirement	\$33,571.00
Health Insurance	\$118,747.00
Life Insurance	\$502.00
Social Security	\$42,148.00
Workman's Compensation	\$5,101.00
Unemployment Compensation	\$714.00
Disability	\$1,074.00
Contract Services	\$36,886.00
Pest Control	\$1,100.00
Drug Testing	\$2,200.00
Training	\$2,200.00
Membership Dues	\$2,860.00
Office Supplies	\$27,500.00
Copy Machine Rental	\$4,400.00
Bldg. Repair	\$13,200.00
Computer Software	\$244,351.00
Utilities	\$30,250.00
Telephones	\$46,750.00
Postage	\$880.00
Advertising	\$11,000.00
Travel	\$17,600.00
Building Insurance	\$12,100.00
Motor Vehicle Insurance	\$22,660.00
General Liability Insur.	\$46,090.00
BCC Indirect Cost	\$366,452.00
Administration Sub-Total	\$1,729,530.00

Capital Line Item Budget (5311)

<u>Capital</u>	
Vehicle Capital	\$129,191.00
Non-vehicle Capital (List in Detail)	
Support Equipment	\$0.00
Sole Source Purchases	\$0.00
TOTAL	\$129,191.00

5311 REGULAR Source of Budget Funds Worksheet	
PROJECT COUNTY: Baldwin	
PROJECT NUMBER: RPT-002	
FISCAL YEAR: 2022	
ADMINISTRATIVE BUDGET	
Total Administrative	\$1,729,530.00
Less 5311 Grant (<=80%)	\$1,383,624.00
Total Local Cash (>=20%)	\$345,906.00
(Sum of 5-7 Below)	
5. Contract Revenue	\$146,660.00
6. Advertising	\$52,326.00
7. Local Government	\$146,920.00

5311 REGULAR	
SOURCE OF BUDGET FUNDS- CAPITAL	
PROJECT COUNTY: BALDWIN	FISCAL YEAR: 2022
PROJECT NUMBER:	
<u>Source of Budget Funds - Capital</u>	
	Cost:
Total Capital Costs	\$129,191.00
Less Section 5311 Grant (80%)	\$103,353.00
Total Local Share (20%)	\$25,838.00

FY2022 5311 VEHICLE REQUEST BUDGET FORM

Applicant Name: Baldwin Regional Area Transit System

<i>Vehicle Type</i> <i>Price ranges are estimates and subject to change. Prices include wheel-chair stations only. Other options are not included.</i>	<i>Designed Seating Capacity</i>	<i>Number of Wheelchair Stations Per Vehicle</i>	<i>Engine Type</i> <i>G-Gas or D-Diesel</i>	<i>Number of Each Type Vehicle Needed</i>	<i>Intended Use</i> <i>R-Replacement</i> <i>N-New Service</i> <i>E-Expansion Service</i>
Mini Van	6	1 Station Available	Gas only		
\$38,500					
Transit Van	15	2 Stations	Gas only	1	R
\$51,493-\$64,157					
Modified Van	15		Gas only		
\$51,493-\$64,157					
Cut-A-Way Chassis Bus	17	2 Stations	Gas only	1	R
\$49,326-\$65,034					
Cut-A-Way Chassis Bus	21		Gas only		
\$51,747-\$69,935					
Cut-A-Way Chassis Bus	25		Gas only		
\$59,516-\$71,790					
Cut-A-Way Chassis Bus	25		Diesel only		
\$80,000-\$85,000					
Cut-A-Way Chassis, HD	28-30		Gas only		
\$83,674-\$95,247					
Cut-A-Way Chassis, HD	28-30		Diesel only		
\$91,336-\$102,890					
TOTALS				2	\$129,191.00

5311 Local Match Commitment Letter

June 15, 2021

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

Subject: FY2022 Section 5311 Local Match Commitment

Dear Mr. Lindsey:

The Baldwin County Commission is applying for a Section 5311 administration/capital 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 \$1,383,624.00 for administration assistance and \$103,353.00 for capital expenses. Local assistance in the amount of \$371,744.00 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 Accounting Manager, Ann Simpson, at 251-533-0599.

Sincerely,

Joe Davis, III, Chairman
Baldwin County Commission

Local Match Certification

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

Transportation Escrow Acct:	\$172,758.00
Contracts:	\$146,660.00
Other/Advertising:	<u>\$ 52,326.00</u>
Total:	\$371,744.00

These funds will be available as of October 1, 2021.

Signature

Joe Davis, III, Chairman
Baldwin County Commission

(Date)

RESOLUTION NO. 2021-081

"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 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 **\$371,744.00** as local non-federal match for operations, administration, planning, and capital expenditures under the Section 5311 Rural Area Public Transportation Program during Fiscal Year 2022.

Passed and adopted this the 15th day of June, 2021.

Joe Davis, III, Chairman
Baldwin County Commission

ATTEST:

Wayne Dyess, County Administrator
Baldwin County Commission

BRATS Indirect Cost Proposal

Overview

BRATS Transportation is a single department within the much larger Baldwin County Commission government. As such, many administrative and overhead tasks are performed by County Departments outside of BRATS. Historically, BRATS has not accounted for these costs in reporting the actual costs of its transit operations.

The National Transit Database requires transit providers to report the real costs of its operations. In its FY19 NTD report, BRATS reported the following costs associated with its operations in addition to its normal 5311 grant billings.

Baldwin County Finance Department:	6.20% ¹
Baldwin County Budget Department:	6.20% ¹
Baldwin County Personnel Department:	6.20% ¹
Baldwin County IT Department:	1.24% ²
Baldwin County Building Maintenance Department:	1.17% ³
Baldwin County Grounds Keeping:	1.17% ³
Baldwin County Highway Department (Managing Department):	11.11% ⁴

¹ Calculated by dividing the total FY19 BRATS hours into the total FY19 Baldwin County Commission hours. $71,524 / 1,152,962 = .0620$

² Calculated by dividing the total FY19 BRATS Microsoft Office licenses into the total FY19 Baldwin County Commission Microsoft Office licenses. $13 / 1050 = .0124$

³ Calculated by dividing the total FY19 square footage of BRATS buildings into the total FY19 square footage of Baldwin County Commission buildings. $10,400 / 885,164 = .0117$

⁴ Calculated based on BRATS as one of nine sections reporting to the County Engineer in FY19. $1 / 9 = .1111$

FY20 & FY21 Personnel Ratios & Costs:

BRATS desires to account for the real costs of operations in its future grant invoicing to better reflect actual numbers reported to NTD and to conform with recent guidance from ALDOT on invoicing. Because FY22 represents a future year of costs, BRATS will rely on the last available data as long as this data is expected to reasonably reflect FY22 data.

With this in mind, BRATS proposes the following calculations to account for the indirect contribution of other County Commission Departments to BRATS operations:

Baldwin County Finance Department:	5.20% ¹
Baldwin County Admin Department (Managing Department):	11.11% ²
Baldwin County Budget/Purchasing Department:	5.20% ¹
Baldwin County Building Maintenance Department:	1.17% ³
Baldwin County IT Department:	1.03% ⁴
Baldwin County Personnel Department:	5.20% ¹
Baldwin County Grounds Keeping:	1.17% ³

¹ Calculated by dividing the total FY20 BRATS hours into the total FY20 Baldwin County Commission hours. $60,769 / 1,168,585 = .0520$

² Calculated based on BRATS as one of nine sections reporting to the County Administrator in FY20. $1 / 9 = .1111$

³ Calculated by dividing the total FY20 square footage of BRATS buildings into the total FY20 square footage of Baldwin County Commission buildings. $10,400 / 885,164 = .0117$

⁴ Calculated by dividing the total FY20 BRATS Microsoft Office licenses into the total FY20 Baldwin County Commission Microsoft Office licenses. $11 / 1070 = .0103$

The Baldwin County Commission Budget Department provided an indirect cost calculation utilizing FY20 actual expenses from the supporting departments above. Capital project costs were excluded.

The table below shows the calculated indirect cost for each department.

FY20 BRATS NON-REAL ESTATE INDIRECT COSTS								
DEPARTMENT	SALARIES	FRINGE	CONTRACT SERVICES	UTILITIES	CASUALTY/LIABILITY COSTS	MATERIALS/SUPPLIES	BRATS %	INDIRECT COST ESTIMATE
Accounting/Finance	\$ 683,478.72	\$ 174,780.37	\$ 8,507.95	\$ -	\$ 2,407.45	\$ 141,326.87	5.20%	\$ 52,546.07
Admin	\$ 481,127.68	\$ 160,209.68	\$ 159,203.04	\$ -	\$ 100.00	\$ 147,186.15	11.11%	\$ 105,303.53
Budget/Purchasing	\$ 466,195.10	\$ 124,897.23	\$ 37,097.40	\$ -	\$ -	\$ 51,194.84	5.20%	\$ 35,328.00
Building Maintenance	\$ 766,774.65	\$ 258,252.64	\$ 3,307.50	\$ 9,747.94	\$ 4,908.17	\$ 224,701.26	1.17%	\$ 14,832.00
CIS	\$ 1,488,423.91	\$ 414,615.50	\$ 675,723.09	\$ 2,335.50	\$ 997.03	\$ 607,709.38	1.03%	\$ 32,854.99
Personnel	\$ 399,855.01	\$ 162,653.82	\$ 45,543.59	\$ -	\$ 177.87	\$ 107,617.28	5.20%	\$ 37,224.07
Parks	\$ 637,702.83	\$ 249,618.20	\$ 110,692.24	\$ 16,100.09	\$ 21,716.47	\$ 189,057.91	1.17%	\$ 14,331.19
TOTAL:								\$ 292,419.84

Real Estate Indirect Costs:

The Baldwin County Commission donates certain real estate for BRATS use. BRATS worked under guidance from ALDOT to hire a professional appraiser to complete rent analyses of the non-federal portion of the subject properties.

Appraised Annual Market Rental Value:

Fairhope Hub (ground lease only):	\$53,900
Robertsdale Hub (ground lease only):	\$9,380
Foley Hub:	\$3,668
Bay Minette Hub:	\$7,084
TOTAL:	\$74,032

Indirect Cost Calculation:

Utilizing FY20 actual data, the indirect administrative support provided by other Baldwin County Commission departments for BRATS totaled \$366,451.84.

EXHIBIT 15 - Cost Allocation and Vehicle Depreciation Schedule

Cost Allocation Matrix not required for FY2022 applications.

Fiscal Year: 22 Document Name: Vehicle Depreciation Schedule Transit System: BRATS						
Count	Vehicle Description	Aggregate Cost of Vehicle	Mileage	Seating Capacity	Useful Life Years	Single Year Value
1	2016 V	\$ 53,925.00	70,529	10	5	\$ -
2	2017 CCB	\$ 57,216.40	112,874	18	5	\$ 11,443.28
3	DODGE CARAVAN M	\$ 36,506.00	84,707	7	5	\$ 7,301.20
4	2016 CCB	\$ 57,216.00	137,192	18	5	\$ -
5	2017 CCB	\$ 57,216.40	90,342	18	5	\$ 11,443.28
6	2016 CCB	\$ 57,216.00	121,941	18	5	\$ -
7	2016 CCB	\$ 57,216.00	126,353	18	5	\$ -
8	2016 CCB	\$ 57,216.00	124,143	18	5	\$ -
9	2015 V	\$ 53,302.00	74,096	10	5	\$ -
10	2012 CCB	\$ 76,928.00	153,239	28	7	\$ 10,989.71
11	2017 CCB	\$ 57,216.40	92,572	18	5	\$ 11,443.28
12	2007 V	\$ 42,416.00	156,575	11	5	\$ -
13	2016 CCB	\$ 83,333.00	67,307	28	7	\$ 11,904.71
14	2007 V	\$ 42,416.00	134,329	11	5	\$ -
15	2014 V	\$ 52,632.00	89,558	11	5	\$ -
16	2017 CCB	\$ 57,216.40	106,758	18	5	\$ 11,443.28
17	2016 CCB	\$ 88,321.00	89,476	28	7	\$ 12,617.29
18	2017 CCB	\$ 58,744.40	75,496	18	5	\$ 11,748.88
19	2017 CCB	\$ 57,216.40	110,754	18	5	\$ 11,443.28
20	2016 CCB	\$ 83,333.00	121,691	28	7	\$ 11,904.71
21	2017 CCB	\$ 57,216.40	101,936	18	5	\$ 11,443.28
22	2016 CCB	\$ 89,936.50	60,408	30	7	\$ 12,848.07
23	2016 CCB	\$ 89,936.50	55,396	30	7	\$ 12,848.07
24	2017 CCB	\$ 58,774.40	70,922	18	5	\$ 11,754.88
25	2013 CCB	\$ 56,094.58	174,012	18	5	\$ -
26	2013 CCB	\$ 56,094.58	159,327	18	5	\$ -
27	2013 CCB	\$ 56,094.58	148,290	18	5	\$ -
28	2013 CCB	\$ 56,094.58	162,187	18	5	\$ -
29	2015 CCB	\$ 83,333.00	109,365	28	7	\$ 11,904.71
30	2015 CCB	\$ 88,321.00	109,371	28	7	\$ 12,617.29
31	2015 CCB	\$ 88,321.00	109,750	28	7	\$ 12,617.29
32	2017 CCB	\$ 57,216.40	95,684	18	5	\$ 11,443.28
33	2017 CCB	\$ 58,774.40	57,191	18	5	\$ 11,754.88
34	2017 V	\$ 55,921.00	50,788	10	5	\$ 11,184.20
35	2015 CBB	\$ 56,594.58	124,739	18	5	\$ -
36	2017 V	\$ 55,921.00	44,823	10	5	\$ 11,184.20
37	2015 CCB	\$ 56,594.58	140,764	18	5	\$ -
38	2015 CCB	\$ 56,594.58	155,082	18	5	\$ -
39	2017 CCB	\$ 58,774.40	72,911	18	5	\$ 11,754.88
40	2018 CCB	\$ 58,774.40	59,332	18	5	\$ 11,754.88
41	2018 CCB	\$ 58,774.40	73,858	18	5	\$ 11,754.88
42	2018 CCB	\$ 58,774.40	72,804	18	5	\$ 11,754.88
43	2018 CCB	\$ 58,774.40	64,264	18	5	\$ 11,754.88
44	2019 V	\$ 56,959.00	28,000	10	5	\$ 11,391.80
45	2019 V	\$ 56,959.00	31,997	10	5	\$ 11,391.80
46	CHEVY UPLANDER M	\$ 34,039.00	105,560	5	5	\$ 6,807.80

Exhibit 16 – Section 5311 Authorizing Resolution

Resolution No. 2021-082

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 of the Baldwin County Commission 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 of the Baldwin County Commission 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 of the Baldwin County Commission] 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 of the Baldwin County Commission 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 15, 2021.

If applicant has an official seal, impress here.

Joe Davis, III, Chairman
Baldwin County Commission

Date

Wayne Dyess, County Administrator
Baldwin County Administrator

Date