



Fiscal Year 2010 & 2011  
5316 Job Access Reverse Commute and  
5317 New Freedom  
Programs Guide and Application Package

Miami Urbanized Area (Broward, Miami-Dade, and  
Palm Beach Counties)

June 2011

Revised August 4, 2011

## TABLE OF CONTENTS

	Page
JARC and NF Program Overview.....	1
Estimated Funding Availability .....	1
Eligible Applicants .....	2
Important Program Dates.....	2
Important Instructions for Applicants.....	2
Technical Assistance and Contact Information .....	2
Direct Recipient and Sub-recipient Responsibilities .....	3
Project Eligibility and Expenses.....	3
Purchase of Vehicles .....	4
Local Match Requirements .....	4
Application Review and Selection Process.....	5
Funding Limitations .....	5
Financial Management.....	5
Reporting Requirements .....	6
Application Deadline.....	6
Application Submittal.....	6
Appendix A: Application Package	
Appendix B: JARC and NF Eligible Projects	
Appendix C: Selection Criteria	

### **Notice of Federal Grant Requirements**

Potential applicants should review the FTA's regulations at [http://www.fta.dot.gov/laws/leg\\_reg\\_808.html](http://www.fta.dot.gov/laws/leg_reg_808.html) and required Certifications and Assurances at [http://www.fta.dot.gov/funding/grants\\_financing\\_93.html](http://www.fta.dot.gov/funding/grants_financing_93.html) prior to applying. Selected recipients will be required to comply with all applicable FTA regulations and agree to applicable Certifications and Assurances in order to be eligible for a grant award.

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## JARC AND NF PROGRAM OVERVIEW

The Safe, Accountable, Flexible, Efficient Transportation Act, a Legacy for Users (SAFETEA-LU) was enacted in August 2005 and provides funding for Federal surface transportation programs, including the Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom (NF) programs.

The **Job Access and Reverse Commute (JARC)** program is intended to provide funding for local programs that offer job access and reverse commute services which provide transportation for low income individuals who may live in the city core and work in suburban locations. The program also is intended to improve access to transportation services to employment, job training and support activities for welfare recipients and eligible low-income individuals.

The **New Freedom Program (NF)** is intended to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA).

The South Florida Regional Transportation Authority (SFRTA) as the designated recipient is responsible for overseeing and administering the JARC/NF programs in the Miami Urbanized Area (urbanized areas of Broward, Miami-Dade, and Palm Beach Counties). Through a competitive selection process, the SFRTA will select projects for FY 2010 & 2011 funding and carryover funds from FY 2007. SFRTA will submit the selected projects to the Federal Transit Administration (FTA) for final determination. Once FTA's concurrence is received, a sub-recipient agreement will be executed by the applicants and SFRTA authorizing the initiation of scope of the projects.

The potential for sustainability and self-sufficiency beyond the grant period will be a major determining factor for operating projects. In order to achieve the most benefit with available resources, project readiness will be considered for all project types.

## ESTIMATED FUNDING AVAILABILITY

Indicated below are the estimated JARC and New Freedom funds available for this application cycle. This estimate of available funding is subject to revision as previously programmed funds or additional Federal appropriations become available.

Program	FY2010	FY2011	Carryover Funds	Total
JARC	\$3,586,567	\$3,581,172	\$167,758	\$7,335,497
New Freedom	\$2,050,227	\$2,060,816	\$840,700	\$4,951,743
Total	\$5,636,794	\$5,641,988	\$1,008,458	\$12,287,240

Note: SFRTA, the Designated Recipient for JARC and New Freedom programs in the Miami UZA, may use up to 10 percent of the yearly apportionment of funding for administration, planning, and technical assistance.

## ELIGIBLE APPLICANTS

The following organizations are eligible to submit applications for JARC/New Freedom funding:

- Private nonprofit organizations;
- State or local governmental authorities, and
- Operators of public transportation services, including private, for-profit operators of public transportation services

Only organizations whose proposed public transportation projects serve the Miami Urbanized Area are eligible to apply.

## IMPORTANT PROGRAM DATES

Date(s)	Action
June 15, 2011	Call for Projects
June 28, 2011	Pre-application Teleconference
September 9, 2011	Applications due before 12:00 noon EST
October 25, 2011	PTAC Board Meeting – Presentation of preliminary Program of Projects (POP)
December, 2011	POP presented to SFRTA Board for Approval

## IMPORTANT INSTRUCTIONS FOR APPLICANTS

All applicants must strictly adhere to the following procedures:

- All applicants must use the application provided in **Appendix A** of this document. Any alterations to the application or the use of a non-standard application will result in rejection.
- All application responses must be type written. Hand written applications will be rejected.
- Incomplete applications (technically and administratively) will be rejected. The applicant must submit all necessary information to evaluate the application.
- Project cost and revenue data must be clearly provided using the forms provided in the application. Non use of the budget sheets provided in **Appendix A** will result in rejection. Additional information may be provided as an appendix to the application. The applicant must provide all the information used to estimate the proposed project cost, local match, revenues, etc. Inadequate information may result in the rejection of application.
- Applications are due to the SFRTA before 12:00 noon EST on September 9, 2011. This is a competitive process. Therefore, late or incomplete applications will be rejected regardless of the circumstances.

## TECHNICAL ASSISTANCE AND CONTACT INFORMATION

The SFRTA will provide technical assistance to prospective applicants to assist them with questions they may have with regard to the Program and Application. All applicants are strongly encouraged to participate in the pre-application teleconference. Applicants may refer to the program website or contact the SFRTA directly by phone or email. Please submit all questions in writing.

SFRTA Contact Information:

Ms. Natalie Yesbeck Pustizzi  
South Florida Regional Transportation Authority (SFRTA)  
Phone: (954) 788-7957  
Email: [JARC-NF@sfrta.fl.gov](mailto:JARC-NF@sfrta.fl.gov)  
Fax: (954) 942-3325

Program Website: [www.sfrta.fl.gov/grants](http://www.sfrta.fl.gov/grants)

## **DIRECT RECIPIENT AND SUB-RECIPIENT RESPONSIBILITIES**

The competitive selection process may result in JARC and/or NF funds being allocated to a transit authority that is a designated recipient of Section 5307 funds, and thus, typically receives funds directly from FTA. Such agencies will be required to become a direct recipient of JARC and/or NF funds from FTA. If this occurs, the SFRTA and the direct recipient will enter into a supplemental agreement to release the SFRTA from any liability under the grant agreement. All other recipients (i.e., sub-recipients) will be required to enter into a sub-recipient agreement with SFRTA in order to receive funding and implement the project.

The applicants must submit a resolution adopted by their governing body specifying the applicant has the authority to file a grant application to the SFRTA, indicating who has the authority to act on behalf of the applicant, and that the applicant will provide local share. The local match certification is provided in **Appendix A**.

All applicants are encouraged to work with other interested parties that may be affected by the proposed project. Projects are evaluated, in part, on an applicant's demonstrated efforts to coordinate with other parties. Evidence of such coordination may be demonstrated through letters of support or through other appropriate documentation.

## **PROJECT ELIGIBILITY AND EXPENSES**

The JARC projects should comply with program objectives outlined in FTA Circular C. 9050.1, and the NF projects should comply with the program objectives outlined in FTA Circular C. 9045.1. For a detailed list of eligible projects, please refer to **Appendix B: JARC and NF Eligible Projects**. Furthermore, to be eligible for funding, projects must be consistent with and derived from a locally developed, coordinated public transit-human services transportation plan (HSTP/"Coordinated Plan"). Broward, Miami-Dade, Palm Beach Counties have developed Transportation Disadvantaged Service Plans (TDSPs) that are considered as Coordinated Plans. Applicants are encouraged to familiarize themselves with the local HSTP/TDSP. The Coordinated Plans of Broward, Miami-Dade, and Palm Beach Counties are available online in the SFRTA website [www.sfrta.fl.gov/grants](http://www.sfrta.fl.gov/grants).

The proposed JARC and NF projects must be confined to the geographic boundaries of the Miami Urbanized Area (Broward, Miami-Dade, and Palm Beach counties).

Operating, capital, and mobility management/planning projects are eligible under both the JARC and NF programs. General administrative expenses are not considered as an eligible expense.

For JARC, operating, capital and mobility management/planning expenses are eligible that support the development and maintenance of transportation services designed to transport low-income individuals and welfare recipients to and from jobs and activities related to their employment and to support reverse commute projects.

For New Freedom, operating, capital and mobility management/planning expenses are eligible that support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act of 1990 (ADA) designed to assist individuals with accessing transportation services, including to and from jobs and employment services.

For the purpose of the New Freedom Program, "new" service is any service or activity that was not operational on August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan

(TIP) or the State Transportation Improvement Plan (STIP). In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities. Recipients or sub-recipients may not terminate ADA paratransit enhancement or other services funded as of August 10, 2005, in an effort to reintroduce the services as “new” and then receive New Freedom funds for those services.

Projects currently receiving JARC/NF funds may be eligible for continued funds. If the funding request is for expanding an existing service that currently does not receive JARC/NF funding, only the expansion portion of the project may be eligible for JARC/NF funding.

## PURCHASE OF VEHICLES

All vehicle purchases must comply with procurement requirements outlined in FTA Circular 4220.1 or latest version. The applicants are responsible for the procurement process and will be reimbursed only after the purchase invoices are submitted. No advance payments will be made by SFRTA to applicants toward purchasing of vehicles under any circumstances.

## LOCAL MATCH REQUIREMENTS

JARC and New Freedom funds may be used to finance capital, mobility management/planning and operating expenses. The federal share of eligible capital and mobility management expenses may not exceed 80 percent of project costs. The federal share of eligible operating expenses may not exceed 50 percent of project costs.

<i>Type of Funding</i>	<b>Match Requirements</b>	
	<i>Maximum Federal Share</i>	<i>Minimum Local Share</i>
Capital	80%	20%
Operating	50%	50%
Mobility Management/Planning	80%	20%

Consistent with FTA guidance, the local share must be provided from sources other than U.S. Department of Transportation (USDOT) funds. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Net income generated from advertising and concessions
- Toll Revenue Credit (Capital Projects only)

Fare box revenue is considered an income and is deducted from the total operating cost to determine the net cost of the activity. However, it is important to note that fare box revenue may not be used as local match. A sample calculation to determine local cash match for two projects is provided below.

Steps to Calculate Local Match	Operating Projects (50% Local Match Required)	All Other Projects (20% Local Match Required)
1) Start with Total Project Budget:	\$100,000	\$100,000
2) Deduct Project Income (e.g., fare box revenue for operating projects):	(\$10,000)	(\$0)
3) Deducting the revenue or project income produces the net project cost:	\$90,000	\$100,000
4) Multiply the net project cost by the required percentage match:	x 50%	x 20%
5) The resultant figure is the minimum amount of local match required:	\$45,000	\$20,000

## APPLICATION REVIEW AND SELECTION PROCESS

The SFRTA is conducting this call for projects as part of a competitive selection process. After initial screening by SFRTA staff to determine eligibility, the SFRTA's Planning Technical Advisory Committee (PTAC), which consists of representatives from two Florida DOT districts, as well as three local transit operators, two Regional Planning Councils, and three MPOs, will evaluate and score the applications. The evaluation will be strictly based on the content of the written application. The ranked Program of Projects (POP) will then be submitted to the SFRTA Governing Board for approval at its regularly scheduled meeting in December 2011. Once approved, the POP will be submitted to FTA for final determination of funding.

The criteria and methods for ranking project applications can be found in **Appendix C: Selection Criteria**. The criteria are designed to affirm project eligibility of the submitted projects and to gauge the relative strengths of the projects with respect to:

- Eligibility
- Coordination and Consistency with the HSTP/TDSP
- Project readiness/ability to implement
- Sustainability
- Need
- Efficiency

## FUNDING LIMITATIONS

Applicants may request for project funding of up to two years in any funding cycle. However, projects may be limited to one year of funding at the discretion of the PTAC. The PTAC may recommend project approval at an amount and scope less than originally requested. Grant contract budgets may be lower than amounts originally awarded based on refined cost estimates.

Funds should be expended three years from the date of award.

## FINANCIAL MANAGEMENT

Applicants whose projects are selected for JARC and/or New Freedom Program funds will be required to comply with all FTA requirements and are subject to audits and monitoring reviews.

## REPORTING REQUIREMENTS

Successful applicants will be required to comply with FTA reporting requirements. Quarterly reports and performance measures should be submitted directly to the SFRTA.

## APPLICATION DEADLINE

The application deadline is **12 noon (EST), September 9, 2011**. Applications must be received by SFRTA by this time to be eligible for consideration. **Applications found to be incomplete or received after the deadline will not be considered for funding.** No exceptions will be made.

## APPLICATION SUBMITTAL

Six (6) completed hard copy applications and one (1) digital application must be submitted to:

South Florida Regional Transportation Authority  
Attn: JARC/NF  
800 NW 33rd Street  
Pompano Beach, FL 33064

## APPENDIX A: APPLICATION PACKAGE

### Contents of Grant Application Package

Application Checklist

Section 1: Summary of Application

Section 2: Project Information

Section 3: Additional Information – Operating Projects Only

Section 4: Additional Information – Capital/Mobility Management Projects Only

Section 5: Summary of Project Cost

Section 6: Letters of Support

### Exhibits

Exhibit A1: Governing Board Resolution and Local Match Certification

Exhibit A2: Local Match Certification

Exhibit B: Public Hearing

Exhibit C: Single Audit Act

Exhibit C-1: Certification of Exemption

Exhibit D: Federal Certification and Assurances

Exhibit E: Disadvantaged Business Enterprise Program

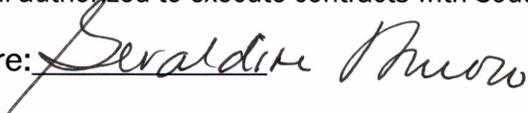
## Application Checklist

The following information must be included in the final JARC or New Freedom application packet to be considered complete. Incomplete applications will be disqualified after the application deadline has passed. Six (6) copies of the application must be submitted on 8 ½ x 11 inch paper and bounded with a paper clip or black binder clip **and** in electronic format on a CD. Failure to provide either will disqualify project from consideration.

ALL PROJECT APPLICATIONS MUST BE **RECEIVED** AT THE SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY OFFICE BY **SEPTEMBER 9, 2011 AT 12:00 NOON EST.**

- Signed Application Checklist
- Section 1: Summary of Application
- Section 2: Project Information
- Section 3: Additional Information - Operating Projects Only
- Section 4: Additional Information - Capital/Mobility Management Projects Only
- Section 5: Summary of Project Cost
- Section 6: Letters of Support
- Exhibit A1: Governing Board Resolution and Local Match Certification
- Exhibit A2: Local Match Certification (To be filled by entities without a Governing Board)
- Exhibit B: Public Hearing
- Exhibit C: Single Audit Act
- Exhibit C-1: Certification of Exemption
- Exhibit D: Federal Certification and Assurances
- Exhibit E: Disadvantaged Business Enterprise Program

Name: Geraldine Muoio, Mayor of City of West Palm Beach  
(Individual authorized to execute contracts with South Florida Regional Transportation Authority)

Signature: 

Date: September 8, 2011

**SECTION 1: SUMMARY OF APPLICATION**

**Application Type**

Please indicate whether this is a JARC or New Freedom Application. CHECK ONLY ONE PROGRAM. If both Program boxes below are checked, the application may be deemed ineligible.

- Section 5316 – Job Access and Reverse Commute (JARC)  
 Section 5317 – New Freedom

**Applicant Name and Contact Information**

Name of Applicant	City of West Palm Beach
Contact Person	Christopher Zachritz
Address	401 Clematis Street
Email	czachritz@wpb.org
Phone Number	561-822-1495

**Organization Type**

- Local Government Authority  
 Private Non-Profit Organization (please attach IRS 501(c)(3) documentation of non-profit status)  
 Public Operator of Public Transportation Services  
 Private Operator of Public Transportation Services

**Partnering Organization and Contact Information** (Indicate N/A if not applicable)

Partnering Organization	N/A
Contact Person	
Address	
Email	
Phone Number	

**Project Type** (place an X in the appropriate box)

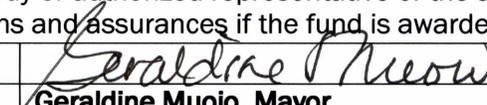
Capital Only	
Operating Only	X
Capital & Operating	
Mobility Management/Coordinated Planning	

**Project Information**

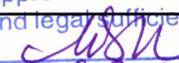
Project Name	Downtown Commuter Circulator
Service Area	Downtown West Palm Beach
Start Date	Continuation of existing JARC Funded route
Total Project Cost	<b>\$1,460,000.00</b>
JARC/NF Funding Requested	<b>\$730,000.00</b>
Number of Years for Which Funding Requested	<b>2 year funding within 3 year period</b>
Total Local Match	<b>\$730,000.00</b>

**IMPORTANT:** Cost information provided in the above table will be used when the projects are evaluated and funding is requested for successful projects from FTA.

To the best of my knowledge, all information in this application is true and accurate. The document has been duly authorized by the governing body or authorized representative of the applicant and the applicant will comply with any certifications and assurances if the fund is awarded.

Signature of Authorized Representative	
Printed Name of Authorized Representative	<b>Geraldine Muoio, Mayor</b>
Date	September 8, 2011

CITY ATTORNEY'S OFFICE  
 Approved as to form  
 and legal sufficiency

By:   
 Date: 9-8-11

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**SECTION 2: PROJECT INFORMATION**

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1) **Project Title:** Downtown West Palm Beach Commuter Circulator

2) **Provide a description of the project.** If the project has multiple elements (i.e., operating, mobility management, capital), please include a description of how these elements relate to each other. For all services, please include anticipated hours of operation by day of week. Also, specify what populations the project will serve and how will the project be marketed to those populations. In addition, cite any market studies conducted and the corresponding recommendations that contributed to the development and/or service design of the project.

The Downtown West Palm Beach Commuter Circulator route is a trolley transit route designed to meet the growing transportation needs of Downtown and County residents and commuters. The City of West Palm Beach planned this transit route with the purpose of serving the downtown residential population (over 11,000 residents), its daytime population (between 130,000 and 150,000) which includes commuters and transportation disadvantaged populations, by providing a route that connects the Seaboard Tri-Rail Station and adjacent Palm Tran's Intermodal Transit Facility with the City of West Palm Beach Public Library and City Hall, the County's Health Department, the County Government Complex, CityPlace, the Downtown Publix supermarket, Palm Beach Atlantic University, several downtown assisted living facilities, and other significant government, employment and civic destinations in the downtown area. This service will be provided at no cost to riders. The hours of operation for this route are listed below and they were determined with the idea of serving commuters and the transportation disadvantaged population that may need to access the destinations listed above.

Monday-Friday: 7am-6pm  
Saturday: 9am-6pm  
Sunday: 11am-6pm

Total Weekly Hours: 71

Last year the City of West Palm Beach received several new trolleys to be put into service in the downtown area, including on the new route described above. Also, last year the City was awarded JARC Funding for operation of this route. This proposal is for the continuation of the same route that was awarded the funding last year. The City expects that this route will be in operation in the first part of October of this year. The City will have 2 to 3 vehicles continuously operating in this circulator route. As a result, headways are expected to range between 10 to 12 minutes.

This route was designed in response to multiple inquiries and statements from commuters, downtown residents, residents of the assisted living facilities, Palm Beach Atlantic University workers and students, and transit users who pointed out the lack of a route connecting the different downtown destination points mentioned above and a connection between those points and the Seaboard Station and the Intermodal Facility.

The populations that the project targets are multiple and they include:

- Commuters, students, or other transit users who come to Downtown West Palm Beach through Tri Rail or through any of the 10 Palm Tran routes that serve the Intermodal Transit Facility and then do not have a transit route that takes them to their Downtown destination.

- Any of the 11,000 downtown residents who may want to access Tri Rail or any of the Palm Tran routes in order to reach their places of employment or employment related activities in suburban areas.
- Transportation disadvantaged individuals (low income individuals who do not possess cars and/or residents of the several downtown assisted living facilities) who would use this route to access many of the civic, social, institutional, educational, employment, and commercial destinations that this route provides access to.

If the project will serve others in addition to the target population, specify how you will assure that the target population will be given priority on all project activities and how the availability of service to the target population will not be compromised by the provision of services to those other than the target population.

The City has determined that 2 to 3 of the trolley vehicles that the City already acquired through a Federal Transit Administration (FTA) grant will be continuously running on this 20-minute circular route. This would guarantee that headways will range from 10 to 12 minutes, hence making sure that the different target populations have continuous and frequent access to the vehicles. In addition, the route was designed so that it provides direct, or almost direct, access to the main activity nodes and destinations of the target populations.

**3) Describe the geographic boundaries of the project. Applicants must attach a map (8.5 x 11) depicting the project boundaries.**

The attached map depicts the route of the Downtown Commuter Circulator. The route connects the Seaboard Tri Rail Station and the adjacent Palm Tran Intermodal Transit Center on the west side of Tamarind Avenue with several major civic, social, institutional, educational, employment, and commercial facilities in the Downtown area. The map also depicts the existing City Place-Clematis Street trolley route which is also operated by the City/DDA for the last 11 years and which will connect with the Commuter Circulator.

**4) Provide the total estimated population of the project service area.**

According to the 2010 Census, the total number of residents in Downtown West Palm Beach is 11,341. However, the daytime population in the Downtown area directly serviced by this route is generarily estimated to be in the range of 130,000 to 150,000 people. In addition, the Downtown Commuter Circulator directly connects to the Intermodal Transit Facility, which is served by 10 Palm Tran Routes, and to the adjacent Seaboard Train Station, which is served by Tri-Rail. The 10 Palm Tran routes that stop at the Intermodal Transit Facility service almost the entire Palm Beach County and Tri Rail's service area includes Central and Southern Palm Beach

County, Broward County, and Miami Dade County. As a result, though the daytime population directly served by the Downtown Commuter Circulator that is the subject of this application is in the range of 130,000 to 150,000 people, the Commuter Circulator route provides direct connections to transit routes that service a population of 1.3 million in Palm Beach County, plus a population of approximately 4 million in Broward County and Miami Dade County.

5) Specify which elements your project includes (check all that apply). For a detailed list of eligible projects, please refer to **Appendix B: JARC and NF Eligible Projects**.

- Capital (80% Federal / 20% Local Match)
- Operating (50% Federal / 50% Local Match)
- Mobility Management / Planning (80% Federal / 20% Local Match)

6) Specify the type of project.

- Continuation of an Existing JARC/NF Project
- Expansion of an Existing Project not previously funded through JARC/NF
- Existing fixed route service not previously funded through JARC
- New Project

7) Estimate the number of low-income population and individuals with disabilities that will be served by the project and provide an explanation as to how the estimate was determined.

While there is no exact way of determining the number of low-income population and individuals with disabilities that will be served by the project, there is some socio-economic information that could be used to assert that a significant number of the users of this route will be low income individuals. First, the socio economic profile developed in 2007 by SFRTA using 2000 census data for the area within a 1/2 mile radius around the West Palm Seaboard Train Station indicated that the median household income was \$29,929 (in year 1999 dollars). This includes a significant portion of the geographic area that is directly served by the Downtown Commuter Circulator.

Second, because one of the primary functions of the Downtown Commuter Circulator route is to transport riders to and from the different activity/employment nodes in Downtown and the Intermodal Transit Facility and the Seaboard Train Station it is reasonable to assume that many of the users of the Commuter Circulator are also going to be users of Palm Tran and Tri Rail.

According to the 2010 Palm Tran On-Board Origin Distribution Survey, 16% of Palm Tran riders have household incomes of less than \$10,000, 30% have household incomes between \$10,000 and \$24,999, and 21% of riders have incomes between \$25,000 and \$49,000. Also, the 2008 Tri Rail On Board Survey showed that over 25% of Tri Rail riders had household incomes under \$35,000 and 17.4 % of riders had household incomes between \$35,001 and \$50,000.

Third, This service will provide transportation for close to 500 residents of assisted living facilities and low income housing with stops located immediately adjacent or very close to these buildings. The residents of Noreen McKeen (132 residents), St. James Residence (148 residents), and St. Andrews Residence (182 residents) are all elderly and primarily transportation dependent. Many of them are living on fixed incomes and accepting subsidized housing or services provided by the

non-profit entities managing their respective buildings. All three of these buildings are situated immediately adjacent to a trolley stop located at the intersection of Olive Avenue and Fern Street.

All of the above data would lead to a reasonable assumption that an important percentage of the future users of this route are going to be lower income individuals who are either downtown residents, are Palm Tran and Tri Rail users who will be transferring to and from the Downtown Commuter Circulator, or are residents of the assisted living facilities that will be served by this route.

**8) Please specify what unmet needs this project is designed to meet and how those unmet needs were identified.**

Downtown West Palm Beach is adequately served by regional public transportation coming into and going out of the Downtown (Tri-Rail and Palm Tran). However, there is a lack of transportation options connecting these regional transportation systems to the rest of the downtown area and its residential population. Providing convenient and easily accessible connections from residences to the regional transit stations will encourage the use of public transportation for reverse commute options, thereby decreasing single occupant vehicle trips, personal transportation costs, and traffic congestion in the downtown area. Additionally, as the region's main concentration of jobs, government offices, and services, the lack of connectivity to the regional transit hub creates a barrier for workers and transportation disadvantaged individuals who depend upon public transportation to access jobs, services, and other needs in the downtown area.

In addition to serving Downtown West Palm Beach, the route will also services: a) other areas of Palm Beach County through its direct connection to 10 Palm Tran routes, and b) Broward County and Miami Dade County by means of its direct connection to Tri Rail.

This project responds to strategies identified in the Palm Beach MPO Transportation Disadvantaged Service Plan/Human Services Coordinated Transportation Plan 2009/2010 by providing service that supports the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment. The proposed new route will be a community based local transit program serving the needs of the downtown population as well as supplementing the regional transit service by providing a convenient connection to the downtown area.

**9) Please explain how this project will address the unmet needs identified in question 8.**

The City's proposed new route will fill the gap that currently exists between Tri-Rail and Palm Tran's stations and the downtown area. The public transportation needs of the residents in the downtown area have not been adequately met and the proposed new route would address the unmet need by providing a free transit service to regional transportation networks. This will facilitate access to jobs and services outside of the downtown area.

Additionally, the Downtown area has the highest concentration of jobs in Palm Beach County. By enhancing the connection between regional transportation services and places of work throughout the downtown, the City will be able to provide a much needed service to individuals accessing jobs and services in the downtown.

Furthermore, the new route will have stops at or near City, County, State, and Federal offices; shopping, schools, the area's main public library, parks, and entertainment venues. Additionally, the new route will have a stop located immediately adjacent to an area that has a high concentration of transit-dependent elderly persons who will be able to use the service to connect to the larger transit network and thereby have improved access to necessary destinations outside of the downtown.

**10) Explain how this project will utilize or coordinate with existing public transportation providers. This should include a discussion of anticipated formal agreements, arrangements to coordinate services, joint funding initiatives, the pooling of resources and any other coordination efforts planned or already initiated.**

The new trolley route will be coordinated with Tri-Rail service at the Seaboard Rail Station to coincide as closely as possible with the arrival and departure of trains, particularly in the AM and PM peak-hour periods. Additionally, there will be stops that allow passengers to transfer to and from the Clematis-CityPlace trolley route that is currently in operation in the downtown area, thereby expanding the coverage of the trolley system. The service will also provide convenient transfers to and from the 10 Palm Tran bus routes that reach the Intermodal Transit Facility.

In addition, the City has been in continual coordination with the West Palm Beach Downtown Development Authority (DDA) and the Community Redevelopment Agency (CRA) on this project, as well as on the other trolley route that has been in operation (through a partnership with the DDA) for the last 11 years. Attached are letters of support for this project from the SFRTA, the DDA, and the CRA.

Furthermore, the Commuter Circulator Route and the Clematis-CityPlace that is currently coordinated with the DDA will be operated by one service provider. This will allow for coordinated staffing, training, scheduling, dispatch (when necessary), service, maintenance, storage, and route maintenance and planning.

The City of West Palm Beach will promote the new trolley service through its TMI program, managed by South Florida Commuter Services, news releases on CityTV, and press announcements released by the Public Information Office. The DDA will partner with the City to advertise and promote the new route through its many public outreach efforts (web based advertising, mailings, newsletters, advertising in publications, and media releases). CityPlace, as a major employer and visitor destination in the downtown, will be a partner in promoting the new trolley route as a means for employees, residents, and visitors to travel to and from their property.

- 11) Explain how this project will utilize or coordinate with human service agency providers and/or other private non-profit/for-profit operators. This should include a discussion of anticipated formal agreements, arrangements to coordinate services, joint funding initiatives or the pooling of resources and any other coordination efforts planned or already initiated.**

This service will provide transportation for close to 500 residents of assisted living facilities and low income housing with stops located immediately adjacent or very close to these buildings. The residents of Noreen McKeen (132 residents), St. James Residence (148 residents), and St. Andrews Residence (182 residents) are all elderly and primarily transportation dependent. Many of them are living on fixed incomes and accepting subsidized housing or services provided by the non-profit entities managing their respective buildings. All three of these buildings are situated immediately adjacent to a trolley stop located at the intersection of Olive Avenue and Fern Street.

Ballet Villages is a rent-controlled (Section 8) housing development with 66 residents and is located immediately adjacent to the Quadrille Boulevard and close to the location of a trolley stop.

The resident populations in all of the buildings mentioned above are already heavily reliant upon the existing trolley service provided by the Downtown Development Authority and have repeatedly requested that a route connecting with regional transit, government services, and other needs be implemented. It is for these reasons that projected ridership from these residential locations is very high

- 12) Please provide the number of months needed upon receipt of award to begin providing services to the project's target population. If your service is dependent upon the purchase of vehicles, use the vehicle anticipated delivery date as your starting point to determine the number of months needed to begin initiation of service.

The City is requesting continued funding of a route that obtained JARC funding last year. Services for this route are scheduled to commence in the first half of October, 2011, hence the services to the project's target population will be received immediately upon receipt of the requested funding.

13) How will the project be monitored and evaluated on an ongoing basis? What criteria will be used to establish the success of the project?

The project will be monitored in several ways. The first criteria will be ridership based on the goals of this program. Rider counts will be taken at all stops along the route during the first phase of project implementation. Special attention will be paid to boardings in residential areas as well as at the Intermodal Transportation Center where the trolley route intersects with Palm Tran and Tri-Rail service. Projected ridership in the first year is 300,000 riders, or roughly half of the ridership of the existing trolley route in Downtown. This existing route DOES NOT connect with Tri-Rail or with the Intermodal Transit facility, nor with the majority of residential buildings, or Palm Beach Atlantic University.

The second criteria to be monitored will be the level of coordination with regional transit service providers, namely Palm Tran and Tri-Rail. As this service is designed to fill the gap in connections from the Downtown area to public transit, timely service allowing passengers to connect with trains and busses is critical to the success of the program.

A third criteria that will be monitored is the quality of service provided by the new trolley route. Customer satisfaction and how well the program delivers reliable, safe, and efficient transportation to the target population will be determined through rider surveys and questionnaires, using both intercept surveys and web-based applications.

*Please note that the FTA requires that the following measures be reported on by program:*

JARC

- *Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year.*
- *Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.*

New Freedom

- *Services provided that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year. Examples include geographic coverage, service quality and/or service times.*
- *Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc), technology, vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.*
- *Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of New Freedom projects implemented in the current reporting year.*

14) Does your organization or agency provide similar services to the project you are seeking to fund?

Yes, as previously indicated, the City and the the DDA have for the last 11 years successfully operated another trolley route connecting the Clematis Street District with the City Place Mixed Used Development with high ridership, excellent customer service, and minimal disruption to the service and schedule. In 2011, ridership for this free route is almost 60,000 riders per month, which constitutes a 22% increase over the same period last year.

**15) Does your organization have experience in administering federal grants?**

The City has received, and successfully managed, numerous federal grants, including:

- Several Transportation Enhancement (TE) grants totaling over \$4 million;
- A \$2 million dollar grant from the FTA that was used to purchase the trolleys to be used for this route;
- An ongoing \$240,000 FTA grant for trolley shelters;
- An Energy Efficiency and Conservation Block Grant (EECBG) for the solar waterfront pavilion and for educational opportunities;
- FIND grants for the City's downtown waterfront revitalization.

Last year the City was awarded \$688,000 for JARC funding for operation of the Commuter Circulator Route. This route is expected to start operations in the first half of October of this year. The start of operations was delayed by several months due to the inability of the FTA and the US Labor Department to confirm whether the drivers of the vehicles needed to be Union members.

**SECTION 3: ADDITIONAL INFORMATION OF OPERATING PROJECTS**

*Questions 16 - 24 apply to projects that include an operations element. If your project does not include an operations element, please skip to question 25.*

16) Indicate the proposed operator of the service.

- Applicant will operate service  
 Service will be contracted out (if service is contracted out, please explain how an operator will be selected or if already known, please identify the operator).

Molley's Trolleys has already been selected as the operator for this route. The City is currently finalizing the operational contract with Molley's.

17) If the proposed project is the continuation of an existing JARC/NF funded project, is the project currently meeting its main objectives including serving target population ridership projections?

While this project is the continuation of an existing JARC funded project, service for this project is expected to start in the first half of October, 2011. As a result, no ridership numbers are currently available.

18) If the proposed project is an expansion of an existing project, explain how the expanded project will differ from the current service with respect to service coverage area, hours of service, trip purpose, or level of service. For instance, will reservations requirements be less restrictive allowing same-day reservations instead of requiring reservations 24 hours in advance?

This project is the continuation, not an expansion, of an existing JARC funded project. As a result there will be no differences from the existing JARC funded route in either coverage area, hours of service, trip purpose, or level of service.

19) Explain how the project you are seeking funding for differs from other services in the area with respect to service coverage area, hours of service, trip purpose, or level of service. For instance, will reservation requirements be less restrictive allowing same-day reservations instead of requiring reservations 24 hours in advance?

The continuation of the Downtown West Palm Beach Commuter Circulator route that is the subject of this application is significantly different from any other service in the area. While there are existing Palm Tran routes, as well as another trolley route, that traverse portions of Downtown West Palm Beach, none of these routes provides direct access between the multiple housing, jobs and service nodes in downtown and Palm Tran's Intermodal Transit Station and the adjacent Seaboard Tri Rail Station. The Downtown Circulator will operate on a schedule that provides maximum benefit to workforce commuters in the downtown area. The schedule for service is as follows:

Monday – Friday: 7am to 6pm  
Saturday: 9am to 6pm  
Sunday: 11am to 6pm

Between two (2) and three (3) trolleys will continually serve this route resulting in headways ranging from 10 to 12 minutes which will ensure efficient and convenient service.

- 20) **Explain what connections the project provides to key destinations and activity centers, particularly those destinations that present opportunities for employment assistance or employment. Be as specific as possible in identifying significant destinations.**

The City's Downtown Commuter Circulator route fills a gap that currently exists between Tri-Rail and Palm Tran's main stations and the downtown area. Downtown West Palm Beach has almost 7000 residential units with over 11,00 residents. The public transportation needs of the residents in the downtown area have not been adequately met and the proposed new route would address the unmet need by providing a free transit service to regional transportation networks. This will facilitate access to jobs and services outside of the downtown area.

Additionally, the Downtown area has the highest concentration of jobs in Palm Beach County. By enhancing the connection between regional transportation services and places of work throughout the downtown the City will be able to provide a much needed service to individuals accessing jobs and services in the downtown.

Furthermore, this route has stops at or near City, County, State, and Federal offices; shopping, schools, the area's main public library, parks, and entertainment venues. Specifically, the route will provide direct access from the Tri-Rail Station and the Palm Tran Intermodal Facility to the recently opened City Hall and City Library complex. The City Library has numerous facilities, initiatives, and classes that provide direct assistance with job training and skills, job search, and general life support skills, including:

- 142 publically accessible computer terminals which provide internet access and are also loaded with software such as Word, PowerPoint, Publisher and Excel;
- Life Support Workshops which provide assistance in dealing with government websites regarding unemployment, food stamps, Immigration, etc;
- Computer Basics Workshops;
- Career Support Workshops which provide assistance with resumes and job searching;

- Job Search 101 Class highlighting job search resources provided through the Workforce Alliance & Employ Florida;
- Bilingual classes providing training on email, Word, and Excel.

The new route will have a stop located immediately adjacent to an area that has a high concentration of transit-dependent elderly persons who will be able to use the service to connect to the larger transit network and thereby have improved access to necessary destinations outside of the downtown.

Finally, the route will connect to Palm Beach Atlantic University, an important institution of higher learning that is home to thousands of students and university employees, many of which currently reach downtown West Palm Beach by Tri Rail or Palm Tran but then do not have a direct connection to the University.

**21) Explain how this project provides access to other transportation services that go beyond the project's proposed geographic boundary.**

One of the primary objectives of the Downtown Commuter Circulator route is to provide direct and frequent access (10-12 minute headways) between several areas of Downtown West Palm Beach and Palm Tran's Intermodal Transit Center and the Seaboard Tri Rail Station. Currently ten (10) Palm Tran routes serve the Intermodal Transit Center. These ten routes provide transit coverage to almost every section of Palm Beach County and average over 18,000 daily passengers, which is more than half of Palm Tran's total daily ridership according to figures contained in the recently released Palm Tran On-Board Origin-Destination Survey.

The West Palm Beach Seaboard Train Station is the second most most heavily used station within the entire Tri Rail system. In 2010, there were 302,721 boardings at the station and it had the highest ridership increase between 2009 and 2010 in the entire Tri Rail system.

As seen from the information below, the Downtwon Commuter Circulator provides direct and frequent access to other transportation services that go beyond the project's direct geographic boundary by helping reach jobs and services located in the entire Palm Beach County through Palm Tran and to the Miami-Dade, Broward, and Palm Beach area through Tri-Rail.

22) Please provide the projected ridership in the table below.

**PROJECTED RIDERSHIP (12-month period)**

Program	Target Population	Current Ridership (one-way trips)	Projected Ridership (one-way trips)
JARC	Low Income/Welfare	0	100000
New Freedom	Individuals with Disabilities		
	Other		
	<b>TOTAL</b>		

Explain how the ridership and cost estimates were determined.

Total projected ridership is 300,000 riders in the first year. This will include not only Low Income/Welfare recipients but also general commuters connecting to and from the Seaboard and Intermodal stations. General ridership was determined by using the annual ridership numbers for an existing route in the downtown area (Clematis Route with approx. 600,000 riders annually), projections based on stop locations and adjacent residential populations, downtown resident surveys, and ridership numbers for Palm Tran and Tri-Rail, which will both be connected with the new trolley route funded by this grant application. It is estimated that at least one-third of all riders of this route will be low income individuals and/or welfare recipients. Based on the information previously provided in question 7, a significant percentage of residents in the area close to the Seaboard Station and an important number of Palm Tran riders are low income individuals, many of which are expected to use this route.

23) Please provide operating funding request in the table below.

**OPERATING FUNDING REQUEST (50%/50% Match Required)**

	12-month period	24-month period (maximum allowable)
Total Operating Cost (all eligible operating costs)	\$730000	\$1460000
Less Project Revenues (Fare box)	\$(0)	\$(0)

**FY 2010 & 2011 Programs Guide and Application**  
**FTA 5316 Job Access Reverse Commute (JARC) and 5317 New Freedom (NF) Programs**

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Net Project Cost	\$730000	\$1460000
Local Share Requirement (50% of Net Project Cost)	\$365000	\$730000
Request for Operating Funding	\$365000	\$730000

*If the funding request is for any other duration, clearly state the project duration,*

Provide supplementary budget sheets to illustrate how the total operating cost was derived. If funding is sought for multiple routes, cost estimates must be provided for individual routes. Failure to provide necessary details to justify the project cost may result in rejection of the application.

If the funding request is for expanding an existing service that currently does not receive JARC/NF funding; only the expansion portion of the project is eligible for JARC/NF funding consideration.

**24) Based on the projected ridership and operating cost, estimate the cost per one-way trip.**

Projected ridership is 300,000 riders in the first year. Using the total of annual operating hours for the route, estimated at 11,076 divided by the annual operating cost of \$730,000 gives a one-way trip cost of \$2.43 per rider.

$11,076 \text{ hours annually} \times \$65.9 \text{ per hour} = \$730,000 / 300,000 \text{ riders} = \$2.43 \text{ per one way trip.}$

**SECTION 4: ADDITIONAL INFORMATION OF CAPITAL/MOBILITY MANAGEMENT PROJECTS**

*Questions 25 - 28 apply to projects that include Capital and/or Mobility Management elements. If your project does not include these elements, please skip to question 29.*

- 25) For each capital project element, please provide the appropriate information in the table below:

**CAPITAL FUNDING REQUEST (80%/20% Match Required)**

Capital Elements	Estimated Cost	Local Share	Federal Request
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$

Provide supplementary budget sheets to illustrate how the total capital cost was derived. Failure to provide necessary details to justify the project cost may result in rejection of the application.

- 26) For each element identified in question #25 (with the exception of vehicles), please explain the major items that are included in the estimated cost and how the estimate was derived.

- 27) For each Mobility Management/Planning project element, please provide the appropriate information below:

**MOBILY MANAGEMENT/PLANNING FUNDING REQUEST (80%/20% Match Required)**

Major Activities	Estimated Cost	Local Share	Federal Request
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

FY 2010 & 2011 Programs Guide and Application  
FTA 5316 Job Access Reverse Commute (JARC) and 5317 New Freedom (NF) Programs

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TOTALS	\$	\$	\$
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- 28) For each element identified in question #27, please explain the major items that are included in the cost estimate and how the estimate was derived.

**SECTION 5: SUMMARY OF PROJECT COST**

*Questions 29-31 apply to all projects.*

- 29) Provide the requested information in the following table for the year you are requesting funds. If you are using Toll Credits as match for an allowable activity, please indicate "Toll Credit" in the appropriate box and have the Federal share reflect 100% of the net project cost. Transfer the information from questions 23, 25, and 27 as appropriate for the funding request. If a request is for less than 12 months please note the funding period in terms of months.

**TOTAL FUNDING REQUEST**

Eligible Project Activities		Year 1 Request			Year 2 Request		
		Federal Funding	Local Match	Total Net Cost	Federal Funding	Local Match	Total Net Cost
Operating - 50% Match Required	City Commuter Circulator Trolley	\$365000	\$365000	\$730000	\$365000	\$365000	\$750000
		\$	\$	\$	\$	\$	\$
Capital - 20% Match Required		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
Mobility Management / Planning - 20% Match Required		\$	\$	\$	\$	\$	\$
<b>TOTAL</b>		<b>\$365000</b>	<b>\$365000</b>	<b>\$365000</b>	<b>\$365000</b>	<b>\$365000</b>	<b>\$365000</b>

- 30) Indicate the source of local match for each year that funding is requested. If local match funds are being derived from an existing grant, please attach a copy of the grant agreement/contract or supporting documentation.

The annual local match is provided by the City of West Palm Beach Community Redevelopment Agency ("CRA") and the City of West Palm Beach Downtown Development Authority ("DDA"). Funding is budgeted annually based on 5-year work plans for both the CRA and the DDA.

- 31) Is there a commitment of funds beyond the requested grant period?  Yes  No  
 If yes, please explain the nature of the commitment.  
 If no, please explain the steps you will take to attain sustainability.

The annual local match is provided by the City of West Palm Beach Community Redevelopment Agency ("CRA") and the City of West Palm Beach Downtown Development Authority ("DDA"). Funding is budgeted annually based on 5-year work plans for both the CRA and the DDA. The City Commission of the City of West Palm Beach, the Board of Directors of the CRA and the Board of Directors of the DDA understand and support the importance of public trolley service in the downtown and continue to support operations through approval of budgets providing for trolley operations.

**SECTION 6: LETTERS OF SUPPORT**

**Letters of Support**

All letters of support must be submitted with the application. Letters should indicate the nature of support (financial, participation, coordination, etc.).

Indicate if letters of support are included.  Yes       No



**RTA**

**SOUTH FLORIDA  
REGIONAL  
TRANSPORTATION  
AUTHORITY**

800 NW 33rd Street | Pompano Beach, Florida 33064 | P 954/942-7245 | F 954/788-7878 | [www.sfrta.fl.gov](http://www.sfrta.fl.gov)

August 31, 2011

Mr. Alex Hansen  
Senior Planner  
City of West Palm Beach Planning Department  
401 Clematis Street, Second Floor  
West Palm Beach, FL 33401

Dear Mr. Hansen:

Following up on our recent conversations, I am writing to summarize the many efforts that have been taking place to improve transit conditions and provide improved access to the historic West Palm Beach (Seaboard) Tri-Rail Station. The City of West Palm Beach and South Florida Regional Transportation Authority (SFRTA) have been among the partners working to help advance key transit improvements at the historic station and develop the new West Palm Beach Intermodal Center. As you know it took many years and a multi-agency partnership to bring the vision of a new transit center on the west side of the station to reality. I am glad that the City and SFRTA are both seeking to build upon the success of the new West Palm Beach Intermodal Center by pursuing additional improvements at the station.

The City's upcoming east side station improvements funded through the Transportation Enhancement program are going to provide improved pedestrian conditions and access. Following up on this effort, SFRTA is excited about its partnership with the City that will result in the shift of over \$800,000 in federal earmark funds for further east side station improvements, including parking lot resurfacing and lighting upgrades. Since this shift in funds was approved by both the City Commission and SFRTA Governing Board earlier this summer, I now look forward to working with you on the details of implementing these further east side improvements. I will be in touch shortly to schedule a follow up meeting on this matter with you and staff from SFRTA's Engineering and Finance Departments.

Another positive step towards maximizing the station's potential is the forthcoming connection to the city's trolley service. The soon to be launched trolley expansion consists of a new commuter route that will provide improved access between key downtown locations and a variety of longer distance transit services, including Tri-Rail regional commuter rail, Amtrak intercity rail, and eleven Palm Tran bus routes. I am hopeful that the new trolley route will draw strong ridership and I wish you success in obtaining Federal Job Access Reverse Commute (JARC) funds to assist with its operating costs.

**Letter to Mr. Alex Hansen**

**August 31, 2011**

**Page 2 of 2**

SFRTA appreciates being part of a comprehensive effort to make the historic station and new intermodal center one of the premiere transit hubs in the state. I look forward to continued coordination on the administration of the federal earmark funds and various other transit improvement efforts.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Quinty". The signature is fluid and cursive, with a large initial "J" and a stylized "Q".

Joseph Quinty, AICP  
Transportation Planning Manager



**DOWNTOWN DEVELOPMENT  
AUTHORITY**

*Shaping a Dynamic Downtown*

**301 Clematis Street, Suite 200  
West Palm Beach, FL, 33410  
Phone: 561-833-8873**

Wednesday, September 07, 2011

South Florida Regional Transportation Authority  
Governing Board  
800 NW 33rd Street  
Pompano Beach, FL 33064

**Re: City of West Palm Beach application for JARC Grant Funding**

Dear Board Members:

I am writing to express my support for the City of West Palm Beach's application for funding under the FTA Job Access Reverse Commute (JARC) Program for the new Downtown Trolley Route. This new route will provide service to Tri-Rail and other major destinations in the Downtown, filling a critical gap in commuter connections to employment, government offices, shopping, and other services.

The growing residential population of the Downtown, currently at approximately 7000 residents, will be able to utilize this connection to the regional transit facilities served by the new route. This connection will expand transportation options, reduce automobile dependence, and increase ridership on our existing transit service providers – Palm Tran and Tri-Rail.

Additionally, Downtown West Palm Beach is the regional hub for business and government offices, and thus has the largest concentration of employment in the County. As a result, Downtown West Palm Beach has a significant commuter population. Currently there are no available transit connections from the Tri-Rail and Intermodal Stations into the rest of Downtown. Establishing this much-needed connection will provide service to populations that are currently left without adequate transportation options.

I strongly urge you to consider this application as it will provide significant benefits to commuters, employers, transit-dependent populations, residents, and other visitors to the Downtown area. Please feel free to contact me for any additional information you may need.

Kindest regards,

Raphael Clemente  
Interim Executive Director



Office of the CRA Executive Director

**Geraldine Muoio**  
Mayor and Chair

**Kimberly Mitchell**  
Commissioner

**William Moss**  
Commissioner

**Keith James**  
Commissioner

**Isaac "Ike" Robinson, Jr.**  
Commissioner

**Sylvia Moffett**  
Commissioner

**Kim Briesemeister**  
CRA Executive Director

**Randy Sherman**  
Treasurer

**Joanna Lin Cunningham**  
Secretary

September 7, 2011

Mr. Alex Hansen, Senior Planner  
City of West Palm Beach Planning Department  
401 Clematis Street, 2<sup>nd</sup> Floor  
West Palm Beach, FL 33401

Dear Mr. Hansen:

The City of West Palm Beach Community Redevelopment Agency ("CRA") continues to revitalize residential and commercial neighborhoods in the city through dedicated programs and services.

The CRA has identified the trolley service as an important component in linking the overall downtown community and continues to support this alternative transportation option through its 5-year Strategic Finance Plan and continued priority funding. Additionally, as recently as its CRA Board Meeting on September 6, 2011, the CRA Board of Directors approved partial funding of the complete trolley program through FY 2015.

The CRA strongly supports this grant application and requests your funding support.

Sincerely,

Kim Briesemeister  
Executive Director



**RESOLUTION NO. 221-11**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, AUTHORIZING THE MAYOR TO MAKE CERTAIN CERTIFICATIONS AND TO SUBMIT A GRANT APPLICATION REQUESTING \$850,000 IN FUNDING FOR TROLLEY OPERATIONS TO THE SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY FOR A FEDERAL TRANSIT AUTHORITY JOB ACCESS REVERSE COMMUTE GRANT; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

\* \* \* \* \*

WHEREAS, the South Florida Regional Transportation Authority (RTA) is the state agency offering grant funding through the Federal Transit Authority (FTA) Job Access Reverse Commute (JARC) grant program; and

WHEREAS, the grant program is intended to provide federal funding for local transportation related programs that offer job access and reverse commuter services; and

WHEREAS, in 2010, the City applied for, and was awarded, a Job Access Reverse Commute (JARC) grant for \$688,500 from the FTA through the South Florida Regional Transportation Authority (SFRTA) for a 50/50 match of operating expenses for a new Downtown commuter trolley route linking the Seaboard Tri-Rail Station/Palm Tran's Intermodal Facility with various downtown activity nodes and destinations, including governmental buildings, employment areas, the City Library, and various public services/facilities and residential areas. This grant provided partial operational trolley funding for this new route through December of 2013; and

WHEREAS, the City desires to apply for an additional JARC grant requesting \$850,000 in funding for continued trolley operations under the JARC grant program; and

WHEREAS, as part of the grant application, the City must make certain Certifications to the RTA and FTA, including certifying that the City has the fiscal capacity to operate the trolleys;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, that:**

**SECTION 1:** The City Commission of the City of West Palm Beach, Florida, hereby authorizes the Mayor to make the FTA Certifications and Assurances and bind the City's compliance therewith, in the form shown in Attachment A.

**SECTION 2:** The City Commission of the City of West Palm Beach, Florida, hereby authorizes the Mayor to sign and submit to the South Florida Regional Transportation Authority an application under the FTA's Job Access Reverse Commute (JARC) grant program for \$850,000 in funding for trolley operations. The Mayor is further authorized to execute any ancillary documents related to the grant application. Any resulting grant agreement shall be brought to the City Commission for approval.

**RESOLUTION NO. 221-11**

**SECTION 3:** Upon execution of a grant application by the Mayor, one complete copy shall be provided by Brenda Kelly of the Mayor's Office to the City Clerk for retention as a public record of the City.

**SECTION 4:** This Resolution shall take effect as provided by law.

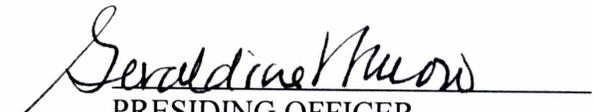
PASSED AND ADOPTED THIS 6<sup>th</sup> DAY OF September, 2011.

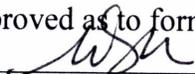
(CORPORATE SEAL)

CITY OF WEST PALM BEACH  
BY THE CITY COMMISSION

ATTEST:

  
CITY CLERK

  
PRESIDING OFFICER

CITY ATTORNEY'S OFFICE  
Approved as to form and legality  
By: 

Last printed 8-24-11

STATE OF FLORIDA  
COUNTY OF PALM BEACH  
CITY OF WEST PALM BEACH

This copy is a true copy of the original on file in this office. WITNESS my hand and Official Seal. This 7<sup>th</sup> day of

September 20 11.

City of West Palm Beach  
By:  Deputy Clerk

**EXHIBIT C: SINGLE AUDIT ACT (as described in OMB Circular A-133)**

**1. If the applicant receives \$500,000 or more for the current fiscal year from all Federal sources:**

A. It is subject to the Single Audit Act. If this requirement applies:

- a. A copy of the applicant's most recent audit report must be submitted with the application if this was not done previously. The report should be marked "Exhibit C."
- b. If the most recent audit report was previously sent to the SFRTA, the date submitted should be shown in "Exhibit C" in the application.
- c. Applicants that received a Section 5316 and/or a Section 5317 award in the last fiscal year should include a copy of the pages from the annual audit that indicates the auditor specifically tested for Section 5316 and/or Section 5317 requirements and certifies compliance.

**2. If the applicant does not receive \$500,000 or more in Federal funds for the current fiscal year from all Federal sources combined,**

**AND / OR**

**3. If the applicant receives ONLY Section 5316 and/or Section 5317-funded vehicles/equipment,**

- a. It is exempt from the Single Audit Act.
- b. Exhibit E, Attachment 1 (below) must be submitted with the Application.

***EXHIBIT C-1 - Certification of Exemption from Single Audit Act***

IT IS HEREBY CERTIFIED THAT the applicant:

1. Will not receive \$500,000 or more for the current Fiscal Year from all federal sources combined, and is, therefore, exempt from the Single Audit Act as described in OMB A-133; and
2. In the event the applicant does receive \$500,000 or more in total from all federal sources during the current fiscal year, the applicant will comply with the Single Audit Act and submit to the SFRTA a copy of its most recent audit conducted in compliance with the Act.

(Type name and title of authorized individual)

\_\_\_\_\_  
(Signature of authorized individual)

\_\_\_\_\_  
(Date)

## **Exhibit C: Single Audit**



**Independent Auditor's Report  
on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance With  
*Government Auditing Standards***

To the Honorable Mayor and Members of the  
City Commission  
City of West Palm Beach, Florida

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of West Palm Beach, Florida (the "City"), as of and for the year ended September 30, 2010, which collectively comprise the City's basic financial statements and have issued our report thereon dated March 30, 2011. Our report was modified to include a reference to other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Other auditors audited the financial statements of the West Palm Beach Firefighters' Pension Fund, the West Palm Beach Police Pension Fund and the West Palm Beach Employees' Retirement System Fund (collectively, the "Pension Trust Funds"), which represent 77% of the total assets and 39% of the total revenues of the aggregate remaining fund information, as described in our report on the City's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

***Internal Control Over Financial Reporting***

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the City in a separate letter dated March 30, 2011.

This report is intended solely for the information and use of the Honorable Mayor, members of the City Commission, the audit committee, management of the City, federal and state awarding agencies and pass-through entities and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

*McGladrey & Pullen, LLP*

West Palm Beach, Florida  
March 30, 2011



**Independent Auditor's Report  
on Compliance With Requirements That Could Have  
A Direct and Material Effect on Each Major Federal  
Program and State Project and on Internal Control over  
Compliance in Accordance with OMB Circular A-133 and  
Chapter 10.550, *Rules of the Auditor General, State of Florida***

To the Honorable Mayor and Members of the  
City Commission  
City of West Palm Beach, Florida

***Compliance***

We have audited the compliance of the City of West Palm Beach, Florida (the "City"), with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement*, and the requirements described in the *Executive Office of the Governor's State Projects Compliance Supplement*, that are applicable to each of its major federal programs and state projects for the year ended September 30, 2010. The City's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs and state projects is the responsibility of the City's management. Our responsibility is to express an opinion on the City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*; and Chapter 10.550, *Rules of the Auditor General, State of Florida*. Those standards, OMB Circular A-133 and Chapter 10.550, *Rules of the Auditor General* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City's compliance with those requirements.

As described in items 2010-1 and 2010-2 in the accompanying schedule of findings and questioned costs, the City did not comply with the requirements regarding reporting; special tests & provisions; and subrecipient monitoring that are applicable to its Cops Hiring Recovery Grant (ARRA), Justice Assistance Grant (ARRA), and HOME Investment Partnership Program Grant. Compliance with such requirements is necessary, in our opinion, for the City to comply with the requirements applicable to those programs.

In our opinion, except for the noncompliance described in the preceding paragraph, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2010. The results of our auditing procedures also disclosed other instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 2010-3.

### ***Internal Control Over Compliance***

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs and state projects. In planning and performing our audit, we considered the City's internal control over compliance with requirements that could have a direct and material effect on a major federal program or state project to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General, State of Florida, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or a state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or a state project will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2010-2 to be a material weakness.

The City's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit the City's responses, and accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Honorable Mayor, the members of the City Commission, the audit committee, management of the City, federal and state awarding agencies and pass-through entities and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

*McGladrey & Pullen, LLP*

West Palm Beach, Florida  
March 30, 2011

City of West Palm Beach, Florida

**Schedule of Expenditures of Federal Awards  
and State Financial Assistance  
For year ended September 30, 2010**

Federal Grantor/State Agency Pass-Through Entity Federal Program / State Project	CFDA / CSFA No.	Contract Grant No.	Expenditures	Transfers to Subrecipients
<b>U.S. Department of Agriculture:</b>				
Passed-Through Florida Department of Agriculture and Consumer Services:				
Forest Health Improvement Initiative	10.688	ARRA	<b>\$ 13,115</b>	<b>\$ -</b>
<b>U.S. Department of Housing and Urban Development:</b>				
Direct:				
Community Development Block Grant (CDBG)	14.218	B-02-MC-12-0022 thru B-08-MC-12-0022	<b>735,028</b>	<b>160,237</b>
Community Development Block Grant (CDBG) – NSP1	14.218	B-08-MC-12-0022	<b>1,841,924</b>	-
Pass through Palm Beach County:				
CDBG Disaster Recovery Initiative (DRI) Program	14.218	07DB-3V-10-60-01-Z07	<b>526,515</b>	-
Direct:				
Community Development Block Grant (CDBG) – Recovery	14.253	ARRA B-09-MY-12-0022	<b>2,160</b>	-
Total Community Development Block Grant Cluster			<b>3,105,627</b>	<b>160,237</b>
Direct:				
HOME Investment Partnership Program Grant	14.239	M-02-MC-12-0224 thru M-08-MC-12-0224	<b>869,635</b>	<b>399,675</b>
Housing Opportunity for People with AIDS (HOPWA) Grant	14.241	FL-H-06-F-006 thru FL-H-08-F-006	<b>3,025,263</b>	<b>2,929,690</b>
Total U.S. Department of Housing and Urban Development			<b>7,000,525</b>	<b>3,489,602</b>
<b>U.S. Department of Justice:</b>				
Direct:				
Weed and Seed Grant	16.595	2008-WS-QX-0021	<b>11,944</b>	-
Weed and Seed Grant	16.595	2009-WS-QX-0180	<b>101,070</b>	<b>48,507</b>
Justice Assistance Grant (ARRA)	16.595	ARRA NA	<b>59,694</b>	-
COPS Universal Hiring Grant	16.710	2003-UM-WX-0029	<b>3,408</b>	-
Cops Hiring Recovery Grant (ARRA)	16.710	ARRA 2009-RK-WX-0239	<b>268,797</b>	-
Justice Assistance Grant	16.738	2009-DJ-BX-1509	<b>51,797</b>	-
Justice Assistance Grant (ARRA)	16.804	ARRA 2009-SB-B9-2133	<b>422,771</b>	-
Pass through FDLE and Palm Beach County:				
Youth Empowerment Center On-the-Job Training/Apprenticeship (ARRA)	16.804	ARRA NA	<b>158,901</b>	-
Total U.S. Department of Justice			<b>1,078,382</b>	<b>48,507</b>

(Continued)

City of West Palm Beach, Florida

**Schedule of Expenditures of Federal Awards  
and State Financial Assistance (Continued)  
For year ended September 30, 2010**

Federal Grantor/State Agency Pass-Through Entity Federal Program / State Project	CFDA / CSFA No.	Contract Grant No.	Expenditures	Transfers to Subrecipients
<b>U.S. Department of Labor:</b>				
Direct:				
Youth Empowerment Center On-the-Job Training / Apprenticeship	17.261	EA-18769-09-60-A-12	<b>\$ 11,642</b>	\$ -
<b>U.S. Department of Transportation:</b>				
Passed-Through Florida Department of Transportation (FDOT):				
Federal Highway Administration (FHWA) – Flagler Reconfiguration	20.205	FPN No. 420413-1-58-01	<b>358,816</b>	-
Federal Highway Administration (FHWA) – Flagler Traffic Calming	20.205	FPN No. 420414-1-58-01	<b>939,158</b>	-
Federal Highway Administration (FHWA) – Okeechobee Boulevard	20.205	FPN No. 411889-1-58-01	<b>399,071</b>	-
Federal Highway Administration (FHWA) – 24th & 25th Street	20.205	FPN No. 415851-1-58-01	<b>1,070,998</b>	-
Passed-Through Florida Department of Environmental Protection (FDEP):				
Federal Highway Administration (FHWA) – Apoxee Bike and Hike Trail – Phase III	20.219	T27020 / T2720	<b>109,094</b>	-
Direct:				
Federal Transit Administration (FTA) – Trolleys	20.500	FL-03-0269-00	<b>820,175</b>	-
<b>Total U.S. Department of Transportation</b>			<b>3,697,312</b>	-
<b>U.S. Department of Treasury:</b>				
Direct:				
National Foreclosure Mitigation Counseling Grant (NFMC)	21.000	PL 110-289.95X1350	<b>157,800</b>	<b>157,800</b>
<b>U.S. Department of Energy</b>				
Direct:				
Energy Efficiency Conservation Block Grant (ARRA)	81.128	ARRA DE-SC0002809	<b>313,386</b>	-
<b>U.S. Department of Health and Human Services</b>				
Pass through Workforce Alliance:				
Temporary Assistance For Needy Families Program (ARRA)	93.714	ARRA NA	<b>240,772</b>	-
<b>U.S. Department of Homeland Security:</b>				
Direct:				
Hazard Mitigation Grant Program (HMGP)	97.039	10HM-37-10-60-02-003	<b>2,813</b>	-
<b>Total Expenditures of Federal Awards</b>			<b>\$12,515,747</b>	<b>\$ 3,695,909</b>

(Continued)

City of West Palm Beach, Florida

Schedule of Expenditures of Federal Awards  
and State Financial Assistance (continued)  
For year ended September 30, 2010

Federal Grantor/State Agency Pass-Through Entity Federal Program / State Project	CFDA / CSFA No.	Contract Grant No.	Expenditures	Transfer to Subrecipients
<b>State of Florida:</b>				
<b>Florida Department of Environmental Protection:</b>				
Direct:				
Florida Recreation Development Assistance Program (FRDAP)				
Phipps Park	37.017	A8052	\$ 104,881	\$ -
Currie Park	37.017	A8051	200,000	-
Statewide Surface Water Restoration and Wastewater Projects				
Northlake Boulevard Lox Slough Restoration	37.039	LP6748	19,206	-
Stub Canal Stormwater Improvement	37.039	LP6868	502,437	-
Pass through Palm Beach County:				
Pollution Control Device (PCD) Lakewood & Edmor Streets	37.039	R2006 0880	59,121	-
<b>Total Florida Department of Environmental Protection</b>			<b>885,645</b>	<b>-</b>
<b>Florida Department of State – Division of Libraries and Information Service:</b>				
Direct:				
State Aid to Library Construction Grant	45.020	06-PLC-19	14,894	-
State Aid to Library Programs	45.030	07-ST-60 and 08-ST-61	13,637	-
<b>Total Florida Department of State</b>			<b>28,531</b>	<b>-</b>
<b>Florida Housing Finance Corporation</b>				
Direct:				
State Housing Initiatives Partnership (SHIP) Program	52.901	SHIP	966,780	338,111
<b>Florida Department of Transportation:</b>				
Direct:				
Belvedere Road & I-95 Beautification Project	55.003	FM No. 423847-1-58-01	120,002	-
Forest Hill Boulevard Landscape Improvements	55.003	FM No. 424779-1-58-01	33,411	-
<b>Total Florida Department of Transportation</b>			<b>153,413</b>	<b>-</b>
<b>Total Expenditures of State Financial Assistance</b>			<b>\$ 2,034,369</b>	<b>\$ 338,111</b>

The accompanying notes are an integral part of this schedule.

City of West Palm Beach, Florida

**Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance  
Year Ended September 30, 2010**

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**1. General** – The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance (the “Schedule”) presents the activity of all federal programs and state projects of the City of West Palm Beach, Florida (the “City”) for the year ended September 30, 2010. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and Chapter 10.550, *Rules of the Auditor General*. Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net assets or cash flows of the City.

**2. Basis of Accounting** – The accompany Schedule of Expenditures of Federal Awards and State Financial Assistance is presented using the modified accrual basis of accounting for grants which are accounted for in the governmental fund types and on the accrual basis of accounting for grants which are accounted for in the proprietary fund types. The information in this schedule is presented in accordance with requirement of OMB Circular A-133, *Audit of State, Local Government, and Non-profit Organizations* and Chapter 10.550, *Rules of the Auditor General, State of Florida*.

The City of West Palm Beach

Schedule of Findings and Questioned Costs  
Fiscal Year Ended September 30, 2010

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I - Summary of Independent Auditor's Results

**Financial Statements**

Type of auditor's report issued:		Unqualified
Internal control over financial reporting:		
Material weakness(es) identified?	<u>          </u> Yes	<u>      X      </u> No
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	<u>          </u> Yes	<u>      X      </u> None Reported
Noncompliance material to financial statements noted?	<u>          </u> Yes	<u>      X      </u> No

**Federal Awards**

Internal control over major programs:		
Material weakness(es) identified?	<u>      X      </u> Yes	<u>          </u> No
Significant deficiency(ies) identified not considered to be material weakness(es)?	<u>          </u> Yes	<u>      X      </u> None Reported

Type of auditor's report issued on compliance for major programs:		Qualified
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?	<u>      X      </u> Yes	<u>          </u> No

Identification of major programs:

The programs tested as major included the following:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
14.218	Community Development Block Grants – Entitlement
14.253	Community Development Block Grants – Entitlement – ARRA
14.239	HOME Investment Partnerships Program
16.710	Public Safety Partnership and Community Policing Grants – ARRA
16.804	Edward Byrne Memorial Justice Assistance Grant – ARRA
20.500	Federal Transit – Capital Investments Grants
81.128	Energy Efficiency and Conservation Block Grant Program – ARRA

(Continued)

**The City of West Palm Beach**

**Schedule of Findings and Questioned Costs (Continued)**  
**Fiscal Year Ended September 30, 2010**

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Dollar threshold used to distinguish between type  
 A and type B programs:

\$ 375,532

Auditee qualified as low-risk auditee?

  X   Yes             No

***State Financial Assistance***

Internal control over major projects:

Material weakness(es) identified?

       Yes        X   No

Significant deficiency(ies) identified not  
 considered to be material weakness(es)?

       Yes        X   None Reported

Type of auditor's report issued on compliance for  
 major projects:

Unqualified

Any audit findings disclosed that are required to be  
 reported in accordance with Chapter 10.550, *Rules*  
*of the Auditor General*?

  X   Yes             No

Identification of major projects:

The projects tested as major included the following:

CSFA Number(s)

37.017

52.901

Name of State Financial  
Assistance Project

Florida Recreation Development  
 Assistance Program

State Housing Initiatives Partnership (SHIP)  
 Program

Dollar threshold used to distinguish between type  
 A and type B projects:

\$ 300,000

The City of West Palm Beach

Schedule of Findings and Questioned Costs (Continued)  
Fiscal Year Ended September 30, 2010

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II – Financial Statements Findings

None reported.

III – Federal Awards and State Financial Assistance Findings and Questioned Costs

2010-1

Reporting  
Special Tests and Provisions

U.S. Department of Justice (DOJ) -  
Public Safety Partnership and Community Policing Grant ARRA (CFDA No. 16.710)  
Edward Byrne Memorial Justice Assistance Grant - ARRA (CFDA No. 16.804)

Criteria: Section 1512 of the American Recovery and Reinvestment Act (ARRA) states that, among other reporting requirements, the non-federal entity should report the amount of ARRA funds received that were expended for projects or activities. Per 2 CFR 215, section 21 "Uniform Administrative Requirements for Grants and Agreements" and the A-102 Common Rule provisions, recipients agree to maintain records that identify adequately the source and application of ARRA funds.

Condition: It was noted the amount of expenditures indicated on the City's schedule of expenditures of federal awards did not agree with the amount indicated and reported on FederalReporting.gov as of September 30, 2010. The City underreported expenditures for CFDA 16.710 by \$233,449 and CFDA 16.804 by \$242,274. These items were included in the subsequent quarterly report.

Questioned costs: Not applicable.

Context: This condition appears to be an isolated incident.

Effect: The City under reported their expenditures to the Federal government under the various ARRA grants noted above.

Cause: Administrative oversight.

Recommendation: We recommend the City's finance department host training on the common ARRA compliance requirements, specifically the ARRA reporting requirements, to ensure that all personnel involved with ARRA grants are aware of the respective compliance requirements and the City's internal control policies and procedures.

**The City of West Palm Beach**

**Schedule of Findings and Questioned Costs (Continued)**  
**Fiscal Year Ended September 30, 2010**

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View of responsible officials and planned corrective action: The City acknowledges the reporting error. Fiscal year 2009-2010 was the first year for the ARRA grants, and minimal information was available on the new reporting requirements. In the case of the CFDA 16.710 and CFDA 16.804, the employee who was administering the grants actually received some misleading information from published literature, which led to the reporting error. Section 1512 of the American Recovery and Reinvestment Act (ARRA) states that, among other reporting requirements, the non-federal entity should report the amount of ARRA funds received that were expended for projects or activities. The reporting requirement was misinterpreted to read that only the funds that were both expended and received were to be reported. This error was corrected on the next submitted QPR, which was for the Quarter Ending December 31, 2010.

There were and are controls in effect that would have caught the mistake in the form of a financial report review done on a regular basis in which the expenditures, receivables and revenue for each City grant are compared to the submitted grant reports. The difference between the submitted report's funds received and funds invoiced and the expenditures per the submitted report would equal the due from government receivable on the balance sheet. Unfortunately, that financial report review was not done within the usual time frame in the year under audit and so did not function as designed to catch the error within the fiscal year.

In October, 2011 the City conducted a comprehensive training for grant administrators. This training covered many aspects of grant administration, including reporting requirements. Additional procedures have been implemented by the City to ensure that similar reporting errors will not occur again. The police department personnel who administer both of these grants, as well as other grant administrators, have been instructed on the misinterpretation and have implemented a procedure whereby each submittal to a granting agency is reviewed and compared in detail to general ledger totals by a reviewer. This procedure is done in detail regardless of whether the total amounts agree to each other. The City believes these procedures have greatly reduced the likelihood of future reporting errors.

The City of West Palm Beach

Schedule of Findings and Questioned Costs (Continued)  
Fiscal Year Ended September 30, 2010

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2010-2

**Subrecipient Monitoring**

**U.S. Department of Housing and Urban Development (HUD) -  
HOME Investment Partnerships Program (CFDA No. 14.239)**

Criteria: A pass through entity is responsible for monitoring the subrecipient's use of Federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the subrecipient administers Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.

Condition: During-the-award monitoring was not performed during the period under audit for this program.

Questioned costs: Not applicable.

Context: This condition is considered to be systemic in nature.

Effect: The City is not in compliance with the grant's subrecipient monitoring requirements.

Cause: The City is required to monitor the contractors during the construction phase, during the period under audit, the City began construction; however no evidence of monitoring was noted.

Recommendation: We recommend the City implement policies and procedures to ensure it performs the necessary during-the-award monitoring procedures as prescribed by the OMB Circular A-133.

View of responsible officials and planned corrective action: The City acknowledges there were delays with subrecipient monitoring related to the HOME Investment Partnership Program in the fiscal year ended September 30, 2010. However, the City believes the problems that caused these delays are being corrected and there is not an ongoing control problem. The City has always had policies and procedures in place requiring completion of compliance requirements, including subrecipient monitoring. However, severe staffing issues in the Housing and Community Development Department ("HCD") in fiscal year 2009 – 2010 led to a breakdown of those procedures to the extent that monitoring for the HOME Investment Partnership Program was not completed on a timely basis. The City has responded to that situation by reorganizing the HCD Department including creation of a Program and Compliance Section that focuses on all compliance requirements for HCD programs. The City recognizes that monitoring is one of the core elements of a well designed internal control system and believes that the reorganization will insure that a similar breakdown in procedures will be prevented in the future.

**The City of West Palm Beach**

**Schedule of Findings and Questioned Costs (Continued)**  
**Fiscal Year Ended September 30, 2010**

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The Program and Compliance Section of the HCD Department is now responsible for compliance monitoring with all the applicable rules and citations for HCD programs and/or agreement and must ensure that program funds are used in accordance with all program rules and regulations, determine the adequacy of performance under the written agreements and take appropriate action when performance problems arise. The HCD Department is currently in the process of completing and reviewing the monitoring for the entire Home Investment Partnership project, including the program expenditures in fiscal year 2009 – 2010. As of the date of this report, no subrecipient problems have been uncovered by this monitoring.

HCD's new Monitoring Process determines program and financial performance and regulatory compliance and is completed in one (1) or more of the following four (4) stages:

- Desk Audit Compliance Review of records and files
- On-site Monitoring of files
- On-site Physical Inspection of Units, if applicable
- Technical Assistance

The City of West Palm Beach

Schedule of Findings and Questioned Costs (Continued)  
Fiscal Year Ended September 30, 2010

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2010-3

Reporting

**Florida Department of Environmental Protection (FDEP) –  
Florida Recreation Development Assistance Program (CSFA No. 37.017)**

Criteria: All grant agreements will require submittal of three project progress reports per calendar year, as specified per agreement. Reports shall be submitted every January 5, May 5, and September 5 for the duration of the agreement summarizing the work accomplished, problems encountered, percentage of completion and any other information which should be requested by the Department such as photographs.

Condition: It was noted two reports filed with the state were filed after the due date stipulated by the state.

Questioned costs: Not applicable.

Context: The condition appears to be isolated in nature.

Effect: The City is not in compliance with the grant's reporting requirements and the City's controls over this grant's reporting requirement are not operating effectively.

Cause: Administrative oversight.

Recommendation: We recommend the City implement policies and procedures to ensure the required reports are filed within a timely manner as required by the granting agencies.

View of responsible officials and planned corrective action: The City acknowledges that administrative oversight was the reason behind the finding in question. The City has policies and procedures to ensure the required reports are filed within a timely manner as required by the granting agencies. Specifically, the Parks and Recreation Department, upholds that there are sufficient controls in place to ensure that required reports are filed by the stipulated due dates.

City of West Palm Beach, Florida

Summary Schedule of Prior Audit Findings  
Fiscal Year Ended September 30, 2010

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CF 2009-01 Special Tests  
U.S. Department of Housing and Urban Development (HUD)  
Home Investment Partnerships Program (CFDA No. 14.239)

Audit Finding: It was noted that the City failed to conduct on-site inspections on one of its tenant based rental assistance properties.

Corrective ActionTaken: Corrective action was taken on this finding.



**Management Letter Required By  
Chapter 10.550 of the Rules of the  
Auditor General of the State of Florida**

The Honorable Mayor, Members of the  
City Commission and City Manager  
City of West Palm Beach, Florida

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of West Palm Beach, Florida (the "City") as of and for the fiscal year ended September 30, 2010 which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 30, 2011. Our report was modified to include a reference to other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and the requirements described in the *Executive Office of the Governor's State Projects Compliance Supplement*. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and Independent Auditors' Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Federal Program and State Project and on Internal Control over Compliance in Accordance With OMB Circular A-133 and Chapter 10.550, *Rules of the Auditor General, State of Florida* and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 30, 2011, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida require that certain items be addressed in this letter if not addressed in the aforementioned auditor's reports or schedules.

Section 10.554(1)(i) 1., *Rules of the Auditor General*, requires that a statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. The recommendations made in the preceding annual financial audit report have been addressed in Appendix B to this report.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires a statement as to whether or not the City complied with the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the City complied with Section 218.415, Florida Statutes, relating to local government investment policies.

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. There were no recommendations to improve the City's financial management in the current year.

The *Rules of the Auditor General* (Section 10.554(1)(i)4.) require that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.

Section 10.554(1)(i)5., *Rules of the Auditor General*, provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on financial statements, considering both quantitative and qualitative factors: (a) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (b) control deficiencies that are not significant deficiencies. In connection with our audit, we noted item ML 10-01 included in Appendix A to this report.

Section 10.554(1)(i)6., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The information is disclosed in Note A to the financial statements.

Section 10.554(1)(i)7.a., *Rules of the Auditor General*, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Section 10.554(1)(i)7.b., *Rules of the Auditor General*, requires that we determine whether the annual financial report for the City for the fiscal year ended September 30, 2010 filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2010. In connection with our audit, we determined that the annual financial report is in agreement with the annual financial audit report.

Pursuant to Sections 10.554(1)(i)7.c. and 10.556(7), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information of the City, management of West Palm Beach, and the State of Florida Office of the Auditor General, and is not intended to be and should not be used by anyone other than these specified parties.

*McGladrey & Pullen, LLP*

West Palm Beach, Florida  
March 30, 2011

Appendix A – Current Year’s Recommendations  
Fiscal Year Ended September 30, 2010

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<u>No.</u>	<u>Current Year’s Observations</u>
ML 10-01	Review of ARRA Section 1512 Reports

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**ML 10-01 – Review of ARRA Section 1512 Reports**

Criteria: The City should design, implement, and effectively operate internal control over grant reporting requirements provide reasonable assurance that reports of grant awards submitted to the grant awarding agency or pass-through entities include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program/project requirements.

Condition: During the tests of controls performed over the ARRA Section 1512 reporting requirements, an error was not identified and corrected in a timely manner through the supervisory review or compensating control review done by the grants administrator with regard to the September 30, 2010 filing for the Department of Justice (“DOJ”) American Recovery and Reinvestment Act (“ARRA”) grants.

Effect: The expenditure reporting for the U.S. Department of Justice Public Safety Partnership and Community Policing Grant and Edward Byrne Memorial Justice Assistance Grant was underreported on FederalReporting.gov as of September 30, 2010.

Cause: The error was not detected by the supervisor in their review. In addition, due to year-end work load constraints, the grants administrator was not able to timely review the September 30, 2010 filings of the ARRA Section 1512 reports for the DOJ ARRA grants.

Recommendation: We recommend the City review its current policies and procedures over ARRA reporting to ensure that a timely review is performed of all reports before they are filed to ensure they are accurate.

Views of responsible officials and planned corrective actions: The City agrees with this finding and has implemented new control procedures related to all grant reporting including the reporting for ARRA grants. Personnel, who administer ARRA grants, as well as other grant administrators, have received training on ARRA reporting. In addition, these employees have been instructed to perform an additional detailed review that compares the grant report to the general ledger in detail before the grant report is submitted. The City believes this procedure will greatly reduce the likelihood of future reporting errors.

City of West Palm Beach, Florida

Appendix B – Prior Year’s Recommendations to Improve Financial Management,  
Accounting Procedures and Internal Controls  
Fiscal Year Ended September 30, 2010

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<u>No.</u>	<u>Prior Year's Observations</u>	<u>Observation is Still Relevant</u>	<u>Observation Addressed or No Longer Relevant</u>
ML 09-01	Investment in Joint Venture		X
ML 09-02	Review of Upper Management Payroll Charged to Grants		X

## EXHIBIT D: FEDERAL CERTIFICATES AND ASSURANCES

The **last** page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at [http://www.fta.dot.gov/funding/grants\\_financing\\_93.html](http://www.fta.dot.gov/funding/grants_financing_93.html) (then, follow instructions on where to proceed.) If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the South Florida Regional Transportation Authority.

The signature page for Federal Certifications and Assurances should be signed by an individual authorized by the applicant's governing board to sign and submit applications, and its attorney. Blue ink is suggested as it distinguishes an original signature from a photocopied signature.

### Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- Debarment, Suspension, and other Responsibility Matters
- Drug Free Workplace Certification
- Intergovernmental Review Assurance
- Federal Transit Administration Master Agreement
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

A. Applicants for Federal Assistance may signify compliance with the above certifications and assurances by placing an "X" at the top of Appendix A next to the statement that reads: "The Applicant agrees to comply with applicable requirements of Categories I-XV". If an applicant chooses to do this, no additional notation is necessary, except for the signature on the reverse.

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5316 and 5317 programs, specifically, Category XIII, by placing an "X" in Category I, "Certifications and Assurances required of each applicant" (to cover the above-noted items), as well as an "X" in Category XIII.

A description of the certifications required by the Section 5316 and/or Section 5317 Program is provided in the annual Federal Register Notice.

**FEDERAL FISCAL YEAR 2011 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: CITY OF WEST PALM BEACH

Name and Relationship of Authorized Representative: GERALDINE MUOIO, MAYOR

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2011.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2011.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature Geraldine Muorio Date: 9/6/11

Name GERALDINE MUOIO, MAYOR  
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): CITY OF WEST PALM BEACH

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature Zoe Panarites, Esq. Date: 9/1/11

Name Zoe Panarites  
Attorney for Applicant

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

**FEDERAL FISCAL YEAR 2011 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

*(Signature page alternative to providing Certifications and Assurances in TEAM-Web)*

Name of Applicant: CITY OF WEST PALM BEACH

The Applicant agrees to comply with applicable provisions of Categories 01 – 24. \_\_\_\_\_  
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Assurances Required For Each Applicant.	<input checked="" type="checkbox"/>
02.	Lobbying.	<input checked="" type="checkbox"/>
03.	Procurement Compliance.	<input checked="" type="checkbox"/>
04.	Protections for Private Providers of Public Transportation.	<input type="checkbox"/>
05.	Public Hearing.	<input type="checkbox"/>
06.	Acquisition of Rolling Stock for Use in Revenue Service.	<input type="checkbox"/>
07.	Acquisition of Capital Assets by Lease.	<input type="checkbox"/>
08.	Bus Testing.	<input type="checkbox"/>
09.	Charter Service Agreement.	<input checked="" type="checkbox"/>
10.	School Transportation Agreement.	<input type="checkbox"/>
11.	Demand Responsive Service.	<input type="checkbox"/>
12.	Alcohol Misuse and Prohibited Drug Use.	<input checked="" type="checkbox"/>
13.	Interest and Other Financing Costs.	<input type="checkbox"/>
14.	Intelligent Transportation Systems.	<input type="checkbox"/>
15.	Urbanized Area Formula Program.	<input type="checkbox"/>
16.	Clean Fuels Grant Program.	<input type="checkbox"/>
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	<input type="checkbox"/>
18.	Nonurbanized Area Formula Program for States.	<input type="checkbox"/>
19.	Job Access and Reverse Commute Program.	<input checked="" type="checkbox"/>
20.	New Freedom Program.	<input type="checkbox"/>
21.	Paul S. Sarbanes Transit in Parks Program.	<input type="checkbox"/>
22.	Tribal Transit Program.	<input type="checkbox"/>
23.	TIFIA Projects	<input type="checkbox"/>
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	<input type="checkbox"/>

**EXHIBIT E: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

It is the policy of the South Florida Regional Transportation Authority (SFRTA) that Disadvantaged Business Enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts. SFRTA will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

Contractors are encouraged to take all necessary and reasonable steps to ensure that DBE's have the maximum opportunity to compete for and perform services on contracts, including participation in any subsequent supplemental contracts. If the Contractors intend to subcontract a portion of the services on the project, Contractor are encouraged to seek out and consider DBE's as potential subcontractors, by soliciting their interest, capability, and qualifications.



**SUPPLEMENTARY BUDGET SHEET FOR QUESTION #23**

	<b>12-month period</b>	<b>24-month period (maximum allowable)</b>
Total Operating Cost (all eligible operating costs)	\$ 730,000	\$ 1,460,000
Less project revenues (Fare box)	\$( 0 )	\$( 0 )
Net project cost	\$ 730,000	\$ 1,460,000
Local Share requirement (50% of Net Project Cost)	\$ 365,000	\$ 730,000
Request for Operating Funding	<b>\$365,000</b>	<b>\$ 730,000</b>

**Assumptions for Commuter Circulator Annual Operating Costs:**

**Hours:** Monday-Friday: 7am-6pm

Saturday: 9am-6pm

Sunday: 11am-6pm

71 Total Weekly Hours of operation per vehicle

71 Total Weekly Hours per vehicle x 3 vehicles = 213 weekly hours => 11,076 Annual hours

**Cost per Hour: \$65.9\***

\*The cost per hour was derived directly from an already completed RFP process for trolley operations which was used to select Molley's trolley as the operator of this route.

**Total Annual Cost: \$65.9 per hour x 11,076 annual hours of operation => \$730,000**