

For June 5



NORTH GEORGIA COMMUNITY ACTION, INC.

1344 Talking Rock Road • P. O. Box 760

Jasper, Georgia 30143-0760

706-692-5623 • 706-692-5644 • 1-800-440-1642 • Fax 706-692-2804

May 10, 2018

Mr. David Gibson
Gordon County Board of Commissioners
P.O. Box 580
Calhoun, GA 30703

Mr. Gibson,

We are providing this letter to accompany the Notice of Intent to Award, Budget Information and Capital Match Breakdown produced by the Georgia Department of Transportation. Enclosed you will find the previously mentioned information along with a service agreement for the operation of Mountain Area Transportation System. We have included two copies of this agreement. Please sign both agreements and return to us. After our signature, we will return a copy back to the county.

If you should have any further questions, please feel free to contact me at (706) 692-5623. Thank you.

Sincerely,

Jonathan Ray
Executive Director
North Georgia Community Action, Inc.

Section 5311 Public Transportation Service Agreement
For Operation of the Mountain Area Transit System
Between the Gordon County Board of Commissioners
And
North Georgia Community Action, Inc. (DBA as MATS)

This agreement is made and entered into this _____ day of _____, 2018, by and between the Gordon County Board of Commissioners hereinafter referred to as the "County"; and North Georgia Community Action, Inc. hereinafter referred to as "NGCA, Inc."; and shall terminate on the 30th day of June 2019, unless terminated earlier under other provisions of this agreement.

Whereas, the Georgia Department of Transportation (GDOT) in cooperation with NGCA, Inc. has provided a Notice of Intent to Award to NGCA, Inc. for the operation of the 5311 Transit Program in Gordon County; and

Whereas, the county has agreed for NGCA, Inc. to operate and administer the 5311 Transit Program in the prime contractor capacity with GDOT in Gordon County.

Therefore, the parties agree as follows:

Item 1: Term of Agreement

1.1 North Georgia Community Action, Inc. is engaged as the prime contractor for the purpose of operating and administering the Section 5311 Transportation Program

1.2 The term of the agreement shall be from July 1, 2018 through June 30, 2019.

1.3 The County and NGCA, Inc. reserve the right to terminate this agreement upon 60 (sixty) days written notice to the other party.

Item 2: Scope of Work & Responsibilities

2.1 NGCA, Inc. will manage the overall operation of the transit program and will ensure compliance with local, state and federal laws and regulations.

2.2 NGCA, Inc. will manage the annual and monthly financial reporting, budget compilation, statistical analysis and program monitoring for the program as required by GDOT.

2.3 The County will appropriate capital matching funds, when required at a rate of 10%, and local operating match funds at a rate no greater than 50% of total operating budget as set forth in Item 3 of this agreement.

2.4 NGCA, Inc. shall invoice the county each month for the local operating match requirement that will be accompanied by a monthly expense summary. Additionally, as the 10% capital match requirement arises, NGCA, Inc. will provide an additional invoice for any amounts due under the capital match requirement.

Item 3: Local Match and Capital Match

3.1 Local Operating Match for this agreement beginning July 1, 2018, is expected to be \$130,520.00 in total or about \$10876.67 monthly. This amount reflects the 50% local match requirement set forth by the Georgia Department of Transportation for the 5311 Transit Program. NGCA, Inc. will bill the county monthly for the local match requirement as set forth in item 2.3.

3.2 Capital Match Requirement for this agreement beginning July 1, 2018, is expected to be \$14,050.51 and reflects the 10% local match requirement set forth by the Georgia Department of Transportation for the 5311 Transit Program. NGCA, Inc. will bill the county as this particular invoice becomes due to GDOT. This is expected to be an annual invoice provided by GDOT to NGCA, Inc.

3.3 A Notice of Intent to Award, a breakdown of capital match due for Gordon County and a finalized budget is included as additional information.

Signed: _____

Date: _____

Gordon County Board of Commissioners

Attest: _____

Signed: _____

Date: _____

Jonathan Ray, Executive Director

North Georgia Community Action, Inc.

Attest: _____

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Date: _____

Gordon County Board of Commissioners

Attest: _____

Signed: _____

Date: _____

Jonathan Ray, Executive Director

North Georgia Community Action, Inc.

Attest: _____



April 30, 2018

Mr. Jonathan Ray, Executive Director
 Mountain Area Transportation (MAT)
 1344 Talking Rock Road
 Jasper, GA 30143

Subject: Notice of Intent to Award: FTA FY 2019 Section 5311 – Formula Grants for Rural Areas

Dear Mr. Ray:

We are pleased to inform you of the Department's intent to award **Mountain Area Transportation (MAT)** funding for FY 2019 under FTA's Section 5311 program as shown below. This funding is contingent upon an executed grant agreement with the Federal Transit Administration.

Funding Type	Federal Funding	State Match	Local Match	Total Funding
Operating	\$494,759.00		\$494,759.00	\$989,518.00
Capital – Rolling Stock/Support Vehicles	\$333,121.02	\$41,640.13	\$41,640.13	\$416,401.28
Capital – Goods, services, equipment	\$30,400.00	\$3,800.00	\$3,800.00	\$38,000.00
TOTAL	\$858,280.02	\$45,440.13	\$540,199.13	\$1,443,919.28

In advance of receiving your FY19 contract document electronically for execution, we are requesting your assistance with the following steps prior to July 1, 2018:

Step 1 – Please advise your governing board and key staff that your FY 2019 contract will be transmitted electronically through GDOT's Contract Authorization Tracking Systems (CATS) for review and execution.

Step 2 – **Instructions on how to submit 10% local match for vehicles** – Payment for the 10% local match in the amount of **\$41,640.13** must be submitted by **ACH only** in accordance with the instructions detailed on the attached invoice no later than **June 15, 2018**.

Failure to submit the 10% local share will further delay our ability to transmit your FY19 contract for execution.

Mountain Area Transportation
Notice of Intent to Award – FY 19 Section 5311
April 30, 2018

Our staff is focused on expediting this contract, which is effective July 1, 2018 in order to minimize any potential service disruptions; however, subrecipients must implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations.

If you have questions relating to your project, please contact your designated Public Transit Specialist (PTS) or Pat Downs, Transit Grants and Contracts Manager at 404-532-0073 or pdowns@dot.ga.gov. If you have questions relating to the invoice for the 10% local match, please contact Kevin Stone at 404-347-0462 or astone@dot.ga.gov.

We look forward to continuing our partnership in support of public transportation in Georgia.

Sincerely,



Nancy C. Cobb, Interim Transit Program Manager &
Assistant Intermodal Division Director

NCC/pd

Attachment: Invoice for 10% local Match



INVOICE

Invoice# INV-008728

Balance Due
\$41,640.12

Bill To
MATS

Invoice Date : 05.04.2018

Reference : 5311 FY19

#	Description	Qty	Rate	Amount
1	FY19 Rolling Stock 10% local match	2.00	4,279.292	8,558.58
2	FY19 Rolling Stock 10% local match	6.00	4,653.992	27,923.95
3	FY19 Rolling Stock 10% local match	1.00	5,157.592	5,157.59

Sub Total 41,640.12

Total \$41,640.12

Balance Due \$41,640.12

PLEASE RETURN BOTTOM PORTION WITH YOUR PAYMENT

Invoice Number	INV-008728
Invoice Date	05.04.2018
Amount Due	\$41,640.12

Make all checks payable to:

Georgia Department of Transportation
P.O. Box 117137
Atlanta, GA 30368-7137

Make payments by ACH to:

Bank Routing# (ABA) - 021052053
Account# - 43125093

SECTION 5311 - RURAL TRANSIT BUDGET State fiscal year period: July 1, 2018 - June 30, 2019

Subrecipient: Gordon County

District:

Date: 10/26/2017 Please submit budget to GDOT for approval by: October 30, 2017 @ 4:00 p.m.

State Budget Year: SFY19

Operating Period: 1-Jul-2018 To: 30-Jun-2019

Administrative Budget	Cost	Operating Budget	Cost	Capital Budget	Qty	Cost/Each	Cost
1. Director Salary	\$15,286.00	16. Driver Salary	\$122,702.00	33. Standard Van**			\$0.00
2. Supervisor Salary		17. Dispatcher Salary	\$45,356.00	34. Conversion Van*			\$0.00
3. Bookkeeper Salary	\$10,606.00	18. Mechanic Salary		35. Conversion Van / Lift			\$0.00
4. Secretary Salary		19. Fuel	\$22,365.00	36. Shuttle Van	1	\$41,066.92	\$41,066.92
5. Training	\$650.00	20. Maintenance and repairs	\$12,300.00	37. Shuttle Van / Lift	1	\$44,712.92	\$44,712.92
6. Marketing	\$300.00	21. Drug/Alcohol Testing	\$750.00	38. Shuttle Bus**	1	\$46,528.92	\$46,528.92
7. Telephone	\$2,100.00	22. Operating Licenses		39. Shuttle Bus / Lift**	1	\$48,947.92	\$48,947.92
8. Office Supplies	\$2,500.00	23. Utilities		40. Mobile Radio		\$2,000.00	\$0.00
9. Rental Expenses/Equip Rental		24. Vehicle Insurance	\$5,070.00	41. Base Radio		\$7,200.00	\$0.00
10. Standard Overhead	\$18,056.00	25. Drug/Alcohol Testing		42. Computer Hardware		\$3,200.00	\$0.00
11. Computer Software		26. Fringe Benefits		43. 3" - 6" Lettering	3	\$25.00	\$75.00
12. Audit		27. Software Licensing		44. Vehicle Striping	3	\$265.00	\$795.00
13. Indirect Expenses		28. Uniforms Expenses		45. Other:			\$0.00
14. Other		29. Communications	\$3,000.00	46. Other:			\$0.00
15. Other		30. Other		47. Surveillance cameras	18	\$318.83	\$5,738.94
Administrative Total	\$49,498.00	31. Other		48. Roof Hatch		\$300.00	\$0.00
		32. Other		50. Bike Rack		\$1,200.00	\$0.00
Operating Total		Operating Total	\$211,543.00	Capital Total	27		\$141,336.70

Net Operating Summary

Administrative Total / Ratio	\$49,498.00	18.96%	*Note: These vehicle options are not available		
Operating Total / Ratio	\$211,543.00	81.04%	**Note: Shuttle Buses Require CDL w/passenger endorsement		
Total Operating Budget	\$261,041.00		* Lettering is cost per vehicle for system name!		
48. LESS: Purchase of Service (POS) Revenue	\$0.00		* must equal total number of vehicles requested if selected		
49. LESS: Non-5311 Expenses	\$0.00		Select striping per vehicle if striping is wanted		
Public Transportation Budget	\$261,041.00		Subrecipients fill in green highlighted areas ONLY		
Net Operating Total	\$261,041.00				

Budget Summary

	Totals	Federal	State	Local
Operating Budget Total	\$261,041.00	\$130,520.00		\$130,520.00
**Purchase of Service (POS) Local Funds	\$50,000.00			\$50,000.00
Capital Budget Total	\$141,336.70	\$113,069.36	\$14,133.67	\$14,133.67

Budget Grand Total

\$402,377.70

\$243,589.36

\$14,133.67

\$144,653.67

	Qty	cost/unit	Description	Total	Federal	State	Local
Fannin	1	41066.92	Shuttle Van	\$ 41,066.92	\$ 32,853.54	\$ 4,106.69	\$ 4,106.69
Fannin	2	44712.92	Shuttle Van/Lift	\$ 89,425.84	\$ 71,540.67	\$ 8,942.58	\$ 8,942.58
Fannin	3	290	Stripping & Lettering	\$ 870.00	\$ 696.00	\$ 87.00	\$ 87.00
Fannin	3	1635.777777	Contingency	\$ 4,907.33	\$ 3,925.87	\$ 490.73	\$ 490.73
							\$ 13,627.01
Gilmer	2	44712.92	Shuttle Van/Lift	\$ 89,425.84	\$ 71,540.67	\$ 8,942.58	\$ 8,942.58
	1	290	Stripping Lettering	\$ 290.00	\$ 232.00	\$ 29.00	\$ 29.00
	2	1635.777777	Contingency	\$ 3,271.56	\$ 2,617.24	\$ 327.16	\$ 327.16
							\$ 9,298.74
Gordon	1	41066.92	Shuttle Van	\$ 41,066.92	\$ 32,853.54	\$ 4,106.69	\$ 4,106.69
Gordon	1	48947.92	Shuttle Bus/Lift	\$ 48,947.92	\$ 39,158.34	\$ 4,894.79	\$ 4,894.79
Gordon	1	44712.92	Shuttle Van/Lift	\$ 44,712.92	\$ 35,770.34	\$ 4,471.29	\$ 4,471.29
	3	290	Stripping & Lettering	\$ 870.00	\$ 696.00	\$ 87.00	\$ 87.00
	3	1635.777777	Contingency	\$ 4,907.33	\$ 3,925.87	\$ 490.73	\$ 490.73
							\$ 14,050.51
Pickens	1	44712.92	Shuttle Van/Lift	\$ 44,712.92	\$ 35,770.34	\$ 4,471.29	\$ 4,471.29
	1	290	Stripping Lettering	\$ 290.00	\$ 232.00	\$ 29.00	\$ 29.00
	1	1635.777777	Contingency	\$ 1,635.78	\$ 1,308.62	\$ 163.58	\$ 163.58
							\$ 4,663.87
			Grand Total	\$ 416,401.28	\$ 333,121.02	\$ 41,640.13	\$ 41,640.13
			10% Letter	\$ 416,401.28			
			Difference from 10% Le	\$ 0.00			