

Florida Commission for the



**Transportation  
Disadvantaged**

APPLICATION AND PROGRAM MANUAL

FOR THE

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE  
PROGRAM GRANT

2015/2016

**Issued By:**

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**605 Suwannee Street, Mail Station 49**

**Tallahassee, Florida 32399-0450**

**850-410-5700**

**Fax - 850-410-5752**

**Internet <http://www.dot.state.fl.us/ctd>**

# Shirley Conroy

The Shirley Conroy Rural Area Capital Assistance Program was named in honor of Mrs. Shirley Jenkins Conroy (1930-2010). Mrs. Conroy was a tireless advocate for coordinated community transportation services and those who were disadvantaged. A few of Mrs. Conroy's accomplishments included:

In the 1970's, she was instrumental in the development and passage of Chapter 427, F.S.



In the 1980's, she served as the Executive Director of the first Community Transportation Coordinator (CTC) for Alachua County.

In the 1990's, she administered coordinated transportation for the Florida Department of Transportation (FDOT) District 2 as the liaison to their CTCs.

In the 2000's, she served as the Executive Director of the Florida Association of Coordinated Transportation Systems (FACTS).

While this grant was originally named to honor Mrs. Conroy, it continues to memorialize her legacy in Community Transportation by providing funding for capital purchases for the rural areas of Florida.

## TABLE OF CONTENTS

INTRODUCTION	4	
PART I: GRANT PROGRAM REQUIREMENTS	5	
PROJECT ELIGIBILITY	5	
LOCAL MATCH REQUIREMENT	6	
ALLOCATION	7	
GRANT APPROVAL	7	
PROGRAM MANAGEMENT	8	
PART II: APPLICATION INSTRUCTIONS	10	
GENERAL INSTRUCTIONS	10	
EXHIBIT A INSTRUCTIONS	11	
EXHIBIT B INSTRUCTIONS	11	
EXHIBIT C INSTRUCTIONS	12	
EXHIBIT D INSTRUCTIONS	13	
EXHIBIT E INSTRUCTIONS	13	
EXHIBIT F INSTRUCTIONS	13	
EXHIBIT G INSTRUCTIONS	13	
PART III: APPLICATION FORMS	14	
EXHIBIT A	Grant Application (Application Form)	15
EXHIBIT B	Grant Application (Proposed Project Funding)	17
EXHIBIT C	Grant Application (Scope)	18
EXHIBIT D	Grant Application (Sample Authorizing Resolution)	19
EXHIBIT E	Grant Application (Standard Assurances)	20
EXHIBIT F	Grant Application (Inventory)	22
EXHIBIT G	Grant Application (Service Area Map)	23

## INTRODUCTION

This application package contains information and application forms for the Shirley Conroy Rural Area Capital Assistance Program Grant, as administered by the Commission for the Transportation Disadvantaged. The Florida Department of Transportation (FDOT) transfers \$1.4 Million to the Transportation Disadvantaged Trust Fund to provide financial assistance to eligible recipients in rural areas for the purchase of capital equipment. This year, however, to maintain FY2015-16 Trip and Equipment grant funding, FDOT approved a one-time transfer of funds of approximately \$550,000. The remaining balance will be used to award FY2015-16 Shirley Conroy Rural Area Capital Assistance Program grants.

Unlike the Trip and Equipment Grant Program managed through the Transportation Disadvantaged Trust Fund Program, this grant is discretionary and requires the applicant to state the **specific amount of money and eligible equipment** required to complete the project, as well as provide **specific details supporting the need, impact, and value of the project on the coordinated system**. The project should focus on addressing the capital needs of rural areas. After receipt of the applications, a subcommittee of the Commission for the Transportation Disadvantaged ("CTD" or "Commission") will review the applications and recommend projects to be awarded. **The subcommittee has requested that the equipment listed in the application be prioritized according to need.** The Commission will review and approve all projects recommended by the subcommittee, and grant agreements will be executed soon after their approval.

This manual is divided into three parts: Program Requirements, Application Instructions, and Application Forms. For the purpose of clarifying terms, the forms contained in this manual are referred to as the "grant application" and the agreement sent by the Commission for the Transportation Disadvantaged for execution by successful applicants is known as the "grant agreement."

**PART I**  
**SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT**  
**REQUIREMENTS**

This part of the manual contains requirements of the Shirley Conroy Rural Area Capital Assistance Program Grant.

**1. PROJECT ELIGIBILITY**

**A. Eligible Expenditures**

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of purchasing equipment to be utilized by a Community Transportation Coordinator (CTC). These grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, CTD policies, the grant agreement, and this grant manual.

This is a **reimbursement** grant program, which means recipients must purchase, pay for and receive the equipment before invoicing the CTD for reimbursement. As such, support documentation for reimbursement must identify the specific capital equipment designated as eligible for this grant.

Capital equipment is any equipment used to maintain or provide improved or expanded transportation services within the coordinated transportation system. The local Coordinating Board shall review and approve the grant application. Due to the time constraints of this application process, the CTC can receive approval from the local Coordinating Board after submission of the grant application. Capital equipment does not include the acquisition, construction, or improvement of facilities. Eligible capital equipment includes, but is not limited to:

1. Small or medium buses, cutaway vans (van body on truck chassis), under 30 ft.;
2. Sedans or vans (includes modified 15-passenger vans on a van chassis);
3. Wheelchair lifts, ramps, and restraints;
4. Two-way radios and communications equipment (TDD - Telecommunications Devices for the Deaf);
5. Computer hardware/software;
6. Support equipment, other than items specifically identified in this section, above \$500;
7. Vehicle procurement, testing, inspection acceptance, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy;
8. Initial installation or set-up costs of any of the above items.

Vehicles purchased will meet or exceed any applicable CTD accepted minimum specifications. The CTD accepts any specifications by any local, state, or federal government department.

In accordance with the Americans with Disabilities Act of 1990, all vehicles purchased through this grant, which are to be utilized on a fixed route/fixed schedule service, must be lift equipped. Applicants who intend to utilize project vehicles for demand response services may be requested to provide certification that their demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the applying agency with a lien only to the Florida Commission for the Transportation Disadvantaged (CTD). Insurance coverage is not an eligible expense. Equipment purchased with this grant shall be used by the CTC. Capital equipment may be leased or assigned for operational responsibility to third parties within the CTC's service area. The CTD may, after consultation with the recipient and local Coordinating Board, transfer all equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose. The CTD shall retain a majority of the interest in all capital equipment until the useful life of such equipment has been expended. At that time, the grantee may dispose of such equipment with the written permission of the CTD in accordance with the Commission's Capital Equipment Procedures. The CTC will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.

#### **B. Eligible Service Areas**

This is the primary area as defined in the Memorandum of Agreement and Transportation Disadvantaged Service Plan but does not exclude services moving residents of the primary service area in or out of the primary service area to surrounding areas as necessary and appropriate. The application will apply to rural portions of the service area.

#### **C. Eligible Applicants**

For this grant cycle an eligible applicant is any current Commission approved Community Transportation Coordinator who has an executed MOA and Transportation Disadvantaged Service Plan.

### **2. LOCAL MATCH REQUIREMENT**

This grant requires a local match. In defining local match, Rule 41-2.014(3), Florida Administrative Code, requires that eligible grant recipients must provide at least 10 percent of the total project cost as the local share. The 10 percent match for the funding allocation must be cash generated from local sources; no state or federal government revenues are acceptable as local match. The source of local cash match must be clearly identified in the grant application.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, grant revenues, and farebox revenues.

Areas designated as part of the Rural Economic Development Initiative (REDI) may request a reduction or waiver of match. This request must be made clear in the application package. Please contact your project manager or visit the following website: <http://www.florida-redi.com> for additional information.

**FUNDING PARTICIPATION FORMULA**

**Allocation for Grant**

Federal	0%
State	90%
Local match	<u>10%</u>
	100%

**3. ALLOCATIONS**

This funding is included in the FDOT’s Five Year Work Program; however, funding is subject to Legislative approval. Funds will be available for selected projects upon execution of the Shirley Conroy Rural Area Capital Assistance Program Grant.

**4. GRANT APPROVAL**

Grant application criteria include, but are not limited to, ability to demonstrate capital needs for a clearly defined rural area within the designated service area, ability to complete the project, readiness, and ability to match or leverage funds. Priority will be given to those projects that enhance the current local system the most. This includes, but is not limited to, technology; vehicle replacement requests; expansion of current service (whether an increase in service area or access to service); and/or other support equipment that will enhance existing services (must justify). Please note that these priorities are not listed in “rank order”. In addition, if the CTC returned funding within the previous two grant cycles because a project was not complete, an explanation should be provided as to why the project was not complete. All grant applications are subject to approval by the CTD or its designee. Please be aware that submitting a grant application does not ensure award nor does it ensure that if funding is granted it will be in the amounts requested. If the amount awarded is less than requested, the CTC will be notified to see if based on the new amount, the CTC would like to continue the proposed project. Once the Commission has approved the grant application and amount, a grant agreement will be forwarded to the applicant for execution. No significant changes can be made to the project once the Commission has approved.

Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the CTD give retroactive grant agreement execution. Costs incurred by an applicant to prepare and file this application are not eligible project costs for this grant. The following is an estimated timetable for the grant process. The timetable is subject to change.

July 17, 2015	Applications to CTCs
August 14, 2015	Applications due to CTD
August 21-31, 2015	Review of applications by subcommittee and prepare recommendations
September 2015	Review and approval by CTD
September 2015	Execution of Grant Agreements
June 30, 2016	All 2015/2016 Grant Agreements will terminate

Invoices for grant funds will not be honored until the grant agreement has been executed by both the CTD and the grantee, and is on file at the CTD office. Additionally, required invoice summary forms must be used.

## 5. PROGRAM MANAGEMENT

**General:** Grantees must administer grants following the guidelines and procedures identified in the Federal Common Grant Rule except where specifically stated otherwise. This document contains information concerning audits, allowable costs, accounting procedures, records retention, cost allocation plans, and other financial management requirements. A copy of the Federal Common Grant Rule is available upon request from the CTD.

**Third party contracts:** Third party contracts are contracts between a grantee and any subgrantee, or pass-through funding recipient, consultants, or others in the private sector for work needed to carry out a project. Unless otherwise authorized in writing by the Commission, the Grantee may not execute any contract or obligate itself in any manner requiring the disbursement of these grant funds including transportation operator and consultant contracts or amendments thereto, with any third party with respect to the project without being able to provide a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes; Chapter 427, Florida Statutes; and the rules promulgated by the Department of Management Services. The procurement, execution, audit, and closing of third-party contracts are basic grantee responsibilities and must be carried out using the same guidelines and procedures as described in Chapter 287, Florida Statutes. Inter-agency agreements or contracts passing through grant funds to other public bodies (including public transit operators) or transportation operators as defined in Chapter 427, Florida Statutes, are not third-party contracts. However, the pass-through recipient must comply with Chapter 287, Florida Statutes, if it enters into any subsequent third-party contract using Transportation Disadvantaged Trust Funds. Furthermore, the State of Florida has determined that public contracts must be awarded in a fair and open manner, free from collusion and unfair influence. Therefore, the Commission, as with other state agencies, has adopted Prohibited Interests provisions in Article 13.0 of the grant agreement which must be strictly followed by the grant recipient.

**Audits:** The Grant recipient must provide an audit report prepared either by its official auditor or audit agency or an independent certified public accountant, reflecting the use of the non-sponsored transportation funds of the Commission, the Grantee, and those from any other source with respect to the project in accordance with Section 7.60 of the grant agreement.

The Grantee shall permit and shall require its contractors to permit the Commission's authorized representatives to inspect all work, materials, payrolls, records, drivers' manifests, capital equipment; and to audit the books, records and accounts pertaining to the financing and development of the project at all reasonable times including upon completion of the project, and without notice. Grant recipients shall make all records available to the CTD, upon request, for a period of five (5) years after final project invoice.

**Invoicing:** Invoices for expenses provided or incurred pursuant to the grant agreement must be submitted in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, is met. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15, 2016.

**Reimbursements:** In order to obtain any Transportation Disadvantaged Trust Funds, the grant recipient must file with the Commission an invoice form as prescribed by the Commission and such other detailed supporting documentation pertaining to the project account and the project as the Commission may require to justify and support the payment requisition as prescribed in Articles 7.0 and 8.0 and Exhibit A and B of the grant agreement. The documentation will include information relating to the date the Grantee incurred project costs for equipment, proof of payment for the capital equipment (copy of cancelled check and/or copy of vendor invoice reflecting a \$0 balance due), and copy of application for title showing the Commission as the first lien holder, if applicable.

**Vendors Rights:** The Grantee providing goods and services to the Commission will receive payments in accordance with section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the Commission is required to approve and inspect goods and services shall not to exceed eleven (11) working days. The Florida Department of Transportation has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved. The Grantee shall promptly pay all subcontractors their proportionate share of payments received from the Commission. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the Commission. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at (800) 342-2762.

## PART II APPLICATION INSTRUCTIONS

### GENERAL INSTRUCTIONS

Applications are due August 14, 2015. Final award decisions are scheduled to be approved at the Commission's business meeting in September 2015.

Presented in this part are specific instructions on the preparation of the grant application forms. To be considered complete, the application should contain Exhibits A, B, C, D, E, F, and G as described in this manual.

**NOTE: It is the CTC's responsibility to complete and submit the grant application in its entirety in a timely manner. Local Coordinating Board review is required. Due to the timeliness of this application process, the Local Coordinating Board can review and approve the application after it is submitted to the CTD. The Local Coordinating Board Chair must certify, by signing the Exhibit A of the grant application, that it has reviewed the grant application.**

- A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged, (850) 410-5700.
- B. Applicants must submit **one original and five (5) copies** of each proposal. Applications must include documentation supporting the cost of the project. For example, for cutaway vehicles, submit a copy of the Transit Research Inspections Procurement Services (TRIPS) order form identifying the specifications of the requested vehicle and the total cost. If purchasing other capital equipment, a copy of the quote(s) received identifying equipment details and total cost.

The application prepared by each CTC must be securely stapled and submitted to the:

**Commission for the Transportation Disadvantaged  
605 Suwannee Street, Mail Station 49  
Tallahassee, Florida 32399-0450**

Note: Binders are unnecessary and will be discarded in the processing of the grant.

## EXHIBIT A INSTRUCTIONS

Except for the following notes, the applicant information form is self-explanatory. If questions arise, please contact the CTD.

**LEGAL NAME OF APPLICANT:** The full legal name of the applicant's organization, not an individual. Applicant name and address must be registered in MyFloridaMarketplace.

**FEDERAL IDENTIFICATION NUMBER:** The number used by all employers within the United States to identify their payroll and federal income tax.

**REMITTANCE ADDRESS:** This should be the applicant's mailing address where all correspondence is sent, and will be the address on the grant agreement and the address to which your reimbursement checks will be sent. Changes of address must be registered in MyFloridaMarketPlace. If the physical location of the applicant is different from the mailing address, the applicant must notify the Commission of the applicant's physical location of operations.

**PHONE NUMBER AND E-MAIL ADDRESS:** To facilitate faster communications, the applicant should also include telephone, fax numbers and any e-mail addresses used by the applicant.

### **LOCAL COORDINATING BOARD CERTIFICATION:**

**Local Coordinating Board review is required.** However, the review may be obtained after the grant application is submitted. The Local Coordinating Board Chair must certify, by signing Exhibit A, that the grant application has been reviewed by the LCB.

## EXHIBIT B INSTRUCTIONS

### I. PROJECT FUNDING

- A. **Capital Equipment:** Provide a detailed description and estimated cost of equipment to be purchased with grant funds to be utilized for rural area services.

### II. FUNDING PARTICIPATION

- A. **Transportation Disadvantaged Trust Funds:** Indicate the amount of funds requested for this grant for capital equipment.
- B. **Cash Local Match:** Indicate the percentage and dollar amount of the total contributions which the local sources are expected to contribute as a match to the grant funds. If applying for reduced match or a waiver of match as part of the REDI program, please state such here.
- C. **Total Project Cost:** Indicate the total proposed project cost.

## EXHIBIT C INSTRUCTIONS

**Scope:** This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review committee to consider and award project funds accordingly. Include a description of how funds will be used for rural services or to enhance existing services for rural transportation. Applicants do not have to use the enclosed "Exhibit C" form, however, the format and order must be exactly the same as on the enclosed form. The following descriptions should be used to complete this grant application:

**Who** - Describe who the equipment is going to serve. This could include demographic information that identifies the population that will be served in rural areas. Excerpts from the TDSP and data can be included to provide support in the area of demographics. This could also include the creation or development of services to address unmet needs in rural areas. Applicants may include letters of support.

**What** - Include **detailed descriptions** of what type of equipment is needed to serve the rural areas. The subcommittee has requested that the equipment listed in the application be prioritized according to need. This should include whether the equipment is replacement equipment, equipment that is needed to enhance current equipment, or new equipment to expand services.

If applying for a vehicle, specify the make and model of the vehicle and identify the accessories/equipment included on the vehicle. To ensure compliance with the competitive procurement requirements, we recommend purchasing from the State contract managed by the Florida Department of Transportation ([www.tripsflorida.org/contracts](http://www.tripsflorida.org/contracts)) or the Florida Department of Management Services ([www.dms.myflorida.com/business\\_operations](http://www.dms.myflorida.com/business_operations)). Both of these websites contain pricing information. Include a copy of the TRIPS order form or other quotes with your application marking the various accessories to be included on the vehicle. This information will be used by the Subcommittee to document the award amount. If the application is for the replacement of a vehicle(s), indicate which vehicle(s) is being replaced on the vehicle and other transportation equipment inventory form.

**Where** - Include information about where the equipment will be used. Maps, lists, and addresses can be used to provide detail on where the equipment will serve the needs in the rural areas. A map must be provided as Exhibit H and can be referenced in the text of this section.

**When** - Address the time frame for implementation and describe the anticipated length of the project and demonstrate the immediate need for procurement of said equipment.

**How** - Explain in detail how the equipment will be utilized in the rural areas. Applicants should also include what competitive procurement process will be completed to procure the equipment. Grant applicants must identify any other funding sources accessed for the purchase of equipment to ensure there is no duplication. CTCs should identify moneys that have been awarded from FDOT or other funds designated for the acquisition of equipment. CTCs should also identify how local match will be funded and how other funds will be leveraged. **If applying for reduced match or a waiver of match as part of the REDI program, please include request and justification here.**

**Why** - Include all information that would address why your agency is most deserving of the project funds and how the equipment will benefit all the Transportation Disadvantaged in the community. Justification could include, but is not be limited to, increase of number of trips provided in rural areas as a result of equipment purchased, service routes created in rural areas as a result of purchased equipment, improved accountability of funds expended due to the availability of equipment, cost savings or other efficiencies to be gained as a result of equipment purchased, and other innovative anticipated outcomes in the identified rural areas.

**Status of 2013/2014 and 2014/2015 Grants** - Indicate capital equipment previously awarded through the Shirley Conroy Rural Area Capital Assistance Program Grant and the total dollar amount (if any) actually paid by the grant. If a grant was awarded, but the grant not charged, explain why the grant funds were not utilized as awarded.

#### **EXHIBIT D INSTRUCTIONS**

A resolution by the applicant's board of directors/county commissioners authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed. Exhibit D is a sample resolution for your consideration. It is not required that you use the sample resolution, as long as the same basic information is provided. The resolution must include original signatures and must be attested to and sealed (corporate or notary seal) by a corporate officer. Remember that the resolution can be good for an extended period of time or for multiple agreements if worded in such a fashion.

#### **EXHIBIT E INSTRUCTIONS**

The standard assurances form should be signed and dated by the person or position identified in the authorizing resolution.

#### **EXHIBIT F INSTRUCTIONS**

All grant applications must include a vehicle inventory form. The inventory must include **all** vehicles used to transport individuals, including existing fleet and additional vehicles that are currently on order, regardless of funding source.

#### **EXHIBIT G INSTRUCTIONS**

Include an 8½ x 11-inch map of the CTC's service area. On the map, outline the portion(s) of the CTC's service area that is considered rural in nature. Also blacken out any portion of the map that is not the CTC's service area (i.e., a neighboring CTC's service area, the Atlantic Ocean, the Gulf of Mexico, Lake Okeechobee, etc.).

## PART III

### APPLICATION FORMS

EXHIBIT A	Grant Application (Application Form)
EXHIBIT B	Grant Application (Proposed Project Funding)
EXHIBIT C	Grant Application (Scope)
EXHIBIT D	Grant Application (Sample Authorizing Resolution)
EXHIBIT E	Grant Application (Standard Assurances)
EXHIBIT F	Grant Application (Inventory)
EXHIBIT G	Grant Application (Service Area Map)

**EXHIBIT A**

**Commission for the Transportation Disadvantaged  
Grant Application Form for  
the Shirley Conroy Rural Area  
Capital Assistance Program Grant**

1. DATE SUBMITTED: \_\_\_\_\_
2. LEGAL NAME OF APPLICANT: \_\_\_\_\_
3. FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_
4. REMITTANCE ADDRESS: \_\_\_\_\_
5. CITY AND STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
6. CONTACT PERSON FOR THIS GRANT: \_\_\_\_\_
7. PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_
8. E-MAIL ADDRESS: \_\_\_\_\_
9. PROJECT LOCATION [County(ies)]: \_\_\_\_\_
10. PROPOSED START DATE: \_\_\_\_\_ ENDING DATE: June 30, 2016
11. ESTIMATED PROJECT FUNDING REQUESTED:  
Grant Funds \$ \_\_\_\_\_  
Local \$ \_\_\_\_\_  
**TOTAL \$** \_\_\_\_\_

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

\_\_\_\_\_  
TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

13. **Local Coordinating Board Approval**

I hereby certify that this grant has been reviewed in its entirety by the

\_\_\_\_\_ County Coordinating Board.

\_\_\_\_\_  
COORDINATING BOARD CHAIRPERSON'S SIGNATURE

\_\_\_\_\_  
DATE

**EXHIBIT B**

**PROPOSED PROJECT FUNDING**

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**

If vehicle, specify type of vehicle and fuel type  
(gas, diesel, alternative)

1. \$ \_\_\_\_\_

2. \$ \_\_\_\_\_

3. \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

II. Funding Participation

A. Transportation Disadvantaged Trust Funds (90%) \* \$ \_\_\_\_\_

B. Local Match (10%) \* \$ \_\_\_\_\_

C. **Total Project Cost** \$ \_\_\_\_\_

\* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and “REDI” on the Local Match line.

## EXHIBIT C

### SCOPE

**Who:**

**What:**

**Where:**

**When:**

**How:**

**Why:**

**Status of 2013/2014 and 2014/2015 Grants:**

**EXHIBIT D**

**AUTHORIZING RESOLUTION**

A RESOLUTION of the BOARD OF DIRECTORS of the \_\_\_\_\_ (Applicant), hereinafter BOARD, hereby authorizes the filing of a Shirley Conroy Rural Area Capital Assistance Program Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes \_\_\_\_\_ to file and execute the application on behalf of the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is \_\_\_\_\_
4. The BOARD authorizes \_\_\_\_\_ to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes \_\_\_\_\_ to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BOARD OF \_\_\_\_\_

\_\_\_\_\_  
Typed name of Chairperson

\_\_\_\_\_  
Signature of Chairperson

ATTEST: \_\_\_\_\_

Signature \_\_\_\_\_

## EXHIBIT E

### STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
- (6) The recipient is aware that the approved project must be complete by June 30, 2016, which means the equipment must be received by that date or reimbursement will not be approved.
- (7) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2015, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

(10) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (a) response time,
- (b) fares,
- (c) geographic service area,
- (d) hours and days of service,
- (e) restrictions on trip purpose,
- (f) availability of information and reservation capability, and
- (g) contracts on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand response systems for the general public which receive financial assistance under 49 U.S.C. 5310 or 5311 of the Federal Transit Administration (FTA) have filed a certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have also filed a certification with the appropriate program office. Such public entities receiving FTA funds under any other section of the FTA have filed a certification with the appropriate FTA regional office.

This certification is valid for no longer than the agreement period for which the grant application is filed.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT F**

**CURRENT VEHICLE INVENTORY FORM**

Name of CTC: \_\_\_\_\_

Model Year	Chassis Make And Model	VIN (17-digits)	Maximum Ambulatory/ Maximum Wheelchair Passengers	Average Vehicle Miles Per Year	Current Mileage As Of (Date)	Anticipated Retire Year	Source Funded By

NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing \* next to the model year.

**EXHIBIT G**

**Service Area Map**

County(ies) of CTC's Service Area:

---