

Florida Commission for the



Transportation Disadvantaged

FISCAL YEAR 2015-16

PROGRAM MANUAL

FOR THE

TRANSPORTATION DISADVANTAGED

PLANNING GRANT

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>

INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Commission, pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. These trust funds are annually appropriated by the Legislature from revenues collected from vehicle registrations and voluntary contributions.

This manual contains information regarding the Transportation Disadvantaged Planning Grant Program administered by the Florida Commission for the Transportation Disadvantaged (Commission). It provides guidance to designated official planning agencies when implementing local transportation disadvantaged planning services under the Transportation Disadvantaged Program.

This manual is divided into two parts: Program Requirements and the Grant Application Instructions and Forms.

PART I: PLANNING GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements that accompany the planning grant program and the tasks that are required to be accomplished.

1. PROJECT ELIGIBILITY

A. Eligible Activities

The planning grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of accomplishing the duties and responsibilities of the Designated Official Planning Agency as identified in Chapter 427, Florida Statute, Rule 41-2, Florida Administrative Code, Commission policies, and tasks as further described in this manual. Eligible expenditures are any costs incurred in carrying out the duties and responsibilities of the Designated Official Planning Agency.

This is a lump sum – percent complete grant to accomplish the tasks identified in Chapter 427 FS; Rule 41-2 FAC; this Program Manual; and the grant agreement. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the contract. The amount paid is based on the weighted value of the tasks and deliverables listed below that have been accomplished for the invoiced period. Prior to payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables are based on the most recent regulations, guidelines or directives related to the particular task and deliverable. Recipients may not use these grant funds to

supplant or replace planning funds for transportation disadvantaged services which are currently provided to a recipient by any federal, state, or local governmental agency. Specific required tasks are as follows:

TASK 1:

Weighted value= 17%

Jointly develop and annually update the Transportation Disadvantaged Service Plan with the community transportation coordinator and the local coordinating board.

Deliverable: Complete Transportation Disadvantaged Service Plan or annual updates. Must be approved by the local coordinating board no later than June 30th of the current grant cycle. Should be submitted to the Commission pursuant to the Commission's latest instructions for the Memorandum of Agreement and the Transportation Disadvantaged Service Plan.

TASK 2:

Weighted value= 15%

A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed

OR

B. Provide staff support to the local coordinating board in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted Transportation Disadvantaged Service Plan. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

Deliverable:

A. Planning Agency's CTC recommendation letter and signed resolution from the Planning Agency.

B. LCB and Planning Agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook. (at a minimum, addressing Competition, Cost-Effectiveness and Efficiency, and Level of Coordination).

TASK 3:

Weighted value= 40%

Organize and provide staff support and related resources for at least four (4) local coordinating board meetings per year, holding one meeting during each quarter.

LCB meetings will be held in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for local coordinating board meetings. Operator payments should be addressed as a standard agenda item for each LCB meeting, where operators are utilized by the CTC to provide services.
2. Official minutes of local coordinating board meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.
3. A current full and active membership of voting and non-voting members to the local coordinating board. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of local coordinating board members.
4. A report of the LCB membership's attendance at the last 4 consecutive LCB meetings (not committee's).

Provide staff support for committees of the local coordinating board.

Provide public notice of local coordinating board meetings in accordance with the most recent Local Coordinating Board and Planning Agency Operating Guidelines.

Provide program orientation and training for newly appointed local coordinating board members.

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; public notice of meetings; training announcement and agenda.

TASK 4:

Weighted value=4%

Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be held separately from the local coordinating board meeting. It may, however, be held on the same day as the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).

Deliverable: Public Hearing agenda and minutes of related hearing only. The agenda and minutes should be separate documents and should not be included in the local coordinating board meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

TASK 5: **Weighted value=4%**
Develop and annually update by-laws for local coordinating board approval.

Deliverable: Copy of LCB approved By-Laws with date of update noted on cover page and signature of LCB Chair or designee.

TASK 6: **Weighted value=4%**
Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

TASK 7: **Weighted value=4%**
Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

Deliverable: Cover Page of Annual Operating Report, signed by LCB Chair.

TASK 8: **Weighted value=4%**
Research and complete the Actual Expenditures Report for direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. Complete the Actual Expenditure Report, using the Commission approved forms.

Deliverable: Completed Actual Expenditure Report in accordance with the most recent Commission's instructions.

TASK 9: **Weighted value=4%**
Develop and provide the local coordinating board with quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program, including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices.

TASK 10:**Weighted value=4%**

Planning Agency staff attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

Deliverable: Documentation related to attendance at such event(s).

B. Eligible Service Areas

The eligible service area is that area(s) for which a Designated Official Planning Agency or Metropolitan Planning Organization has been specifically designated by the Commission for the Transportation Disadvantaged to serve. Planning grant agreements will only be approved for funding amounts which are within the allocation for the respective service area(s).

C. Eligible Recipients

An eligible recipient is any official body, agency or entity designated by the Commission for the Transportation Disadvantaged to fulfill the functions associated with staffing the Local Coordinating Board and other necessary local designated planning agency functions. The Metropolitan Planning Organization (MPO) shall serve as the Designated Official Planning Agency in areas covered by such organizations unless the CTD has designated a service area beyond the area for which an MPO has been created to serve. In designated service areas not covered by a Metropolitan Planning Organization, agencies eligible for selection as the designated planning agency include county or city governments, Regional Planning Councils, local planning organizations or other planning providers who are currently performing planning activities in designated service areas or capable of such.

To be eligible for this grant agreement, there must be an active Local Coordinating Board in the respective service area to assist in the successful completion of the tasks herein. The determination of whether a Local Coordinating Board is functioning will be based on supportive documentation in the Commission files.

2. TRUST FUND ALLOCATION

Each year, on or around December 15th, the CTD will calculate each service area's allocation in accordance with 41-2 FAC. Each service area's anticipated eligible allocation is subject to change based on appropriations by the Legislature.

3. TRANSFER OF PLANNING ALLOCATION

The portion of the Transportation Disadvantaged Trust Fund allocated for planning grants that is not needed by eligible Designated Official Planning Agencies or Metropolitan Planning Organizations and is unobligated in a grant agreement, may be transferred to each respective county's non-sponsored trip and equipment related allocation. A 10 percent local match will be required for all transferred planning dollars.

Any Designated Official Planning Agency which does not intend to use all of its allocated planning funds should notify the respective Community Transportation Coordinator so that the Coordinator can incorporate the additional allocation in their initial Trip and Equipment grant processing and make provisions to acquire the necessary local match. This is intended to occur prior to the execution of either grant agreement within the same grant cycle.

4. GRANT APPROVAL

All grants are subject to approval by the Commission or its designee. Once the grant application has been approved, a grant agreement will be forwarded to the recipient for execution.

Costs incurred prior to the grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Costs incurred by a recipient to process this agreement are not eligible project costs for this project.

Upon receipt of the grant application, a grant agreement will be emailed to the recipient for execution. The grant agreement must be executed promptly in accordance with its accompanying instructions.

5. INVOICING

Invoices for Transportation Disadvantaged Trust Funds will not be honored until the grant agreement has been executed by both the Commission and the grantee, and is on file at the Commission office. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted electronically to FLCTDInvoice@dot.state.fl.us unless otherwise notified by the Commission.

The Grantee shall provide sufficient detailed documentation to support the completion of task outlined above.

6. MISCELLANEOUS

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.

Other important topics including but not limited to: third party contracts; audits; monitoring; records retention; reporting; invoicing; reimbursement; vendors and subcontractors rights; are contained in the Grant Agreement.

PART II: GRANT AGREEMENT INSTRUCTIONS AND FORMS

GENERAL INSTRUCTIONS

This part presents instructions in preparing for the execution of the grant agreement.

The Commission requires county-by-county accountability for all planning grants unless the Commission has designated a multi-county service area. Most deliverables from a designated multi-county service area are singular in nature as the multi-county area is treated as one area with a combined fixed price budget.

- 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.** A complete application package shall be submitted to the Commission and consists of the following forms: Planning Grant Application Form, Transfer Planning Grant Funds to CTC Request Form, if applicable. A signed Authorizing Resolution is required prior to the execution of the grant agreement. The application package can be submitted to the service area's assigned project manager via email.

NOTE: For those planning agencies who are responsible for more than one service area that has not been designated as a multi-county service area, a separate application package must be submitted for each service area. However, one original resolution will satisfy the requirement for each service area.

- C.** Upon receipt of the grant agreement, print two copies, execute and return both original signed copies of the grant agreement to:

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

- D.** A resolution by the governing body addressing the authority to enter into the grant agreement is mandatory. The resolution can be returned with the signed grant agreement.

E. TIMETABLE

JULY 1 Earliest date that grant agreements can be effective for these grant funds. CTD's fiscal year begins on July 1. Contracts not executed prior to July 1 will begin on the date of execution.

JUNE 30 All Grant Agreements will terminate on June 30th the following year.

TRANSPORTATION DISADVANTAGED PLANNING GRANT APPLICATION FORM INSTRUCTIONS

Except for the following notes, the subject information form is essentially self-explanatory. If questions arise, please contact the Commission.

GRANT RECIPIENT LEGAL NAME: The full legal name of the grant recipient's organization, not an individual. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number and the information registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant recipient's mailing address as registered in MyFloridaMarketPlace, and will be the address on the grant agreement. This address should also be consistent with the address associated with your Federal Employer Identification (FEI) Number. The grant recipient should notify the Commission and MyFloridaMarketPlace when an address change occurs.

PHONE NUMBERS AND E-MAIL ADDRESS: To facilitate faster communications, the grant recipient should also include telephone, fax numbers and any e-mail addresses used by the grant recipient. Inclusion of an e-mail address is **mandatory** for receipt of the grant agreement.

PROPOSED PROJECT START DATE: The start date shall be July 1st each fiscal cycle or date of grant agreement execution if later than July 1st.

If you do not have an active local or multi-county Coordinating Board in place at this time, you are ineligible to receive these funds. An active local or multi-county Coordinating Board is determined by documented activities of the Local Coordinating Board and the planning agency that is on file with the Commission at the time of submission.

TRANSFER PLANNING GRANT FUNDS TO CTC REQUEST FORM

Any Designated Official Planning Agency which does not intend to use all of its allocated planning funds should notify the respective Community Transportation Coordinator to determine if the funds can be utilized for trips in the service area. If both parties agree, complete this form to include the amount to transfer and return with the grant application form.

NOTE: This form is only required as part of the application package if a transfer of will occur.

AUTHORIZING RESOLUTION INSTRUCTIONS

A resolution authorizing an individual and/or position to sign the grant agreement and subsequent agreements, invoices, assurances, etc. must be completed by the grant recipient's governing body. A sample resolution is provided for convenience. It is not required that this sample resolution be used as long as the same basic information is included. The resolution must include original signatures. Remember that the resolution can be good for an extended period or for multiple contracts if worded accordingly.

GRANT APPLICATION FORMS

- Transportation Disadvantaged Planning Grant Application Form
- Transfer Planning Grant Funds to CTC Request Form
- Sample Authorizing Resolution



Transportation Disadvantaged Planning Grant Application Form

Grant Recipient Legal Name	Enter Grant Recipient Name		
Federal Employer Identification Number	Enter Federal ID #		
Registered Address	Enter Address		
City and State	Enter City & State	Zip Code	Enter ZIP
Contact Person for this Grant			
Contact Person for this Grant	Enter Contact Person	Phone Number Format 111-111-1111	Enter Phone#
E-Mail Address [Required]	Enter Email Address	Fax Number Format 111-111-1111	Enter FAX#
Project Location [County(ies)]			
Project Location [County(ies)]	Enter Counties	Proposed Project Start Date	Enter Date
		End Date	Enter Date
Fiscal Year Budget Allocation			
	Planning Funds Transferred to Trip & Equipment Grant		Enter \$ Amount
	Grant Amount Requested for this Application Period		Enter \$ Amount
	Total Budget Allocation Amount		\$ 0.00

I, **Name of Grant Representative** , as the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

Signature of Grant Recipient Representative

Enter Date
Date



Transportation Disadvantaged Transfer Planning Grant Funds to CTC Request Form

Do not complete this form unless you plan to transfer all or a portion of your allocated Planning Agency funds to the CTC during this Grant Cycle

Date	Enter Date		
To	Florida Commission for the Transportation Disadvantaged	CTD Area Project Manager	Enter CTD Area Project Manager Name
From	Enter Point of Contact Name	Phone <small>Format 111-111-1111</small>	Enter Phone Number
Planning Agency	Enter Planning Agency Name	County	Enter County Name
Transfer To	Enter Name of CTC		

Only One County Per Form

Planning Fund Allocation Transferred to Trip & Equipment Grant	
	State Enter \$ Amount

PlanningGrantTransferFundsRequestForm20150611
Form Revised 6/11/2015



Transportation Disadvantaged Sample Authorizing Resolution Form

A RESOLUTION of the BOARD OF DIRECTORS of the Enter Name of Grant Recipient (Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant 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 enter into this grant agreement.
2. The BOARD authorizes Enter Name of Recipient's Representative to execute the grant agreement on behalf of the Enter Name of Grant Recipient with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Enter Name of Registered Agent
The Registered Agents address is: Enter Address of Registered Agent.
4. The BOARD authorizes Enter Name of Recipient's Representative to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes Enter Name of Recipient's Representative to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS Enter Day DAY OF Enter Month and Year
BOARD OF Enter Name of Board

Enter Name of Chairperson
Name of Chairperson

Signature of Chairperson

ATTEST:

Signature