

Florida Commission for the



Transportation Disadvantaged

FISCAL YEAR 2015-16

PROGRAM MANUAL

FOR THE

TRIP & EQUIPMENT GRANT

FOR NON-SPONSORED TRIPS

AND/OR

CAPITAL EQUIPMENT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

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INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (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 appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. The Trip and Equipment Grant program was established to provide opportunities for non-sponsored transportation disadvantaged citizens to obtain access to transportation for daily living needs when they are not sponsored for that need by any other available federal, state or local funding source. This is a reimbursement grant. Grantees must provide service or procure capital equipment before seeking reimbursement.

This manual contains information regarding the Transportation Disadvantaged Non-Sponsored Trip and Equipment Grant Program administered by the Commission. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) when planning and implementing non-sponsored transportation disadvantaged services and purchasing equipment under this program.

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

PART I TRIP AND EQUIPMENT GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements of the trip/equipment grant program.

1. PROJECT ELIGIBILITY

A. Eligible Recipients

For this grant cycle, an eligible recipient is any current Commission approved CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP), unless otherwise approved by the Commission or the Commission's Designee. Recipient of these funds will be referred to as the Grantee.

B. Allowable Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of reimbursing the CTC for a portion of each passenger trip provided to non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area. The trip and equipment grant funds are to

be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; Commission policies; the grant agreement; and this grant manual.

The Grantee shall not use grant funds to supplant or replace funding of transportation disadvantaged services that are currently funded by any federal, state, or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

A Grantee in a non-multi-county designated service area may not borrow, loan or otherwise transfer Transportation Disadvantaged Trust Funds from one designated service area to another without the express written approval of the Commission.

The following is a detailed description of the two areas for which these grant funds may be utilized.

(1) **Non-sponsored trips:** A non-sponsored trip is a one-way trip for an eligible individual who meets the definition of transportation disadvantaged and is not sponsored by any other federal, state or local government program. These trips are coordinated by the Grantee and can be provided by any conveyance, either publicly or privately owned. These trips originate and/or end in the Grantee's service area for the purpose of health care, shopping, education, employment, recreation, or other life sustaining activities.

Personal care attendants (PCAs), escorts, and companions of eligible individuals are not an eligible reimbursement expense. However, they are recognized as a cost of doing business and should be accounted for when determining a rate structure.

(2) **Capital Equipment:** Capital equipment is any equipment used to maintain or provide improved or expanded transportation services to the transportation disadvantaged and is utilized within the Grantee's coordinated system.

Eligible capital equipment may include, but is not limited to:

- a. Paratransit vehicles, including small buses, vans, or sedans;
- b. Wheelchair lifts, ramps, restraints, or other safety equipment;
- c. Two-way radios and communications equipment (TDD -Telecommunications Device for the Deaf), cell phones, excluding annual service contracts;
- d. Computer hardware/software;
- e. Support equipment, other than items specifically identified in this section, above \$500 per piece;
- f. Vehicle procurement, testing, inspection acceptance, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy;
- g. Initial installation or set-up costs of any of the above items.

Capital equipment does not include the acquisition, construction, or improvement of facilities. In addition, funding cannot be used for extended warranties or maintenance or service agreements beyond those included with the initial purchase of the capital equipment.

2. LOCAL MATCH REQUIREMENT

A. Trip & Equipment Match

This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) local cash match generated from local sources. No state or federal government revenues are acceptable as local match. All match funding must be documented, reasonable, necessary, and related to this project.

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

B. Voluntary Dollar Contribution Match

A ten-percent (10%) in-kind match for the voluntary dollar contributions is required. All in-kind match used as a funding mechanism must be equivalent to a cash value and be documented, reasonable, necessary, and related to this project.

Examples of in-kind match that are acceptable to the Commission include non-cash donations, volunteered services, or salaries and fringe benefits. Any service provided with State or Federal government revenues is not accepted as in-kind match.

FUNDING PARTICIPATION FORMULA

Allocation for Non-Sponsored Trip & Equipment Grant

State	90%
Local cash match	<u>10%</u>
	100%

A maximum of twenty-five percent (25%) of the total Trip and Equipment Grant project budget can be used for the purchase of capital expenditures. Voluntary dollar contributions can only be used to purchase non-sponsored trips and cannot be used to fund capital equipment.

Voluntary dollar contribution for Non-sponsored Trips

State	90%
Local in-kind match	<u>10%</u>
	100%

3. TRUST FUND ALLOCATION

Contingent on annual appropriations by the Legislature, the Commission determines each service area's anticipated allocation. The allocation is based on the funding formula as defined in Rule 41-2.014, Florida Administrative Code.

4. TRANSFER OF PLANNING ALLOCATION

Transportation Disadvantaged Trust Funds allocated for planning grants to Designated Official Planning Agencies or Metropolitan Planning Organizations, that are not needed and are not obligated by a grant agreement, may be included in the respective CTC's non-sponsored trip and equipment grant agreement. Prior to executing the grant agreement, contact the Designated Official Planning Agency or Metropolitan Planning Organization for the service area to determine if there is any unneeded planning allocation. If so, the unneeded portion of the planning grant allocation can be included in the trip and equipment grant agreement, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle, and requires documentation by both parties to the Commission related to the desired transfer and use of any planning allocation.

5. GRANT APPROVAL

All grants are subject to approval by the Commission or its designee. Once documentation of capital equipment needs, rate model calculation spreadsheets, fixed route service rates, and other information is confirmed, a grant agreement will be forwarded to the recipient for execution.

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

6. CAPITAL EQUIPMENT

All capital equipment purchases made with funds from the Transportation Disadvantaged Trust Fund shall be reviewed by the Local Coordinating Board (LCB) and approved by the Commission prior to grant execution.

If the Grantee plans to purchase vehicles or other equipment after the date of the Agreement, the Grantee will request the Commission amend the grant to include such equipment. An amended Trip and Equipment Application Form reflecting the capital equipment, reviewed and signed by the LCB, shall be provided to the Commission prior to execution of the amendment.

Equipment purchased shall meet or exceed any applicable Commission accepted minimum specifications. The Commission accepts any specifications by any local, state, or federal government department.

In accordance with the Americans with Disabilities Act, as amended, all vehicles purchased through this grant, which are to be utilized on a fixed route/fixed schedule service, must be lift equipped. Recipients who intend to utilize project vehicles for demand response services shall be able to certify 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 to the Florida Commission for the Transportation Disadvantaged. Equipment purchased with this grant shall be for exclusive use by the CTC and shall not be leased or assigned for operational responsibility to third parties, unless approved in writing by the Commission. The Commission may, after consultation with the Grantee and LCB, 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 Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee actually uses to transport eligible transportation disadvantaged passengers in the coordinated system. The Commission shall retain a majority of the interest in all capital equipment until the useful life of such equipment, as defined by the Commission's Capital Equipment Policy, has been expended. At that time, the grantee may dispose of such equipment with the written permission of the Commission in accordance with the Commission's Capital Equipment Procedures.

Recipients are required to insure vehicles in accordance with requirements of Chapter 427, F.S. Each vehicle or other capital equipment purchase must be covered for liability, collision or other property loss insurance. The Commission must be made an additional insured for liability policies and the loss payee for collision or property insurance coverage.

Maintenance Management:

Prescribed inspection schedules, published by the equipment manufacturer(s), shall be adhered to and appropriately documented to protect the equipment warranties. Preventative maintenance inspection checklists, work (or repair) order which adequately record labor actions, parts replaced, consumables added and any sub-contracted repairs are considered essential records for documentation. Eligible recipient will be responsible for maintenance of software.

7. INVOICING:

Commission funds for non-sponsored trips shall be expended through a CTC that is operating under a current Memorandum of Agreement (MOA), and will be expended at the fare structure contained in the approved Transportation Disadvantaged Service Plan for the particular type or mode of service. The lack of an executed MOA and approved Transportation Disadvantaged Service Plan will prevent the expenditure of any of these non-sponsored trip/equipment funds unless otherwise approved in writing by the Commission or the Commission's Designee.

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.

Grantee shall invoice on a monthly basis actual costs that may be above or below (+/-) the amount of the monthly allocation disbursement schedule reflected on Exhibit "B". At times, this may result in "underbilling" or "overbilling". Any excess (underbilled) funds may be recaptured on a monthly invoice that does not exceed the cumulative total of funds disbursed to date with supporting documentation. No excess funds remaining on the grant at the end of the grant period will be reimbursed to the Grantee. Any overpayment of TD funds must be repaid to the Commission upon project completion. Invoices may not be reimbursed at an amount which is greater than the cumulative disbursement schedule to date.

The Grantee must provide supporting documentation for reimbursement identifying the specific trips designated as eligible for the Transportation Disadvantaged Trust Fund. The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were to those that were provided. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

Capital Equipment Invoice Support Documentation:

When completing the invoice, the description of the capital equipment purchased must be stated exactly as it is on Exhibits A and B of the grant agreement.

Support documentation must accompany any invoice submitted to the Commission for equipment purchased with Transportation Disadvantaged Trust Funds. This documentation includes, but is not limited to:

1. Copy of paid invoice from vendor that provides serial number of equipment (if applicable) or vehicle identification number;
2. If vehicle purchase, copy of Application for Title listing the Commission as Lien Holder;

3. Copy of proof of payment to vendor for the purchase of the capital equipment.

8. Monitoring/Audits

The administration of resources awarded by the Commission may be subject to audits and/or monitoring as described below and in Section 7.60 of the Trip and Equipment Grant Agreement.

Monitoring:

In addition to reviews of audits conducted in accordance with Section 215.97, F.S., as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Commission staff or designee. The recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Commission. In the event the Commission determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Commission staff regarding such audit. The CTC further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Florida Department of Transportation's Office of Inspector General (OIG), Florida's Chief Financial Officer (CFO) or Auditor General.

Audits:

Recipients of state funds (i.e. a nonstate entity as defined by Section 215.97(2), Florida Statutes) are to have audits completed annually in the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year. The recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Commission, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

The Recipient shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings also require corrective action and status of findings.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Commission, the Department of Financial Services, and the Auditor General.

Refer to Section 7.60 of the Trip and Equipment Grant Agreement for additional audit compliance and reporting requirements.

9. MISCELLANEOUS

Reporting:

The law provides that each LCB annually evaluates the performance of the Grantee using evaluation criteria approved by the Commission. The Grantee must fully cooperate with the LCB in the performance of its duties. The Grantee shall submit to the LCB such data, reports, records, contracts, certifications and other financial or operational documents or products relating to the Project as provided by law, rule or under this agreement. Failure by the Grantee to cooperate, or to provide such documents or other products to the LCB may, at the Commission's discretion, result in permissible sanctions against the Grantee, including termination.

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. 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 that must be strictly followed by the grant recipient.

All third party contracts must include the prompt payment language as listed below in the Vendors and Subcontractors Prompt Payment Rights section.

Vendors and Subcontractors Prompt Payment 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 be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has twenty (20) days to deliver a request for payment

(voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved. Payment by the Grantee to all vendors with approved third party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a vendor for services to be performed in whole or in part with Transportation Disadvantaged Trust Fund money, must contain the following statement: When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such money received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

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 toll free (877) 693-5236.

PART II GRANT AGREEMENT INSTRUCTIONS

GENERAL INSTRUCTIONS

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

Local Coordinating Board review is not required for this application unless a request for capital equipment is included as part of the total project budget.

- A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission at (850) 410-5700.
- B. A complete application package shall be submitted to the Commission and consists of the following forms: Trip and Equipment Application Form, Service Rates Form, and the Planning Grant Funds 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.
- C. The grant agreement must contain the rates that will be charged for the services provided to those who are transportation disadvantaged. Except for rates from fixed route providers, an updated Rate Model Calculation Spreadsheet should be or should have been provided to support the rates listed on the Service Rates Form for the non-sponsored services. The rate model spreadsheet is required to be reviewed and approved by the LCB. The trip and equipment grant agreement will not be prepared without an LCB approved rate.
- D. Once the Project Manager receives the application package identifying the service rates and any equipment to be included, a grant agreement will be prepared and emailed for execution.
- E. 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**

- F. A resolution by the CTC's governing body addressing the authority to enter into the grant agreement is mandatory and must accompany your executed grant agreement.
- G. **TIMETABLE**
- JULY 1** Earliest date that grant agreements can be effective for these grant funds. The Commission's fiscal year begins on July 1st each year. 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 TRIP AND EQUIPMENT GRANT APPLICATION FORM INSTRUCTIONS

Except for the following notes, the grant application 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 the Federal ID number and the information that is 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 that is 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 shall also be consistent with the address associated with your Federal Employer Identification (FEI) Number. **The grant recipient shall 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.

PROJECT LOCATION: This is the service area [county(ies)] that the recipient operates in, as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas should complete a separate application forms for each county.

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

ANTICIPATED CAPITAL EQUIPMENT REQUEST: **LCB review is only required if the CTC is using project funds for capital equipment.** CTCs who serve several different service areas will need to submit a certification by each LCB. This can be submitted on separate pages utilizing the same language used in the section of the Transportation Disadvantaged Non-Sponsored Grant Application Form titled "Only Required if Capital Equipment is Requested".

PLANNING GRANT FUNDS REQUEST

Transportation Disadvantaged Trust Funds allocated for planning grants to Designated Official Planning Agencies or Metropolitan Planning Organizations, that are not needed and are not obligated by a grant agreement, may be included in the respective CTC's non-sponsored trip and equipment grant agreement. Contact the service area's Designated Official Planning Agency or Metropolitan Planning Organization to determine if there is any unneeded planning allocation. If so, the unneeded portion of the planning grant allocation may be included in this grant, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle. Formal notification regarding the transfer and acceptance of planning funds is required by both the CTC and the Planning Agency.

SERVICE RATES

Complete the Service Rates Form listing the selected passenger mile or passenger trip rates from the approved Rate Model and as listed in the Transportation Disadvantaged Service Plan. Include Fixed Route Bus Pass (Daily, Weekly, Monthly, etc) costs if grants funds will be used to purchase these types of transportation services. The passes purchased with this grant must be used for Transportation Disadvantaged eligible riders.

AUTHORIZING RESOLUTION INSTRUCTIONS

A resolution authorizing an individual and/or position to sign the agreement and subsequent agreements, invoices, assurances, etc., must be completed by the grant recipient's board of directors. A sample resolution is provided for your consideration. It is not required that you use the sample resolution, as long as similar basic information is provided. The resolution 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 or for multiple contracts if worded accordingly.

GRANT APPLICATION FORMS

- Transportation Disadvantaged Trip and Equipment Grant Application Form
- Planning Grant Funds Request Form
- Transportation Disadvantaged Trust Fund Service Rates Form
- Sample Authorizing Resolution



Transportation Disadvantaged Trip & Equipment 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	Enter Contact Person	Phone Number <i>Format 111-111-1111</i>	Enter Phone#
E-Mail Address [Required]	Enter Email Address	Fax Number <i>Format 111-111-1111</i>	Enter FAX#
Project Location [County(ies)]	Enter Counties	Proposed Project Start Date	Enter Date
Fiscal Year Budget Allocation			
	Planning Funds Transferred from Planning Agency		Enter \$ Amount
	Grant Amount – State Allocation (90%)		Enter \$ Amount
	Grant Amount – Local Match (10%)		Enter \$ Amount
	Voluntary Dollar Amount		Enter \$ Amount
	Local Match for Voluntary Dollars [In Kind]		Enter \$ Amount
	Total Project Amount		\$ 0.00

Anticipated Capital Equipment Request	
Description of Capital Equipment	\$ Amount
Enter Capital Equipment Description	Enter \$ Amount
Enter Capital Equipment Description	Enter \$ Amount
Enter Capital Equipment Description	Enter \$ Amount
Total Capital Equipment Request Amount	\$ 0.00

If Requesting Capital Equipment Local Coordinating Board Review IS Required

This Application Form requesting the purchase of capital equipment has been review by the Enter Name of LCB Local Coordinating Board

Signature of Local Coordinating Board Chairperson Enter Date
Date

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 Planning Grant Funds Request Form

To request unused Planning Allocation from the Designated Official Planning Agency of the CTC's service area, complete this form and submit to the Commission. Requested funds shall be used 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
CTC	Enter CTC Name	County	Enter County Name

Only One County Per Form

Planning Fund Allocation Transferred to Trip & Equipment Grant	
<i>[Funds must have 10% Local Match]</i>	
	State Enter \$ Amount
	Local Enter \$ Amount



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