

2011

U.S.C. Section 5310

Elderly and Persons with Disabilities Program

5310

**CAPITAL ASSISTANCE
APPLICATION MANUAL**

**FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSIT OFFICE**

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Introduction

This application manual pertains to applications for Federal assistance under U.S.C. Section 5310 Elderly and Persons with Disabilities Program, as administered by the Florida Department of Transportation (FDOT.) It contains program information, application forms, exhibits, certifications & assurances, and instructions.

General Program Information / Requirements

Program Administration. The Federal government allocates funds to the State of Florida each year for the Section 5310 Program. FDOT has been designated by the Governor to administer the program. FDOT is responsible for the following services but, at its discretion, may contract with a service provider to perform these services.

1. announcement of funding availability;
2. selection of projects for funding according to approved selection criteria;
3. development and processing of agreements;
4. oversight of recipient procurement actions;
5. oversight of recipient compliance with State and Federal requirements; and
6. provision of technical assistance regarding the Section 5310 Program.

Authorizing legislation for the program is shown in the Glossary of this manual under “authorizing Federal and State Legislation.”

The Federal goal of the Section 5310 Program is to provide assistance in meeting the needs of elderly persons and persons with disabilities where public transit services are unavailable, insufficient or inappropriate.

Application Deadlines. Application deadlines vary from District to District but usually fall between December and February each year. FDOT District Offices evaluate grant applications within their respective districts and, thereafter, submit Programs of Projects (POP) to the FDOT Central Office. The Central Office compiles POPs from the various districts and submits a statewide grant application for Federal funds to the Federal Transit Administration (FTA) by April 1 of each year. The statewide application is usually approved by FTA by July 1 of each year. The appropriation for State funds to match Federal funds is approved by the State Legislature for implementation on July 1 of each year. Once Federal and State funds are available, Districts may make grant awards. (See “Grant Award Process” elsewhere in this manual.)

Grant Application Evaluation Criteria. Unless there is sufficient funding in a District to cover all eligible requests, District Offices will use the following criteria to evaluate applications.

A. Service efficiency and effectiveness: This is demonstrated by the hours of eligible service and vehicle occupancy. The emphasis is on the hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with fuller vehicles will be ranked higher. The applicant’s use of current vehicles (including mileage and maintenance practices) will be considered in the ranking.

B. Extent to which community at large is served by the applicant: Applicants serving the highest community needs through social service agencies and providing the most trips to elderly and disabled passengers will be ranked higher.

C. Extent to which elderly persons and persons with disabilities are served: Applicants that maximize transportation benefits to elderly persons and persons with disabilities in their community will be judged on the percentage of total riders served that are elderly and/or disabled. Those serving the highest percentage will be ranked

higher.

D. Need: Applicants that can demonstrate they serve, or propose to serve, the largest number of people, and have the most urgent financial needs will be ranked higher. FDOT has a goal to preserve transportation infrastructure; therefore, maintaining current levels of service may be deemed a higher priority/need than expanding into new services. A detailed explanation of the need and evidence of the need are required.

E. Fiscal and managerial capability: Applicants with well-documented budgets and good fiscal capability demonstrated by the correctness and completeness of their application, by prior audits, proper maintenance of vehicles as demonstrated by miles at replacement, and previous timeliness and accuracy of required reports, will be ranked higher.

F. Prior Performance: Applicants who have a history of meeting contractual obligations and maintenance requirements for Section 5310 vehicles will be ranked higher than those who don't. New applicants will not be penalized for having little or no history with FDOT, but previous applicants will be penalized for poor past performance.

Threshold Criteria

Threshold criteria are the minimum legal eligibility requirements. Applications must be for eligible services, eligible service areas, eligible recipients, eligible expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including, but not limited to, coordination of transit services, civil rights preservation, compliance with safety and drug free work place regulations, competitive procurement of goods and services bought with grant funds, ADA and references to the Federal Transit Administration's Master Agreement (<http://www.fta.dot.gov/documents/16-Master.pdf>).

Eligible Recipients. For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (CTC's), private-non-profit CTC's, and to private non-profit organizations providing transportation to elderly persons and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, lease the vehicle to the CTC and contract with the CTC for provision of service. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and in force at all times when in possession of a vehicle purchased through the Section 5310 Program.

Legal Authority and Fiscal & Managerial Capability. Section 5310 applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. Applicants are required to have sufficient local funds for match requirements (see below) and for maintenance and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize existing and future grants and may result in the removal of vehicles/equipment.

Eligible Expenses. Section 5310 funds may be used for the capital expense of transportation services to elderly persons and/or persons with disabilities. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one year and a unit cost over \$300, initial installation costs, vehicle procurement/testing, inspection and acceptance costs. The cost associated with pre-award and post delivery audits also qualify as eligible expenses. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

Ineligible Expenses. Ineligible expenses include expenses associated with preparation of grant applications, project planning, administration, extended warranties, and operation of vehicles/equipment; expenses incurred prior to Federal and State approval of a grant application; expenses incurred prior to the execution of a grant award; and

expenses incurred prior to the Department's approval of plans, specifications, and third party contracts for vehicles/equipment to be purchased with Section 5310 funds.

Matching funds. Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 Grant program is 80/10/10, meaning the Federal share of eligible capital costs may not exceed 80%. State funds may support up to 10% of eligible capital costs with the remaining 10% being support by a local match. At the time an order is placed for vehicles/equipment, the applicant is required to provide a purchase order for its 10% local match to be paid to the vendor. The required 10% local match must be paid at the time of time of delivery.

Americans with Disabilities Act (ADA). Applicants shall comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U. S. DOT regulations, Transportation Services for Individuals with Disabilities (ADA)" at 49 CFR Part 37; and FTA regulations, Transportation for Elderly and Handicapped Persons, 49 CFR Part 609.

Administrative requirements. Applicants shall supply the appropriate local clearinghouse agency (see Appendix) a copy of its application for Federal Assistance. Each applicant shall request the Clearinghouse to provide a letter of approval of the application to the appropriate FDOT District Office. Copies of correspondence to the clearinghouse agency should be contained in the grant application.

First time private-non-profit applicants shall attach a Certificate of Incorporation to their application.

Section 5310 projects located in an urbanized area or within a metropolitan area planning boundary must be listed in the Transportation Improvement Program/Biennial Element (TIP/BE) of the respective urbanized area. Although applications for such projects may be accepted by the FDOT District Office prior to their listing in a TIP/BE, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/BE.

Use of Section 5310-funded vehicles or equipment. Section 5310-funded vehicles/equipment may be used in both urbanized and non-urbanized areas to transport the elderly and disabled. They may be used to provide transportation to employment, medical care, education, shopping, socialization, etc. Incidental use of vehicles as cargo carriers (i.e. meals on wheels), and work vehicles (i.e. carrying crews and equipment from site to site and/or standing idle between work sites) is permitted as long as it does not interfere with the primary use of the vehicle(s). In such cases, the number of vehicles requested in an application must be justified by the number of people transported -- not meal delivery or tool handling requirements. The need and planned use of the requested vehicles must be detailed in the Proposed Project Description (Exhibit B).

Lease of vehicles. Vehicles purchased with Section 5310 funds may be leased to local public bodies or agencies, non-profit agencies, or private-for-profit operators only for the services identified in the grant application. The lease between the applicant and the lessee shall contain the terms and conditions that must be met in providing transportation service to the elderly and persons with disabilities, and must be approved by the appropriate FDOT District Office. When vehicles are operated by an agency other than the one named as applicant in the grant application, control and responsibility for the operation of the vehicles remains with the applicant.

Grant Award Process

To notify an applicant (recipient) approved by FDOT for an award, FDOT will send a “Notice of Grant Award” to the recipient with instructions to sign and return it to the Department. (See sample notice in the Appendix.) Thereafter, the agency will contact the FDOT Contractor to arrange for purchase of vehicles/equipment.

Grant recipients shall agree to comply with all applicable requirements as contained in U.S.C. 49 Section 5310 of the Federal Transit Act of 1991, as amended. This is accomplished by ensuring adherence with all federally-required certifications and assurances made in Exhibits F and Exhibit G, as provided elsewhere in this manual. Grant applicants/recipients must also make certain assurances and certifications to FDOT, as provided in Exhibit H.

General Instructions on Forms, Certifications, and Exhibits

Each form, exhibit, and certification provides FDOT with information it must have to make required assurances to the Federal government or to make decisions on project selection. It is important that each required form, exhibit, and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001).

The **original** application should be prepared on white, 8.5 X 11” paper and securely clipped (no binders or dividers, please) and submitted to the appropriate FDOT District Office, as shown in the Appendix of this manual. The District Office requires at a minimum one (1) original and five (5) additional copies to be submitted. **Application forms, resolutions, exhibits, and certifications should be arranged in the order listed in the “Checklist for Application Completeness”, as provided in this manual, to assure the application is complete.** Incomplete, illegible, or unsigned applications may be rejected.

The **original** application must be accompanied by a **cover letter** and **two fully-executed Resolution** forms (see Appendix for sample), which includes minimum required language, from the applicant’s governing board. Resolutions should authorize 1) submission of the application; 2) signing of the application and certifications/assurances by a designated individual; and 3) acceptance of the grant award by the designated individual.

All signatures should be in blue ink by the individual designated by the governing board of the applicant agency. Blue ink distinguishes an original signature from a photocopy. Only original signature resolutions, applications, and acceptance of grant awards are acceptable. The five (5) copies of the original application, if required by the District Office, may be photocopies.

Questions regarding Section 5310 applications or the application process should be directed to the FDOT District Office in the applicant’s service area, as shown in the Appendix of this manual.

Checklist for Application Completeness

Name of Applicant: _____

Check One: First Time Applicant: _____ Previous Applicant: _____

The following must be included in the Section 5310 Grant application in the following order:

- _____ This checklist
- _____ Applicant's cover letter (use of FDOT provided cover letter)
- _____ Two (2) copies of the governing board's Resolution
- _____ Exhibit A-1: Fact Sheet
- _____ Application for Federal Assistance (Form 424, Code 20.513)
- _____ Operating and Administrative Expense and Revenue Form
- _____ Current Vehicle and Transportation Equipment Inventory Form
- _____ Capital Request Form
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Exhibit C: Public Hearing Notice and Publisher's Affidavit (for public agencies only)
- _____ Exhibit D: Coordination
- _____ Exhibit F: Federal Certifications and Assurances
- _____ Exhibit G: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- _____ Exhibit H: Applicant Certification and Assurance to FDOT
- _____ Exhibit K: Applicant Certification of Transportation Disadvantaged Service Plan (TDSP)

Date application was submitted to Local Clearinghouse/Regional Planning Council: _____
(send one (1) copy of letter received from the Local Clearinghouse to FDOT)

Additional documents required for first-time applicant (if a private-non-profit agency)

- _____ Copy of Certification of Incorporation

CONTENTS OF GRANT APPLICATIONS

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Grant Application Instructions

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for the Section 5310 application and for the local clearinghouse submission. The standard form is located on the next page of this manual. An interactive Adobe file of Form 424 can also be found on the Internet at http://www.dot.state.fl.us/transit/Pages/Form_424.pdf.

No pre-application process is used in this program; therefore, all submissions are applications.

The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is 20.513. This code should be shown in Section 10 of the form followed by the title: “Elderly and Persons with Disabilities Program.”

Executive Order 12372 requires a review of all Federal grants to ensure compliance with the local and state planning process. Therefore, prior to submission of an application to the FDOT District Office, copies of the application must be submitted to the appropriate **local** Clearinghouse/Regional Planning Council (see Appendix). The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review.

Approval letters from the local clearinghouse must be submitted to the District Office before a Section 5310 Award can be made.

NOTE: Applicants for Section 5310 Grants should send their application to the **LOCAL CLEARINGHOUSE**; NOT TO THE STATE CLEARINGHOUSE.

Form 424

Item :	Entry:	Item :	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

1. TYPE OF SUBMISSION:			
Application – <i>place an x in the box</i> <input type="checkbox"/> construction <input type="checkbox"/> non-construction		Pre-application – <i>place an x in the box</i> <input type="checkbox"/> construction <input type="checkbox"/> non-construction	
2. DATE SUBMITTED		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
		Department:	
Organizational DUNS:		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix: First Name:	
City:		Middle Name:	
County:		Last Name:	
State:	Zip Code	Suffix:	
Country:		Email:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <i>(Replace these boxes with numerals)</i> □□-□□□□□□		Phone Number (give area code)	
		Fax Number (give area code)	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <i>(Replace these boxes with numerals)</i> □□-□□□		9. NAME OF FEDERAL AGENCY:	
TITLE (Name of Program):			
12. AREAS AFFECTED BY PROJECT <i>(Cities, Counties, States, etc.):</i>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date:	Ending Date:	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$		a. Yes. <input type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
b. Applicant	\$		DATE:
c. State	\$		b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372.
d. Local	\$		<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
f. Program Income	\$		<input type="checkbox"/> Yes. If "Yes" attach an explanation.
g. TOTAL	\$		<input type="checkbox"/> No
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix:	First Name:	Middle Name:	
Last Name:			Suffix:
b. Title:			c. Telephone Number (give area code)
d. Signature of Authorized Representative:			e. Date Signed:

Transportation-Related Operating and Administrative Expenses & Revenues

Information regarding the applicant's **transportation-related** operating and administrative expenses and revenues must be provided with the application. A form for this purpose is included on the next page of this manual. The form should provide information about operating and administrative expenses of the vehicles or service operated/provided by the applicant, as described in Exhibits A and B of the application, and information about the sources of revenue used to pay for these expenses.

The budget line items shown on the forms were originally defined in the Transportation Accounting Consortium's Model Uniform Accounting System for Rural and Specialized Transportation Providers (TAC manual). The account numbers in parentheses are the object code numbers for these line items in the TAC manual and in FTA National Transit Data Reports (NTD). Definitions for expense and revenue line items are included in the Appendix of this manual.

Applicants should show the **transportation-related** operating and administrative expenses and revenues of their agency as projected for the year the Section 5310 Grant award is requested. For example, the projected expense and revenue budgets for year FY 2011/2012 should be used if a Section 5310 Grant award is requested by the Agency for use in FY 2011/2012.

Name of Applicant _____

Fiscal period from _____ to _____

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$
Fringe and Benefits (502)	
Services (503)	
Materials and Supplies (504)	
Vehicle Maintenance (504.01)	
Utilities (505)	
Insurance (506)	
Licenses and Taxes (507)	
Purchased Transit Service (508)	
Miscellaneous (509)	
Leases and Rentals (512)	
Depreciation (513)	
TOTAL EXPENSE	\$

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE	REVENUE \$
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	\$
OTHER REVENUE SOURCES	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	\$
GRAND TOTAL ALL REVENUES	\$

NOTE: See the appendix for an explanation of these categories.

Current Vehicle and Transportation Equipment Inventory Form

Applicants must provide a fully completed and dated “Current Vehicle and Transportation Equipment Inventory” form, as shown in this manual. The form must include a current list of all vehicles and equipment used by the applicant to transport individuals, including those bought in previous years with Federal funds; those bought with other than Federal funds; those now on order; and those to be ordered with grant awards made in previous years. All columns of the form must be completed. An asterisk (*) should be placed next to the model year of vehicles to be replaced with the grant being applied for with this application. Vehicles operated by the applicant’s contractor or lessee should also be identified, and the name of the contractor/lessee shown in Exhibit B of the application.

Capital Request

Applicants must complete the “Capital Request” form provided in this manual. The upper part of the form (vehicle requests) covers vehicles; the lower part (equipment requests), covers other capital equipment such as radios, computer software, computer hardware, etc.

The applicant should not complete the “GMIS Code” (far left column) on the form but should provide enough information about the desired vehicle(s)/equipment to enable FDOT to complete the Code in accordance with FTA requirements.

NOTE: In the case of vehicles, applicants should be sure to indicate whether the vehicle is to replace (R) an older vehicle or expand (E) the fleet by buying a new vehicle. The length of the vehicle, the number of passenger seats & wheelchair positions, lift or ramp, and the type of fuel is also important because this affects the cost (applicants shall be required to pay the difference if diesel vehicles are requested). The make of the vehicle should not be shown on the form.

Applicants should refer to “What’s on the Market”, located in the Appendix of this manual, to identify the most appropriate vehicle type for its needs, and the estimated cost. The appropriate FDOT District Office or the Center for Urban Transportation Research (See “What on the Market”) may be contacted for assistance.

NOTE: Some FDOT District Offices may restrict or prioritize the use of Section 5310 funds to purchase vehicles instead of other equipment. Applicants may contact the appropriate District Office to determine their policy.

CAPITAL REQUEST FORM

VEHICLE REQUEST

GMIS Code (This column for FDOT use ONLY)	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
11. __. __				
11. __. __				
11. __. __				
11. __. __				
11. __. __				
Sub-total				\$

EQUIPMENT REQUEST (c)

11. __. __				
11. __. __				
11. __. __				
11. __. __				
Sub-total				\$

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions (due to the higher cost of diesel vehicles the applicant shall be required to pay the difference in cost over that of a gasoline vehicle).

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$ _____ + EQUIPMENT SUBTOTAL \$ _____ = \$ _____ (x).

(x) X 80% = \$ _____ [Show this amount on Form 424 in block 15(a)]

EXHIBITS

(TO BE INCLUDED IN THE APPLICATION)

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A and A-1 – Current System Description and Fact Sheet	18-19
B – Proposed Project Description	20
C - Public Hearing	21
D – Coordination	21
E – Not applicable	N/A
F – Federal Certifications and Assurances	22
G – Certification of Equivalent Service (Non-Accessible Vehicles)	23
H – Applicant Certification and Assurance to FDOT	24
K – Coordinate Public Transit-Human Services Transportation Plan	25

EXHIBIT A - Not to exceed two pages

Current System Description

Applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what services they provide. The following information shall be included in the narrative in a detailed manner:

- An overview of the organization including its mission, program goals and objectives
- Organizational structure, type of operation, number of employees, and other pertinent organizational information
- Who is responsible for insurance, training and management, and administration of the agencies transportation programs
- Who provides maintenance
- Number of transportation related employees
- Who will drive the vehicle, number of drivers, CDL certifications, etc.
- A detailed description of service routes and ridership numbers
- Exhibit A-1 (below)

If the applicant is a Community Transportation Coordinator (CTC), **relevant** pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided.

Evaluators will rely heavily on an applicant's narrative in determining the amount of funds/vehicles/equipment awarded.

GRANT WRITING TIP: Refer to the Evaluation Criteria in the General Program Information Section of this manual. An applicant's narrative should cover the points that will be evaluated.

EXHIBIT A-1 -- FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED (Estimates are acceptable.)
1. Number of one-way trips provided to elderly and persons with disabilities (E&D) PER YEAR		
2. Number of individual Elderly and Disabled unduplicated riders (first ride per rider per fiscal year) PER YEAR		
3. Percentage of Elderly and Disable needing wheelchair positions ACTUAL		
4. Number of vehicles used to provide Elderly and Disable service ACTUAL		
5. Number of ambulatory seats AVERAGE PER VEHICLE (Total number of ambulatory seats in the total fleet divided by the total number of fleet vehicles)		
6. Number of wheelchair positions AVERAGE PER VEHICLE (Total number of wheelchair positions in the total fleet divided by the total number of fleet vehicles)		
7. Vehicle miles traveled PER YEAR		
8. Average vehicle miles PER DAY		
9. Normal number of days that vehicles are in operation PER WEEK		
10. Normal hours of vehicle operation PER DAY		
11. Trip length (Roundtrip) AVERAGE		

EXHIBIT B

Proposed Project Description

Applicants must submit Exhibit B as part of their application. The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing and ranking a grant application. The project description should not repeat the current system description shown in Exhibit A. Exhibit B shall include, but not be limited to:

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual.
6. Describe how vehicles will be maintained without interruptions in service (who, what, where, and when).
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.

New Agencies:

9. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
 - c. Records maintenance
 - d. Vehicle maintenance – who, what, when and where
 - e. CDL requirements
 - f. System safety plan
 - g. Drug free work place
10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.

GRANT WRITING TIP: Refer to the Evaluation Criteria in the General Program Information Section of this manual, and be sure Exhibit B covers the points that will be evaluated.

EXHIBIT C

Public Hearing

An opportunity for a public hearing is required ONLY for Public Agencies requesting Capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing (identified as Exhibit C) and an affidavit of publication. If Exhibit C is not applicable, this should be stated in the application.

A sample public notice is located in the Appendix of this manual. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests **must** be prior to the date applications are due at the District Office. If a hearing is requested:

1. A hearing must be conducted;
2. The FDOT District Office must be notified of the date, time, and location of the hearing; and
3. A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5310 award can be made.

EXHIBIT D

Coordination

If the applicant is a Community Transportation Coordinator (CTC), this information should be shown in Exhibit D of the application. Attached to Exhibit D should be a copy of the CTC's certification.

If the applicant is not a CTC, a copy of the written coordination agreement between the applicant and the CTC in the appropriate service area should be identified as Exhibit D and included in the application. The agreement must be specific as to how the services to be provided will complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided. If the applicant's service extends into areas covered by more than one CTC, copies of all applicable coordination agreements should be included in the application. An executed Commission for the Transportation Disadvantaged **Coordination Contract** or similar document may serve as the written coordination agreement. Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.

EXHIBIT F

Federal Certifications and Assurances

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

GRANT WRITING TIP: All applicants must use the current year form and it must be the actual form from the Federal Transit Administration (FTA). This form cannot be an edited version of a prior year's forms or a recreation of the form.

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

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- Debarment and Suspension, and other Responsibility Matters (http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html#BM22)
- Drug Free Workplace Certification (http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html#BM31)
- Intergovernmental Review Assurance
- Federal Transit Administration Master Agreement (<http://www.fta.dot.gov/documents/16-Master.pdf>)
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

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

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5310 Program, specifically, Category XIII, by placing an "X" in Category I, "Certifications and Assurances required of each applicant" (to cover the above-noted items), as well as an "X" in Category XIII.

A description of the certifications required by the Section 5310 Program is provided in the annual Federal Register Notice.

EXHIBIT G

Certification for Agencies Requesting Non-Accessible Vehicles

If the applicant wants to purchase non-accessible vehicles for demand responsive service, the following "Certification of Equivalent Service" must be completed and included in the application.

CERTIFICATION OF EQUIVALENT SERVICE

The _____ certifies that its demand responsive 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:

1. Response time;
2. Fares;
3. Geographic service area;
4. Hours and days of service;
5. Restrictions on trip purpose;
6. Availability of information and reservation capability; and
7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

Executed this _____ day of _____, 20_____.

(Name and title of authorized representative)

(Signature of authorized representative)

EXHIBIT H

Applicant Certification and Assurance to FDOT

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

The _____ certifies and assures to the Florida Department of Transportation in regard to its Application for Assistance under U.S.C. Section 5310 dated _____ :

- 1) It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2) It shall comply with Section 341.051 Florida Statutes and Chapter 14-73 Florida Administrative Code.
- 3) It has the fiscal and managerial capability and legal authority to file the application.
- 4) Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 5) It 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.
- 6) It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 7) It will return project vehicles/equipment to the Department if, for any reason, they are no longer needed or used for the purpose intended.
- 8) It recognizes the Department's authority to remove vehicles/equipment from its premises, at no cost to the Department, if the Department determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 9) It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior written approval of the Department.
- 10) It will notify the Department within 24 hours of any accident or casualty involving project vehicles/equipment, and submit related reports as required by the Department.
- 11) It will submit an annual financial audit report to the Department, if required by the Department.

Date: _____

Signature: _____

Typed name and title

EXHIBIT K

Coordinated Public Transit-Human Services Transportation Plan

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

The _____ certifies and assures to the Florida Department of Transportation in regard to its Application for Assistance under U.S.C. Section 5310 dated _____:

1) This grant request is derived from a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1F.

2) The name of this coordinated plan is provided below.

3) The agency that adopted this coordinated plan is provided below.

4) The date the coordinated plan was adopted is provided below.

5) The page number of the coordinated plan that this application supports.

Date: _____

Signature: _____

Typed name and title

APPENDIX

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49 U.S.C. 5335, Definitions - Operating and Administrative Expenses

(National Transit Data Report - NTD)

<http://www.ntdprogram.gov/ntdprogram/Glossary.htm>

(501) labor - The pay and allowances due employees in exchange for the labor services they render in behalf of the transit system.

(502) fringe and benefits - Payments or accruals to others (insurance companies, governments, etc.) on behalf of an employee and payments or accruals direct to an employee arising from something other than his performance of a piece of work.

(503) services - Labor and other work provided by outside organizations for fees and related expenses.

(504) materials and supplies - Tangible products obtained from outside suppliers or manufactured internally.

(504.01) vehicle maintenance - Cost of fuel and lubricants, tires and tubes, vehicle maintenance parts.

(505) utilities - Payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.)

(506) insurance - Cost elements covering protection of the transit system from loss through insurance programs; compensation of others for their losses due to acts for which the transit system is liable; and recognition of the cost of a miscellaneous category of corporate losses.

(507) license and taxes - Taxes and fees levied against the transit system by Federal, state, and local governments.

(508) purchased transit service - The payment or accrual to other transit systems for providing transportation service.

(509) miscellaneous - Those expenses which cannot be attributed to any of the other major expense categories.

(512) leases and rentals - Payments for the use of capital assets not owned by the transit system.

(513) depreciation - Charges that reflect the loss in service value of the transit system's assets.

49 U.S.C. 5335, Definitions - Operating and Administrative Revenue

National Transit Data Report (NTD)

<http://www.ntdprogram.gov/ntdprogram/Glossary.htm>

(401) passenger fares for transit services - Revenue earned from carrying passengers along regularly scheduled routes.

(402) special transit fares - Revenues earned for rides given in regular transit service, but paid for by some organization rather than by the rider, and for rides given along special routes for which revenue may be guaranteed by a beneficiary of the service.

(403) school bus service revenues - Revenues earned from operating vehicles under school bus contracts.

(404) freight tariffs - Revenues earned from carrying freight on runs whose primary purpose is passenger operations.

(405) charter service revenues - Revenues earned from operating vehicles under charter contracts.

(406) auxiliary transportation revenues - Revenues earned from operations closely associated with the transportation operations (e.g., concessions, advertising, automobile ferriage, etc.)

(407) nontransportation revenues - Revenues earned from activities not associated with the provision of the transit system's transit service (e.g., sale of maintenance services, rental of revenue vehicles, rental of buildings and other property, investment income, parking lot revenue, etc.)

(408) taxes levied directly by transit system - Tax revenues to transit systems that are organized as independent political subdivision with their own taxation authority.

(409) local cash grants and reimbursements - Funds obtained from local government units to assist in paying the cost of operating transit services.

(410) local special fare assistance - Funds obtained from local government units to help cover the difference between full adult fares and special reduced fares. (*Includes local social service contract funds*).

(411) state cash grants and reimbursements - Funds obtained from state government to assist in paying the cost of operating transit services. (*Includes Commission for the Transportation Disadvantaged grant funds*).

(412) state special fare assistance - Funds obtained from state government to help cover the difference between full adult fares and special reduced fares. (*Includes state social service contract funds*).

(413) federal cash grants and reimbursements - Funds obtained from the Federal government to assist in paying the cost of operating transit services. Include and identify the source of unrestricted Federal Funds used as match.

(414) interest income - Revenues earned from the lending or deposit of funds.

(430) contributed services - The receipt of services (not cash) from another entity where such services benefit transit operations and the transit operator is under no obligation to pay for the services.

(431) contributed cash - The receipt of funds from another entity where such funds benefit transit operations and the transit operator is under no obligation to repay the funds.

(440) subsidy from other sectors of operations - Funds obtained from other sectors of a transit company's operations to help cover the cost of providing transit service.

WHAT'S ON THE MARKET

Below is a listing of all active contracts available through the FDOT TRIPS Program for the purchase of new transit vehicles. Updates on active contracts can be found at <http://www.tripsflorida.org/onthemarket.html>. The Auto and Light Truck contract can be found at http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_list. Some new types of vehicles have entered the community transportation market in the last few years. They generally fall into the following categories of expected minimum life of service years and mileage:

FDOT Minimum Service Life – 5 years and/or 200,000 miles:

Minivans

Chrysler Dodge Grand Caravan 19' length 6,050# GVWR

The Extended low floor minivans with mobility ramp intended use is as a paratransit or a supervisor vehicle, providing public transportation for a maximum capacity of six (6) ambulatory passengers or a maximum of two (2) wheelchair passengers and three (3) ambulatory passengers. These configurations exclude the driver. *Pricing does not reflect all options available with this contract.*

GVWR	Seating Capacity	Price	Wheelchair Positions	Contract #
6,050#	3-6	\$36,300-\$42,400	2	FVPP-08-MV-FTS
6,050#	3-6	\$37,500-\$41,300	2	FVPP-08-MV-GM

COMMUTER VAN 9-PASSENGER CENTER AISLE VEHICLES

Ford E-250 138" W/B 9,000# Chassis

The commuter vans intended use is as a pool vehicle for commuters or a special purpose vehicle for public transit systems and/or other governmental agencies. No mobility lift or ramp available. Optional stretcher securement system with limited passenger seating, is available. Pricing does not reflect all options available with this contract.

GVWR	Seating Capacity	Price	Wheelchair Positions	Contract #
9,000#	2 - 9	\$33,900-\$38,000	Stretcher Option	TRIPS-09-CV-GM - Ford

SMALL CUTAWAY

Chevrolet/GMC 610 3500 Chassis 12,300# GVWR

Chevrolet/GMC 4500 Chassis 14,200# GVWR

Ford E-350 Chassis 12,500# GVWR

E-450 Chassis 14,500# GVWR

The smallest cutaway vehicle on TRIPS contracts, produced by four different manufacturers and dealers. Conventional wheel chair lift with a minimum of two wheel chair positions. Pricing does not reflect all options available under this contract.

() - Indicates number of seats without wheel chairs.

GVWR/Length	Seating Capacity	Price	Wheelchair Positions	Contract #
12,300#/22'3"	0 – 8 (14)	\$63,500-\$76,100	0 - 4	FVPP-08-SC-TP

12,300#/20'10"	0 – 8 (14)	\$63,900-\$72,400	0 - 4	FVPP-08-SC-FCC
12,300#/21'9"	0 – 8 (14)	\$60,600-\$74,800	0 - 4	FVPP-08-SC-FTS
12,300#/21'	0 – 8 (14)	\$60,000-\$72,900	0 - 4	FVPP-08-SC-GM

NOTE: Due to ongoing financial difficulties with General Motors Corporation, the TRIPS Program has included the Ford E-350 and E-450 as an additional option on this contract.

SMALL CUTAWAY LOW FLOOR (Formally Type D)

Chevrolet 3500 Chassis 12,300# GVWR

Chevrolet 4500 14,200# GVWR

International 25,500# GVWR

Small low floor chassis transit vehicle with wheel chair ramp, produced by two different manufacturers and dealers.

() - Indicates number of seats without wheel chairs.

GVWR/Length	Seating Capacity	Price	Wheelchair Positions	Contract #
12,300#/21'	6 – 12 (15)	\$109,100 - \$131,800	1	TRIPS-10-SCLF-FCCS
14,200#/23'	6 – 12 (23)	\$117,000 - \$150,000	1 - 3	Optional Hybrid Drive
25,500#/26' – 36'	12 – 26 (32)	\$158,400 - \$209,600	1 - 2	TRIPS-10-SCLF-TP Posting Soon

STANDARD CUTAWAYS

Chevrolet/GMC 4500 Chassis 14,200# GVWR - Chevrolet/GMC 4500 Chassis 17,500# GVWR

Built on a heavier duty chassis, these cutaway contracts are in their final year of production by General Motors Corp., except for the 14,200# GVWR chassis, which will be moved to the Small Cutaway Contracts. *Pricing does not reflect all options available. These contracts will be terminated when all 2010 chassis supply is exhausted. A replacement contract is being developed.*

() - Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #
14,200#/22'	0 – 8 (14)	\$69,200 - \$79,600	2 - 4	FVPP-05-CA-1
17,500#/ 23', 26', 27'	0 – 12 (20)	\$70,400 - \$80,800	2-6	
19,500#/29' -31'	0 – 22 (30)	\$76,900-\$85,500	2 - 8	FVPP-05-CA-2

FDOT Minimum Service Life – 7 years and/or 250,000 miles:

STANDARD CUTAWAYS

International Low Floor 22,500# GVWR Chassis and 23,500# GVWR Standard Floor

Built on the heaviest cutaway chassis under contract and available in standard and low floor chassis with a hybrid drive train option by Champion Bus and Transit Plus dealership. These contracts will be terminated when the 2010 chassis supply is exhausted. Pricing does not reflect all options available.

() – Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #
23,500#/29'-31'	0 – 36 (45)	\$101,900 - \$103,000 Hybrid +\$106,700	0 - 10	FVPP-05-CA-3 Optional Hybrid Parallel Drive System available.
22,500#/29'-31' Low Floor Chassis	0 – 36 (45)	\$143,200 - \$145,500	0 - 10	FVPP-05-CA-3LF

MEDIUM DUTY

Medium duty Champion CTS 31' and 34' high level floor rear engine city-type coach for light duty fixed route service and offered by Transit Plus, Inc. Pricing does not reflect all options available.

() – Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #
26,500#/31'	0 – 18 (27)	\$173,000 - \$181,000	0 - 7	TRIPS-09-MD-TP
31,000#/34'	0 - 28 (33)	\$180,100 - \$188,000	0 - 9	

FDOT Minimum Service Life – 10 years and/or 350,000 miles:

MEDIUM DUTY

Medium duty chassis built on by ElDorado through Florida Transportation Systems dealer. The E-Z Rider 31' low floor rear engine city-type coach designed for moderate duty fixed route service. Pricing does not reflect all options available.

() – Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #
34,000#/31'	0 - 28 (39)	\$280,100 - \$290,000	0 - 9	TRIPS-09-MD-FTS

Sample

RESOLUTION FORM

A **RESOLUTION** of the _____ (Governing Board) _____ authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS, _____ (Applicant) _____ has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE _____ (Governing Board) _____, FLORIDA:

1. This resolution applies to Federal Program(s) under U.S.C. Section(s) _____.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. _____ (Authorized Individual by Name and Title) _____ is authorized to sign the application and accept a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS _____, 20_____

By: _____
(Signature)

(Typed name & title)

ATTEST:

_____ (seal)

REQUIRED

COVER LETTER

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION**

_____ (**agency name**) submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

_____ (**agency name**) further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this _____ day of _____, 20 ____ with two (2) original resolutions or certified copies of the original resolution authorizing _____ (Name & Title) to sign this Application.

Agency Name

By _____ Date _____

Title _____

Sample

Public Notice

(Pertains to Exhibit C)

All interested parties within (counties affected) are hereby advised that (public agency) is applying to the Florida Department of Transportation for a capital grant under Section 5310 of the Federal Transit Act of 1991, as amended, for the purchase of (description of equipment) to be used for the provision of public transit services within (defined area of operation).

A Public Hearing has been scheduled at (date, time, location), for the purpose of advising all interested parties of service being contemplated if a grant is awarded, and to ensure that contemplated services would not represent a duplication of current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by (two days prior to the scheduled hearing).

Requests for a hearing must be addressed to (Public Agency name and address) and a copy sent to (name and address of appropriate FDOT District Office.)

**Sample
NOTICE OF GRANT AWARD**

(To be completed, signed, and sent to the Applicant/Recipient by the FDOT District Office)

Based on the Agency's Application for Federal Assistance under U.S.C. Section 5310 dated _____, on file in the Department, the Florida Department of Transportation hereby makes the following grant award to:

(Name and Address of Recipient)

<u>Award Year</u>	<u>Description</u>	<u>Estimated Value</u>	<u>Estimated matching funds required</u>
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Please contact the FDOT Contractor, Cindy Wooten, at either 813-974-9771 or Wooten@cutr.usf.edu to arrange purchase of the above items. See FDOT Section 5310 Procedure 725-030-010-i, page 10 at <http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/725030010.pdf>.

FLORIDA DEPARTMENT OF TRANSPORTATION

Date _____ Award Approved by _____
(Signature)
Typed Name and Title _____

ACCEPTANCE OF GRANT AWARD

(To be completed and signed by the recipient and returned to the FDOT District Office)

The undersigned accepts the above-described award and:

(Check all appropriate)

- _____ a. Reaffirms its assurances to FTA and FDOT as stated in Exhibits F, G, and H of its application.
- _____ b. Requests purchase of the vehicles/equipment in (month/year.)

AGENCY: _____
(Name)

Date _____ Accepted by _____
(Signature)
Typed Name and Title _____

Agency vendor number as registered in My Florida Marketplace: _____

Local Clearinghouses / Regional Planning Councils (RPC)

CLEARINGHOUSE/RPC	COUNTIES COVERED
West Florida RPC 4081-A East Olive Road Pensacola, FL 32514 850-332-7976 800-226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, Washington Contact: Ms. Terry Joseph Email: joseph@wfrpc.dst.fl.us
Apalachee RPC 20776 Central Avenue East Blountstown, FL 32424 850-674-4571	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Contact: Mr. Keith McCarron
North Central Florida RPC 2009 N.W. 67 Place Gainesville, FL 32653-1603 352-955-2200 ext 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor, Union Contact: Mr. Marlie Sanderson Email: msanderson@ncfrpc.org
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216 904-279-0880 ext 157	Baker, Clay, Duval, Flagler, Nassau, Putnam, Saint Johns Contact: Ms. Audrey Smith Email: asmith@nefrpc.org
Withlacoochee RPC 1241 S.W. 10th St Ocala, FL 32674-2788 352-732-1315 ext 223	Citrus, Hernando, Levy, Marion, Sumter Contact: Mr. DeAndrae Spradley
East Central Florida RPC 631 N. Wymore Rd., Suite 100 Maitland, FL 32751 407-262-7772	Brevard, Lake, Orange, Osceola, Seminole, Volusia Contact: Mr. George Kinney Email: gkinney@ecfrpc.org
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830 863-534-7130 ext 103	DeSoto, Hardee, Highlands, Okeechobee, Polk Contact: Ms. Marcia Staszko Email: mstaszko@cfrpc.org
Tampa Bay RPC 4000 Gateway Center Boulevard Suite 100 Pinellas Park, FL 33782-6141 727-570-5151 ext 10 727-550-5118 fax	Hillsborough, Manatee, Pasco, Pinellas Contact: Bobbi Jaroy Email: bobbi@tbrpc.org

Local Clearinghouses / Regional Planning Councils (continued)

Southwest Florida RPC
1926 Victoria Avenue
Fort Myers, FL 33901
239-338-2550 ext 232

Charlotte, Collier, Glades, Hendry,
Lee, Sarasota

Contact: Ms. Nicole Gwinnett
Email: ngwinnett@swfrpc.org

Treasure Coast RPC
301 East Ocean Blvd., Suite 300
Stuart, Florida 34994
772-221-4060

Indian River, Martin, Palm Beach,
Saint Lucie

Contact: Mr. Greg Vaday
Email: gvaday@tcrpc.org

South Florida RPC
3440 Hollywood Blvd. Ste 140
Hollywood, FL 33021
954-985-4416

Broward, Miami-Dade, Monroe

Contact: Ms. Carolyn A. Dekle
Email: cdekle@sfrpc.com

FDOT District Office Contacts

District	Contacts	Address
1	Manager: Terry Beacham (863) 519-2388 <i>Transit Unit</i> Contact: Julia B. Davis	P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249 Modal Development Office/Public Transit Fort Myers Operations Center 2981 Northeast Pine Island Road Cape Coral, Florida 33909 (239) 656-7800 Fax: (239) 656-7737
<i>Counties Covered:</i> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota		
<hr/>		
2	Manager: Philip G. Worth (904) 360-5650 <i>Transit Unit</i> Contact: Gwendolyn Pra	2250 Irene Street, MS 2813 Jacksonville, FL 32202 (904) 360-5687
<i>Counties Covered:</i> Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St Johns, Suwannee, Taylor, Union		
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3	Manager: Donnie Duce (850) 415-9545 <i>Transit Unit</i> Contact: Kathy Rudd	P. O. Box 607 Chipley, FL 32428-9990 (850) 415-9549
<i>Counties Covered:</i> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington		
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4	Manager: Nancy Ziegler (954) 777-4492 <i>Transit Unit</i> Contact: Larry Merritt	3400 W. Commercial Blvd. Ft. Lauderdale, FL 33309 (954) 777-4683
<i>Counties Covered:</i> Broward, Indian River, Martin, St Lucie, Palm Beach		
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5	Manager: Teresa Jacobs (407) 482-7852 <i>Transit Unit</i> Contact: Karen Adamson	133 South Semoran Blvd. Orlando, FL 32807 (407) 482-7861
<i>Counties Covered:</i> Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, Volusia		
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Glossary

ambulatory - A person who is able to walk and move about freely without being confined to a bed or wheelchair.

applicant – An agency applying for Section 5310, 5311, and/or 5311(f) Federal Assistance. See also “new applicant” and “recurring applicant.”

authorizing Federal and State Legislation: Legislation authorizing the Section 5310, 5311, and 5311(f) programs are: Transportation Equity Act for the 21st Century (TEA-21); 49 U.S.C. Sections 5310 and 5311; FTA Circular 9070.1F (for Section 5310) and Circular 9040.1F (for Section 5311 and 5311(f)); Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5310 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5310_Circular.pdf. The Section 5311 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5311_Circular.pdf.

community transportation coordinator (CTC) - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.015(1), Florida Statutes, in an area outside the purview of an MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

contractor – means the administering entity of the Florida Vehicle Procurement Program (FVPP) who is under contract to the Florida Department of Transportation to establish statewide vehicle contracts for the purpose of procuring vehicles at the lowest cost possible while ensuring that the best product is available for the program. The Contractor is also responsible to coordinate, assist as needed, and report in all procurement activities under the Section 5310 Program.

designated official planning agency – means a planning entity so designated by the Florida Commission for the Transportation Disadvantages to conduct planning and support functions for the transportation disadvantaged services.

disabled person – See elderly individual and persons with disabilities.

district office – means the Department of Transportation District Public Transportation Office or District Office of Modal Development and/or staff.

district program of projects – means a district listing of each applicant agency for which a grant award is proposed, a description of the equipment to be awarded, and the proposed federal, state and local share of the project cost. The district program of project includes certification by the District Office that all applicants and projects so proposed either meet all program requirements or will meet all program requirements before a Notice of Grant Award is executed.

elderly individual – includes, at a minimum, all persons 65 years of age or older. Grantees may use a definition that extends eligibility for service to younger (e. g., 62 and older, 60 and over) persons.

eligible expenses – Eligible expenses are limited to buses, vans, or other paratransit vehicles, radios and communications equipment, and wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul (which may be calculated as up to twenty percent of the agency’s annual vehicle maintenance costs), associated capital maintenance, including costs of tires, tubes and replacement parts which exceed 0.05 percent of the depreciated value of the vehicle for which are used, microcomputer hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs and other durable goods such as spare components with unit cost over \$300 and a useful life of more than one year. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

eligible expenses, capital, 5311 - Section 5311 funds may be used for the capital expense of transportation services to the general public in non-urbanized areas. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, microcomputer hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs, construction or rehabilitation of transit facilities including design, engineering, and land acquisition, and other durable goods such as spare components with unit cost over \$300 and a useful life of more than one year. The cost associated with pre-award and post delivery audits also qualify as eligible expenses.

eligible expenses, capital, 5311(f) - Eligible expenses include intercity bus service planning and marketing and the purchase of buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications

equipment, wheelchair lifts and restraints, vehicle rehabilitation, passenger shelters, intermodal facility projects (see above), bus stop signs and similar passenger amenities, data processing hardware/software, other durable goods such as spare components with a useful life of more than one year, initial installation costs, vehicle procurement/testing, inspection and acceptance costs, and costs associated with pre-award and post delivery audits.

eligible expenses, operating - For the Section 5311 program (formerly Section 18), eligible operating expenses include the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. The federal share for net eligible operating costs may not exceed 50%.

eligible recipient, 5310 – Federal Transit Administration Section 5310 funds may be awarded only to private nonprofit organizations providing transportation to elderly persons and person with disabilities, and to public bodies approved by the State of Florida to coordinate services for elderly persons and persons with disabilities (i.e., the Community Transportation Coordinator). Recipients must be either the Community Transportation Coordinator (CTC) or providing service under the terms of a coordination or transportation operator contract with the CTC. Agencies must keep their CTC Agreements current and in force at all times when in possession of a vehicle purchased through the Section 5310 Program.

eligible recipient, 5311 and 5311(f) – For the Section 5311 program (formerly Section 18), political subdivisions of the State of Florida and agencies thereof, Indian Tribes and private nonprofit agencies designated as CTCs, per Chapter 427, F.S., who provide public transportation in non-urbanized areas, are eligible recipients for the Section 5311 program. Private for-profit agencies may receive funds through contractual arrangements with eligible recipients.

eligible service, 5310 – Transit service provided to transportation disadvantaged persons and to elderly and disabled social service client groups when public transit services are unavailable, insufficient or inappropriate for elderly persons and persons with disabilities. Although all transportation disadvantaged persons may benefit from the program, services should be designed for the maximum benefit of elderly persons and persons with disabilities. Vehicles may be used in public transit service on an incidental basis (after services have been provided in accordance with the terms of the application and/or the Joint Participation Agreement for specified clientele.)

eligible service, 5311 – Public transit service provided in non-urbanized areas on a regular and continuing basis and service provided to non-sponsored transportation disadvantaged persons and to social service clients is eligible. Services may be designed to maximize usage by transportation disadvantaged persons in general, as long as there is no restriction on public use of the service. Services may not be designed exclusively to serve the transportation requirements of social service agencies without regard for the mobility needs of the community as a whole. Charter, sightseeing, and exclusive school bus services are not eligible services. Since the goal of Section 5311 is to enhance access of people living in non-urbanized areas to activities, Section 5311 projects may include the transportation of non-urbanized area residents to and from urbanized areas.

eligible service – 5311(f) [intercity bus service] – Regularly scheduled service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, which has the capacity for transporting baggage carried by passengers, and which makes meaningful connection with scheduled service to more distant points, if such service is available. Package express service may also be included, if incidental to passenger transportation.

expanded service - Adding a new service to an already existing system.

FDOT control number - Is assigned by the District once the vehicle has been purchased, received and titled to the recipient with the Department of Transportation as the first lienholder.

human service transportation - means transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

incurred - Commitment or obligation to spend funds for goods to be received or services to be rendered.

individual with a disability – means in individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public

transportation facility.

intercity bus feeder service - The "coordination of rural connections between small transit operations and intercity bus carriers" may include the provision of service which acts as a feeder to intercity bus service. The feeder service is not required to have the same characteristics as the intercity service with which it connects, as defined above. For example, feeder service may be demand responsive, while intercity service is, by definition, fixed route. Examples of eligible costs include marketing and extended hours of service in order to connect with scheduled intercity service. **Note: The funding of intercity bus feeder service shall be at the discretion of the District Office.**

intercity bus service - See eligible service – 5311(f).

Job Access and Reverse Commute Program (JARC) – means the Federal Transit Administration formula grant program for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, and for public transportation projects designed to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities.

joint participation agreement (JPA) - A contract between the Department of Transportation and a local sponsor of a transportation project, defining a project and the Department's participation. JPAs may be for one year or multiple years (up to five years), at the discretion of the Department.

locally developed, coordinated public transit-human services transportation plan – means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for Section 5310 funding must serve identified needs of the disabled population. A locally developed Transportation Disadvantages Services Plan (TDSP) will qualify in most instances. All stakeholders identified in the circular must be included in the development of the TDSP.

metropolitan planning organization (MPO) – MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas.

new applicant – An applicant for Section 5310, 5311, and/or 5311(f) assistance that has not received an award in the last two fiscal years.

New Freedom Program – means the Federal Transit Administration formula grant program for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services.

new service - A first time applicant starting a new service.

non-ambulatory - A person who has a mobility impairment that prevents them from being able to walk or move about freely.

nonprofit organization – A corporation or association determined by the U. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated within Florida which is certified as not for profit by the Secretary of State.

non-urbanized area - The area outside of an urbanized area, as defined by the U.S. Bureau of the Census.

notice of grant award – mean a form used to notify a successful Section 5310 applicant that they have been selected to receive a grant award and for the applicant to accept the grant being offered as a Section 5310 grant recipient.

one-way passenger trips - A person who rides a transportation vehicle in one direction between two points for a specific purpose.

operating revenue - For Section 5311, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for transportation of social service clients.

other than urbanized (non-urbanized area) – means any area outside of an urbanized area. The term “nonurbanized areas” includes rural areas and urban areas under 50,000 in population not included in an urbanized area.

private organization – means a non-public organizations, bodies which are not municipalities or other political subdivisions of the State of Florida; are not public agencies or instrumentalities of one or more states; are not Indian Tribes (except private nonprofit corporations formed by Indian Tribes); are not public corporations, boards or commissions established under the law of any state; or are not subject to direct control by public authority, Federal, State, county, or municipal.

program of projects – means a list of projects to be funded in a grant application submitted to the Federal Transportation by the Florida Department of Transportation. The program of projects (POP) lists the subrecipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the ten percent (10%) allowed.

public agency - An authority, commission, committee, council, department, division, bureau, board, section or any other unit or entity of the state or of a town, city, municipality, county or other local governing body.

public transit - The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the general public. Public transit specifically includes those forms of transportation commonly known as "paratransit" characterized by their non-scheduled, non-fixed route nature.

recipient – means the Florida Department of Transportation, a State Agency designed by the Governor to receive funds apportioned by formula to the States under Section 5310(b)(1), or a local government authority when Federal Highway Administration (FHWA) funds are flexed to Section 5310 to support services for individuals with disabilities.

recurring applicant – An applicant for Section 5310, 5311, and/or 5311(f) Federal Assistance who applies every year.

subrecipient – means a private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are non any non-profit organizations readily available in the area to provide the services.

transit development plan (TDP) - A locally adopted document, addressing a minimum five-year time frame. It is prepared by the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan. The TDP includes an assessment of the need for transit services in the local area, identifies the local transit policies, existing services and proposed service improvements, capital and operating costs of the proposed services, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

transportation disadvantaged - Those persons who because of physical or mental disability, income status, or age, or who for other reasons, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk as defined in Chapter 411.202 F.S.

transportation disadvantaged service plan (TDSP) – a plan developed by the CTC and approved by the Local Coordinating Board that identifies service gaps and provides recommended strategies to provide service in areas of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan. The TDSP is updated annually but includes a five year planning window.

transportation improvement program (TIP) – means a continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for federal and state funding during the program period. The MPO submits the TIP to the Florida Department of Transportation as required by Chapter 339, Florida Statutes.

transportation operator contract – a written contract between the CTC and the transportation operator prepared at the local level that outlines the terms and conditions for any services to be performed.

unrestricted Federal funds – funds received by Section 5311 and/or 5311(f) applicants pursuant to service agreements with state or local social service agencies or private social service organizations, and used to match Section 5311 and/or 5311(f) funds, even though the original source of such funds may have been another Federal program.

urbanized area – means an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce. Small urbanized areas as used in the context of Federal Transit Administration formula grant programs are urbanized areas with a population of at least 50,000 but less than 200,000.

End of Manual

5310 Grant Application Revision (30 September 2010)

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