

Florida Commission for the



Transportation Disadvantaged

FISCAL YEAR 2016-17

PROGRAM MANUAL

FOR THE

TRANSPORTATION DISADVANTAGED

PLANNING GRANT

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 trust fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities. The trust fund is annually appropriated by the Legislature from revenues collected from vehicle registrations and voluntary contributions.

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

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

PART I TRANSPORTATION DISADVANTAGED PLANNING GRANT PROGRAM REQUIREMENTS

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

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

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

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

B. Eligible Service Area

The eligible service area is that area for which the planning agency has been specifically designated by the Commission to serve. Planning grant agreements will only be approved for funding amounts which are within the allocation for the respective service area.

C. Eligible Activities

The planning grant funds allocated from the trust fund are for the specific purpose of accomplishing the duties and responsibilities of the planning agency as identified in Chapter 427, Florida Statute, Rule 41-2, Florida Administrative Code, Commission policies; and tasks as further described in this manual.

This is a lump sum – percent complete grant to accomplish the tasks identified in the law, rule, this Program Manual and the grant agreement. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the contract. The amount paid is based on the weighted value of the tasks and deliverables listed below that have been accomplished for the invoiced period. Prior to payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables are based on the most recent regulations, guidelines or directives related to the particular task and deliverable. Specific required tasks are as follows:

TASK 1:

Weighted value = 17%

Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the LCB.

Deliverable: Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30th of the current grant cycle.

TASK 2 A:

Weighted value = 15%

When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by planning agency staff or their designee as needed.

Deliverable:

Planning agency's letter of recommendation and signed resolution.

OR

TASK 2 B:

Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Deliverable:

LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

TASK 3:**Weighted value = 40%**

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

Provide staff support for committees of the LCB.

Provide program orientation and training for newly appointed LCB members.

Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.

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

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

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; copy of public notice of meetings; training notification.

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

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

Deliverable: Public workshop agenda and minutes of related workshop only. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

TASK 5: **Weighted value = 4%**

Develop and annually update by-laws for LCB approval.

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

TASK 6: **Weighted value = 4%**

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

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

TASK 7: **Weighted value = 4%**

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Deliverable: Cover Page of AOR, signed by CTC representative and LCB Chair.

TASK 8: **Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

Deliverable: Completed AER in accordance with the most recent Commission's AER instructions.

TASK 9: **Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

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

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

Deliverable: Documentation related to attendance at such event(s); including but not limited to sign in sheets.

2. GRANT FUNDING

Each year, the Commission will calculate each service area's allocation in accordance with Rule 41-2, FAC. Each service area's anticipated eligible allocation is subject to change based on appropriations by the Legislature.

A. TRANSFER OF PLANNING ALLOCATION

The portion of the trust fund allocated for planning grants that is not needed by the planning agency and is not obligated by a grant agreement, may be transferred to each respective county's CTC trip and equipment grant agreement. A ten percent local match will be required for all transferred planning dollars.

Any planning agency which does not intend to use all of its allocated planning funds should notify the respective CTC so that the funds can be incorporated in their initial Trip and Equipment grant and they can secure the necessary local match. This transfer should occur prior to the execution of either grant agreement within the same grant cycle.

B. LOCAL MATCH REQUIREMENT

There is no match required.

3. GRANT APPROVAL

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

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

4. INVOICING

Invoices for 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 quarterly basis. Invoices should be submitted after the last month of each quarter and shall include only the activities performed during that time. The Grantee shall provide sufficient detailed documentation to support the completion of task outlined above.

Invoices for expenses provided or incurred pursuant to the grant agreement must be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, is met. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15, 2017.

PART II
TRANSPORTATION DISADVANTAGED PLANNING GRANT
APPLICATION INSTRUCTIONS AND FORMS

GENERAL INSTRUCTIONS

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

- A.** Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission, (850) 410-5700.

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

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

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

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

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

E. TIMETABLE

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

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

TRANSPORTATION DISADVANTAGED PLANNING GRANT APPLICATION FORM INSTRUCTIONS

Except for the following notes, the 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 Federal ID number and the information registered with MyFloridaMarketPlace.

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

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

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

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

TRANSFER PLANNING GRANT FUNDS TO CTC REQUEST FORM

Any planning agency which does not intend to use all of its allocated planning funds should notify the respective CTC to determine if the funds can be utilized for trips in the service area. If both parties agree, complete this form to include the amount to transfer and return with the grant application form. This form is only required as part of the application package if a transfer of funds is desired.

AUTHORIZING RESOLUTION INSTRUCTIONS

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

GRANT APPLICATION FORMS

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



Transportation Disadvantaged Planning Grant Application Form

Grant Recipient Legal Name	Enter Grant Recipient Name		
Federal Employer Identification Number	Enter Federal ID #		
Registered Address	Enter Address		
City and State	Enter City & State	Zip Code	Enter ZIP
Contact Person for this Grant	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
		End Date	Enter Date
Fiscal Year Budget Allocation			
Planning Funds Transferred to Trip & Equipment Grant			Enter \$ Amount
Grant Amount Requested for this Application Period			Enter \$ Amount
<i>Total Budget Allocation Amount</i>			\$ 0.00

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

Signature of Grant Recipient Representative

Enter Date
Date



Transportation Disadvantaged Transfer Planning Grant Funds to CTC Request Form

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

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

Only One County Per Form

Planning Fund Allocation Transferred to Trip & Equipment Grant			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">State</td> <td>Enter \$ Amount</td> </tr> </table>	State	Enter \$ Amount
State	Enter \$ Amount		

PlanningGrantTransferFundsRequestForm20160422
Form Revised 4/22/2016



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