

**Florida Department of
TRANSPORTATION**

*District Four
Office of Modal Development*



Public Transportation Grants Guide

**Broward – Palm Beach – Martin – St. Lucie – Indian River
Counties**



Leading the Way!



Florida Department of Transportation

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Dear Prospective FDOT Partner,

Welcome to our new grants resource guide. As always we are seeking new ways to reach out to our prospective and current public partners. This manual was created by the Office of Modal Development to help our partners better prepare successful grant applications.

Last year more than \$5 million in state discretionary grant funds and more than \$2 million in federal grant funds were awarded throughout District Four. We aim to continually improve our service by providing up-to-date information concerning public transportation grants in this District.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Ziegler".

Nancy Ziegler
District 4 – Florida Department of Transportation
District Modal Development Administrator



How to Use this Guide



Overview

click button to link to section

1 The **Overview** section highlights the purpose of this guide and the mission of the FDOT District Four Office of Modal Development. You'll learn who can apply for District Four grants and which grant programs are covered in this guide. Start in the Overview section to quickly identify whether any of the grants are appropriate for your project. You'll also find contact information and a list of definitions and acronyms in case you are unfamiliar with any terms used in this guide.



Grant Writing

click button to link to section

2 The **Grant Writing** section provides important information on writing the best possible application. You'll learn how to form a strong grant writing team, which aspects of the application are the most important, and what questions your grant application must answer—and how. Practical examples and a list of additional resources will help you fine-tune your own application.



Grant Programs

click button to link to section

3 The **Grant Programs** section provides detailed information on all the grant programs available through FDOT District Four—both state discretionary grants and Federal Transit Administration grants administered by FDOT. You'll learn what types of projects might qualify for funding through which grants, and what types of costs might be eligible. There is also essential information on deadlines, funding limits, and requirements for matching funds.



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Overview

Grant Writing

Grant Programs



Section 1:

Overview



Purpose of this Guide

1

To provide detailed information to potential applicants about each grant program.

2

To enable applicants to produce detailed, quality applications that have a high probability of being funded.

3

To maximize the quality and success of the grant-funded projects.

Welcome!

Office of Modal Development...

Leading the Way

The Florida Department of Transportation District Four Office of Modal Development welcomes you to this guide. The District offers several grant programs designed to encourage public transportation and multimodal projects that promote the effective and efficient movement of people and goods.

The District Four Office of Modal Development is responsible for coordinating grant applications from two sources:

- State Funded Discretionary Grant Programs
- Federal Transit Agency (FTA) Grant Programs

Our Vision:

Partnering to achieve a world-class transportation system

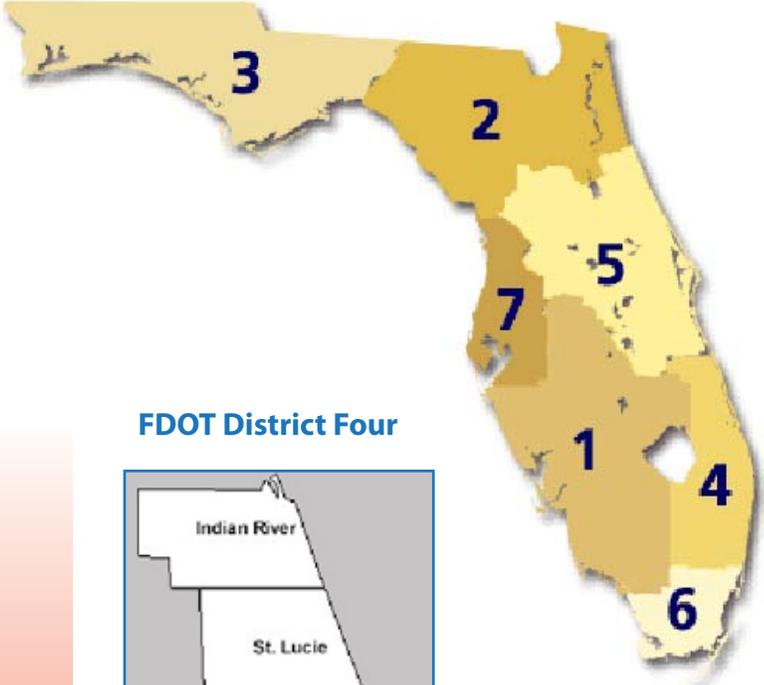
Our Mission:

Advance desirable transportation choices

Who Can Apply?

To apply for these programs a prospective applicant must be located in the District Four geographic coverage area, which encompasses:

- Broward County
- Palm Beach County
- Martin County
- St. Lucie County
- Indian River County



FDOT District Four



Contact

FDOT District Four
 Transit Grants Coordinator
 Office of Modal Development
 3400 West Commercial
 Boulevard
 Fort Lauderdale, Florida
 33309-3421
 954-777-4491

Grants Included in this Guide

■ ■ ■ State Discretionary Grants

Public Transit Service Development Program

This grant program is designed to provide start-up funding for new public transit projects that provide new or innovative techniques to improve system efficiencies, ridership, or revenues.

Transit Corridor Program

This program is designed to support projects that relieve congestion and improve capacity in identified transportation corridors by improving the people-carrying capacity of the system through the use of high-occupancy conveyances.

Park and Ride Lot Program

This program supports the purchase or lease of land for the construction of park and ride facilities or the promotion of these facilities to increase their use for transit, carpools, and vanpools.

Intermodal Development Program

This program provides funding for projects that promote the intermodal or multimodal movement of people and goods. These projects may include major capital investments in fixed guideway transportation systems; access to seaports or airports; and construction of intermodal, multimodal, or other transportation terminals.

■ ■ ■ FTA Grant Programs through FDOT

Section 5310 Program – Transportation for the Elderly and Persons with Disabilities

This program provides funding to assist private non-profit organizations in meeting the transportation needs of the elderly and persons with disabilities when public transportation service is unavailable, insufficient, or inappropriate to meet these needs.

Section 5311 Program – Non-Urbanized Area Program

The goal of the program is to enhance the public transportation systems in rural and small urban areas.

Section 5316 – Job Access and Reverse Commute Program

The goal of the Job Access and Reverse Commute program (JARC) is to improve access to transportation services for employment for eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

Section 5317 – New Freedom Program

The goal of the New Freedom program is to improve access to transportation services for individuals with disabilities, with additional transportation methods.

What Types of Projects Could Qualify for Funding?

Examples of projects funded	Types of Grant Programs
Travel training for the developmentally disabled and seniors	Public Transit Service Development
Construction and infrastructure improvements of transit transfer stations	Intermodal Development
Purchase and installation of bus shelters, street furniture, and other enhancements	Public Transit Service Development, Intermodal Development
Transit signage	Public Transit Service Development
Regional marketing campaigns	Public Transit Service Development
Marketing campaigns to transportation disadvantaged groups	Public Transit Service Development
Analysis of system enhancements to an existing limited-stop bus service	Public Transit Service Development, Transit Corridor
Implementing Intelligent Transportation Systems (ITS), including customer trip information technology	Public Transit Service Development
Queue jumper systems	Intermodal Development
Transit-related aspect of bicycling (such as adding bicycle racks to vehicle to support)	Public Transit Service Development, Transit Corridor
Providing bicycle storage at transit stations, shelters, and buses	Public Transit Service Development, Intermodal Development
Late night and weekend service	Public Transit Service Development, Transit Corridor, 5316, 5317
Ridesharing and carpooling activities	Park and Ride Lot Program, 5316, 5317

continued next page

Examples of projects funded	Types of Grant Programs
Land acquisition for parking	Park and Ride Lot Program
Expanding fixed-route public transit routes	Public Transit Service Development, Transit Corridor
Route deviation service	Public Transit Service Development, Transit Corridor
Local service	Public Transit Service Development
Shuttle service	Public Transit Service Development, Transit Corridor
Demand-responsive van service	5310, 5311, 5316, 5317
Safety and preventative maintenance training	Public Transit Service Development
Water taxi enhancements	Intermodal Development
Port infrastructure improvements	Intermodal Development
Vehicle mechanical system improvements	Public Transit Service Development
Study of Automated Smart Card	Public Transit Service Development, Transit Corridor
Transit vehicles – bus, hybrid bus, articulated bus	5310, 5311, 5316, 5317, Public Transit Service Development, Transit Corridor
Geographic Information Systems (GIS), mobile communications technology, computer equipment	5310, 5311, 5316, 5317, Public Transit Service Development
Nitrogen-filled tires for transit buses	Public Transit Service Development



Section 2: Grant Writing



Tips for Writing Exceptional Grant Applications

Certain general principles of grant writing are applicable to any type of grant, no matter what the purpose is or who the grantor may be. Pay careful attention to the following principles to make your grant application stand out in a crowded field of applicants.

- Follow instructions meticulously. Errors of preparation may result in delay or rejection of the application.
- Review the questions that the application requires and answer them directly and effectively.
- Separate fact from opinion. Do not present an opinion or speculation as a truth.
- Establish your major points. These are the primary items on which the application will be evaluated.
- Avoid unnecessary complexity. Be clear and concise.
- Provide justification. Include data or a rational argument that explains why the proposed project is needed. A completed needs assessment or other study is an appropriate attachment—although the application should be complete enough to stand on its own.
- Create clear goals and measurable objectives. Measurability allows the easy assessment of a project's success.
- Prepare accurate budgets that contain costs projected to the time of use.
- Follow up with the District. Stay updated on the status of the grant application and always ask for positive and negative feedback on the application.

Separate Fact from Opinion



Be Clear and Concise



Grant Applications Need to Answer the Following Questions



Who is the organization?



What plans, studies, and data are available to quantify the need?



What is the proposed project and its scope?



What goals and measurable objectives have been developed?



What is the identified need?



What costs are associated with the project?



How will the proposed project address the need?



What will quantify a successful outcome of the project?

Before You Start, Consider...

Make Sure Your Project Qualifies for the Grant and Relates to the Purpose of the Funding

Each grant program has its own rules and standards. It is important to fully understand the specific requirements of each grant program and confirm that your project complies with all the requirements. Always contact the FDOT District Four Grants Coordinator. This person can discuss with you how well the grant program will work for your project and provide you with additional guidance in the application process.

Find the right grant program!



Planning, Researching, and Organizing a Grant Application is Very Important

Your level of effort could make the difference between an application that is funded and one that is not. It is an investment in your project's successful grant funding and its overall success. Strive to create a grant application that leaves an excellent first impression and thoroughly convinces the grant reviewer that the project is worthy of being funded. In a well-prepared proposal, the project's description and delivery system are easily understood by the reader.

Make an excellent first impression!



Secure Local Support

For a project to succeed, local level support with public input is essential. Many grant programs require a local funding match. The stronger the local support for a project, the easier it will be to secure matching funds, letters of support, and in-kind donations.

Can you demonstrate public support?



Make Sure Your Project Corresponds with Local, Regional, or State Planning Documents

Grants for public transportation projects require that your project be identified in transportation plans, transit plans, and comprehensive plans. You will be required to quote page numbers and item numbers for your project. This helps funders identify that your project is a local, state, or regional priority. Additionally, ensure that local transportation disadvantaged service plans are cited for grant programs that serve transportation disadvantaged populations.

Is this a planned, priority project?



Projects Should Be Ready to Go

Make sure your public transportation project is ready to be implemented and aspects that can delay a project are solved, such as land titles or permitting problems.

Be ready to go!



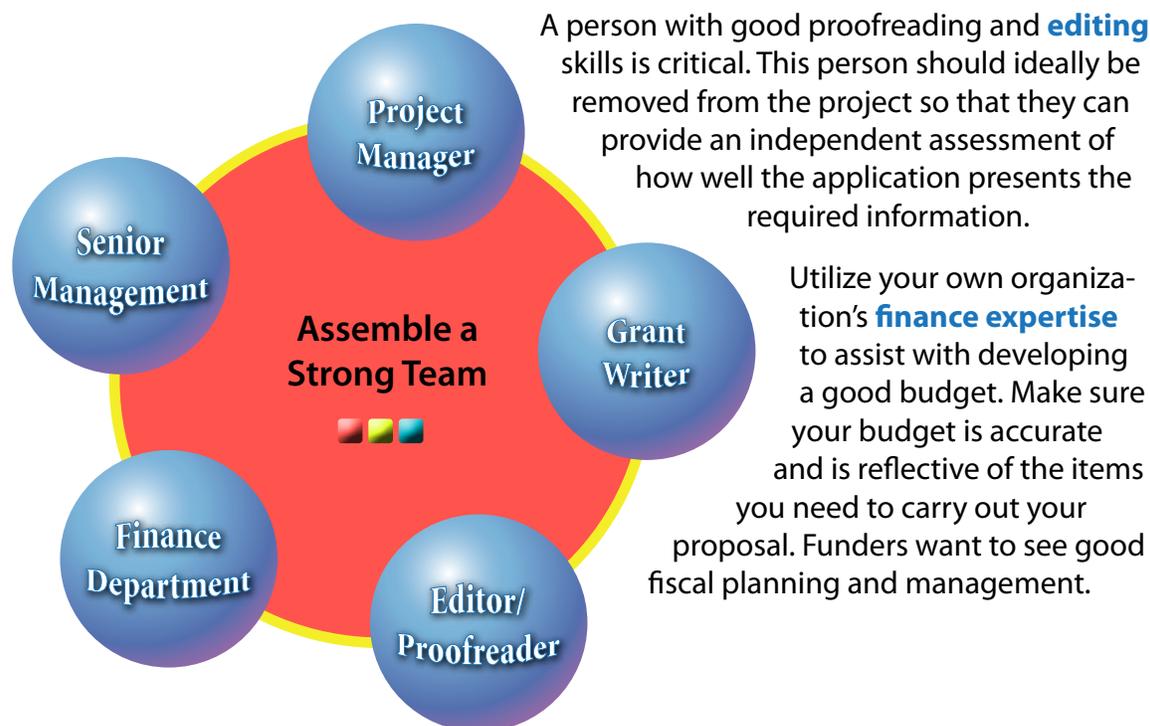
Assemble a Grant Writing Team

Developing a good grant application typically requires the efforts of several people. Assemble a team of people early and use their various skills. This is a key component in completing grant applications efficiently and effectively. A grant writing team typically includes the following key team members:

Senior-level management must support and sign grant applications. Check schedules to ensure that signatures can be obtained in time. Allow sufficient time for your project to be placed on meeting agendas so governing boards can support applications, matches, and resolutions.

The **project manager** is responsible for the project for which a grant is sought. This person will have a broad range of knowledge regarding the project and will likely be the primary source of project-related information.

The **writer** of the grant application may be the project manager, but could be another technical writer working with the project manager. Make sure you have someone to assist in developing quality performance objectives and project schedules.



Project Life Cycle

Grant applications must describe—in detail—each phase of the project life cycle.

**Problem or
Need**

What problem are you trying to solve with these funds?

Goal

What is your overall aim?

Objectives

How would you measure progress toward that goal?

Process

What steps would you take to achieve your goal and objectives?

Outcome

What are the desired results of this initiative?

**Measurement/
Deliverables**

How would you measure your success?

The Most Important Aspects of the Application

Project Introduction

The introductory paragraph or the first paragraph in your project description is a very important paragraph. This paragraph is an attention grabber for the grant reader. It should clearly explain what you are using funds for. It should be written in such a manner that any reader can understand at a glance what the proposal will deliver. This introductory paragraph is similar to an abstract, but is more condensed. Often this paragraph is written last.

Project Introduction Example 1:

Transit Agency Anywhere seeks to expand our public transit service and alleviate capacity issues by adding one transit route on Main Boulevard—a seriously congested urban corridor identified in local and county transportation plans. This route will produce a minimum of 400 riders a day with 30-minute headways operating Monday through Friday 7:00 a.m. to 7:00 pm. Destination points include employers, businesses, shops, and the regional train station. This application seeks funding for one 35-foot, 30-passenger transit bus to begin this new service.

Project Introduction Example 2:

The Agency on Aging Gracefully seeks to continue providing transportation to the residents of Graceful Residential Hall, an assisted-living facility for 2,000 residents. Eighty percent of our residents have physical or mental disabilities that impede any ability to utilize standard transportation options. Therefore, this application seeks to transport 50 residents a day to local doctors, hospitals, shops, and businesses. This service will be available seven days a week from 7:30 a.m. to 7:30 p.m. This service will be possible with grant assistance to purchase a 20-passenger cutaway transit vehicle with wheelchair equipment.



Objectives must be measurable... and realistic



Project Need

Discuss the identified need for this project. What is the problem that you are trying to solve with these funds? How will the proposed project address the need? What plans, studies, and data are available to identify or quantify the need?

Project Objectives

The objectives of your project should mirror what you are using the grant funds for in your project. Objectives must be measurable. There is a difference between goals and objectives. A goal might be, "to provide more transit access." It is not measurable; it is an overall goal. Objectives are performance-related, and can be measured.

Good objectives are important because if you receive a grant award you will be required to report on the progress toward the objectives. Your project success will be measured according to how well you achieved your objectives. Make sure your project objectives are realistic. They will become the criteria by which your project is evaluated should you be selected for funding.

Goals, Objectives, and Processes— What's the Difference?

EXAMPLES		
Goal	Objectives	Process
Expand Service on Route 16 Downtown Employment District	<ul style="list-style-type: none"> Increase seat capacity by 50% on Route 16 Downtown Employment District. Reduce headway time from 60 minutes to 30 minutes on Route 16 Downtown Employment District. 	Provide a second 40-passenger transit bus to expanded service on Route 16 Downtown Employment District by the last quarter of the second year of the project.
Enhance Transit Accessibility	<ul style="list-style-type: none"> Provide eight bus shelters in Johnson City in approved bus stop sites at H Street, J Street (two), Cross Avenue (two), Main Street (two), and Little Street (two). 	Place shelters, street furniture, and sidewalk improvements in designated areas (four by the end of the second project year and four by the end of the third project year).
Provide a Quality Marketing Program for the NW District of Johnson City	<ul style="list-style-type: none"> Conduct six outreach events in neighborhoods and activity centers in the NW District of Johnson City. Place 24 monthly ads in Johnson City newspaper. 	Purchase materials and associated items for six events (three for the first project year and three for the second project year); place newspaper advertisements monthly.

Project Schedule

In this section discuss how the project services will be delivered. Discuss how the project will be managed by your agency and who will be in charge. Provide a project schedule. The project schedule is similar to an activities timeline. The project must be broken down into sequential or concurrent steps to completion. The project schedule submitted with the grant application should only include those steps and tasks that will be supported by grant funding. A project schedule should include the following information: planned start date, activity, responsible party, completion date, milestones, and deliverables or products. Some steps may involve a specific deliverable, such as the completion of a study or plan, while other milestones may not. The project schedule must provide enough activities so that the reviewer can gain a general understanding of what the project entails from the schedule alone.

What is the timeline of grant activities?



Project Budget

The reviewer should be able to understand the overall project just by reviewing the budget—provide detail!



The project costs and project elements must be clear. What costs are associated with each element, and what portion of the costs will be borne by each anticipated funding source? The budget should be organized in columnar form according to general accounting principles and must include costs associated with capital and non-capital expenditures. Expected revenues must be detailed and all sources of funding itemized. All assumed in-kind services, volunteer efforts, and indirect costs must be shown. The budget should not include a miscellaneous or

contingency category. When creating the project budget, keep in mind that all grant funds will be awarded in the future. Budget numbers should be projected into the future to the time of expenditure and should account for inflation. The budget should only include those items covered by the grant funds. As with the project schedule, the project budget should provide sufficient detail so that the reviewer can gain a general understanding of what the project entails from the budget alone.



Additional Resources

In addition to the ideas presented above, there are grant writing resources available on the Internet that provide information on how to write high-quality grant applications. You may want to research the following web sites and perform a web search for others.



Non-profit guides:

<http://www.npguides.com>

Federal government grants:

<http://www.grants.gov>

Foundation Center:

<http://www.foundationcenter.org>

Catalog of Federal Domestic Assistance:

<http://12.46.245.173/cfda/cfda.html>

FDOT Office of Modal Development District Four Grant web site:

<http://www.dot.state.fl.us/publictransportation/D4/grants.htm>

FDOT Public Transportation web site:

<http://www.dot.state.fl.us/publictransportation/default.htm>

FDOT Transit Resource Manual:

<http://www.dot.state.fl.us/transit/Pages/TransitResourceGuide.PDF>

Overview

Grant Writing

Grant Programs



Section 3: Grant Programs



State Discretionary Grant Programs

These programs aim to help public transit systems, local governments, and other public entities increase public transportation methods and relieve roadway congestion by providing funding for increased transit routes or service, bus stops and shelters, and intermodal infrastructure.

State Discretionary Grant Programs

Public Transit Service
Development Program

Transit Corridor
Program

Intermodal Development
Program

Park and Ride Lot
Program

Spring Application Cycle

Contact us in January for Application Information

Public Transit Service Development Program

Purpose

The Public Transit Service Development Program is designed to provide initial funding to public transit projects with new or innovative techniques to improve system efficiencies, ridership, or revenues.

Funding Availability

Applications for new projects are accepted annually.

Eligible Costs

Eligible costs include any allowable capital, marketing, or operating costs under the Federal Transit Administration Section 5307 and State Public Transit Block Grant programs.

Funding Limitations and Matching Requirement

The Public Transit Service Development Program covers up to 50 percent of the capital, marketing, and net operating costs (less any federal funds, fares, or other sources of income to the project). In-kind services are acceptable as a match, with documentation of the value and approval by the District. For projects that are determined to have a statewide significance, the Department (as approved by the Central Office) may provide additional funding that could be up to 100 percent of the total project costs, less any operating revenues.

Eligible Projects

The utilization of new service routes; expansion of service; access to service with shelters, stops, etc.

The application of new technologies or methodologies to improve operations, maintenance, or marketing.

Eligible Recipients

Public agencies, including counties, municipalities, transit agencies, and other government agencies.

Length of Project

The following are specified time durations for Service Development Projects:

1) projects that improve system operations – no more than three years; 2) projects that improve system maintenance procedures – no more than three years; 3) projects that improve marketing and consumer information programs – no more than two years; and 4) projects that improve technology involved in overall operations – no more than two years.

Success Criteria

The success of the project shall be evaluated based on criteria supplied by the applicant. Applications should provide expected results of the project and the criteria to evaluate the results. For example, the criteria to evaluate a project may be ridership, and the expected results may be a 5 percent increase in ridership over the previous year.

Grant Deadlines

Grant application packages are generally available after January of each year. Check with the District Four Office of Modal Development, as deadlines and procedures can vary from year to year.

Available Funding

Total funding for this program varies from \$1,400,000 to \$1,800,000 and averages four to six awards per year. Ranges of awards are from \$50,000 to \$300,000 not including local match.



Transit Corridor Program

Purpose

The Transit Corridor program is designed to relieve congestion and improve capacity within an identified transportation corridor by increasing the people-carrying capacity of the transportation systems through the use of high-occupancy conveyances.

Eligible Costs

Eligible costs include:

- Development of Transit Corridor Plans.
- Design and construction or installation oversight of project facilities and improvements.
- Providing guidance and administrative support to the Technical Advisory Group during planning and implementation of the project.
- Development of marketing and public relations activities.
- Capital acquisition, including, but not limited to:
 - Rolling stock such as buses, vans, light rail vehicles, and other high-occupancy vehicles.
 - Purchase of land for installation of project facilities and right-of-way for transportation corridor improvements.
 - Construction and installation of facilities, such as park and ride lots, shelters, and stations.

Eligible Projects

Eligible projects include those listed below and similar initiatives. All projects must be within a transportation corridor designated within a local or statewide Congestion Management Plan/Mobility Management Plan or an interstate corridor or other constrained corridor listed in a Transit Development Plan. Eligible projects include:

- Creation of new or expanded transit services.
- The improvement of bus operations through the use of bus pull-out lanes, high-occupancy vehicle (HOV) lanes, and similar measures.
- The improvement of access to origins and destinations within the corridor.

Eligible Recipients

Public agencies, including counties, municipalities, transit agencies, and other government agencies.



- Transportation corridor improvements such as turn lanes, traffic controls, and exclusive lanes or facilities for high-occupancy vehicles.
- Operational costs, including, but not limited to:
 - Pre-service preparations
 - Transit service operating deficits
 - Marketing and public relations
 - Project administration
 - Security and traffic control
 - Equipment and project lease, including appraisals
 - Commuter transportation services
 - Carpool and vanpool activities
- Other Transportation Demand Management strategies targeting employers along the corridor or legitimate costs deemed appropriate by the District.

Funding Limits and Match Requirements

Funding is limited to 50 percent of the non-federal share of the project cost, not to exceed the funding committed by the local project sponsor. For projects that are determined to have a statewide significance or are regional in nature and have no regional funding mechanism, additional funding may be provided that could be up to 100 percent of the total project costs, less any operating revenues. In-kind services are acceptable as a match with documentation of the value and approval by the District.

Grant Deadlines

Grant application packages are generally available after January of each year. Check with the District Four Office of Modal Development, as deadlines and procedures can vary from year to year.

Success Criteria

The success of the project shall be measured based on goals, objectives, and milestones toward the meeting of those goals and objectives that were created as part of the project planning process.

Available Funding

This program averages two to five awards per year depending on appropriations, and awards range from \$50,000 to \$300,000 not including the local match if applicable.

Park and Ride Lot Program

Purpose

This program provides for the purchase and/or leasing of private land for the construction of park and ride lots, the promotion of these lots, and the monitoring of their use. This program is an integral part of the commuter assistance program efforts to encourage the use of transit, carpools, vanpools, and other high-occupancy modes. Regional projects and/or connections between modes will be given a higher priority.

Eligible Costs

Eligible costs include planning, design, right-of-way acquisition, engineering, marketing, and construction of park and ride lots.

Length of Project

All projects will continue provided that they meet minimum occupancy standards. Projects that do not meet minimum occupancy standards for a period of one year may be closed or otherwise disposed of.

Funding Limits and Match Requirements

The funding may be up to 100 percent of the project cost for projects carried out entirely by the Department, when title to the park and ride lot is to be retained by the Department, or when approved for the Local Advance Program. No local match is required. Any local funding commitment must be evidenced through a letter from the applicant's chief financial officer. Toll revenue credits may not be used as a match. Local funds or private funds may be used as a match.

Eligible Projects

To be eligible, park and ride lots must be shown on a District park and ride project list, a Transit Corridor Plan, a Transit Development Plan, a major highway construction justification plan, or another locally published plan. The park and ride lot must be sited, sized, and promoted in such a way that there is a reasonable expectation of at least 60 percent occupancy and that the lot can facilitate transfer between modes. The project must be designed in accordance with the State Park and Ride Lot Planning Handbook.

Eligible Recipients

Public agencies, including counties, municipalities, transit agencies, and other government agencies.

Grant Deadlines

Grant application packages are generally available after January of each year. Check with the District Four Office of Modal Development, as deadlines and procedures can vary from year to year.

Available Funding

Annual funding for the District ranges from \$250,000 to \$300,000 per year, which is used to fund one to two projects.



Intermodal Development Program

Purpose

The Intermodal Development Program provides assistance for major capital investments in fixed guideway transportation systems; access to seaports or airports; and construction of intermodal, multimodal, or other transportation terminals. It is intended to facilitate the intermodal or multimodal movement of people and goods. Regional projects and/or connections between modes will be given a higher priority.

Eligible Costs

Eligible costs include planning, design, and construction of intermodal facilities.

Funding Limits and Match Requirements

Projects that are regional in nature may be funded at up to 100 percent. For local projects, a maximum of 50 percent of the non-federal share of the project costs may be funded. Toll revenue credits may not be used as a match. Local funds or private funds may be used as a match. In-kind services are acceptable as a match with documentation of the value and approval by the District. Local funding commitment must be evidenced through a letter from the applicant's chief financial officer. For projects including operating costs, fares do not count as a match and must be deducted from the operating project budget.

Eligible Projects

Projects that are eligible for funding under this program include major capital investments in public rail and fixed guideway transportation facilities and systems which provide intermodal access and which have complied with the requirement of the Department's major capital investment policy; road, rail, or fixed guideway access to, from, or between seaports, airports, and other transportation terminals; and construction of intermodal or multimodal terminals, development and construction of dedicated bus lanes, and projects which otherwise facilitate the intermodal or multimodal movement of people and goods. Projects must be consistent with approved local government comprehensive plans to the maximum extent feasible.

Eligible Recipients

Public agencies, including counties, municipalities, transit agencies, and other government entities.



Project Management

The Joint Participating Agreement must be signed and returned within 90 days of the agency's receipt. Failure to meet this deadline may result in funds being re-allocated to another project which is "ready to go." Project invoicing should begin six months after the Joint Participating Agreement is executed. Final invoices must be submitted within four months after project completion. Quarterly progress reports are due to the District Program Manager within 30 days of the end of the quarter.

Success Criteria

The success of the project shall be measured based on the goals, objectives, and milestones created as part of the project planning process.

Grant Deadlines

Grant application packages are generally available after January of each year. Check with the District Four Office of Modal Development, as deadlines and procedures can vary from year to year.

Available Funding

Funding for this program averages \$2 million annually, District-wide. The number of awards varies based on priorities.

FTA Grant Programs Administered through FDOT

These programs are available to help transportation disadvantaged groups such as the elderly, persons with disabilities, workforce, or rural populations.

FTA Grant Programs

5310 Elderly and Persons
with Disabilities Program

5311 Rural and Small
Urban Areas Program

5316 Job Access and Reverse
Commute Program

5317 New Freedom
Program

Fall Application Cycle

Contact us in August for Application Information

Section 5310 Program – Transportation for the Elderly and Persons with Disabilities

Purpose

The Section 5310 program provides federal capital funds to assist private non-profit groups in meeting the transportation needs of elderly persons and persons with disabilities when public transportation service is unavailable, insufficient, or inappropriate to meet these needs.

Eligible Costs

Eligible expenses are limited to buses, vans, or other paratransit vehicles; radios and communications equipment; wheelchair lifts and restraints; vehicle rehabilitation; vehicle overhaul (which may be calculated as up to 20 percent of the agency's annual vehicle maintenance costs); associated capital maintenance, including the cost of tires, tubes, and replacement parts which exceed .05 percent of the depreciated value of the vehicle for which they are used; microcomputer hardware and 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.

Funding Limits and Match Requirements

The federal share for eligible costs may not exceed 80 percent and the state share may not exceed 10 percent. A local match of 10 percent is required.

Eligible Projects

Capital requests for vans, cut-aways, and transit buses.

Eligible Recipients

Recipients must be a Community Transportation Coordinator (CTC) or a contractor providing service under the terms of a coordination of transportation operator contract with a CTC. (A CTC is a transportation entity recommended by a Metropolitan Planning Organization (MPO)—or other designated planning agency where an MPO does not exist—to provide transportation services to the transportation disadvantaged population in a designated service area.)

Project Management

Recipients must adhere to vehicle maintenance and safety standards procedures.

Success Criteria

The project's success shall be based on the hours of service provided, efficiency of the service provided, and the extent to which the needs of elderly persons and persons with disabilities are served.

Grant Deadlines

Check with the District Four Office of Modal Development, as deadlines and procedures can vary from year to year.

Available Funding

Funding varies, but averages \$1.7 to \$2 million per year for the District.



Section 5311 – Non-Urbanized Area Program

Purpose

The Section 5311 Program provides federal funds to support public transportation in rural and small urban areas with a population of less than 50,000. Funds may be used for capital, operating, and project management expenses.

Eligible Costs

Operating assistance: administrative, management, and operations costs directly related to public transportation services, less any operating revenue.

Capital assistance: buses, vans, or other paratransit vehicles; 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 a unit cost over \$300 and a useful life of more than one year.

Funding Limits and Match Requirements

Operating assistance: the federal share of eligible costs may not exceed 50 percent. The 50 percent local match may include non-cash items such as in-kind donations, provided the value is formally documented and supported. The match must be committed funding from a combination of federal, state, local, and private funding sources. Up to one-half of the required match may be from unrestricted federal funds.

Capital assistance: the federal share of eligible costs may not exceed 80 percent. State funds may

Eligible Recipients

Political subdivisions of the State of Florida and agencies thereof, Indian Tribes, CTCs, or contractors providing service through contractual arrangements with an eligible recipient.

support up to 10 percent of eligible costs. The remaining 10 percent shall be local or private funds.

Project Management

Recipients are required to maintain adequate financial, maintenance, and operating records and comply with the reporting requirements of the Disadvantaged Business Enterprise (DBE) program. Recipients providing service across an urbanized/non-urbanized area boundary must segregate the cost of services so that Section 5311 funds are used primarily for non-urbanized area service.

Grant Deadlines

Check with the District Four Office of Modal Development as deadlines and procedures can change from year to year.

Available Funding

Funding varies, but averages \$400,000 for the District per year.



Section 5316 – Job Access and Reverse Commute (JARC) Program

Purpose

Funds from the Section 5316 JARC Program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects. Reverse commute projects are projects that provide transportation services from inner city areas to jobs, job training, or education in suburban employment centers.

Eligible Expenses

Eligible capital expenses are limited to buses, vans, or other paratransit vehicles; 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. Equipment purchased must be necessary and reasonable to the provision of public transportation services for JARC program eligible clients. Eligible expenses for operating are administrative, management, and operations 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 percent. The remaining match is local funds.

Eligible Recipients

Political subdivisions of the State of Florida and agencies, Indian Tribes, private non-profit organizations, and operators of public transportation services, including private for-profit operators and designated Community Transportation Coordinators.

Matches

Capital matches are 80/20. State funds will match up to 10 percent, and a 10 percent local match is required (for capital expenses only). Operating matches are specified as 50/50 requiring a local match of 50 percent. In-kind matches are permissible with Department approval.

Selection Process

Except when there is sufficient funding to grant all requests, applications shall be evaluated and ranked by a minimum of three knowledgeable persons within each district. At least one evaluator shall be from outside the Department, unaffiliated with any applicant under consideration, and as familiar as possible with transportation and public issues and needs in the district.

Application Cycle

This program is on a biennial application cycle on odd-numbered years.

Section 5317 – New Freedom Program

Purpose

Funds under this program are awarded 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. New service is not required to go beyond ADA requirements. Rather, it must simply be new service that (1) is targeted toward people with disabilities, and (2) meets the intent of the program by removing barriers to transportation for persons with disabilities. Eligible services may include, but are not limited to, feeder service, upgrades to existing service, service extensions or expansions, voucher and transit pass programs, mobility management programs, training programs, and corridor services. All selected projects must serve a need identified in the Transportation Disadvantaged Service Plan or other Locally-Developed Coordinated Public Transit Human Services Plan.

Eligible Costs

This program only provides funding for operating costs. The Department will provide operating assistance which will not exceed 50 percent of the net operating costs of the project. The sub-recipient will be responsible for providing the local match. In-kind match may be allowed, upon District approval.

Project Selection

The District Offices are responsible for selecting individual projects that will form the district program of projects. Projects selected must serve needs identified in the Transportation Disadvantaged Service Plan or the Locally-Developed Coordinated Transit Human Services Public Transportation Plan. Except when there is sufficient funding to

Eligible Recipients

Political subdivisions of the State of Florida and agencies thereof, Indian Tribes, private non-profit organizations, and operators of public transportation services, including private for-profit operators and designated Community Transportation Coordinators.

grant all requests, applications shall be evaluated and ranked by a minimum of three knowledgeable persons within each district. At least one evaluator shall be from outside the Department, unaffiliated with any applicant under consideration, and as familiar as possible with transportation and public issues and needs in the district.

Funding Availability

This program is on a biennial application cycle on odd-numbered years.



Definitions & Acronyms

COMMUNITY TRANSPORTATION COORDINATOR (CTC): A transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.015(1), F.S. in an area outside the purview of a metropolitan planning organization, and approved by the Commission, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

COORDINATION CONTRACT: A written contract between the community transportation coordinator (CTC) and an agency that receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies that perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the CTC.

CONGESTION MANAGEMENT SYSTEM MOBILITY SYSTEM MOBILITY MANAGEMENT PROCESS: A systematic process that provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods.

DESIGNATED OFFICIAL PLANNING AGENCY: A planning entity so designated by the Florida Commission for the Transportation Disadvantaged to conduct planning and support functions for transportation disadvantaged services.

DISTRICT OFFICE: For the purposes of this procedure, the Department of Transportation District Public Transportation Office or District Office of Modal Development and/or its staff.

ELIGIBLE DESIGNATED TRANSPORTATION CORRIDORS: For the purposes of the transit corridor program procedure, transportation corridors

which are included in a local or the statewide Congestion Management Plan/Mobility Management Plan where increased traffic congestion and overcrowding are causing an inefficient transportation system. This definition also includes interstate corridors, as well as other constrained corridors listed in Transit Development Plans.

INDIVIDUALS WITH DISABILITIES: Those individuals who by reason of illness, injury, congenital malfunction, or other permanent or temporary incapacity or disability, including persons using wheelchairs and those with semi-ambulatory capabilities, are unable, without special facilities or special planning or design, to utilize mass transportation facilities and services as effectively as persons who are not so affected.

LOCALLY-DEVELOPED COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN: A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. Projects considered for New Freedom funding must serve identified needs of the disabled population. A locally-developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most instances. All stakeholders identified in circular must be included in the development of the TDSP.

METROPOLITAN PLANNING ORGANIZATION (MPO): The policies and planning bodies, designated by the governor, responsible for transportation planning in urbanized areas.

MULTIMODAL: The use of more than one mode to serve transportation needs in a given area.

NON-PROFIT 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 which has incorporated within Florida certified as not-for-profit by the Secretary of State.

PRIVATE ORGANIZATION: A non-public organization; bodies which are not municipalities or other political subdivisions of states; are not public agencies or instrumentalities of one or more states; are not Indian Tribes (except private non-profit 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.

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 includes those forms of transportation commonly known as “paratransit”—characterized by their non-scheduled, non-fixed-route nature.

STATE PARK AND RIDE PROGRAM: A program designed to encourage the use of transit, carpools, vanpools, and other high-occupancy vehicle modes, by providing safe and convenient parking facilities for commuters. The Park and Ride Lot Program provides primary support for the Department’s Commuter Assistance Program and local transit authorities.

TRANSPORTATION DISADVANTAGED: Those persons who because of physical or mental disability, income status, or age 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 disabled or high-risk as defined in Section 411.202, F.S.

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP): A plan developed by the CTC and approved by the Local Coordination 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): The result of 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 Department per the requirements of Chapter 339, F.S.

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.

TRANSPORTATION DEMAND MANAGEMENT STRATEGIES: A set of measures designed to reduce the number of trips made by single-occupant vehicles and enhance the regional mobility of all citizens.

 *For more information, contact:*

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