

2011

**U.S.C. Section 5317
NEW FREEDOM PROGRAM**

5317

**OPERATING and CAPITAL
ASSISTANCE
APPLICATION MANUAL**

**FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSIT OFFICE**

Table of Contents

	Page
Introduction	3
General Program Information / Requirements	3
Threshold Criteria	4
Grant Award Process	6
General Instructions on Forms, Certifications, and Exhibits	7
Checklists for Application Completeness	8-11
Contents of Applications	12
Exhibits	28
Appendix	43

Introduction

This manual includes program information, application forms, exhibits, certifications & assurances, and instructions to enable an applicant to apply for Federal Operating Assistance and/or Capital Assistance under U.S.C. Section 5317 New Freedom Program, as administered by the Florida Department of Transportation (FDOT).

The Section 5317 New Freedom Program provides Federal operating and/or capital assistance to eligible recipients (see next page) who operate/contract public transportation service for qualified individuals.

Eligible recipients may receive annual Section 5317 allocations to offset operational and/or capital expenses of public transportation service operated/contracted.

The sections of this manual pertaining to general information, Exhibits, and the Appendix apply to all applicants. Applicants may apply for Section 5317 operating and/or capital assistance. A checklist to assist the applicant in determining the completeness of an application is included in this manual at the end of the General Instructions section.

Interested applicants may also obtain other application manuals from the FDOT District Office in their service area (see Appendix), including the Section 5310, Elderly and Persons with Disabilities Program, Section 5311 Non-Urbanized Area Formula Program, Section 5311(f), Intercity Bus Services Program, and Section 5316, Job Access and Reverse Commute Program.

The *Section 5317 Program, 49 U.S.C. 5317*, was established by the U.S. Congress to provide assistance 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. The state is given some latitude in the management and administration of the program. The Florida Department of Transportation has been designated by the Governor to manage the *Section 5317 Program*.

The Federal goal of the *Section 5317 Program* is to provide assistance in meeting the needs of persons with disabilities where public transit services are unavailable, insufficient or inappropriate.

In Florida, program funds will be used to maximize services wherever possible, including supporting state designated CTCs and private nonprofit agencies providing service under the terms of a coordination or transportation operator contract. These agencies coordinate and maximize the passenger carrying capacity of surface transportation facilities, of which services for the disabled is a significant part. Highest priority will be given to new projects that address identified service gaps. The Department will also consider projects that expand existing services.

General Program Information / Requirements

Program Administration. The Federal government allocates funds by formula to the State of Florida each year for the Section 5317 Program. FDOT has been designated by the Governor to administer the program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT 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 5317 Program.

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

Application Deadlines. Application deadlines vary from district to district but usually fall between December and February each year. When received, FDOT District Offices evaluate applications within their respective districts and, thereafter, submit a Program 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 assistance to the Federal Transit Administration (FTA) by April 1 of each year. The statewide application is, usually, approved by FTA by July 1. The Florida Legislature also approves the general appropriation for the State’s current year budget by July 1. Once Federal approval is received and the State budget finalized, District Offices may make grant awards. (See “Grant Award Process” below.)

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 grant recipients including, but not limited to, coordination of transit services, civil rights preservation, compliance with safety and drug free work place regulations, drug and alcohol testing of safety-sensitive employees, competitive procurement of goods and services bought with grant funds, and references to the Federal Transit Administration’s Master Agreement (<http://www.fta.dot.gov/documents/16-Master.pdf>). FTA’s Master Agreement is amended and re-issued in October of each year.

Eligible Recipients. Eligible recipients of Section 5317 Grants include political subdivisions of the State of Florida and agencies thereof; Indian Tribes; and private-non-profit agencies designated as Community Transportation Coordinators (CTC) in accordance with Chapter 427, Florida Statutes. Private-for-profit CTCs and private-non-profit agencies who are not CTCs may receive funds through contractual arrangements with eligible recipients.

Eligible Expenses for Section 5317. New Freedom Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

Ineligible Expenses. Expenses for charter service; school bus service; service not open to the general public; and depreciation expense are not eligible under the Section 5317 Program. Likewise, expenses incurred prior to Federal and State approval of a grant application; expenses incurred prior to the execution of a Joint Participation Agreement, and expenses incurred prior to the Department’s approval of plans, specifications, and third party contracts are ineligible.

Legal Authority and Fiscal & Managerial Capability. Section 5317 applicants must have the legal authority and fiscal/managerial capability to apply for and manage Section 5317 Grants. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with the reporting requirements of the Disadvantaged Business Enterprise (DBE) program (49 CFR Part 23 “Participation of Minority Business Enterprise in Department of Transportation Programs.”)

Matching funds for Capital Assistance. Applicants may not borrow funds to use as match nor may they place liens on Section 5317-funded vehicles or equipment. State funds may support up to ten percent (10%) of eligible capital costs,

with the remaining ten percent (10%) being supported 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 ten percent (10%) local match to be paid to the vendor. The required ten percent (10%) local match must be paid at the time of delivery.

Matching funds for Section 5317 Operating Assistance. The Section 5317 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-federal share. In FYs 2007-08 and 2008-09 all matching funds were local. At the current time there are no state funds available to match New Freedom funds. The non-federal share may be cash, or in kind. It may be local, private, state funds, or (up to one half) unrestricted Federal funds. It may not include funds borrowed against the value of capital equipment funded in whole or in part by state and/or Federal sources.

The Section 5317 Program is unique to Federal programs in that it permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5317. Essentially, all Federal social service programs using transit services are unrestricted; other USDOT Programs are not.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. In most other Federal programs, such revenues would be treated as program income, not as match.

Non-cash items such as donations of goods or services, volunteered services, or in-kind contributions are eligible to be counted towards the local match only if the value of such is formally documented and supported.

Any funds committed as match to another Federal program may not also be used to match Section 5317 funds.

Americans with Disabilities Act (ADA). Applicants must 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 must 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.

Section 5317 projects located in an urbanized area 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.

Planning requirements. To remain eligible for Section 5317 Awards, recurring applicants must submit the TDSP or TDP for their service area to FDOT in a timely manner.

Audit requirements for Section 5317 Recipients. Recipients of Section 5317 Operating or Capital Assistance funds via a Joint Participation Agreement (JPA) (see “Grant Award Process” below) who receive \$500,000 or more in funds in a single year from all Federal sources, must comply with the Single Audit Act as described in OMB Circular A-133. All approved applicants for Section 5317 Awards who receive less than \$500,000 in funds from Federal sources must sign the Certification of Exemption from the Single Audit Act. Exhibit B is provided in the “Exhibits” section of this manual for that purpose.

FTA, the Department, or the Department’s authorized contractor, shall have the authority to conduct audits for the purpose of verifying compliance with the requirements of a Section 5317 Award.

Certifications and assurances. Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form.

Grant Award Process for Section 5317 Operating and Capital Assistance. Grant awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, by entering into a Joint Participation Agreement (JPA) with the agency (grant recipient). The District Office may enter into a multi-year JPA to commit funds for up to five (5) years in one JPA. However, the grant recipient must qualify each year by submitting an annual application for Section 5317 funds, as described in Part A this manual.

In the case of a multi-year JPA, the JPA does not identify the maximum amount of funding available annually for up to five years to the recipient. Each year of the period, the Department will encumber available funding, based on the formula allocation to recipients in each FDOT District, and provide written confirmation to the recipient of any adjustment to the original estimated funding level as a result of changes in Federal appropriations and/or formula allocations.

To notify an applicant (recipient) approved by FDOT for an award, the FDOT District Office will send a “Notice of Grant Award” to the applicant/recipient with instructions to sign and return it to the District Office (see sample notice in the Appendix.) Thereafter, the District Office will issue a JPA to the recipient.

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 and to make project selections. 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 for Operating Assistance 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. The District Office requires at a minimum one (1) original and five (f) additional copies to be submitted. Application forms, exhibits, and certifications should be arranged in the order listed in the “Checklist for Application Completeness”. Applications that are incomplete, illegible, or unsigned may be rejected.

The **original** application must be accompanied by the enclosed **cover letter** (see Appendix) and **two fully-executed Resolution** forms from the applicant’s governing board (see Appendix for sample). The Resolution 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 the Section 5317 application process should be directed to the FDOT District Office in the applicant’s service area, as shown in the Appendix of this manual.

APPLIES TO APPLICANTS FOR OPERATING ASSISTANCE ONLY

Checklist for Application Completeness

Name of Applicant: _____

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

The following must be included in the Section 5317 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
- _____ Application for Federal Assistance (Form 424, Code 20.521)
- _____ Exhibit A-1: Fact Sheet
- _____ Forms B-1 and B-2 (Operating and Administrative Expense and Revenue; Grant Request)
- _____ Signed Community Transportation Coordination (CTC) Agreement
- _____ Existing and Proposed Service Map
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Exhibit E: Single Audit Act, and a copy of the latest completed audit, if applicable
- _____ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable
- _____ Exhibit F: Federal Certifications and Assurances
- _____ Exhibit I: FTA Section 5311(b) Assurance
- _____ 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

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE ONLY

Checklist for Application Completeness

Name of Applicant: _____

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

The following must be included in the Section 5317 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
- _____ Application for Federal Assistance (Form 424, Code 20.521)
- _____ Exhibit A-1: Fact Sheet
- _____ Forms B-1 and B-2 (Operating and Administrative Expense and Revenues; Grant Request)
- _____ Forms C-1 and C-2 (Operating and Administrative Expenses and Revenues)
- _____ Form C-3 (Current Vehicle and Transportation Inventory)
- _____ Form C-4 (Capital Request)
- _____ Forms C-1 and C-2 (Operating and Administrative Expenses and Revenues)
- _____ Form C-3 (Current Vehicle and Transportation Inventory)
- _____ Signed Community Transportation Coordination (CTC) Agreement
- _____ Existing and Proposed Service Map
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Exhibit C: Public Hearing Notice and Publisher's Affidavit (for public agencies only)
- _____ Exhibit E: Single Audit Act, and a copy of the latest completed audit, if applicable
- _____ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable
- _____ 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 I: FTA Section 5311(b) Assurance

_____ Exhibit J: Protection of the Environment (if grant is for facilities)

_____ 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

APPLIES TO APPLICANTS FOR BOTH OPERATING AND CAPITAL ASSISTANCE CHECKLIST FOR APPLICATION COMPLETENESS

Name of Applicant: _____

Check one: New Applicant _____ Recurring Applicant _____

The following must be included in the Application for both Section 5317 Operating and Capital Assistance in the order listed.

- _____ This checklist
- _____ Applicant's cover letter (use of FDOT provided cover letter)
- _____ Two (2) copies of the governing board's Resolution
- _____ Application for Federal Assistance (Form 424, Code 20.521)
- _____ Exhibit A-1: Fact Sheet
- _____ Forms B-1 and B-2 (Operating and Administrative Expense and Revenue; Grant Request)
- _____ Form C-2 (Current Vehicle and Transportation Equipment Inventory)
- _____ Form C-3 (Capital Request)
- _____ Signed Community Transportation Coordination (CTC) Agreement
- _____ Existing and Proposed Service Map
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)
- _____ Exhibit E: Single Audit Act, and a copy of the latest completed audit, if applicable
- _____ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable
- _____ 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 I: FTA Section 5311(b) Assurance
- _____ Exhibit J: Protection of the Environment (if grant is for facilities)
- _____ Exhibit K: Applicant Certification of Transportation Disadvantaged Service Plan (TDSP)

Date application was submitted to Local Clearinghouse: _____

Additional documents required from New Applicants:

- _____ Exhibit A: Current System Description.

CONTENTS OF APPLICATIONS

	<u>Page</u>
PART A: ALL APPLICATIONS	13
PART B: OPERATING ASSISTANCE	17
PART C: CAPITAL ASSISTANCE	22

PART A

APPLIES TO ALL APPLICATIONS

	<u>Page</u>
Grant Application Instructions	14
Standard Form 424: Application for Federal Assistance	15

PART A

APPLIES TO ALL APPLICANTS

Grant Application Cover Page Instructions.

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for Section 5317 applications, and for the local clearinghouse submission. The standard form is located on the next page of this manual. It can also be found on the Internet in an interactive Adobe format at http://www.dot.state.fl.us/transit/Pages/Form_424.pdf. This form must be used for **ALL** applications.

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

The code assigned to the Section 5317 Program in the Catalog of Federal Domestic Assistance is 20.521. This code should be shown in Section 10 of the form followed by the title: “New Freedom 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 5317 Award can be made.

NOTE: Applicants for Section 5317 assistance should send their applications to the LOCAL CLEARINGHOUSE; NOT TO THE STATE CLEARINGHOUSE.

AGENCIES APPLYING ONLY FOR OPERATING ASSISTANCE: Standard Form 424 should cover only the Operating Assistance being applied for by the applicant.

AGENCIES APPLYING ONLY FOR CAPITAL ASSISTANCE: Standard Form 424 should cover only the Capital Assistance being applied for by the applicant.

AGENCIES APPLYING FOR BOTH OPERATING AND CAPITAL ASSISTANCE: Standard Form 424 should cover both Operating Assistance and Capital Assistance being applied for by the applicant.

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.																		

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

	<u>Page</u>
Transportation-Related Operating and Administrative Expenses & Revenues; Grant Request Information	18
Form B-1: Operating & Administrative Expenses and Grant Request Form	20
Form B-2: Operating & Administrative Revenues	21

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

Transportation-Related Operating and Administrative Expenses & Revenues; Calculation of Grant Request

Information regarding the applicant's transportation-related operating and administrative expenses and revenues must be provided with the application for Operating Assistance. Forms B-1 and B-2, as provided in this manual, should be used for this purpose. Form B-1 provides space for the applicant to show operating and administrative expenses of the service operated/contracted by the applicant. Form B-1 also provides space to calculate a grant request. However, the grant request cannot be completed until Form B-2 is completed. Form B-2 provides space for the applicant to show the sources of revenue proposed to pay for the expenses shown in Form B-1.

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 for the proposed project as projected for the year the Section 5317 Grant Award is to be used. For example, the projected expense and revenue budgets for year FY 2011/2012 should be used if Section 5317 assistance is requested by the applicant for use in FY 2011/2012.

INSTRUCTIONS FOR COMPLETING FORM B-1.

Applicants should complete both the "Total Expense" and "FTA Eligible Expense" columns of Form B-1. In completing the form, Community Transportation Coordinators (CTCs) may use expense information from the budget in their most current TDSP. The "Total Expense" column should show all operating and administrative expenses associated with the proposed transportation service. The definitions for each line item code, as provided in the Appendix of this manual, apply. The "FTA Eligible Expense" column should include only those expenses that are eligible under FTA rules for service provided in non-urbanized areas. This means, for example, that expenses for charter service, school bus service, transportation service not open to the general public, service exclusively inside an urbanized area, depreciation expense, and other ineligible expenses would not appear in the "FTA Eligible Expense" column.

After completing the expense columns on Form B-1, applicants should next complete Form B-2 (see instructions below.)

Note: In completing Form B-1 and B-2, applicants serving both urban and rural areas should use the same mechanism for segregating urban and rural expenses as they do for segregating urban and rural revenues. (See "Services Across Urbanized / Non-urbanized Area Boundaries" shown under "Threshold Criteria" in this manual.)

INSTRUCTIONS FOR COMPLETING FORM B-2.

Applicants should complete both the “Total Revenue” and “Revenue Used as FTA Match” columns of Form B-2. In completing Form B-2, CTCs may use revenue information from the budget in their most current TDSP. The “Total Revenue” column should show all revenues used to pay for the expenses shown in Form B-1, as noted previously. The definitions for each line item code, as provided in the Appendix of this manual, apply. The “Revenue Used as FTA Match” column separates total revenues from revenues accepted by FTA as match. This includes revenues in object codes 410, 411, 412, and 430. It also includes revenues in object code 413 EXCEPT for any FTA or other USDOT funds. In other words, FTA or other USDOT revenues should be deducted from the amount shown in object code 413 in the “Total Revenue” column, and the balance should be shown in the “Revenue Used as FTA Match” column.

Next, both columns should be totaled and (b) “Total Rural Passenger Fares” (401) and (e) “Grand Total Revenues” transferred to the grant request section of Form B-1.

INSTRUCTIONS FOR COMPLETING THE GRANT REQUEST ON FORM B-1.

To calculate the grant request on Form B-1:

- Enter the total (a) from the FTA Eligible Expense column of Form B.
- Enter the rural passenger fare revenue (b) from the first row of Form B-2 (object Code 401- rural revenue).
- Subtract the passenger fare revenue (b) from the FTA Eligible Expense (a) to determine the operating deficit (c).
- Complete the Section 5317 request (d). Applicants may request no more than 50% of the operating deficit. Total revenues may not exceed total costs. Therefore, it may be necessary to adjust the Section 5317 request to an amount less than 50% of the deficit calculated.

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

FORM B-1

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Fiscal period from _____ to _____

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE 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	\$ _____	\$ _____ (a)

SECTION 5317 GRANT REQUEST

Total FTA Eligible Expenses (from Form B-1, above) \$ _____ (a)

Rural Passenger Fares (from Form B-2) \$ _____ (b)

Operating Deficit \$ _____ (c)
 [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]

Section 5317 Request \$ _____ (d)
 (No more than 50% of Operating Deficit)

Grand Total Revenues (from Form B-2) \$ _____ *(e)

Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5317 Request (d) by that amount.

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

FORM B-2

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES

Fiscal period from _____ to _____

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$ Rural =\$ (b)	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Operating Revenue	\$	\$
OTHER REVENUE CATEGORY		
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 and 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 REVENUE	\$	\$ (e)

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

	<u>Page</u>
Transportation-Related Operating and Administrative Expenses & Revenues Information	23
Form C-1: Operating and Administrative Expenses	24
Form C-2: Operating and Administrative Revenues	24
Current Vehicle and Transportation Equipment Information	25
Form C-3: Current Inventory Form	26
Capital Request Information	25
Form C-4: Capital Request Form	27

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

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. Forms C-1 and C-2 are included in this manual for that purpose. These forms 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 5317 Grant Award is requested. For example, the projected expense and revenue budgets for year FY 2011/2012 should be used if Section 5317 assistance is requested by the Agency for use in FY 2011/2012.

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

FORM C-1

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Fiscal period from _____ to _____

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	\$

FORM C-2

OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	\$
OTHER REVENUE CATEGORY	
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 REVENUE	\$

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

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

Current Vehicle and Transportation Equipment Inventory

Applicants must complete the “Current Vehicle and Transportation Equipment Inventory” (Form C-3), 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, or with previous grants. 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 C-4, provided in this manual. The upper part of the form covers vehicles; the lower, other capital equipment such as radios, computer software, computer hardware, etc.

The applicant should not complete the “GMIS Code” 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 new 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 will 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, 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’s on the Market”) may be contacted for assistance.

PART C

Form C-4

CAPITAL REQUEST

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 higher cost of diesel vehicles the applicant will be required to pay the difference in cost over that of a gasoline vehicle).

(c) Show mobile radios, 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 APPLICATIONS
AS INDICATED BELOW)

Exhibit	Applies to Operating Assistance Only	Applies to Capital Assistance Only	Applies to Both	Page
A – System Description	(*)	(*)	(*)	29
A -1 – Fact Sheet	X	X	X	30
B – Proposed Project Description	(*)	X (*)	X (*)	31
C – Public Hearing		X (**)	X (**)	33
D – N/A	N/A	N/A	N/A	34
E & E-1 Single Audit Act & Certification	X	X	X	35
F – Federal Certifications and Assurances	X	X	X	37
G – Certification of Equivalent Service		X	X	38
H – Applicant Certification and Assurance to FDOT		X	X	39
I – FTA Section 5333(b) Assurance	X	X	X	40
J – Protection of the Environment		X (***)	X (***)	41
K - Certification of Transportation Disadvantaged Service	X	X	X	42

(*) New Applicants only (See definition in Glossary in Appendix.)

(**) Public Agencies only.

(***) Applicants for facilities only.

APPLIES TO NEW APPLICANTS FOR OPERATING ASSISTANCE, CAPITAL ASSISTANCE, OR BOTH

EXHIBIT A - Not to exceed two pages

Current System Description.

New applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what they do. At a minimum, the following information should be included in the narrative:

- An overview of the organization including its mission.
- Organizational structure, type of operation, number of employees and other pertinent information.
- Who is responsible for insurance, training and management, and administration of the agencies transportation program?
- Who provides maintenance if capital assistance is requested.
- Number of transportation related employees.
- Who will drive the vehicle, number of drivers, CDL certifications, etc., if capital assistance is requested.
- 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 should be provided.

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

**EXHIBIT A-1
FACT SHEET**

All Applicants

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips. PER YEAR		
2. Number of unduplicated individuals served (first ride per rider per year). PER YEAR		
3. Number of vehicles used for this service. ACTUAL		
4. Number of ambulatory seats (Total ambulatory seats divided by total number of fleet vehicles). AVERAGE PER VEHICLE		
5. Number of wheelchair positions (Total wheelchair positions divided by total number of fleet vehicles). AVERAGE PER VEHICLE		
6. Vehicle Miles traveled. PER YEAR		
7. Normal vehicle hours in operation. PER DAY		
8. Normal number of days vehicles are in operation. PER WEEK		
9. Trip length (roundtrip). AVERAGE		

- Estimates are acceptable.

**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE
APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

EXHIBIT B

Proposed Project Description

The above-named applicants must submit Exhibit B as part of their application. The project description should be thorough because evaluators will rely heavily on the narrative in determining a grant award. The project description should not repeat the system description shown in Exhibit A. Exhibit B should 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? Will the grant provide funding for longer operating hours, additional days of the week, a larger geographic area of coverage, shorter headways, more trips?
2. Provide a detailed explanation with supporting documentation of the service that will be provided. The explanation needs to clearly state how the service is going beyond ADA requirements. The following are examples of projects that meet the criteria for New Freedom Projects
 - a. New ADA complementary paratransit service enhancements, such as extension of service area beyond the $\frac{3}{4}$ of a mile around fixed routes; extension of service hours beyond those of fixed route service; provision of same-day service; provision of assistance beyond the curb to all riders; or, provision of escort service or assistance through the door for some riders.
 - b. New or expanded fixed route service or new or expanded demand response service that was designed to meet the mobility needs of persons with disabilities by increasing the availability or amount of existing service (even if that new or expanded service is also available to the general public).
3. Provide marked up urban, small urban, and rural maps showing proposed area of service and routes that will be used to provide this service if the grant is awarded.
4. Give an estimated amount of disable and elderly recipients that will be served by this service. Provide supporting data (existing census data, etc.).
5. Will this service address gaps in current service and if so explain in detail how that determination was made. Provide supporting data.
6. Where is the project listed in the locally developed, coordinated public transit – human services transportation plan or how does the project address a need or carry out a strategy identified in that plan.
7. To what extent will the community at large be served by this program.
8. Provide a convincing and valid argument for the need for this service. Back up the need by showing evidence of a large unserved population that this service will benefit. Provide the relevant pages from the Transportation Disadvantaged Service Plan, as well as supporting data (example: census data, socioeconomic data, etc).
9. Provide details as to how the cost for the service was derived. If this grant is awarded how will the

leveraging of existing resources be used in this service? Provide a detailed explanation.

10. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.
11. Identify vehicles/equipment being replaced and list them on the “Current Vehicle and Transportation Equipment Inventory” form provided in this manual.
12. Describe how vehicles will be maintained without interruptions in service (who, what, where and when).
13. If vehicles and or equipment proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
14. 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 services, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

New Agencies:

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

APPLIES TO PUBLIC AGENCY APPLICANTS FOR CAPITAL ASSISTANCE

EXHIBIT C

Public Hearing

An opportunity for a public hearing is required ONLY for Public Agencies requesting Section 5317 Capital Assistance. An application for Section 5317 Capital Assistance 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 run 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 5317 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 complement 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.

APPLIES TO ALL APPLICANTS

EXHIBIT E

Single Audit Act (as described in OMB Circular A-133)

1. If the applicant receives \$500,000 or more for the current fiscal year from all Federal sources:

A. It is subject to the Single Audit Act. If this requirement applies:

- a. A copy of the applicant's most recent audit report must be submitted to the FDOT District Office with the application if this was not done previously. The report should be marked "Exhibit E."
- b. If the most recent audit report was previously sent to the District Office, the date submitted should be shown in "Exhibit E" in the application.
- c. Applicants that received a Section 5317 Award in the last fiscal year should include a copy of the pages from the annual audit that indicates the auditor specifically tested for Section 5317 requirements and certifies compliance.

NOTE: For purposes of the Section 5317 Program, this requirement applies ONLY to recipients of Section 5317 funds received via a Joint Participation Agreement with FDOT. Recipients of Section 5317-funded vehicles/equipment through FDOT's contractor need not comply in regard to the value of vehicles/equipment. (See "Grant Award Process" elsewhere in this manual.)

**2. If the applicant does not receive \$500,000 or more in Federal funds for the current fiscal year from all Federal sources combined,
AND / OR**

3. If the applicant receives ONLY Section 5317-funded vehicles/equipment through FDOT's contractor:

- a. It is exempt from the Single Audit Act.
- b. Exhibit E, Attachment 1 (below) must be submitted with the Application.

Exhibit E, Attachment 1

Certification of Exemption from Single Audit Act

IT IS HEREBY CERTIFIED THAT the applicant:

1. Will not receive \$500,000 or more for the current Fiscal Year from all federal sources combined, and is, therefore, exempt from the Single Audit Act as described in OMB A-133; and
2. In the event the applicant does receive \$500,000 or more in total from all federal sources during the current fiscal year, the applicant will comply with the Single Audit Act and submit to the District Office a copy of its most recent audit conducted in compliance with the Act.

(Typed name and title of authorized individual)

(Signature of authorized individual)

(Date)

APPLIES TO ALL APPLICANTS

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/Assurances 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. This form cannot be an edited version of a prior year's form 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/funding/apply/grants_financing_3162.html)
- 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 5317 Program, specifically, Category XIV, 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 XIV.

A description of the certifications required for the Section 5317 New Freedom Program is provided in the annual Federal Register Notice.

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE FOR NON-ACCESSIBLE VEHICLES

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, 5311, 5316 and 5317 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 _____,

(Signature of authorized representative)

(Typed name and title of authorized representative)

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE

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 _____ (undersigned) _____ certifies and assures to the Florida Department of Transportation in regard to its Application under U.S.C. Section 5317 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 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: _____

(Typed name and title of authorized representative)

(Signature of authorized representative)

APPLIES TO ALL APPLICANTS

EXHIBIT I

FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5317 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the New Freedom Program; (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The _____ (hereinafter referred to as the “Recipient”) HEREBY ASSURES that the “Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program” has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5317 Program.

Dated _____

(Name and Title of Authorized Representative)

(Signature of Authorized Representative)

Note: All applicants must complete the following form and submit it with the above Assurance.

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

(See Appendix for Example)

1 Identify Recipients of Transportation Assistance Under this Grant.	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3

APPLIES TO APPLICANTS FOR FACILITIES

EXHIBIT J

Protection of the Environment

Most transit projects funded under Section 5317 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include operating assistance, purchase of transit vehicles, and purchase of office equipment.

If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. The FDOT District Office in the applicant's service area (see Appendix) should be contacted to determine if additional evaluation is needed. If it is needed, information such as an Environmental Assessment or Environmental Impact Statement (as determined by FDOT) should be included with an application for Section 5317 assistance. This information may be separately bound and identified as Exhibit J.

Questions about this requirement should be directed to the FDOT District Office.

APPLIES TO ALL APPLICANTS

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

	<u>Page</u>
Definitions – Operating and Administrative <u>Expenses</u>	43
Definitions – Operating and Administrative <u>Revenues</u>	44
What’s on the Market	46-48
Sample Resolution Form	49
Required Grant Application Cover Letter	50
Sample Public Notice (pertains to Exhibit C)	51
Sample of Section 5333(b) Labor Certification (pertains to Exhibit I)	52
Local Clearinghouses / Regional Planning Councils	53
FDOT District Office Contacts	55
Glossary	57

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_lists. 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 #
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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 Florida Department of Transportation.

WHEREAS, _____ (Applicant) _____ has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to 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, accept a grant award, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS _____, 200_

By: _____
(Signature, Chairman of the Board)

(Typed Name and Title)

ATTEST:

_____ (seal)

SAMPLE
COVER LETTER

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

_____ (agency name) submits this Application for the Section 5317 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.

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 5317 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

(Pertains to Exhibit D)

Listing of Recipients, Other Eligible Surface Transportation Providers, and Labor Organizations Representing Employees of Such Providers, if any

(1) Recipient	(2) Project Description	(3) Other Eligible Transportation Providers	(4) Labor Organization Representing Employees of Providers, if any
Identify Recipients of Transportation Assistance under this grant.	Cite Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and providers) Representing Employees of Providers in Column 1, 2, and 3
A) ABC County Transit	Application for Section 5317 funds for Operating Assistance for FY 02 for ABC County Transit to provide public transportation service to residents of rural areas of the county traveling within the rural area and/or to the adjacent urban area and return to rural domicile.	A) XYZ Transit, Inc. (intercity service) B) MNOP Transit, Inc. (urban transit service)	A) No union (ABC County Transit) B) ATU L.U. #000 (XYZ Transit, Inc.) C) MNOP Transit Drivers Association (MNOP Transit, Inc.)

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 29	Hillsborough, Manatee, Pasco, Pinellas Contact: Mr. John Meyer Email: johnm@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		
<hr/>		
3	Manager: Donnie Duce (850) 415-9545 <i>Transit Unit</i> Contact: Vanessa Strickland	P. O. Box 607 Chipley, FL 32428-9990 (850) 415-9534
<i>Counties Covered:</i> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington		
<hr/>		
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		
<hr/>		
5	Manager: Brenda Young (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		

Glossary

accessible taxi – An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meets the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

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

Americans with Disabilities Act (ADA) – Public Law 336 of the 101st Congress, enacted July 26, 1990 (42 U.S.C. 12101 et seq.). The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.

applicant – An agency applying for Section 5310, 5311, 5311(f), 5316 and/or 5317 Federal Assistance. See also “new applicant” and “recurring applicant.”

authorizing Federal and State Legislation: Legislation authorizing the Section 5310, 5311, 5311(f), 5316 and 5317 programs are: Transportation Equity Act for the 21st Century (TEA-21); 49 U.S.C. Sections 5317; FTA Circular 9045.1.1E (for Section 5317); Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code.

category A project – A project certified by the District Office as having met all the statutory and administrative requirements for approval.

category B project – A project the District Office anticipates approving, but that has not met all the statutory and administrative requirements for approval.

community transportation coordinator (CTC) - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.011 - 427.017, F.S. 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.

demand response system – Any non-fixed route system of transporting individuals that requires advanced scheduling including services provided by public entities, non-profits, and private providers. An advance request for service is a key characteristic of demand responsive service.

district program of projects – A district listing of each applicant agency for which a grant award is proposed, a description of the project and/or service, and the proposed federal and local share of the project cost. The district program of projects 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 are permitted to use a definition that extends eligibility for service to younger (e.g., 62 and older, 60 and over) persons.

eligible expenses, section 5317 - The Department will provide operating assistance which will not exceed 50% of the net operating costs of the project. The subrecipient will be responsible for providing the local match. In-kind match may be allowed pursuant to **49 CFR 18.24 or 49 CFR 19.23** as appropriate. Revenue from service contracts can be used as local match. All in-kind match funds must be approved by District Disbursements Office prior to submittal of the subrecipient’s first invoice.

eligible recipient – FTA *Section 5317* funds may be awarded to private nonprofit organizations, private-for-profit operators, local governmental authorities and public bodies providing transportation to persons with disabilities, including public bodies approved by the State to coordinate services for persons with disabilities (i.e., the CTC).

eligible service, section 5317 – New public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services. New service is not required to go beyond the ADA. 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 program, mobility management programs, training programs and corridor services. All selected projects must serve a need identified in the Transportation Disadvantaged Service Plan (TDSP) or other locally developed, coordinated public transit human services transportation plan (LDCTHSTP).

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

fixed route system – Public transportation service provided in vehicles operated along pre-determined routes according to a fixed schedule.

human service transportation – 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 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), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility.

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, coordinate public transit-human service transportation plan – Means 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 Services Plan will qualify in most instances. All stakeholders identified in 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.

mobility management – consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under *49 U.S.C. Chapter 53* (other than Section 5309). Mobility management does not include operating public transportation services.

new applicant – An applicant for Section 5310, 5317, and/or 5317(f) assistance that has not received an award in the last two fiscal years.

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 - Any area outside of an urbanized area. The term “nonurbanized area” includes rural areas and urban areas under 50,000 in population not included in an urbanized area.

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 5317, 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.

private organization – Means 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 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.

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 – In large urbanized areas over 200,000 in population, an entity designated, in accordance with the planning process under 49 U.S.C. 5303, 5304, and 5306, by the Governor of the State of Florida, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under the New Freedom Program that is attributable to a transportation management area. In nonurbanized areas or small urban areas under 200,000 in population, the designated recipient is the Florida Department of Transportation to receive and apportion amounts under New Freedom that are attributable to the State for small urbanized and nonurbanized areas.

recurring applicant – An applicant for Section 5310, 5317, and/or 5317(f) Federal Assistance who applies every year.

subrecipient – A State or local government authority, nonprofit organization, or operator of public transportation services that receives a grant under this section indirectly through a recipient.

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 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 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 5317 and/or 5317(f) applicants pursuant to service agreements with state or local social service agencies or private social service organizations, and used to match Section 5317 and/or 5317(f) funds, even though the original source of such funds may have been another Federal program.

urbanized area - 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 FTA formula grant programs are urbanized areas with a population of at least 50,000 but less than 200,000.

End of Manual

5317 OPERATING & CAPITAL Rev. (30 September 2010)

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