

2015

U.S.C. Section 5310

**Formula Grants for the Enhanced Mobility of Seniors
and Individuals with Disabilities**

20.513

5 3 1 0

OPERATING AND CAPITAL ASSISTANCE APPLICATION MANUAL

**FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSIT OFFICE**

Table of Contents

	<u>Page</u>
Introduction	3
General Program Information / Requirements	3
Threshold Criteria	4
Grant Award Process	11
General Instructions on Forms, Exhibits, and Certifications	11
Contents of Grant Applications	12
Exhibits to be Included in the Application	31
Checklist for Application Completeness	45
Appendix	47

Introduction

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

General Program Information / Requirements

Program Administration. The Federal government allocates funds to the State of Florida each year for the Section 5310 Program. FDOT has been designated by the Governor to administer the program for small urban and rural areas. Most large urbanized areas (population over 200,000) have also selected the Department to administer the program for their urbanized area. FDOT is responsible for the following services but, at its discretion, may contract with a service provider to perform these services.

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

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

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

Application Deadlines. Application deadlines vary from District to District but usually fall between December and February each year. FDOT District Offices evaluate grant applications within their respective districts and, thereafter, submit Programs of Projects (POPs) to the FDOT Central Office. The Central Office compiles POPs from the various Districts and submits a statewide grant application for Federal funds to the Federal Transit Administration (FTA) by April 1 of each year. FDOT anticipates FTA’s approval of the statewide grant application (including district POP’s) by July 1. The appropriation for State funds to match Federal funds is approved by the State Legislature for implementation on July 1 of each year. Once Federal and State funds are available, Districts may make grant awards. (See “Grant Award Process”). At least 55% of the available funding will be awarded to capital projects. The Department reserves the right to increase that percentage up to 100% of project selections as capital, as deemed best suited to meet the mobility needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient or inappropriate.

Grant Application Evaluation Criteria. Applications shall be evaluated and ranked on the basis of merit and need. Unless there is sufficient funding in a District to cover all eligible requests, District Offices will use the following criteria to evaluate applications. District Offices has the discretion to alter the grading scale in their District by assigning higher point value to projects meeting the specific priority needs in their District.

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

maintenance practices) will be considered in the review and ranking.

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

C. Extent to which seniors and individuals with disabilities are served: Applicants that maximize transportation benefits to seniors and individuals with disabilities in their community will be evaluated on the percentage of total riders/passengers served that are seniors and/or individuals with disabilities. Those serving the highest percentage will be ranked higher.

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

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

F. Prior Performance: Applicants who have a history of meeting contractual obligations and maintenance requirements for Section 5310 vehicles will be ranked higher. Compliance with non-Section 5310 contractual obligations and maintenance requirements will be considered. Compliance with Annual Operating Report (AOR) to area CTCs may also be considered. New applicants will not be penalized for having little or no history with FDOT, but previous applicants will be penalized for poor past performance.

Threshold Criteria

Threshold criteria are the minimum legal eligibility requirements. Applications must be for eligible services, eligible service areas, eligible recipients, eligible expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including, but not limited to, coordination of transit services, civil rights preservation, vehicle maintenance requirements, compliance with safety and drug free work place regulations, competitive procurement of goods and services bought with grant funds, Americans with Disabilities Act and references to the Federal Transit Administration's Master Agreement (<http://www.fta.dot.gov/documents/17-Master.pdf>).

Eligible Recipients. For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (CTC's), private non-profit CTC's, and to private non-profit organizations providing transportation to seniors and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, then sub-contract with the CTC for provision of service. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and in force at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and in force every year until the vehicle(s) reaches its useful life requirement.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. "Shared-ride" means two or more

passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible subrecipient such as a local government or nonprofit organization.

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

Eligible Expenses. Section 5310 funds may be used for the capital and/or operating expense of transit services to seniors and/or individuals with disabilities. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section 5310-funded vehicles, support facilities and equipment for Section 5310-funded vehicles, operating costs associated with providing transit service, costs associated with transit service that exceeds the requirements of the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternative to public transportation that assist seniors and individuals with disabilities with transportation. An applicant applying for preventative maintenance costs must have a District approved preventative maintenance plan and a cost allocation if activities are performed in house. The Federal 5310 share for eligible capital expenses may not exceed eighty percent (80%).

Ineligible Expenses. Ineligible expenses include expenses associated with preparation of grant applications, project planning, administration, and extended warranties; expenses incurred prior to Federal and State approval of a grant application; expenses incurred prior to the execution of a grant award; and expenses incurred prior to the Department's approval of plans, specifications, and third party contracts for vehicles/equipment to be purchased with Section 5310 funds.

Matching funds for Section 5310 Capital Assistance. Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 Grant program is 80% Federal/10% FDOT-State/10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 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 10% local match to be paid to the vendor. The required 10% local match must be paid at the time of delivery.

Matching funds for Section 5310 Operating Assistance. The Section 5310 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. The non-federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program 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 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds. Operating assistance funds will be awarded through a joint participation agreement with the Department.

Americans with Disabilities Act (ADA). Applicants shall comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations, Transportation Services for Individuals with Disabilities (ADA)” at 49 CFR Parts 27, 37; 38, 39, and FTA regulations, Transportation for Elderly and Handicapped Persons, 49 CFR Part 609.

Civil Rights Submissions. Civil rights submissions that will be required include a Title VI Program, Equal Employment Opportunity (EEO) Program, Disadvantaged Business Enterprise (DBE) Program and annual goal, and ADA Paratransit Plan. **All applicants must submit a copy of their Title VI Plan with the grant application.** At the applicant’s request, the FDOT District Office will provide technical assistance to the applicant in the development of their Title VI Plan.

Davis-Bacon Act In the event that a project involves construction, applicants shall comply with the David Bacon Act 49 U.S.C. Section 5333(a) prevailing wage requirements.

Environmental Determination. The impact that a proposed FTA assisted project will have on the environment shall be evaluated and documented in accordance with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq.*), before grant application.

Administrative requirements (ONLY IF THE GRANT IS FOR FACILITIES). Applicants shall supply the appropriate Regional Planning Council (RPC)/local clearinghouse agency (see Appendix) a copy of its application for Federal Assistance. Each applicant shall request the RPC/Clearinghouse provide an approval letter for the application to the appropriate FDOT District Office. **Copies of correspondence to the RPC/Clearinghouse agency should be contained in the grant application.**

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

All private-non-profit applicants must submit proof of non-profit status as part of this application.
Proof of non-profit status can be obtained from: <http://sunbiz.org/search.html>

Section 5310 projects located in an urbanized area or within a metropolitan area planning boundary must be included in the metropolitan transportation plan (MTP, also known as the Long Range Transportation Plan) prepared and approved by the metropolitan planning organization (MPO), the transportation improvement program (TIP) approved jointly by the MPO and the governor, and the statewide transportation improvement program (STIP) developed by a state and jointly approved by FTA and FHWA. Projects outside UZAs must be included in, or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the STIP.

Although applications for projects may be accepted by the FDOT District Office prior to their listing in a TIP/STIP, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/STIP.

Planning requirements. To remain eligible for Section 5310 awards, recurring applicants must submit the TDSP or TDP for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application.

Audit requirements for Section 5310 Recipients. A non-Federal entity as defined by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and 2 CFR Part 200, thereafter, as a Subrecipient of a Federal award awarded by the Department, may be subject to the audit requirements established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and 2 CFR Part 200, Subpart F – Audit Requirements, thereafter. In determining Federal awards expended in a fiscal year, the non-Federal entity must consider all sources of Federal awards, including non-cash contributions.

Certifications and assurances. Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form covered by **Exhibits E, F, I, and H** of this manual, as appropriate. Compliance items in **Exhibit E** include (but are not limited to) regulations pertaining to charter service and school bus service when using FTA-funded vehicles, equipment, and facilities; and FTA drug and alcohol testing regulations. **Exhibit F** applies to applicants for capital assistance to purchase non-accessible vehicles. **Exhibit I** assures that the grant request is derived from a Coordinated Public Transit-Human Services Transportation Plan. **Exhibit H** pertains to Protection of the Environment and applies to applicants seeking grants for facilities. Applicants for the Section 5310 Capital Assistance must also sign a certification and assurance to FDOT, as provided in **Exhibit G** of this manual.

Program Performance Measures. Agencies receiving Section 5310 funds must collect data for the following indicators targeted to capture overarching program information as part of an annual report submitted to the FDOT District office. For the annual report, recipients must submit both quantitative and qualitative information on **each** of the following measures.

Traditional Section 5310 Projects

- (1) Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities, measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- (2) Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

Other Section 5310 Projects

- (1) Service Improvements: related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year
- (2) Physical Improvements: Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other section 5310 projects implemented in the current reporting year.
- (3) Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and

services as a result of other Section 5310 projects implemented in the current reporting year.

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

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

Transportation Management Areas/Large Urbanized Areas, Small Urbanized Areas, and Rural Areas. Transportation management areas/large urbanized areas (TMAs) are those with a population of 200,000 or more. Small urbanized areas are those with populations between 50,000 and 199,999. To be considered rural, an area will have population under 50,000.

Grant Award Process

Awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, either by 1) issuing a Joint Participation Agreement (JPA) to the recipient; or 2) arranging for vehicle/equipment purchases through a contractor.

Grant Award Process for Section 5310 Capital Assistance. To notify an applicant (subrecipient) approved by FDOT for an award, FDOT will send a “Notice of Grant Award” to the subrecipient with instructions to sign and return it to the Department (See sample notice in the Appendix.). Thereafter, the agency will contact the FDOT Contractor to arrange for purchase of vehicles/equipment. A signed Notice of Grant Award is a legally binding agreement. By signing a Notice of Grant Award grant subrecipients agree to comply with all applicable requirements as contained in U.S.C. 49 Section 5310 of the Federal Transit Act of 1991, as amended. This is accomplished by ensuring adherence with all federally-required certifications and assurances made in Exhibits E, F, I and H. Grant applicants/subrecipients must also make certain assurances and certifications to FDOT, as provided in Exhibit G. Additionally, grant subrecipients will be required to report to FDOT and FTA certain performance measures as determined by FTA.

Grant Award Process for Section 5310 Operating 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).

General Instructions on Forms, Certifications, and Exhibits

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

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

The **original** application must be accompanied by the required **cover letter** and **two (2) fully-executed Resolution** forms (see Appendix for sample), which includes minimum required language, from the

applicant's governing board. Resolutions should authorize 1) submission of the application; 2) signing of the application and certifications/assurances by a designated individual; 3) acceptance of the grant award by the designated individual for signing the joint participation agreement or the notification of grant award;; and **4) be printed on organization/agency letterhead.**

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 additional copies, if required by the District Office, may be photocopies. Agencies submitting an application via TransCIP should print and sign the documents and upload a scanned color copy into TransCIP.

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

CONTENTS OF APPLICATIONS

	<u>Page</u>
PART A: APPLIES TOALL APPLICATIONS	14
PART B: REQUEST FOR OPERATING ASSISTANCE	20
PART C: REQUEST FOR CAPITAL ASSISTANCE	25

PART A

APPLIES TO ALL APPLICATIONS

	<u>Page</u>
Grant Application Instructions	15
Standard Form 424: Application for Federal Assistance	16

APPLIES TO ALL APPLICATIONS

Grant Application Instructions.

The standard Application for Federal Assistance (OMB Standard Form 424)) must be filled out in its entirety for Section 5310 applications, and for the local clearinghouse submission (if grant is for facilities). A sample of the standard form is located on the next page of this manual. Applicants that are not using TransCIP to submit their application should print a copy of the 424 form, <http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm>, and include it with this application. 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 5310 Program in the Catalog of Federal Domestic Assistance is 20.513. This code should be shown in Section 10 of the form followed by the title: “Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.” A guidance document containing Congressional Districts, DUNS Numbers, UZA numbers and Catalog of Federal Domestic Assistance Numbers can be obtained from <http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm>.

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 (Submitted as two separate forms): Submit separate Standard Form 424 for Operating and Capital. I.e. one form should cover Operating Assistance and a separate form should cover Capital Assistance being applied for by the applicant.

ONLY IF THE GRANT IS FOR FACILITIES: 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). **A copy of the cover letter sent to the Local Clearinghouse/Regional Planning Council must be submitted with this application as an attachment.** The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review.

- **Letters from the local clearinghouse supporting the application must be submitted to the District Office before a Section 5310 Award can be made.**
- Applicants should send their applications to the **LOCAL** Clearinghouse/Regional Planning Council; **NOT TO THE STATE CLEARINGHOUSE.**

Form 424

Item:	Entry:	Item:	Entry:
1.	Type of Submission should be "Application"	11.	Catalog of Federal Domestic Assistance Number is: 20.513 CFDA Title should be: Section 5310
2.	Type of Application should be "New"	12.	Funding Opportunity Number (FTA Grant Number) is not needed at this time. This will be assigned after submission of State POP
3.	Enter Date Received	13.	"Not Applicable"
4.	"Not Applicable"	14.	List the areas affected by project (cities, counties, States etc.)
5. a	"Not Applicable"	15.	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 pre-applications, use a separate sheet to provide a summary description of this project.
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This will be assigned after submission of State POP	16.	List the applicant's Congressional District and any District(s) affected by the program or project
6.	State use only (if applicable)	17.	Enter the proposed start date and end date of the project.
7.	State Application Identifier is "1001"	18.	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
8. a	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, 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.	19.	Check the applicable box
9.	Type of Applicant 1: Select Applicant Type	20.	Check the applicable box (If "yes", provide explanation in attachment)
10	Name of Federal Agency should be " Federal Transit Administration"	21.	Sign the form

APPLICATION FOR FEDERAL ASSISTANCE

[View Burden Statement](#)

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text" value="Not Applicable"/>			
5a. Federal Entity Identifier: <input type="text" value="Not Applicable"/>			5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text" value="1001"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>			* c. Organizational DUNS: <input type="text"/>		
d. Address:					
* Street1:		<input type="text"/>			
Street2:		<input type="text"/>			
* City:		<input type="text"/>			
County/Parish:		<input type="text"/>			
* State:		<input type="text"/>			
Province:		<input type="text"/>			
* Country:		USA: UNITED STATES			
* Zip / Postal Code:		<input type="text"/>			
e. Organizational Unit:					
Department Name:			Division Name:		
<input type="text"/>			<input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	<input type="text"/>	* First Name:	<input type="text"/>		
Middle Name:	<input type="text"/>				
* Last Name:	<input type="text"/>				
Suffix:	<input type="text"/>				
Title:	<input type="text"/>				
Organizational Affiliation:					
<input type="text"/>					
* Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>		
* Email:	<input type="text"/>				

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) ▼

Type of Applicant 2: Select Applicant Type:

▼

Type of Applicant 3: Select Applicant Type:

▼

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Section 5310

*** 12. Funding Opportunity Number:**

* Title:

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**** I AGREE**

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

	<u>Page</u>
Transportation-Related Operating and Administrative Expenses & Revenues; Grant Request Information	21
Form B-1: Operating & Administrative Expenses and Grant Request Form	23
Form B-2: Operating & Administrative Revenues	24

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 **transit-related** operating and administrative expenses and revenues specific to 5310 funds 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 transit-related operating and administrative expenses and revenues of their agency for the proposed project as projected for the year the Section 5310 Grant Award is to be used. For example, the projected expense and revenue budgets for year FY 2015/2016 should be used if Section 5310 Assistance is requested by the applicant for use in FY 2015/2016.

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 Transportation Disadvantaged Service Plan (TDSP). The "Total Expense" column should show all operating and administrative expenses associated with the proposed transit 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 considered eligible expenses as outlined on page 5 of this manual.

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

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 that is 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 the total of (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-1.
- 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 5310 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 5310 request to an amount less than 50% of the deficit calculated.

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

FORM B-1

TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: _____

Applicant Fiscal period start and end dates: _____ to _____

State Fiscal period from July 1, 2015 to June 30, 2016

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 5310 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 5310 Request \$ _____ (d)
(No more than 50% of Operating Deficit)

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

Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5310 Request (d) by that amount.

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

FORM B-2

TRANSIT-RELATED OPERATING and ADMINISTRATIVE REVENUES

Name of Applicant: _____

Applicant Fiscal period start and end dates: _____ to _____

State Fiscal period from July 1, 2015 to June 30, 2016

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>
Transit-Related Operating and Administrative Expenses & Revenues Information	26
Form C-1: Operating and Administrative Expenses	27
Form C-2: Operating and Administrative Revenues	27
Current Vehicle and Transportation Inventory Information	28
Form C-3: Current Vehicle Inventory Form	29
Capital Request Information	28
Form C-4: Capital Request Form	30

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

Transit-Related Operating and Administrative Expenses & Revenues

Information regarding the applicant's **transit-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 transit-related operating and administrative expenses and revenues of their agency as projected for the year the Section 5310 Grant Award is requested. For example, the projected expense and revenue budgets for year FY 2015/2016 should be used if Section 5310 Assistance is requested by the Agency for use in FY 2015/2016.

PART C

**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE
FORM C-1
TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES**

Name of Applicant: _____

Applicant Fiscal period start and end dates: _____ to _____

State Fiscal period from July 1, 2015 to June 30, 2016

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	\$

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

Current Vehicle and Transportation Equipment Inventory Form

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 with this application. Vehicles can only be listed as “replacement” once. If a replacement award is given for a vehicle, that vehicle cannot be listed for replacement again. 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 Form

Applicants must complete the “Capital Request”, Form C-4, provided in this manual. The upper part of the form (vehicle requests) covers vehicles; the lower (equipment requests), covers other capital equipment such as radios, computer software, computer hardware, etc.

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 (. 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.

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) www.tripsflorida.org	Estimated Cost
Sub-total			\$

EQUIPMENT REQUEST (c)

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 ambulatory seats, and 2 wheelchair positions.

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

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

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

EXHIBITS

(TO BE INCLUDED IN ALL APPLICATIONS)

	<u>Page</u>
A and A-1 – Current System Description and Fact Sheet	32-33
B – Proposed Project Description	34-35
C - Public Hearing	36
D - Leasing	37
E – Federal Certifications and Assurances	38
F – Certification of Equivalent Service (Non-Accessible Vehicles)	39
G – Applicant Certification and Assurance to FDOT	40
H – Protection of the Environment	41
I – Coordinate Public Transit-Human Services Transportation Plan	42
J – Standard Lobbying Certification Form	43
L – Coordination	44
M – Standard Transportation Operating Procedure	45
Checklists for Application Completeness	47

EXHIBIT A - Not to exceed two (2) pages

Current System Description

Applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what services they provide. It is requested that all applicants provide the System Description in a **question/answer format**. The following information shall be included in the narrative in a detailed manner:

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

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

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

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

EXHIBIT A-1 FACTSHEET

Name of Applicant: _____

	CURRENTLY	IF GRANT IS AWARDED (Estimates are acceptable.)
1. Number of total one-way trips served by the agency PER YEAR (for all purposes)*		
2. Number of one-way trips provided to seniors and individuals with disabilities PER YEAR*		
3. Number of individual Senior and Disabled unduplicated riders (first ride per rider per fiscal year) PER YEAR		
4. Number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL		
5. Number of vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL		
6. Vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR		
7. Normal number of days that vehicles are in operation to provide service to seniors and individuals with disabilities PER WEEK		
8. Posted hours of normal operation to provide service to seniors and individuals with disabilities PER WEEK	M – F: Saturday: Sunday: Total (WEEK):	M – F: Saturday: Sunday: Total (WEEK):

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip.

EXHIBIT B

Proposed Project Description

Applicants must submit Exhibit B as part of their application. The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing and ranking a grant application. It is requested that all applicants provide the Project Description in a **question/answer format**. The project description should not repeat the current system description shown in Exhibit A. Exhibit B shall include, but not be limited to:

Questions Related to All Agencies Requesting Capital Funds:

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? How more hours of service will be provided? Will it expand service to a larger geographic area? Specify the shorter headways? How many more trips will be provided? Please explain in detail.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual.
6. Describe agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.
9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report, Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data?

10. 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– who, what methods, use of databases, spreadsheets etc.
 - d. Vehicle maintenance – who, what, when and where
 - e. CDL requirements
 - f. System safety plan
 - g. Drug free work place

New Agencies:

11. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.

Questions Related to All Agencies Requesting Operating Funds:

1. How do you currently fund the operations of your transit program?
2. Why are Operating Funds being requested?
3. If this grant is not fully funded, can you still proceed with this program?

New Agencies:

4. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.

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

EXHIBIT C

Public Hearing

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

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

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

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

EXHIBIT D
Leasing
MEMORANDUM for FTA 5310

Date: _____

From: _____
(Typed name and title) (Signature)

(Typed or printed agency name)

To: Florida Department of Transportation, District Office
Modal Development Office / Public Transit

Subject: YEAR 2015 GRANT APPLICATION TO THE
FEDERAL TRANSIT ADMINISTRATION,
OPERATING OR CAPITAL ASSISTANCE FOR ENHANCED MOBILITY OF SENIORS
AND INDIVIDUALS WITH DISABILITIES PROGRAM,
49 UNITED STATES CODE SECTION 5310

Leasing

Will the _____, as applicant to the Federal Transit

(Name of applicant agency)

Administration Section 5310 Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the Applicant) to a third-party?

___ Yes ___ No

If yes, specify to whom:

NOTE: It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

EXHIBIT E

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/grants/13071.html>. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

Submissions in TEAM: An applicant submitting certifications and assurances for their agency in TEAM can attach a screenshot of their PIN as replacement of the signature page.

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

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

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- Debarment and Suspension, and other Responsibility Matters (http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html#BM22)
- Drug Free Workplace Certification (http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html#BM31)
- Intergovernmental Review Assurance
- Federal Transit Administration Master Agreement (<http://www.fta.dot.gov/documents/17-Master.pdf>)
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

A. Applicants for Federal Assistance may signify compliance with the above certifications and assurances by placing an "X" at the top of Appendix A next to the statement that reads: "The Applicant agrees to comply with applicable requirements of Categories 01-24". If an applicant chooses to do this, no additional notation is necessary, except for the signature on the reverse.

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5310 Program, specifically, Category XIII, by placing an "X" in Category 01, "Certifications and Assurances Required for Each Applicant" (to cover the above-noted items), as well as an "X" in Category 12 entitled "Alcohol Misuse and Prohibited Drug Use" and Category 17 "Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program."

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

EXHIBIT F

Certification for Agencies Requesting Non-Accessible Vehicles

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

CERTIFICATION OF EQUIVALENT SERVICE

The _____ certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

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

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

Executed this _____ day of _____, 20_____.

(Name and title of authorized representative)

(Signature of authorized representative)

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE
EXHIBIT G
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 5310 dated _____:

- 1) It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2) It shall comply with Florida Statutes:
 - a. Section 341.051- Administration and financing of public transit and intercity bus service programs and projects
 - b. Section 341.061 (2) - Transit Safety Standards; Inspections and System Safety Reviews
- 3) It shall comply with Florida Administrative Code (Does not apply to Section 5310 recipients only):
 - a. Rule Chapter 14-73 - Public Transportation
 - b. Rule Chapter 14-90 - Equipment and Operational Safety Standards for Bus Transit Systems
 - c. Rule Chapter 14-90.0041 - Medical Examination for Bus System Driver
 - d. Rule Chapter 41-2 - Definitions
- 4) It shall comply with the Department's:
 - a. Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 recipients only)
 - b. Public Transit Substance Abuse Management Program Procedure No. 725-030-035 (Does not apply to Section 5310 recipients only)
 - c. Transit Vehicle Inventory Management Procedure No. 725-030-025
 - d. Public Transportation Vehicle Leasing Procedure No. 725-030-001
 - e. Guidelines for Acquiring Vehicles
 - f. Procurement Guidance for Transit Agencies Manual (Does not apply to Section 5310 recipients only)
- 5) It has the fiscal and managerial capability and legal authority to file the application.
- 6) Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7) 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.
- 8) It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9) It will return project vehicles/equipment to the Department if, for any reason, they are no longer needed or used for the purpose intended.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) It will notify the Department and request assistance if a vehicle would become unserviceable.
- 14) 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)

Section 5310 APPLICANTS

EXHIBIT H

Protection of the Environment

Most transit projects funded under Section 5310 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 of facilities 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 5310 Assistance. This information may be separately bound and identified as Exhibit J.

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

EXHIBIT I

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 included in a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1G.

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. **Please submit a copy of the page along with his form.**

Date: _____

Signature: _____

Typed name and title

EXHIBIT J
Standard Lobbying Certification Form

NOTE: All grant awards issued to a recipient in the amount of \$100,000 or more must include a signed standard lobbying form.

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy the form can be obtained from <http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm>) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

EXHIBIT L

Coordination

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

EXHIBIT M

Transportation Operating Procedure (TOP)

(Applies to Section 5310 only recipients)

Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14.90. A small number of recipients, **only receive grant awards through the Federal Transit Administration's Section 5310, Enhanced Mobility for Seniors and Individuals With Disabilities, Program.** These **Section 5310 only recipients** must provide the District Office a Transportation Operating Procedure (TOP) that covers the following items. Agencies will be required to undergo a triennial review and inspection by FDOT to ascertain compliance with the baseline requirements. Agencies have one (1) year to come into compliance with the TOP requirements outlined in this document. Agencies not yet in-compliance must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance. **All new grant application packages must contain the most recent TOP.**

Items that must be included in the Transportation Operating Procedure (TOP):

Maintenance

- The TOP should outline how drivers conduct and document a pre-operational bus inspection report according to Rule 14-90.006, FAC.
- The pre-trip and post-trip inspections must include the following safety sensitive items:
 - Steering System
 - Service and Parking Brake
 - Suspension and Undercarriage
 - Tires, Wheels, and Wheel End Components
 - Fuel and Exhaust Systems
 - All Lights, Mirrors, Wipers, and Warning Devices
 - Interlock Systems
 - Interior Controls, Gauges, and Safety Equipment
 - Wheelchair Lifts
 - Air System
 - Emergency exits (doors, windows, etc.)
- Pre- and post-trip records must be maintained for a minimum of 14 days.
- The TOP must document how the agency performs preventive maintenance on the vehicles. Agencies will develop a maintenance plan that outlines the agency's basic maintenance policies and procedures for maintaining vehicles even when using contracted services. It should follow, at a minimum, the guidelines established by the Department.

Operations

- The TOP must document the qualifications they require when hiring a driver. This should include verifying that the employee has a valid driver license, a CDL if necessary for the size vehicle being operated by the agency, and if a background check is required. It will also include how the agency ensures that all drivers have valid licenses while operating vehicles.
- The TOP must document the training provided to ensure the driver has adequate skills and capabilities to safely operate each type of vehicle operated by the agency. At a minimum this should include:
 - Bus equipment familiarization
 - Basic operations and maneuvering
 - Boarding and alighting passengers
 - Operation of wheelchair lifts and other special equipment
 - Passenger assistance and securement
 - Defensive driving

- The TOP must document the agency's procedures for handling emergency situations that occur when the vehicle is being used away from the facility.
- The TOP must document how the agency establishes and maintains a drug-free workplace policy according to Section 112.0455, F.S. Additionally, a driver holding a Commercial Driver's License is subject to the federal requirements related to drug testing. The TOP must document how an agency meets these requirements.
- The TOP must document how the agency will ensure drivers not be permitted to drive more than 12 hours in a 24 hour period; and drivers not be permitted to be on duty more than 72 hours in any period of 7 consecutive days.

Safety

- The TOP must state how the agency ensures that no driver operates a vehicle when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes.
- The TOP must document how the agency ensures that the vehicles are operated in compliance with applicable traffic regulations, ordinances, and the laws of the jurisdiction in which they are being operated.
- The TOP must include the agency's policy for the use of wireless communication devices while occupying the vehicle.
- Agencies will be required to investigate events involving vehicles and resulting in fatality, injury or property damage. The development of necessary reports, corrective action plans and other documentation and must be submitted to FDOT.

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 5310 Grant application in the following order:

- _____ This checklist
- _____ Applicant's cover letter (use FDOT provided cover letter)
- _____ Two (2) copies of the governing board's Resolution
- _____ Exhibit A-1: Fact Sheet
- _____ Application for Federal Assistance (Form 424, Code 20.513)
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Forms B-1 and B-2 (Operating and Administrative Expense & Revenues; Grant Request.)
- _____ Exhibit D: Leasing
- _____ Exhibit E: Federal Certifications and Assurances
- _____ Exhibit F: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- _____ Exhibit H: Protection of the Environment (if grant is for facilities)
- _____ Exhibit I: Coordinated Public Transit-Human Services Transportation Plan
- _____ Exhibit J: Standard Lobbying Certification Form
- _____ Exhibit L: Coordination
- _____ Exhibit M: Standard Transportation Operating Procedure (if agency receives 5310 funding only)
- _____ Copy of Certification of Incorporation (if a private-non-profit agency)
- _____ Proof of non-profit status (if a private-non-profit agency)
- _____ Copy of the Title VI Plan

If grant is for facilities:

_____ Copy of cover letter sent with application submitted to Local Clearinghouse Agency/RPC Date: _____

FOR DEPARTMENT USE ONLY

Date: _____ Letter received from the Local RPC/Clearinghouse

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 5310 Grant application in the following order:

- _____ This checklist
- _____ Applicant's cover letter (use FDOT provided cover letter)
- _____ Two (2) copies of the governing board's Resolution
- _____ Exhibit A-1: Fact Sheet
- _____ Application for Federal Assistance (Form 424, Code 20.513)
- _____ Current Vehicle and Transportation Equipment Inventory Form
- _____ Capital Request Form
- _____ Exhibit A: Current System Description
- _____ Exhibit B: Proposed Project Description
- _____ Forms C-1 and C-2 (Operating and Administrative Expenses & Revenues)
- _____ Exhibit C: Public Hearing Notice and Publisher's Affidavit (for public agencies only)
- _____ Exhibit D: Leasing
- _____ Exhibit E: Federal Certifications and Assurances
- _____ Exhibit F: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- _____ Exhibit G: Applicant Certification and Assurance to FDOT
- _____ Exhibit H: Protection of the Environment (if grant is for facilities)
- _____ Exhibit I: Coordinated Public Transit-Human Services Transportation Plan
- _____ Exhibit J: Standard Lobbying Certification Form
- _____ Exhibit L: Coordination
- _____ Exhibit M: Standard Transportation Operating Procedure (if agency receives 5310 funding only)
- _____ Copy of Certification of Incorporation (if a private-non-profit agency)
- _____ Proof of non-profit status (if a private-non-profit agency)
- _____ Copy of the Title VI Plan

If grant is for facilities:

_____ Copy of cover letter sent with application submitted to Local Clearinghouse Agency/RPC Date: _____

FOR DEPARTMENT USE ONLY

Date: _____ Letter received from the Local RPC/Clearinghouse

APPENDIX

	<u>Page</u>
Definitions – Operating and Administrative Expenses	48
Definitions – Operating and Administrative Revenues	49
What’s on the Market	50
Sample Resolution Form	52
Required Cover Letter	53
Sample Public Notice (pertains to Exhibit C)	54
Sample Notice of Grant Award	55
Local Clearinghouses / Regional Planning Councils	56
FDOT District Office Contacts	58
Glossary	60

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. **The Auto and Light Truck contract can be found at [The Florida Department of Management Services \(DMS\) website](#).** 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:

MINI BUS (Formally: Commuter Van 9-Passenger Center Aisle Vehicles)

Expired - Bidding For New Contract Summer 2014

MOBILITY VENTURES, LLC MV-1 PURPOSE BUILT SPECIAL NEEDS VEHICLE

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
6,600#/205''	0 - 6	\$46,598	0 - 2	TRIPS-12-SNV-CBS	Order Packet

MINIVANS

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.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
6,050#	3-6	\$42,130-\$44,702	2	TRIPS-13-MV-FTS	Order Packet
6,050#	3-6	\$40,420-\$43,026	2	TRIPS-13-MV-MW	Order Packet

STANDARD CUTAWAY

Each dealer offers a variety of models built on a variety of chassis' and chassis weights. Please contact the dealer directly for questions on capacity, floor plans, and pricing.

Creative Bus Sales, Inc.	Alliance Bus	Getaway Bus, LLC	LBS South, LLC	Atlantic Bus Sales, Inc.
TRIPS-11-CA-TP	TRIPS-11-CA-FCCSC	TRIPS-11-CA-GB	TRIPS-11-CA-RB	TRIPS-11-CA-ABS
Contract	Contract	Contract	Contract	Contract
Order Packet	Order Packet	Order Packet	Order Packet	Order Packet

SMALL CUTAWAY LOW FLOOR

Currently Suspended

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 #	Order Packet & Pricing
12,300#/21'	6 – 12 (15)	\$109,100 - \$131,800	1	TRIPS-10-SCLF-FCCS Optional Hybrid Drive	Order Packet
14,200#/23'	6 – 12 (23)	\$117,000 - \$150,000	1 - 3		
25,500#/26' – 36'	12 – 26 (32)	\$158,400 - \$209,600	1 - 2	TRIPS-10-SCLF-TP	Order Packet

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

MEDIUM DUTY

Expired - Bidding For New Contract Fall 2014

Sample

RESOLUTION FORM

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

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

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

- 1) This resolution applies to Federal Program(s) under U.S.C. Section(s) _5310_____.
- 2) The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3) _____ (Authorized Individual by Name and Title) _____ is authorized to sign the application and accept a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS _____, 20_____

By: _____
(Signature)

(Typed name & title)

ATTEST:

_____ (seal)

REQUIRED

**COVER LETTER
(On Agency Letterhead)**

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

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

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

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

Agency Name

By _____ Date _____

Title _____

Sample

Public Notice

(Pertains to Exhibit C)

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

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate 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 (Specify due date).

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.)

All public notices must include the following language:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in
Public accommodation on the basis of race, color, religion, sex, national origin,
handicap, or of marital status.

Persons believing they have been discriminated against on these conditions may file a
complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-
342-8170 (voice messaging)

**Sample
NOTICE OF GRANT AWARD**

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

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

(Name and Address of Recipient)

<u>Award Year</u>	<u>Description</u>	<u>Estimated Value</u>	<u>Estimated matching funds required</u>
-------------------	--------------------	------------------------	--

Please contact the FDOT Contractor, Lazara Stinnette, at either 813-974-0695 or lstinnette@cutr.usf.edu to arrange purchase of the above items. See FDOT Section 5310 Procedure 725-030-010-i, page 10 at <http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/725030010.pdf>.

FLORIDA DEPARTMENT OF TRANSPORTATION

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

ACCEPTANCE OF GRANT AWARD

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

The undersigned accepts the above-described award and:

(Check all appropriate)

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

AGENCY: _____
(Name)

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

Agency vendor number as registered in My Florida Marketplace: _____

Local Clearinghouses / Regional Planning Councils (RPC)

CLEARINGHOUSE/RPC	COUNTIES COVERED
West Florida RPC 4081-A East Olive Road Pensacola, FL 32514 850-332-7976 800-226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton Washington Contact: Ms. Terry Joseph Email: terry.joseph@wfrpc.org
Apalachee RPC 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 850-488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Contact: Mr. Keith McCarron Email: keith.mccarron@thearpc.com
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 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, Saint Johns Contact: Mr. Eric Anderson Email: eamderspm@nefrpc.org
Withlacoochee RPC 1241 S.W. 10th St Ocala, FL 32674-2788 352-732-1315 ext 228	Citrus, Hernando, Levy, Marion, Sumter Contact: Mr. Michael Arnold Email: marnold@wrpc.cc
East Central Florida RPC 309 Cranes Roost Boulevard Suite 2000 Altamonte Springs, FL 32701 407-262-7772	Brevard, Lake, Orange, Osceola, Seminole, Volusia Contact: Mr. Hugh W. Harling, Jr. Email: hharling@ecfrpc.org
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830 863-534-7130 ext 103	DeSoto, Hardee, Highlands, Okeechobee, Polk Contact: Ms. Marcia Staszko Email: mstaszko@cfrpc.org
Tampa Bay RPC 4000 Gateway Center Boulevard Suite 100 Pinellas Park, FL 33782-6141 727-570-5151 ext 10 727-550-5118 fax	Hillsborough, Manatee, Pasco, Pinellas Contact: John Meyer Email: johnm@tbrpc.org

Local Clearinghouses / Regional Planning Councils (continued)

CLEARINGHOUSE/RPC	COUNTIES COVERED
-----	-----
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 421 Southwest Camden Avenue Stuart, Florida 34994 772-221-4060	Indian River, Martin, Palm Beach, Saint Lucie Contact: Ms. Stephanie Heidt Email: sheidt@tcrpc.org
-----	-----
South Florida RPC 3440 Hollywood Blvd. Ste 140 Hollywood, FL 33021 954-985-4416	Broward, Miami-Dade, Monroe Contact: Ms. Kathe Lerch Email: klerch@sfrpc.com
-----	-----

FDOT District Office Contacts

District	Contacts	Address
1	<p><i>Manager:</i> Paul A. Simmons (863) 519-2388</p> <p><i>Transit Unit</i> <i>Contact:</i> Debi Stephens</p>	<p>P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249</p> <p>(239) 225-1982</p>
<i>Counties Covered:</i> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota		
2	<p><i>Manager:</i> Doreen Joyner-Howard (904) 360-5650</p> <p><i>Transit Unit</i> <i>Contact:</i> Janell Damoato Alachua, Baker, Clay, Nassau, Putnam, St. Johns</p> <p>Sandra Collins Bradford, Columbia, Dixie, Gilchrest, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, Union Counties</p> <p>Thee Perry Duval</p>	<p>2198 Edison Avenue, MS 2806 Jacksonville, FL 32204</p> <p>(904) 360-5687</p> <p>(386) 961 7870</p> <p>(904) 360 5414</p>
<i>Counties Covered:</i> Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St Johns, Suwannee, Taylor, Union		
3	<p><i>Manager:</i> Mike Lewis (850) 330-1545</p> <p><i>Transit Unit</i> <i>Contact:</i> Kathy Rudd Bay, Escambia, Gulf, Holmes, Jackson, Santa Rosa, Walton, Washington</p> <p>Vanessa Strickland Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Okaloosa, Wakulla</p>	<p>P. O. Box 607 Chipley, FL 32428-9990</p> <p>(850) 330-1549</p> <p>(850) 330-1534</p>
<i>Counties Covered:</i> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington		
4	<p><i>Manager:</i> Larry Merritt (954) 777-4683</p> <p><i>Transit Unit</i> <i>Contact:</i> Nancy Weizman</p>	<p>3400 W. Commercial Blvd. Ft. Lauderdale, FL 33309</p> <p>(954) 777-4605</p>
<i>Counties Covered:</i> Broward, Palm Beach, Martin, St Lucie, Indian River		

Glossary

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

applicant – An agency applying for Section 5310 Federal Assistance. See also “new applicant” and “recurring applicant.”

authorizing Federal and State Legislation: Legislation authorizing the Section 5310 program are: Moving Ahead for Progress in the 21st Century (MAP-21) Section 20009 49 U.S.C. Sections 5310; FTA Circular 9070.1G (for Section 5310); Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5310 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5310_Circular.pdf.

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

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

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

disabled person – See elderly individual and persons with disabilities.

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

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

eligible expenses – Section 5310 funds may be used for the capital and/or operating expense of transportation services to seniors and/or individuals with disabilities. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section 5310-funded vehicles, support facilities and equipment for Section 5310-funded vehicles, operating costs associated with providing transit service, costs associated with transit service that exceeds the requirements of the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternative to public transportation that assist seniors and individuals with disabilities with transportation. An applicant applying for preventative maintenance costs must have a District approved maintenance plan and a cost allocation if activities are performed in house. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

eligible expenses, operating - For the Section 5310 program eligible operating expenses include the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. The federal share for net eligible operating costs may not exceed 50%.

eligible recipient, 5310 – For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (CTC's), private-non-profit CTC's, and to private non-profit organizations providing

transportation to seniors and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, then sub-contract with the CTC for provision of service. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and in force at all times when receiving an award under the Section 5310 Program. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together

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

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

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

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

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

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

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

Large urbanized area – an urbanized are (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.

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

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

new applicant – An applicant for Section 5310 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.

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

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

operating revenue - For Section 5310, 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 organizations, bodies which are not municipalities or other political subdivisions of the State of Florida; are not public agencies or instrumentalities of one or more states; are not Indian Tribes (except private nonprofit corporations formed by Indian Tribes); are not public corporations, boards or commissions established under the law of any state; or are not subject to direct control by public authority, Federal, State, county, or municipal.

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

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

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

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

recurring applicant – An applicant for Section 5310 Federal Assistance who applies every year.

rural areas- an area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

seniors –an individual who is 65 years of age or older.

small urbanized areas (UZA) - A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

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

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

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

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

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

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

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.

End of Manual

5310 Grant Application Manual Revised on 30 December 2014

Revised by: Kristin Gladwin, Section 5310
FDOT Public Transit Office
605 Suwannee Street (MS 26)
Tallahassee, Florida 32399-0450

Work Phone: 850-414-4239 Email: kristin.gladwin@dot.state.fl.us