

# 2015

**U.S.C. Section 5311(f)  
INTERCITY BUS SERVICE PROGRAM**

## 5311 (f)

**OPERATING and CAPITAL  
ASSISTANCE  
APPLICATION MANUAL**

**FLORIDA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSIT OFFICE  
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## Introduction

This manual contains program information, application forms, exhibits, certifications and assurances, and instructions to guide an applicant through the application process for Operating and/or Capital Assistance under U.S.C. Section 5311(f), Intercity Bus Service Program, as administered by the Florida Department of Transportation (FDOT).

The Section 5311(f) Program is a subsection of the U.S.C. Section 5311 Formula Grants for Rural Areas Program, also administered in the State of Florida by FDOT. Section 5311(f) requires each state to spend fifteen percent of its annual Section 5311 apportionment “to carry out a program to develop and support intercity bus transportation,” unless the State’s Governor certifies that “the intercity bus service needs of the state are being met adequately.” Since Florida’s Governor has not made this certification, eligible recipients for Section 5311 funds who submit applications approved by FDOT for Section 5311(f) assistance are eligible for Section 5311(f) Grants to offset operating and capital expenses for intercity bus service.

In Florida, intercity bus service is defined as regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity; makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available; maintains scheduled information in the National Official Bus Guide; and provides package express service incidental to passenger transportation. To be considered an eligible bus carrier it must be a private company that has operated defined intercity bus service in the state, with formal authority in accordance with the rules and regulations of the Federal Motor Carrier Safety Administration and the Surface Transportation Board of the Federal Department of Transportation for a minimum of 2 years. Priority will be given to projects that connect rural communities to urban centers. Intercity service is not limited by the size of the vehicle used or by the identity of the carrier.

The sections of this manual pertaining to general information, Exhibits, and the Appendix apply to all applicants. In the “Contents of Applications” section, Part A applies to all applicants; Part B applies to applicants for Operating Assistance; and Part C applies to applicants for Capital Assistance. All applications in support of intercity bus service must be “**stand-alone**” applications, separate from any application for Section 5310 Capital Assistance and/or 5311 Operating and/or Capital Assistance also submitted by the applicant to FDOT. Applicants may apply either for Section 5311(f) Operating Assistance, Capital Assistance, or both, within one application. However, in preparing the application, the applicant may have to use forms or exhibits from more than one section or part of this manual. The Section 5311(f) application and appropriate attachments and exhibits must fully describe the existing intercity bus service; why these services are inadequate; and how the proposed service will enable meaningful connections with the national system of intercity bus services. Checklists to assist the applicant in determining the completeness of an application are included in this manual at the end of the Exhibits section.

# General Program Information / Requirements

**Program Administration.** FDOT has been designated by Florida’s Governor to administer the Section 5311(f) Program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT may contract with a service provider to perform these services.

- announcement of funding availability;
- selection of projects for funding according to approved selection criteria;
- development and processing of agreements;
- oversight of recipient procurement actions;
- oversight of recipient compliance with state and Federal requirements; and
- provision of technical assistance regarding the Section 5311(f) Program.

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

In Florida, intercity bus service is a vital link between otherwise isolated rural communities and the rest of the nation. In the 1980’s and more recently, major intercity bus carriers abandoned many less productive routes. Patronage generated in rural areas, however, appears to be important to the continuing viability of the remaining intercity routes. One objective of the funding for intercity bus service under Section 5311, therefore, is to support the connection between rural areas and the larger regional or national system of intercity bus service. Another objective is to support services to meet the intercity travel needs of residents in rural areas. A third objective is to support the infrastructure of the intercity bus network through planning and marketing assistance and capital investment in facilities. FTA encourages Florida use the funding under 49 U.S.C. 5311(f) to support these national objectives, as well as priorities determined by the State.

**Application Deadlines.** Application deadlines vary from FDOT District to District but usually fall in the time period between December and February of each year. Thereafter, District Offices evaluate grant applications and submit recommendations for grant awards to the FDOT Central Office where applications are reviewed and considered relative to all other Section 5311(f) applications submitted. By April 1 of each year, the Central Office submits those projects it has chosen for Section 5311(f) Grants to the Federal Transit Administration (FTA), in combination with the statewide application for Section 5311 Assistance. The statewide application is, usually, approved by FTA by July 1. The Florida Legislature also approves the general appropriation for the State’s current year budget by July 1. Once Federal approval is received and the State budget finalized, District Offices may make grant awards for approved projects. (See “Grant Award Process”)

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

**Additionally, the following criteria apply to Section 5311(f) Grants. These criteria will be used by evaluators in ranking Section 5311(f) applications.**

**Objectives.** Section 5311(f) service must:

1. support the connection between Rural Areas and the larger regional or national system of intercity bus service;
2. support services to meet the intercity travel needs of residents in Rural Areas; and,
3. support the infrastructure of the intercity bus network through planning and marketing assistance and capital investment in facilities.

**Eligible Activities.** Proposed projects must support intercity bus service between urbanized and Rural Areas. Eligible activities include planning and marketing for intercity bus transportation; capital grants for intercity bus shelters, joint-use stops and depots; operating grants; user-side subsidies and demonstration projects; and coordination of rural connections between small transit operations and intercity bus carriers.

Other capital and operating projects for the support of intercity bus service are not precluded. Capital Assistance may be provided for intercity bus service planning and marketing and to purchase vehicles or vehicle-related equipment such as wheelchair lifts for use in intercity service. Charter and tour services are not eligible for FTA Assistance.

## **MINIMUM CRITERIA FOR INTERMODAL FACILITIES PLANNED FOR USE IN CONJUNCTION WITH INTERCITY BUS SERVICES**

For Section 5311(f) applications in support of intermodal facilities, the following mandatory and non-mandatory criteria apply.

**Mandatory Criteria** - Proposed intermodal facility projects must meet the following minimum criteria to be eligible for a Section 5311(f) grant award:

1. The project will have a direct benefit to a significant number of riders traveling to, from, or within Rural Area(s);
2. The project will include a meaningful amount of intercity bus passenger service on a continuous basis;
3. The project will improve or stabilize Rural Area intercity bus service;
4. The project will improve Rural Area public transportation;
5. The project will improve an existing or planned intermodal passenger facility;
6. The project will be supportive of and coordinated with the Florida Department of Transportation Intermodal Development Program and included in the applicant's adopted Transit Development Plan (TDP), if applicable;
7. The project has a complete feasibility analysis, project justification, and reliable project cost estimate;
8. The project is consistent with official local comprehensive plans and growth policy; and,
9. The project has been certified to have available local matching funds sufficient to accommodate Federal requirements.

**Non-Mandatory Criteria.** Proposed projects are encouraged but not required to meet the following non-mandatory criteria. Projects which meet both the mandatory criteria (above) and the following non-mandatory criteria may be given higher priority consideration for grant awards by FDOT, especially when requested funds exceed available funds.

1. The project is supportive of intercity bus "feeder service";
2. The project will enhance Florida's economy;
3. The project will aid an area where intercity bus service has been reduced or lost;
4. The project will provide an intermodal transfer connection with an Amtrak facility and/or a proposed high-speed rail facility;
5. The project will improve the coordination of services for existing Section 5311 grantees and/or other

- local/regional providers;
6. The project will improve the linkage of Rural Area residents with the larger regional or national network of intercity bus service;
  7. The addition of a Section 5311(f) component enhances the economic and operational feasibility of the project; and,
  8. The project has a completed architectural space program and detailed cost estimates and is ready to proceed with design phase services.

**Eligible Recipient.** An eligible recipient is a private company that has operated defined intercity bus service in the state, with formal authority in accordance with the rules and regulations of the Federal Motor Carrier Safety Administration and the Surface Transportation Board of the Federal Department of Transportation, for a minimum of 2 years. Intercity bus service is defined as regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity; has the capacity for transporting baggage carried by passengers; makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available; maintains scheduled information in the National Official Bus Guide; and provides package express service incidental to passenger transportation.

**Eligible Expenses for 5311(f) Operating Assistance.** Eligible expenses include administrative, management, and operations costs directly related to the provision of intercity bus service LESS operating revenue. Operating revenue (see Glossary) includes fares paid by passengers, whether such fares are paid at the time service is provided or via prepaid arrangements such as passes or tokens. The basic definition of an operating cost is something that does not have a useful life of more than one year.

**Ineligible Expenses for Section 5311(f) Operating Assistance.** Expenses for charter service; school bus service; service not open to the general public; service exclusively within an urbanized or Rural Area, and depreciation expense are not eligible under the Section 5311(f) Program. Likewise, expenses incurred prior to Federal and State approval of a grant application; expenses incurred prior to the execution of a Joint Participation Agreement, and expenses incurred prior to the Department's approval of plans, specifications, and third party contracts are ineligible.

**Eligible Expenses for 5311(f) Capital Assistance.** Costs associated with a capital project undertaken by an intercity bus carrier to provide intercity bus service, and are limited to acquisition, design, construction, reconstruction, or improvement of a privately operated intercity bus service. Project may include that portion of a governmentally owned or operated transit system designed to support privately operated intercity bus service.

**Ineligible Expenses for 5311(f) Capital Assistance:** Ineligible expenses include expenses associated with the preparation of grant applications, administration, extended warranties, and operation of vehicles/facilities/equipment; expenses for charter service, school bus service, service not open to the general public and service provided exclusively within an urbanized and/or Rural Area; and expenses incurred prior to Federal and State approval of a grant application, execution of a grant award, and FDOT's approval of plans, specifications, and third party contracts for vehicles/facilities/equipment to be purchased with Section 5311(f) funds.

**Legal Authority and Fiscal & Managerial Capability.** Section 5311(f) applicants must have the legal authority and fiscal/managerial capability to apply for and manage Section 5311(f) Grants. Grant recipients are required to maintain adequate financial, maintenance, and operating records and comply with the reporting requirements of the Disadvantaged Business Enterprise (DBE) program (49 CFR Part 23 "Participation of Minority Business Enterprise in Department of Transportation Programs.")

**Americans with Disabilities Act (ADA).** Applicants must comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U. S. DOT regulations,

Transportation Services for Individuals with Disabilities (ADA)” at 49 CFR Part 37; and FTA regulations, Transportation for Elderly and Handicapped Persons, 49 CFR Part 609.

**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.

#### **Audit requirements.**

Part I Federally Funded: If the Agency is a state, local government, or non-profit organizations as defined in OMB Circular A-133 and a recipient of federal funds, the following annual audit criteria will apply:

1. In the event that the recipient expends \$750,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "D" to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, Paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133.
3. If the recipient expends less than the amount in Part I, Paragraph 1, an audit conducted in accordance with the provisions of OMB Circular A-133, is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from resources obtained from other than Federal entities.
4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

Part II State Funded: If the Agency is a non-state entity as defined by Section 215.97(2) (m), Florida Statutes, and a recipient of state funds, the following annual audit criteria will apply:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "D" to this agreement indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, Paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2) (e), Florida

Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than the amount in Part II, Paragraph 1, such audit is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from the recipient's resources obtained from non-state entities.

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

### Part III Other Audit Requirements

1. The Agency shall follow-up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

2. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department Comptroller, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

### Part IV Report Submission

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133 as revised, and required by Section 7.62 Part I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133 as revised, by or on behalf of the recipient directly to each of the following:

A. The Department at the following address:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

B. The number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133 as revised, submitted to the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133 as revised.

2. In the event that a copy of the reporting package for an audit required by Section 7.62 Part I of this Agreement and conducted in accordance with OMB Circular A-133 as revised is not required to be submitted to the Department for reasons pursuant to section .320 (e)(2), OMB Circular A-133 as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited schedule of expenditures of Federal awards directly to each of the following:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

In addition, pursuant to Section .320 (f), OMB Circular A-133 as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133 as revised, and any management letters issued by the auditor, to the Department at the following address:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

3. Copies of financial reporting packages required by Section 7.62 Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department at the following address:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by Section 7.62 Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:

A. The Department at the following address:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

5. Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133 as revised, Section 215.97, Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 as revised or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

**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, K 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. **Exhibit**

**K** assures compliance with Section 5333(b) of the Federal Transit Act regarding compliance with labor protection provisions, and applies to all applicants. Applicants for the Section 5310 Capital Assistance must also sign a certification and assurance to FDOT, as provided in **Exhibit G** of this manual.

**Grant Award Process for Section 5311(f) Assistance.** In the case of Operating Assistance, the respective FDOT Central Office will make grant awards to agencies submitting applications approved by FDOT by entering into a Joint Participation Agreement (JPA) with the agency (recipient). For Capital Assistance, the Central Office will either issue a JPA to the recipient or the FDOT District Office will issue a JPA to the applicant/recipient.

## **General Instructions on Forms, Certifications, and Exhibits**

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

The **original** application should be prepared on white, 8.5 X 11” paper and securely clipped (no binders or dividers, please) and submitted to the appropriate FDOT District Office, as shown in the Appendix of this manual. The District Office requires at a minimum one (1) original and five (5) additional copies to be submitted. Application forms, exhibits, and certifications should be arranged in the order listed in the “Checklist(s) for Application Completeness.” Three separate checklists are provided in this manual at the end of the Exhibits section: one for Operating Assistance, one for Capital Assistance, and one for both Operating and Capital Assistance. The appropriate checklist should be used to assure the application is complete. Applications that are incomplete, illegible, or unsigned may be rejected.

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

**All signatures should be in blue ink by the individual designated by the governing board of the applicant agency. Blue ink distinguishes an original signature from a photocopy. Only original signature resolutions, applications, and acceptance of grant awards are acceptable. The five (5) copies of the original application, if required by the District Office, may be photocopies. Agencies submitting an application via TransCIP should print and sign the documents and upload a scanned color copy into TransCIP.**

Questions regarding the Section 5311(f) application process should be directed to the FDOT District Office in the applicant’s service area, as shown in the Appendix of this manual.

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# **PART A**

## **APPLIES TO ALL APPLICATIONS**

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## PART A

### APPLIES TO ALL APPLICANTS

#### Grant Application Cover Page Instructions

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for Section 5311(f) applications. A sample of the standard form is located on the next page of this manual. Applicants that are not using TransCIP should print a copy of the 424 form: <http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm>. 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 5311 Program [including 5311(f)] in the Catalog of Federal Domestic Assistance is 20.509. This code should be shown in Section 10 of the form followed by the title: “Rural Areas Formula 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.

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

**AGENCIES APPLYING FOR BOTH OPERATING ASSISTANCE 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.

**Form 424**

Item:	Entry:	Item:	Entry:
1.	Type of Submission should be "Application"	11.	Catalog of Federal Domestic Assistance Number is: 20.509 CFDA Title should be: Section 531(f)1
2.	Type of Application should be "New"	12.	Funding Opportunity Number (FTA Grant Number) is not needed at this time.
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 preapplications, 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.	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

<b>Application for Federal Assistance SF-424</b>		
* 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"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
<b>d. Address:</b>		
* 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: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
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:

X: Other (specify)

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:

CFDA 20.509

CFDA Title:

Section 5311(f)

\* 12. Funding Opportunity Number:

\* Title:

INTERCITY BUS SERVICE PROGRAM

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

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

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
<b>18. Estimated Funding (\$):</b>	
* 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"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on	<input type="text"/>
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>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)</b>	
<input type="checkbox"/> ** 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.	
<b>Authorized Representative:</b>	
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"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

# PART B

## APPLIES TO OPERATING ASSISTANCE

	<u>Page</u>
Transportation-Related Operating and Administrative Expenses & Revenues; Calculation of Grant Request	19
Instructions for completing Form B-1 and B-2	19-20
Form B-1: Operating and Administrative Expenses; Grant Request	21
Form B-2: Operating and Administrative Revenues	22

## PART B

### APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

#### Transportation-Related Operating and Administrative Expenses & Revenues and Calculation of Grant Request - Intercity Bus Service

Information regarding the applicant's transportation-related operating and administrative expenses and revenues of the intercity bus service must be provided with the application. Form B-1 and B-2, as provided in this manual, should be used for this purpose. **(Note: the expenses and revenues associated with other sectors of operations should not be included in these forms.)** Form B-1 provides space for the applicant to show operating and administrative expenses of the intercity bus service operated/contracted (or proposed) 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 to pay for the expenses shown in Form B-1.

The budget line items shown in both 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 operating and administrative expenses and revenues of their agency for the intercity bus service as projected for the year the Section 5311(f) Grant award is to be used. For example, the projected expense and revenue budgets for year FY 2015/2016 should be used if Section 5311(f) Assistance is requested by the applicant for use in FY 2015/2016.

#### INSTRUCTIONS FOR COMPLETING FORM B-1

Applicants should complete the "Eligible Expense" column of Form B-1. The definitions for each line item code, as provided in the Appendix of this manual, apply. The "Eligible Expense" column should show only those expenses that are eligible under FTA rules for intercity bus service. This means, for example, that expenses for services provided exclusively within a Rural Area, service exclusively within an urbanized area, charter service, school bus service, service not open to the general public, depreciation expense, and other ineligible expenses should not be shown in the "Eligible Expense" column.

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

## **INSTRUCTIONS FOR COMPLETING FORM B-2**

Applicants should complete the “Revenue Used as Match” column of Form B-2 as it relates to the intercity bus service. “Revenue Used as Match” should include all revenues eligible under FTA rules to pay for the expenses shown in Form B-1, as noted previously. The definitions for each line item code, as provided in the Appendix of this manual, apply. Revenues in object codes 410, 411, 412, and 430 are qualifying revenues under FTA rules. Qualifying revenues in object code 413 include unrestricted Federal funds, but **DO NOT INCLUDE**, revenues from FTA or other USDOT revenues. In other words, Section 5307, 5310, 5311, 5311(f) and other sources of revenue from FTA or other USDOT sources do not qualify to match Section 5311(f) Assistance.

Next, “Total Passenger Fares” (401) and “Grand Total Revenues” should be 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 Eligible Expense column of Form B-1.
- Enter the total passenger fare revenue (b) from Form B-2 (object Code 401.)
- Subtract the passenger fare revenue (b) from the Eligible Expense (a) to determine the operating deficit (c).
- Complete the Section 5311(f) 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 5311(f) request to an amount less than 50% of the deficit calculated.

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-1**

**OPERATING and ADMINISTRATIVE EXPENSES OF INTERCITY BUS SERVICE**

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

EXPENSE CATEGORY	ELIGIBLE EXPENSE OF INTERCITY BUS SERVICE
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)	
<b>TOTAL</b>	\$ (a)

**Section 5311(f) Grant REQUEST**

Total Eligible Expense (from Form B-1, above) \$ \_\_\_\_\_ (a)

Passenger Fare Revenues (from Form B-2) \$ \_\_\_\_\_ (b)

Operating Deficit \$ \_\_\_\_\_ (c)  
 [Eligible Expense (a) minus Passenger Fares (b)]

Section 5311(f) Request \$ \_\_\_\_\_ (d)  
 (No more than 50% of Operating Deficit)

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

**Note: If Grand Total Revenues (e) exceeds Eligible Expense (a), reduce the Section 5311(f) Request (d) by that amount.**

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

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE  
FORM B-2  
OPERATING & ADMINISTRATIVE REVENUES OF INTERCITY BUS SERVICE**

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

<b>OPERATING REVENUES CATEGORY</b>	<b>REVENUE USED AS MATCH</b>
Passenger Fares (401)	
Special Transit Fares (402)	
Freight Tariffs (404)	
Auxiliary Transportation Revenues (406)	
Non-transportation Revenues (407)	
<b>Total Operating Revenue</b>	<b>\$</b>
<b>OTHER REVENUE CATEGORY</b>	
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)	
<b>Total of Other Revenue</b>	<b>\$</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ (e)</b>

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

# PART C

## APPLIES TO CAPITAL ASSISTANCE

	<b>Page</b>
<b>Transportation-Related Operating and Administrative Expenses and Revenues</b>	<b>24</b>
• <b>Form C-1 – Operating and Administrative Expenses</b>	<b>25</b>
• <b>Form C-2 Operating and Administrative Revenues</b>	<b>26</b>
<b>Current Vehicle Inventory and Transportation Equipment</b>	<b>27</b>
• <b>Form C-3 Vehicle and Equipment Inventory form</b>	<b>28</b>
<b>Capital Request Information</b>	<b>26</b>
• <b>Form C-4 Capital Request form</b>	<b>28</b>

## PART C

### **APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE EXCEPT THOSE COMPLETING FORM B-1 and B-2**

#### **Transportation-Related Operating and Administrative Expenses & Revenues - Intercity Bus Service**

Information regarding operating and administrative expenses and revenues of the intercity bus service must be provided with the application. Forms C-1 and C-2 are included in this manual for that purpose. **(Note: the expenses and revenues associated with other sectors of operations should not be included in these forms.)** These forms should provide information about operating and administrative expenses of the vehicles, facilities, or equipment, 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 operating and administrative expenses and revenues of their agency for intercity bus service as projected for the year the Section 5311(f) Grant award is requested. For example, the projected expense and revenue budgets for year FY 2015/2016 should be used if Section 5311(f) Assistance is requested by the Agency for use in FY 2015/2016.

**PART C**

**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE  
EXCEPT THOSE COMPLETING FORM B-1 and B-2**

**FORM C-1**  
**OPERATING and ADMINISTRATIVE EXPENSES OF INTERCITY BUS SERVICE**  
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)	
<b>TOTAL EXPENSE</b>	\$

**FORM C-2**  
**OPERATING and ADMINISTRATIVE REVENUES OF INTERCITY BUS SERVICE**

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
<b>TOTAL OPERATING REVENUE</b>	\$
<b>OTHER REVENUE SOURCES</b>	
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)	
<b>TOTAL OF OTHER REVENUE</b>	\$
<b>GRAND TOTAL ALL REVENUE</b>	\$

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

### APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

#### Current Intercity Bus Service Vehicle and Transportation Equipment Inventory

Applicants must complete the “Current Vehicle and Transportation Equipment Inventory” (Form C-3), as shown in this manual. The form must include a current list of all vehicles and equipment used by the applicant for intercity bus service (**including spares from other sectors of operations**), including those bought in previous years with Federal funds; those bought with other than Federal funds; those now on order; and those to be ordered with grant awards made in previous years. All columns of the form must be completed. An asterisk (\*) should be placed next to the model year of vehicles to be replaced with the grant being applied for, or with previous grants. Vehicles operated by the applicant’s contractor or lessee should also be identified, and the name of the contractor/lessee shown in Exhibit B of the application.

#### Capital Request

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

**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.



**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE**

**Form C-4  
CAPITAL REQUEST**

**VEHICLE REQUEST**

	<b>R or E (a)</b>	<b>Number requested</b>	<b>Description (b) (c)</b>	<b>Estimated Cost</b>
	<b>Sub- total</b>			<b>\$</b>

**EQUIPMENT REQUEST (c)**

	<b>Sub- total</b>			<b>\$</b>

(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' diesel bus with lift, 12 amb. seats, 2 w/c 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 APPLICATIONS  
AS INDICATED BELOW)

Exhibit	Applies to Operating Assistance Only	Applies to Capital Assistance Only	Applies to Both	Page
A – System Description	X	X	X	30
A -1 – Fact Sheet	X	X	X	31
B – Proposed Project Description	X	X	X	32
C – Public Hearing		X (**)		33
D – Cash Match and Leasing	X	X	X	34
E – Federal Certifications and Assurances	X	X	X	35
F – Certification of Equivalent Service		X		36
G – Applicant Certification and Assurance to FDOT		X		37
H- Protection of the Environment	X (***)	X (***)	(***)	38
J - Standard Lobbying Certification Form	X	X	X	39
K – FTA Section 5333(b) Assurance	X	X	X	40
Checklists for Application Completeness	X	X	X	41

(\*\*) Public Agencies only.

(\*\*\*) Applicants for facilities only.

# APPLIES TO ALL APPLICANTS

## EXHIBIT A – Not to exceed two pages

### Current System Description

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

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

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

Evaluators will rely heavily on an applicant's narrative in selecting projects for Section 5311(f) Grants.

**EXHIBIT A-1**

**FACT SHEET REGARDING  
INTERCITY BUS SERVICE**

Name of Applicant: \_\_\_\_\_

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

Estimates are acceptable. The information listed should be specific to the Section 5339 funds and not agency wide.

\* 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

\*\* The unduplicated riders are for current year and the subsequent year once the grant is awarded

# APPLIES TO ALL APPLICANTS

## EXHIBIT B

### Proposed Project Description

The above-named 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 an application. The project description should not repeat the current system description shown in Exhibit A. Exhibit B must include, but not be limited to:

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Larger geographic area? Shorter headways? More trips? Please explain in detail.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual.
6. Describe how vehicles will be maintained without interruptions in service (who, what, where, and when).
7. If vehicles and/or 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 services, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

New Agencies:

9. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
  - c. Records maintenance
  - d. Vehicle maintenance – who, what, when and where
  - e. CDL requirements
  - f. System safety plan
  - g. Drug free work place

**GRANT WRITING TIP:** Refer to the Evaluation Criteria in the General Program Information Section of this manual (page 4), and be sure Exhibit B covers the points that will be evaluated.

# **APPLIES ONLY TO PUBLIC AGENCIES APPLYING FOR CAPITAL ASSISTANCE**

## **EXHIBIT C**

### **Public Hearing**

**An opportunity for a public hearing is required ONLY for Public Agencies requesting Section 5311(f) Capital Assistance. An application submitted by a public agency should contain a copy of the notice of public hearing (identified as Exhibit C) and an affidavit of publication. If Exhibit C is not applicable, this should be stated in the application.**

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

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

1. A hearing must be conducted;
2. The FDOT District Office must be notified of the date, time, and location of the hearing; and
3. A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5311(f) Award can be made.

**EXHIBIT D**  
**Cash Match and Leasing**  
**MEMORANDUM for FTA 5311(f)**

**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,**  
**5311(f) INTERCITY BUS SERVICE PROGRAM**

---

**Local Cash Match**

Has the \_\_\_\_\_, as applicant to the Federal Transit  
(Name of applicant agency)  
Administration Section 5311(f) Program, borrowed, or will the Applicant borrow, funds  
to use as cash match?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Will the \_\_\_\_\_, as applicant to the Federal Transit  
(Name of applicant agency)  
Administration Section 5311(f) Program be using In-Kind Match as cash match?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Leasing**

Will the \_\_\_\_\_, as applicant to the Federal Transit  
(Name of applicant agency)  
Administration Section 5311(f) 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.**

# APPLIES TO ALL APPLICANTS

## 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.***

**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 suggested 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](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](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 I-XV". If an applicant chooses to do this, no additional notation is necessary, except for the signature on the reverse.

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5311 Program (including the 5311(f) Program), specifically, Category XIV, by placing an "X" in Category I, "Certifications and Assurances required of each applicant" (to cover the above-noted items), as well as an "X" in Category XIV.

A description of the certifications required for the Section 5311/5311(f) Formula Grants for Rural Areas Program is provided in the annual Federal Register Notice.

**APPLIES TO APPLICANTS FOR  
CAPITAL ASSISTANCE FOR NON-ACCESSIBLE VEHICLES**

**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 [including 5311(f)] 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\_\_\_\_\_.

\_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Name and title 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 5311 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:
  - 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
  - b. Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - 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
- 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.  
It will submit an annual financial audit report to the Department, if required by the Department.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Typed name and title of authorized representative)

\_\_\_\_\_  
(Signature of authorized representative)

# **APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE FOR FACILITIES**

## **EXHIBIT H**

### **Protection of the Environment**

Most transit projects funded under Section 5311 [including 5311(f)] will be classified by FTA as categorical exclusions. Examples of categorical exclusions include operating assistance, purchase of transit vehicles, and purchase of office equipment.

If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. The FDOT District Office in the applicant's service area (see Appendix) should be contacted to determine if additional evaluation is needed. If it is needed, information such as an Environmental Assessment or Environmental Impact Statement (as determined by FDOT) should be included with an application for Section 5311(f) Assistance. This information may be separately bound and identified as Exhibit H.

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

**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

# APPLIES TO ALL APPLICANTS

## EXHIBIT K

### FTA Section 5333(b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Non-Urbanized Area Program; (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The \_\_\_\_\_ (hereinafter referred to as the “Recipient”) HEREBY ASSURES that the “Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program” has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Name and Title of Authorized Representative)

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

**LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS,  
UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF  
SUCH PROVIDERS, IF ANY  
(See Appendix for Example)**

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

**APPLIES TO APPLICANTS FOR OPERATING ASSISTANCE (ONLY)**

**CHECKLIST FOR APPLICATION COMPLETENESS**

**Name of Applicant:** \_\_\_\_\_

**Check One: New Applicant** \_\_\_\_\_ **Recurring Applicant** \_\_\_\_\_

The following documents must be included in section 5311(f) Operating Assistance Applications in the order listed:

\_\_\_ This checklist.

\_\_\_ Applicant's cover letter and 2 copies of the governing board's Resolution.

\_\_\_ Forms B-1 and B-2 (Operating and Administrative Expense & Revenues; Grant Request.)

\_\_\_ Application for Federal Assistance (Form 424, Code 20.509).

\_\_\_ Exhibit A: Current System Description.

\_\_\_ Exhibit A-1: Fact Sheet

\_\_\_ Exhibit B: Proposed Project Description

\_\_\_ Exhibit D – Cash Match and Leasing

\_\_\_ Exhibit E: Federal Certifications and Assurances.

\_\_\_ Exhibit J: Standard Lobbying Certification Form

\_\_\_ Exhibit K: FTA Section 5333(b) Assurance.

\_\_\_ Copy of the Title VI Plan

**APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE (ONLY)**  
**Checklist for Application Completeness**

**Name of Applicant:** \_\_\_\_\_

**Check one:** **New Applicant** \_\_\_\_\_ **Recurring Applicant** \_\_\_\_\_

The following must be included in the Application for Section 5311(f) Capital Assistance in the order listed.

- \_\_\_ This checklist
- \_\_\_ Applicant's cover letter and 2 copies of the governing board's Resolution
- \_\_\_ Application for Federal Assistance (Form 424, Code 20.509)
- \_\_\_ Forms C-1 and C-2 (Operating and Administrative Expenses & Revenues)
- \_\_\_ Form C-3 (Current Vehicle and Transportation Equipment Inventory)
- \_\_\_ Form C-4 (Capital Request)
- \_\_\_ Exhibit A: Current System Description.
- \_\_\_ Exhibit A-1: Fact Sheet
- \_\_\_ Exhibit B: Proposed Project Description
- \_\_\_ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)
- \_\_\_ Exhibit D: Cash Match and 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 J: Standard Lobbying Certification Form
- \_\_\_ Exhibit K: FTA Section 5333(b) Assurance
- \_\_\_ Copy of the Title VI Plan

**APPLIES TO APPLICANTS FOR BOTH OPERATING AND CAPITAL ASSISTANCE**

**CHECKLIST FOR APPLICATION COMPLETENESS**

**Name of Applicant:** \_\_\_\_\_

**Check one:** **New Applicant** \_\_\_\_\_ **Recurring Applicant** \_\_\_\_\_

The following must be included in the Application for both Section 5311(f) Operating and Capital Assistance in the order listed.

- \_\_\_ This checklist
- \_\_\_ Applicant's cover letter and 2 copies of the governing board's Resolution
- \_\_\_ Application for Federal Assistance (Form 424, Code 20.509)
- \_\_\_ Form B-1 and B-2 (Operating and Administrative Expenses & Revenues; Grant Request)
- \_\_\_ Form C-2 (Current Vehicle and Transportation Equipment Inventory)
- \_\_\_ Form C-3 (Capital Request)
- \_\_\_ Exhibit A: Current System Description.
- \_\_\_ Exhibit A-1: Fact Sheet
- \_\_\_ Exhibit B: Proposed Project Description
- \_\_\_ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)
- \_\_\_ Exhibit D: Cash Match and 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 J: Standard Lobbying Certification Form
- \_\_\_ Exhibit K: FTA Section 5333(b) Assurance
- \_\_\_ Copy of the Title VI Plan

# APPENDIX

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

(National Transit Data Report - NTD)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(National Transit Data Report - NTD)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## WHAT'S ON THE MARKET

Below is a listing of all active contracts available through the FDOT TRIPS Program for the purchase of new transit vehicles. **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, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

**WHEREAS**, \_\_\_\_\_(Applicant)\_\_\_\_\_ has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** \_\_\_\_\_(Governing Board)\_\_\_\_\_ , FLORIDA:

1. This resolution applies to Federal Program(s) under U.S.C. Section(s)\_\_\_\_\_.
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. \_\_\_\_\_(Authorized Individual by Name and Title) \_\_\_\_\_is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS** \_\_\_\_\_ , 20\_\_

By: \_\_\_\_\_  
(Signature, Chairman of the Board)

\_\_\_\_\_  
(Typed Name and Title)

**ATTEST:**

\_\_\_\_\_ (seal)

# **REQUIRED COVER LETTER**

## **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

### **GRANT APPLICATION**

\_\_\_\_\_ agency name) submits this Application for the Section 5311(f) Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

Agency Name

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# 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 5311(f) of the Federal Transit Act of 1991, as amended, for the purchase of (description of equipment) to be used for the provision of public transit services within (defined area of operation).

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

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

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

## Sample

### (Pertains to Exhibit K)

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

(1) Recipient	(2) Project Description	(3) Other Eligible Transportation Providers	(4) Labor Organization Representing Employees of Providers, if any
Identify Recipients of Transportation Assistance under this grant.	Cite Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and providers) Representing Employees of Providers in Column 1, 2, and 3
A) ABC County Transit	Application for Section 5311 funds for Operating Assistance for FY 02 for ABC County Transit to provide public transportation service to residents of rural areas of the county traveling within the rural area and/or to the adjacent urban area and return to rural domicile.	A) XYZ Transit, Inc. (intercity service)  B) MNOP Transit, Inc. (urban transit service)	A) No union (ABC County Transit)  B) ATU L.U. #000 (XYZ Transit, Inc.) C) MNOP Transit Drivers Association (MNOP Transit, Inc.)

## FDOT District Office Contacts

<b>District</b>	<b>Contacts</b>	<b>Address</b>
1	<b>Manager:</b> TBD (863) 519-2388  <i>Transit Unit</i> <b>Contact:</b> TBD	P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249
<i>Counties Covered:</i> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota		
2	<b>Manager:</b> Doreen Joyner-Howard (904) 360-5650  <i>Transit Unit</i> <b>Contact:</b> Janell Damoato (904) 360-5687 Alachua, Baker, Clay, Nassau, Putnam, St. Johns  Sandra Collins (386) 961 7870 Bradford, Columbia, Dixie, Gilchrest, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, Union Counties  Thee Perry (904) 360 5414 Duval	2198 Edison Avenue, MS 2806 Jacksonville, FL 32204
<i>Counties Covered:</i> Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St Johns, Suwannee, Taylor, Union		
3	<b>Manager:</b> Mike Lewis (850) 330-1545  <i>Transit Unit</i> <b>Contact:</b> Kathy Rudd (850) 330-1549 Bay, Escambia, Gulf, Holmes, Jackson, Santa Rosa, Walton, Washington  Vanessa Strickland (850) 330-1534 Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Okaloosa, Wakulla	P. O. Box 607 Chipley, FL 32428-9990
<i>Counties Covered:</i> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington		
4	<b>Manager:</b> Nancy Ziegler (954) 777-4492  <i>Transit Unit</i> <b>Contact:</b> Larry Merritt (954) 777-4683	3400 W. Commercial Blvd. Ft. Lauderdale, FL 33309
<i>Counties Covered:</i> Broward, Indian River, Martin, St Lucie, Palm Beach		

## FDOT District Office Contacts (continued)

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5	<i>Manager:</i> Brenda Young (407) 482-7852	133 South Semoran Blvd. Orlando, FL 32807
	<i>Transit Unit</i> <i>Contact:</i> Diane Poitras	(407) 482-7860
<i>Counties Covered:</i> Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, Volusia		
<hr/>		
6	<i>Manager:</i> Dionne Richardson (305) 470-5292	1000 NW 111 <sup>th</sup> Ave., Room 6111 Miami, FL 33172
	<i>Transit Unit</i> <i>Contact:</i> Raymond Freeman	(305) 470-5255
<i>Counties Covered:</i> Miami-Dade, Monroe		
<hr/>		
7	<i>Manager:</i> George Boyle (813) 975-6409	11201 N. McKinley Dr. (MS-7500) Tampa, FL 33612
	<i>Transit Unit</i> <i>Contact:</i> Tracy G. Tronco	(813) 975-6195
<i>Counties Covered:</i> Citrus, Hernando, Hillsborough, Pasco, Pinellas		
<hr/>		

To send e-mail to any of the above: **first name.last** [name@dot.state.fl.us](mailto:first name.last name@dot.state.fl.us)

## 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 5311(f) Federal Assistance. See also “new applicant” and “recurring applicant.”

**authorizing Federal and State Legislation** – Legislation authorizing the Section 5311, and 5311(f) Programs are: Moving Ahead for Progress in the 21st Century (MAP-21) Section 20010; 49 U.S.C. Sections 5311; Circular 9040.1F; Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5311 FTA Circular can be found at [http://www.dot.state.fl.us/transit/Pages/FTA\\_Section\\_5311\\_Circular.pdf](http://www.dot.state.fl.us/transit/Pages/FTA_Section_5311_Circular.pdf).

**capital projects in urbanized area** – Use of Section 5311(f) funds for capital projects in urbanized areas is limited to those aspects of the project that can be identified as directly benefiting and supporting service to and from rural areas. These projects are to be included in both the metropolitan Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) and follow the appropriate project selection requirements contained in the joint planning rule.

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

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

**community transportation coordinator (CTC)** - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.011 - 427.017, F.S. in an area outside the purview of an MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

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

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

**eligible assistance** – Assistance under Section 5311(f) must support intercity bus service in rural areas. Section 5311(f) specifies eligible intercity bus activities to include “planning and marketing for intercity bus transportation, capital grants for intercity bus shelters, joint-use stops and depots, operating grants through purchase-of-service agreements, user-side subsidies and demonstration projects, and coordination of rural connections between small public transportation operations and intercity bus carriers.” This listing does not preclude other capital and operating projects for the support of rural intercity bus service. For example, the State may provide operating assistance to a public or private non-profit organization for the direct operation of intercity service after appropriate consideration of participation by private for-profit service providers. Capital assistance may be provided to purchase vehicles or vehicle related equipment such as wheelchair lifts for use in intercity service. Charter and tour services are not eligible for FTA assistance.

**eligible expenses, capital** – For the Section 5310 and 5311 Program, eligible capital expenses include buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, and wheelchair lifts and restraints, vehicle rehabilitation, data processing hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs, and other durable goods such as spare components with a useful life of more than one year, and costs associated with pre-award and post-delivery audits. For the Section 5311 and

5311(f) Programs, eligible capital expenses also include the construction or rehabilitation of transit facilities including design, engineering, and land acquisition. For the 5311(f) Program, planning and marketing expenses are eligible capital expenses. The federal share for eligible capital expenses may not exceed 80%.

**eligible expenses, operating** - For the Section 5311(f) 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, 5311(f)** – The definition of a subrecipient in Section 5311(a)(2) includes an operator of intercity bus service that receives Federal transit program grant funds through a State or Indian tribe that is a direct recipient. In some instances, certain intercity bus providers may be unwilling or unable to accept the terms and conditions the State applies to subrecipients and may prefer to maintain a contractual relationship, in order to isolate the remainder of their operations from Federal requirements related to a grant. The State may use either mechanism to provide assistance to private operators for intercity bus

service. In either case, the State should use a merit-based selection process to ensure that the private operator is qualified, will provide eligible service, can comply with Federal and State requirements, and is the best, or only, provider available to offer service at a fair and reasonable cost.

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

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

**federal share** – The Federal share for intercity projects is the same as for the Section 5311 Program as a whole: 50 percent of the net cost for operations and 80 percent of the net cost for capital projects and project administration. State administration, planning, and technical assistance in support of intercity bus transportation are eligible at 100 percent Federal share if applied against the cap on State administration expenses. The amount of Section 5311 funds used for planning for intercity bus transportation is not limited by the 15 percent cap on State administration. However, the Federal share of any planning assistance for intercity bus not included in the 15 percent allowed for State administration is limited to 80 percent of the planning costs.

**FDOT control number** – A number assigned to a vehicle by the FDOT District Office once the vehicle has been purchased, received and titled to the recipient with the Department of Transportation as the first lienholder.

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

**individual with disabilities** - 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.

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

**intercity bus service** - means regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.

**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.

**labor protections** – All Section 5311 operational projects, including intercity bus projects, require agreement to the terms and conditions of the standard Section 5333(b) special warranty for the Section 5311 Program.

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

**local match** – Can be a cash match, human services transportation contract or in-kind. Income from contract to provide human service transportation may be used either to reduce the net project cost or to provide local match. In either case, the cost of providing the contract service is included in the total project cost. No Federal Transit Administration program funds can be used as a source of local match for other FTA Programs, even when used to contract for service. In-kind match must be approved, prior to invoicing, by the District Comptroller's Office and be an eligible source listed in the FTA Master Agreement.

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

**new 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.

**non-prioritization plans** – The plan developed by the recipient, and provided to the funding District, which outlines how the recipient plans to provide non-prioritized general public transportation services. All transportation services funded with Section 5311 funds shall be available to the general public, the plan must outline how the recipient will assure that all 5311 funded service is open to the general public.

**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.

**one-way passenger trips** – Transportation provided to a person in one direction between two points for a specific purpose.

**operating revenue** - For Section 5311 and 5311(f), 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.

**program of projects** – A list of projects to be funded in a grant application submitted to the Federal Transit Administration by the Florida Department of Transportation. The program of projects lists the subrecipients and indicates whether they are private non-profit agencies, public bodies, or private providers of transportation service, designates the areas served (including Congressional Districts), and identifies any tribal entities. The program of projects also identifies intercity and RTAP projects. In addition, the program of projects includes a brief description of the projects, total project cost and the Federal share for each project, and the amount of funds used for program administration from the fifteen percent (15%) allowed. The program of projects shall indicate whether the employees of a subrecipient are represented by a union and if so by which union.

**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.

**recurring applicant** – An applicant for Section 5310, 5311, and/or 5311(f) 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.

**subrecipients** – A state or local governmental authority, a non-profit organization, or operator of public transportation or intercity bus service that receives Federal transit program grant funds indirectly through a recipient.

**transit development plan (TDP)** - A locally adopted document addressing a minimum five-year time frame, prepared by/for the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. The TDP must be consistent with the applicable approved local government comprehensive plan. It must include an assessment of the need for transit service in the local area; identify the local transit policies, existing services, and proposed service improvements; capital and operating costs of the services; existing and proposed sources of funding, and a staged implementation plan. A TDP must be 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 three year implementation plan, with annual updates developed by CTC's and planning agencies containing the provisions of service delivery in the coordinated transportation system. The plan must be reviewed and recommended by the TD Local Coordinating Board.

**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**

### **5311(f) OPERATING & CAPITAL Revised on 5 September 2014**

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