

2014

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 Non-Urbanized Area Formula 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.

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. Intercity bus service eligible for Section 5311(f) Grants must have the capacity for transporting baggage carried by passengers and make meaningful connections with scheduled intercity bus service to more distant points. 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 nonurbanized 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 nonurbanized 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 Non-Urbanized Areas and the larger regional or national system of intercity bus service;
2. support services to meet the intercity travel needs of residents in Non-Urbanized 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 Non-Urbanized 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 Non-Urbanized 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 Non-Urbanized Area intercity bus service;
4. The project will improve Non-Urbanized 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 Non-Urbanized 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 Non-Urbanized 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 Non-Urbanized 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.

Audit requirements. Recipients of Section 5311(f) Operating or Capital Assistance funds via a Joint Participation

Agreement (JPA) (see “Grant Award Process” below) who receive \$500,000 or more in funds in a single year from all Federal sources, must comply with the Single Audit Act as described in OMB circular A-133. Recipients of Section 5311(f)-funded vehicles/equipment via FDOT’s contractor (See “Grant Award Process”) need not comply with the Single Audit Act in regard to the value of the vehicles/equipment. All approved applicants for Section 5311(f) Awards who receive less than \$500,000 in funds from Federal sources and/or Section 5311(f)-funded vehicles/equipment through FDOT’s contractor, must sign the Certification of Exemption from the Single Audit Act. Exhibit E-1 is provided in the Exhibits section of this manual for that purpose.

FTA, the Department, or the Department’s authorized contractor have the authority to conduct audits for the purpose of verifying compliance with the requirements of a Section 5311(f) Award.

Certifications and assurances. Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form covered by Exhibits F, G, H, and I of this manual, as appropriate. Compliance items in Exhibit F apply to all applicants and 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 G applies to applicants for Capital Assistance to purchase non-accessible vehicles. Exhibit H applies to applicants for Capital Assistance for facilities or other buildings. Exhibit I applies to all applicants and assures compliance with Section 5333(b) of the Federal Transit Act. Applicants for Section 5311(f) Capital Assistance must also sign a certification and assurance to FDOT, as provided in Exhibit J 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.

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

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.

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-1: Fact Sheet.
- _____ Exhibit E: Single Audit Act, and a copy of the latest completed audit, if applicable.
- _____ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable.
- _____ Exhibit F: Federal Certifications and Assurances.
- _____ Exhibit I: FTA Section 5333(b) Assurance.

Date Application submitted to Local Clearinghouse Agency _____.

Additional documents required from New Applicants:

- _____ Exhibit A – Current System Description.
- _____ Exhibit B – Proposed Project Description.

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 B-1 and B-2 (Operating and Administrative Expense & Revenues; Grant Request)
- ___ 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-1: Fact Sheet
- ___ Exhibit B: Proposed Project Description
- ___ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)
- ___ Exhibit E: Single Audit Act, and a copy of the latest audit, if applicable
- ___ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable
- ___ Exhibit F: Federal Certifications and Assurances
- ___ Exhibit G: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- ___ Exhibit H: Applicant Certification and Assurance to FDOT
- ___ Exhibit I: FTA Section 5333(b) Assurance
- ___ Exhibit J: Protection of the Environment (if grant is for facilities)

Date application was submitted to Local Clearinghouse: _____

Additional documents required from New Applicants:

- ___ Exhibit A: Current System Description

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-1: Fact Sheet
- ___ Exhibit B: Proposed Project Description
- ___ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)
- ___ Exhibit E: Single Audit Act, and a copy of the latest audit, if applicable
- ___ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable
- ___ Exhibit F: Federal Certifications and Assurances
- ___ Exhibit G: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- ___ Exhibit H: Applicant Certification and Assurance to FDOT
- ___ Exhibit I: FTA Section 5333(b) Assurance
- ___ Exhibit J: Protection of the Environment (if grant is for facilities)

Date application was submitted to Local Clearinghouse: _____

Additional documents required from New Applicants:

- ___ Exhibit A: Current System Description.

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PART A

APPLIES TO ALL APPLICATIONS

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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, and for the local clearinghouse submission. The standard form is located on the next page of this manual. It can also be found on the Internet at http://www.dot.state.fl.us/transit/Pages/Form_424.pdf. This form must be used for **ALL** applications.

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

The code assigned to the Section 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: “Non-Urbanized Area Formula Program.”

Executive Order 12372 requires a review of all Federal grants to ensure compliance with the local and state planning process. Therefore, prior to submission of an application to the FDOT District Office, copies of the application must be submitted to the appropriate **Local Clearinghouse/Regional Planning Council** (see Appendix). The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review.

Approval letters from the local clearinghouse must be submitted to the District Office before a Section 5311(f) Grant award can be made.

NOTE: Applicants for Section 5311(f) Assistance should send their applications to the LOCAL CLEARINGHOUSE/Regional Planning Council.

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: Standard Form 424 should cover both the Operating Assistance and Capital Assistance being applied for by the subrecipient.

Form 424

Item :	Entry:	Item :	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

1. TYPE OF SUBMISSION:			
Application – <i>place an x in the box</i> <input type="checkbox"/> construction <input type="checkbox"/> non-construction		Pre-application – <i>place an x in the box</i> <input type="checkbox"/> construction <input type="checkbox"/> non-construction	
2. DATE SUBMITTED		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
		Department:	
Organizational DUNS:		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix: First Name:	
City:		Middle Name:	
County:		Last Name:	
State:	Zip Code	Suffix:	
Country:		Email:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) □□-□□□□□□□□		Phone Number (give area code)	
		Fax Number (give area code)	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) □□-□□□□		9. NAME OF FEDERAL AGENCY:	
TITLE (Name of Program):			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date:	Ending Date:	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$		a. Yes. <input type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372. <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
b. Applicant	\$		
c. State	\$		
d. Local	\$		
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$		
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes. If "Yes" attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix:	First Name:	Middle Name:	
Last Name:			Suffix:
b. Title:			c. Telephone Number (give area code)
d. Signature of Authorized Representative:			e. Date Signed:

PART B

APPLIES TO OPERATING ASSISTANCE

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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 2011/2012 should be used if Section 5311(f) Assistance is requested by the applicant for use in FY 2011/2012.

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 Non-Urbanized 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), 5316, 5317 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 _____ to _____

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)	_____
TOTAL	\$ _____ (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 _____ to _____

OPERATING REVENUES CATEGORY	REVENUE USED AS MATCH
Passenger Fares (401)	
Special Transit Fares (402)	
Freight Tariffs (404)	
Auxiliary Transportation Revenues (406)	
Non-transportation Revenues (407)	
Total Operating Revenue	\$
OTHER REVENUE CATEGORY	
Taxes Levied directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants and Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
Total of Other Revenue	\$
GRAND TOTAL ALL REVENUE	\$ (e)

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

PART C

APPLIES TO CAPITAL ASSISTANCE

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• Form C-1 – Operating and Administrative Expenses	25
• Form C-2 Operating and Administrative Revenues	25
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• Form C-3 Vehicle and Equipment Inventory form	27
Capital Request Information	26
• Form C-4 Capital Request form	28

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 2014/2015 should be used if Section 5311(f) Assistance is requested by the Agency for use in FY 2014/2015.

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 _____ to _____

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$
Fringe and Benefits (502)	
Services (503)	
Materials and Supplies (504)	
Vehicle Maintenance (504.01)	
Utilities (505)	
Insurance (506)	
Licenses and Taxes (507)	
Purchased Transit Service (508)	
Miscellaneous (509)	
Leases and Rentals (512)	
Depreciation (513)	
TOTAL EXPENSE	\$

FORM C-2
OPERATING and ADMINISTRATIVE REVENUES 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)	
TOTAL OPERATING REVENUE	\$
OTHER REVENUE SOURCES	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	\$
GRAND TOTAL ALL REVENUE	\$

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

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.

The applicant should not complete the “GMIS Code” on the form but should provide enough information about the desired vehicle(s)/equipment to enable FDOT to complete the Code in accordance with FTA requirements.

NOTE: In the case of vehicles, applicants should be sure to indicate whether the new vehicle is to replace (R) an older vehicle or expand (E) the fleet by buying a new vehicle. The length of the vehicle, the number of passenger seats & wheelchair positions, lift or ramp, and the type of fuel is also important because this affects the cost. 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

GMS Code (This column for FDOT use ONLY)	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
11. . .				
11. . .				
11. . .				
11. . .				
11. . .				
Sub-total				\$

EQUIPMENT REQUEST (c)

11. . .				
11. . .				
11. . .				
11. . .				
Sub-total				\$

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' 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	(*)	(*)	(*)	30
A -1 – Fact Sheet	X	X	X	31
B – Proposed Project Description	(*)	X (*)	X (*)	32
C – Public Hearing		X (**)	X (**)	33
D – N/A	N/A	N/A	N/A	33
E & E-1 Single Audit Act & Certification	X	X	X	34
F – Federal Certifications and Assurances	X	X	X	36
G – Certification of Equivalent Service		X	X	37
H – Applicant Certification and Assurance to FDOT		X	X	38
I – FTA Section 5333(b) Assurance	X	X	X	39
J – Protection of the Environment		X (***)	X (***)	40

(*) New and Recurring Applicants

(**) 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**

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

- Estimates are acceptable.

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, 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

This Exhibit is not applicable to the Section 5311(f) Program.

APPLIES TO ALL APPLICANTS

EXHIBIT E

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

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

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

- a. A copy of the applicant's most recent audit report must be submitted to the FDOT District Office with the application if this was not done previously. The report should be marked "Exhibit E."
- b. If the most recent audit report was previously sent to the District Office, the date submitted should be shown in "Exhibit E" in the application.
- c. Applicants that received a Section 5311/5311(f) award in the last fiscal year should include a copy of the pages from the annual audit that indicates the auditor specifically tested for Section 5311/5311(f) requirements and certifies compliance.

NOTE: For purposes of the Section 5311/5311(f) Program, this requirement applies ONLY to recipients of Section 5311/5311(f) funds received via a Joint Participation Agreement with FDOT. Recipients of Section 5311/5311(f)-funded vehicles/equipment through FDOT's contractor need not comply in regard to the value of vehicles/equipment. (See "Grant Award Process" elsewhere in this manual.)

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

Exhibit E, Attachment 1

Certification of Exemption from Single Audit Act

IT IS HEREBY CERTIFIED THAT the applicant:

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

(Typed name and title of authorized individual)

(Signature of authorized individual)

(Date)

APPLIES TO ALL APPLICANTS

EXHIBIT F

Federal Certifications and Assurances

The **last** page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the Internet at http://www.fta.dot.gov/funding/grants_financing_93.html (then, follow instructions on where to proceed.) If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

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)
- Drug Free Workplace Certification (http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html#BM31)
- Intergovernmental Review Assurance
- Federal Transit Administration Master Agreement (<http://www.fta.dot.gov/documents/17-Master.pdf>)
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

A. Applicants for Federal Assistance may signify compliance with the above certifications and assurances by placing an "X" at the top of Appendix A next to the statement that reads: "The Applicant agrees to comply with applicable requirements of Categories 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) Non-Urbanized Area Formula Program is provided in the annual Federal Register Notice.

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE FOR NON-ACCESSIBLE VEHICLES

EXHIBIT G

CERTIFICATION FOR AGENCIES REQUESTING NON-ACCESSIBLE VEHICLES

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

CERTIFICATION OF EQUIVALENT SERVICE

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

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

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 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_____.

(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.

APPLIES TO ALL APPLICANTS

EXHIBIT I

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 _____

(Name and Title of Authorized Representative)

(Signature of Authorized Representative)

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

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

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

**APPLIES TO APPLICANTS FOR
CAPITAL ASSISTANCE TO PURCHASE VEHICLES/EQUIPMENT**

EXHIBIT J

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(f) dated _____ :

- 1) It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2) It shall comply with Section 341.051 Florida Statutes and Chapter 14-73 Florida Administrative Code.
- 3) It has the fiscal and managerial capability and legal authority to file the application.
- 4) Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 5) It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 6) It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 7) It will return project vehicles/equipment to the Department if, for any reason, they are no longer needed or used for the purpose intended.
- 8) It recognizes the Department's authority to remove vehicles/equipment from its premises, at no cost to the Department, if the Department determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 9) It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of the Department.
- 10) It will notify the Department within 24 hours of any accident or casualty involving project vehicles/equipment, and submit related reports as required by the Department.
- 11) It will submit an annual financial audit report to the Department, if required by the Department.

Date: _____

(Signature of authorized representative)

(Typed Name and Title of authorized representative)

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:

COMMUTER VAN 9-PASSENGER CENTER AISLE VEHICLES

Ford E-250 138" W/B 9,000# Chassis

The commuter vans intended use is as a pool vehicle for commuters or a special purpose vehicle for public transit systems and/or other governmental agencies. No mobility lift or ramp available. Optional stretcher securement system with limited passenger seating, is available. Pricing does not reflect all options available with this contract.

GVWR	Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
9,000#	2 - 9	\$33,900-\$38,000	Stretcher Option	TRIPS-09-CV-GM - Ford	Order Packet

VPG 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 - 12	TRIPS-12-SNV-CBS	Order Packet

MINIVANS – PENDING CONCLUSION OF RFP PROCESS

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
Pending	Pending	Pending	2	Pending	Pending

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 and floor plans.

Transit Plus	First Class Coach Sales	Getaway Bus	Rivers Bus	Atlantic Bus Sales
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 (Formally Type D)

Chevrolet 3500 Chassis 12,300# GVWR
Chevrolet 4500 14,200# GVWR
International 25,500# GVWR

Small low floor chassis transit vehicle with wheel chair ramp, produced by two different manufacturers and dealers.

() - Indicates number of seats without wheel chairs.

GVWR/Length	Seating Capacity	Price	Wheelchair Positions	Contract #	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 – 7 years and/or 250,000 miles:

MEDIUM DUTY

Medium duty Champion CTS 31' and 34' high level floor rear engine city-type coach for light duty fixed route service and offered by Transit Plus, Inc. Pricing does not reflect all options available.

() – Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
26,500#/31'	0 – 18 (27)	\$173,000 - \$181,000	0 - 7	TRIPS-09-MD-TP	Order Packet
31,000#/34'	0 - 28 (33)	\$180,100 - \$188,000	0 - 9		

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

MEDIUM DUTY

Medium duty chassis built on by Eldorado through Florida Transportation Systems dealer. The E-Z Rider 31' low floor rear engine city-type coach designed for moderate duty fixed route service. Pricing does not reflect all options available.

() – Indicates number of seats without wheel chair positions.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
34,000#/31'	0 - 28 (39)	\$280,100 - \$290,000	0 - 9	TRIPS-09-MD-FTS	Order Packet

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 I)

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.)

Local Clearinghouses / Regional Planning Councils (RPC)

CLEARINGHOUSE/RPC	COUNTIES COVERED
West Florida RPC 4081-A East Olive Road Pensacola, FL 32514 850-332-7976 800-226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton Washington Contact: Ms. Terry Joseph Email: terry.joseph@wfrpc.org
Apalachee RPC 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 850-488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Contact: Mr. Keith McCarron Email: keith.mccarron@thearpc.com
North Central Florida RPC 2009 N.W. 67 Place Gainesville, FL 32653-1603 352-955-2200 ext 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor, Union Contact: Mr. Marlie Sanderson Email: msanderson@ncfrpc.org
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216 904-279-0880 ext 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, Saint Johns Contact: Mr. Eric Anderson Email: eanderspm@nefrpc.org
Withlacoochee RPC 1241 S.W. 10th St Ocala, FL 32674-2788 352-732-1315 ext 228	Citrus, Hernando, Levy, Marion, Sumter Contact: Mr. Michael Arnold Email: marnold@wrpc.cc
East Central Florida RPC 309 Cranes Roost Boulevard Suite 2000 Altamonte Springs, FL 32701 407-262-7772	Brevard, Lake, Orange, Osceola, Seminole, Volusia Contact: Mr. Hugh W. Harling, Jr. Email: hharling@ecfrpc.org
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830 863-534-7130 ext 103	DeSoto, Hardee, Highlands, Okeechobee, Polk Contact: Ms. Marcia Staszko Email: mstaszko@cfrpc.org
Tampa Bay RPC 4000 Gateway Center Boulevard Suite 100 Pinellas Park, FL 33782-6141 727-570-5151 ext 29 727-550-5118 fax	Hillsborough, Manatee, Pasco, Pinellas Contact: John Meyer Email: johnm@tbrpc.org

Local Clearinghouses / Regional Planning Councils (continued)

CLEARINGHOUSE/RPC	COUNTIES COVERED
Southwest Florida RPC 1926 Victoria Avenue Fort Myers, FL 33901 239-338-2550 ext 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota Contact: Ms. Nicole Gwinnett Email: ngwinnett@swfrpc.org
Treasure Coast RPC 421 Southwest Camden Avenue Stuart, Florida 34994 772-221-4060	Indian River, Martin, Palm Beach, Saint Lucie Contact: Ms. Stephanie Heidt Email: sheidt@tcrpc.org
South Florida RPC 3440 Hollywood Blvd. Ste 140 Hollywood, FL 33021 954-985-4416	Broward, Miami-Dade, Monroe Contact: Ms. Kathe Lerch Email: klerch@sfrpc.com

FDOT District Office Contacts

District	Contacts	Address
1	<p><i>Manager:</i> Terry Beacham (863) 519-2388</p> <p><i>Transit Unit</i> <i>Contact:</i> Jan Parham (863) 519-2390</p>	<p>P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249</p>
<i>Counties Covered:</i> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota		
2	<p><i>Manager:</i> Doreen Joyner-Howard (904) 360-5650</p> <p><i>Transit Unit</i> <i>Contact:</i> Janell Damato</p>	<p>2250 Irene Street_MS 2813 Jacksonville, FL 32202</p> <p>(904) 360-5687</p>
<i>Counties Covered:</i> Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St Johns, Suwannee, Taylor, Union		
3	<p><i>Manager:</i> Mike Lewis (850) 330-1545</p> <p><i>Transit Unit</i> <i>Contact:</i> Kathy Rudd</p> <p>Vanessa Strickland Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Okaloosa, Wakulla</p>	<p>P. O. Box 607 Chipley, FL 32428-9990</p> <p>(850) 330-1549</p> <p>Bay, Escambia, Gulf, Holmes, Jackson, Santa Rosa, Walton, Washington (850) 330-1534</p>
<i>Counties Covered:</i> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington		
4	<p><i>Manager:</i> Nancy Ziegler (954) 777-4492</p> <p><i>Transit Unit</i> <i>Contact:</i> Larry Merritt</p>	<p>3400 W. Commercial Blvd. Ft. Lauderdale, FL 33309</p> <p>(954) 777-4683</p>
<i>Counties Covered:</i> Broward, Indian River, Martin, St Lucie, Palm Beach		

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 5310, 5311, and 5311(f) Programs are: Transportation Equity Act for the 21st Century (TEA-21); 49 U.S.C. Sections 5310 and 5311; FTA Circular 9070.1F (for Section 5310) and Circular 9040.1F (for Section 5311 and 5311(f); Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5310 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5310_Circular.pdf. The Section 5311 FTA Circular can be found at 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 nonurbanized 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.

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

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.

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.

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.

nonprofit organization – A corporation or association determined by the U. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated within Florida which is certified as not for profit by the Secretary of State.

Non-Urbanized Area – The area outside of an urbanized area. An urbanized area is defined as “a core area and the surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the United States Census Bureau or extended by State and local officials.” For the purpose of Section 5311 the urbanized area map as approved by the Metropolitan Planning Organization, Florida Department of Transportation and the Federal Highway Administration, available from the District Planning Sections, shall be used to determine eligible service areas.

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.

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.

unrestricted Federal funds – funds received by Section 5311 and/or 5311(f) applicants pursuant to service agreements with state or local social service agencies or private social service organizations, and used to match Section 5311 and/or 5311(f) funds, even though the original source of such funds may have been another Federal program.

urbanized area - A core area and the surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the Census Bureau.

End of Manual

5311(f) OPERATING & CAPITAL Revised on 7 September 2011

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