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49 U.S.C. SECTION 5310

FORMULA GRANTS FOR THE ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

CFDA 20.513

INSTRUCTION MANUAL FOR OPERATING & CAPITAL ASSISTANCE APPLICATIONS

FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSIT OFFICE

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1. INTRODUCTION

This instruction manual pertains to applications for Federal assistance under 49 U.S.C. 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, as administered by the Florida Department of Transportation (FDOT). It contains program information and instructions.

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

2. GENERAL PROGRAM INFORMATION

2.1. PROGRAM ADMINISTRATION

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

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

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

Large Urbanized Areas, Small Urbanized Areas, and Rural Areas

- Large urbanized areas are those with populations of 200,000 or more,
- small urbanized areas are those with populations between 50,000 and 199,999, and
- rural areas are those with populations below 50,000.

2.2. ELIGIBILITY CRITERIA

Eligibility Criteria are the minimum legal eligibility requirements for the Section 5310 Program. Applications must be for eligible services, eligible service areas, eligible recipients, eligible expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including, but not limited to, coordination of transit services, civil rights preservation, vehicle maintenance requirements, compliance with safety and drug free workplace regulations, competitive procurement of goods and services purchased with grant funds, the Americans with Disabilities Act (ADA), and references to the [Federal Transit Administration's \(FTA\) Master Agreement](#).

2.3. ELIGIBLE RECIPIENTS

For the Section 5310 Program, funds may be awarded to any of the following service type providers:

- States or localities (Political subdivisions of the State of Florida) that provide transit service,
- Public agency Community Transportation Coordinators (CTCs),
- Private non-profit CTCs,
- Private non-profit organizations providing transportation to seniors and/or persons with disabilities under a coordination agreement with the appropriate CTC(s).
 - When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, and then subcontract with the CTC for provision of service. Recipients must be either a CTC or an agency providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and in force at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and in force every year until the vehicle(s) reaches its useful life requirement.
- Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients.
 - “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.
- Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible subrecipient such as a local government or nonprofit organization.

2.4. LEGAL AUTHORITY AND FISCAL & MANAGERIAL CAPABILITY

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

2.5. ELIGIBLE EXPENSES

Section 5310 funds may be used for capital and/or operating expense of transit services to seniors and/or individuals with disabilities.

Eligible expenses are limited to:

- buses, vans or other vehicles (including sedans and station wagons);
- radios and communications equipment;
- wheelchair lifts and restraints;

- stretcher vehicles (excluding the cost of the stretcher seating and associated equipment);
- vehicle rehabilitation, and/or overhaul;
- data processing hardware/software, other durable goods such as spare vehicle components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing;
- vehicle inspection and vehicle preventative maintenance;
 - Applicants applying for preventative maintenance costs must have a District-approved Preventative Maintenance (PM) plan and a cost allocation plan if maintenance activities are performed in-house.
- passenger facilities expenditures related to Section 5310-funded vehicles;
- support facilities expenditures and equipment for Section 5310-funded vehicles;
- operating costs associated with provision of transit services, costs associated with transit services that exceed the requirements of the Americans with Disabilities Act of 1990; and
- projects that improve access to fixed route service and decrease individuals with disabilities reliance on complementary paratransit, and provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.
- The Federal share of eligible 5310 capital expenses may not exceed eighty percent (80%).

2.6. INELIGIBLE EXPENSES

Ineligible expenses include:

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

FDOT district offices have the discretion to include additional ineligible expenses in a Notice of Grant Award (NOGA) or a Joint Participation Agreement (JPA).

2.7. APPLICATION DEADLINES

Application deadlines vary from District to District, but usually fall between December and February each year. Your local District Office will notify applicants of their annual application deadline. FDOT District Offices evaluate grant applications within their respective Districts and, thereafter, submit proposed Programs of Projects (POPs) to the FDOT Central Office by March of each year. The Central Office compiles POPs from the Districts and submits a statewide grant application for Federal funds to the FTA by April 1 of each year. FDOT anticipates FTA’s approval of the statewide grant application (including

district POP's) no earlier than July 1.

The appropriation for State funds to match Federal funds is approved by the State Legislature for implementation on July 1 of each year. Once Federal and State funds are available, Districts may make grant awards (see the "Grant Award Process" section 4, page 9). At least 55% of the available funding statewide will be awarded to capital projects. The Department reserves the right to increase that percentage up to 100% of project selections as capital, as deemed best suited to meet the mobility needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient or inappropriate.

3. SECTION 5310 COMPLIANCE REQUIREMENTS

Section 5310 **awarded agencies** must follow and/or comply with the following Section 5310 requirements:

- **IRS Section 501(c)(3):** Proof of non-profit status (if a private-non-profit agency). [Information](#)
- **Copy of Certification of Incorporation:** (if a private-non-profit agency). [Information](#)
- **CTC current Agreement/Contract:** Agencies must provide FDOT with a copy of their most current/existing contract that is consistent with intended service area and/or service areas stipulated in the Section 5310 application filed with FDOT (unless the recipient is a local government providing fixed route/fixed schedule service).
- **Section 5310 Award/Cash Match:** Agencies are required to provide a 10% cash match for Section 5310 capital awards and 50% for operating awards at the time of application (funding for local match cannot be borrowed or procured from any other agency/source on a payment plan).
- **Section 5310 Procurement Policy:** Agencies must develop and follow proper procurement policies (see Section 3.1, Procurement).
- **DBE (Disadvantaged Business Enterprise):** Agencies must follow proper quarterly reporting requirements.
- **FDOT Site Reviews:** Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle registration, liability insurance, and any other Section 5310 deemed inspection requirements.
- **Capital Equipment Inventory:** Agencies must maintain a current inventory of all capital and equipment awards for FDOT review.
- **Capital/Equipment Maintenance Costs:** All agencies are responsible for any and all incurred capital/equipment maintenance associated costs.
- **Preventative Maintenance Plan:** All agencies will include, at a minimum, procedure/s for maintaining vehicles, facilities and any/all ADA accessibility features (*template can be found in the Template section of the [State Management Plan](#)*).
- **Vehicle Useful Life Guidelines:** All agencies must conduct regular preventive maintenance and vehicle maintenance with the intent to reach "Useful Life" vehicle standards (A, B, and C maintenance is performed per the PM Schedule) (see *What's on The Market*, Appendix).
- **Record Keeping Standards:** Agencies must keep records and repair history of each Section 5310 funded vehicle.

- **Transportation Operating Procedure (TOP) & Driver Safety/Training Policy (FOR 5310 ONLY AGENCIES):** Agencies (only receiving 5310 funds) must have a written Transportation Operating Procedure (TOP). The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency must have an approved TOP in order to receive funding. The agency’s TOP will be subjected to FDOT triennial review every 3 years (*template can be found in the Template section of the [State Management Plan](#)*).
- **Title VI Program:** Agencies must have an FDOT approved Title VI Program in place to receive Section 5310 funds (upon request FDOT will provide Title VI Program assistance).
- **E-Verify Standards:** Agencies must use the state of Florida E-Verify site to verify the employment eligibility of all new employees hired: [E-Verify Site](#)
- **ADA Compliance Policies:** Agencies must have written policies regarding any of the following (but not limited to): use of service animals, use of accessibility features, lift deployment at any designated stop, service to persons using respirators or portable oxygen, adequate time for vehicle boarding and disembarking, different methods of delivering public information/communications (*contact district office for guidance or see FDOT [State Management Plan](#)*).
- **Drug and Alcohol Policies:** Agencies must have written drug and alcohol policies in place and must follow all related drug and alcohol FTA standards and guidelines (*contact district office for guidance or see FDOT [State Management Plan](#)*).
- **Standard Lobbying Certification:** Agencies must provide FDOT with a signed certification form (Exhibit J “Standard Lobbying Certification”).
- **Program Performance Measures:** Agencies receiving Section 5310 funds must collect quantitative and qualitative data as part of the annual report submitted to the FDOT District office (see Section 3.12, Program Performance Measures).
- **OMB Circular A-133 Audit Requirement:** Agencies may be subject to audit requirements established by the circular’s requirements, for fiscal years beginning before December 26, 2014, and 2 CFR Part 200, Subpart F – Audit Requirements, thereafter.
- **Facility and Equipment Maintenance Plan:** Agencies receiving Section 5310 funds must submit a comprehensive maintenance plan that will include, at a minimum, procedures for maintaining vehicles, facilities, and ADA accessibility features. Agencies receiving Section 5310 funds for a facility refurbishment or construction are required to have a facility maintenance plan (*contact district office for guidance or see FDOT [State Management Plan](#)*).

3.1. PROCUREMENT

Applicants must have a procurement policy that outlines the procurement process when using Federal, state and local funds. The guidebook, [Procurement Guidance for Transit Agencies](#), should be referenced in the procurement policy and utilized when entering into third-party procurements/contracts that utilize Federal funds.

3.2. 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 at 49 CFR Parts 27, 37, 38 and

39; and FTA regulations at 49 CFR Part 609.

3.3. CIVIL RIGHTS SUBMISSIONS

Civil rights submissions that are required include, a Title VI Program, Disadvantaged Business Enterprise (DBE) Program and annual goals, and an ADA Transition Plan. **All applicants must submit a copy of their Title VI Program Plan with the grant application, unless the agency's current Title VI plan is already on file with FDOT.** At the applicant's request, the FDOT District Office will provide technical assistance to the applicant in the development of their Title VI Program.

3.4. DAVIS-BACON ACT

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

3.5. ENVIRONMENTAL DETERMINATION

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

3.6. ADMINISTRATIVE REQUIREMENTS (ONLY IF THE GRANT IS FOR FACILITIES)

Applicants shall supply the appropriate Regional Planning Council (RPC)/local clearinghouse agency a copy of its application for Federal Assistance. Each applicant shall request the RPC/Clearinghouse provide an approval letter for the application to the appropriate FDOT District Office. **A copy of the cover letter sent to the Local Clearinghouse/Regional Planning Council must be submitted with this application as an attachment.** Applicants should send their applications to the **LOCAL** Clearinghouse/Regional Planning Council; **NOT TO THE STATE CLEARINGHOUSE.**

3.7. PRIVATE-NON-PROFIT APPLICANTS

All private-non-profit applicants must submit proof of non-profit status as part of this application. Proof of non-profit status can be obtained from: [Sunbiz](#)

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

3.8. URBANIZED AREA PROJECT REQUIREMENTS

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

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

3.9. PLANNING REQUIREMENTS

To remain eligible for Section 5310 awards, recurring applicants must submit the Transit Development Services Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application, only date of adoption and page numbers are needed. Applicants must also complete the form EXHIBIT I: Coordinated Public Transit-Human Services Transportation Plan and include it with this application.

3.10. AUDIT REQUIREMENTS

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

3.11. CERTIFICATIONS AND ASSURANCES

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

3.12. PROGRAM PERFORMANCE MEASURES

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

Traditional Section 5310 Projects

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

Other Section 5310 Projects

- (1) Service Improvements: related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

(2) Physical Improvements: Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other section 5310 projects implemented in the current reporting year.

(3) Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services as a result of other Section 5310 projects implemented in the current reporting year.

3.13. USE OF SECTION 5310-FUNDED VEHICLES OR EQUIPMENT

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

The Department shall be named as the only lien holder for all vehicles acquired for the project. Should these vehicles no longer be required for the project, the Department's share of the acquisition shall be returned to the Department as described in the [Transit Vehicle Inventory Management Procedure, Topic No. 725-030-025](#).

3.14. LEASE OF VEHICLES

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

3.15. GRANT APPLICATION EVALUATION CRITERIA

Applications shall be evaluated and ranked on the basis of merit and need. Unless there is sufficient funding in a District to cover all eligible requests, District Offices will use the following criteria to evaluate applications.

Each District has the discretion to alter the grading scale respective to their District by assigning higher point values to criteria meeting the specific priority needs in the respective District.

- A. **Service efficiency and effectiveness:** This is demonstrated by the usual daily hours of eligible service and vehicle occupancy. The emphasis is on the normal hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with vehicles with higher passengers per hour will be ranked higher. The applicant's use of current vehicles (including mileage and maintenance practices) will be considered in the review and ranking.

- B. **Extent to which the community at large is served by the applicant:** Applicants serving the highest community need through social service agencies and providing the most trips to seniors and individuals with disabilities will be ranked higher.
- C. **Extent to which seniors and individuals with disabilities are served:** Applicants that maximize transportation benefits to seniors and individuals with disabilities in their community will be evaluated on the percentage of total riders/passengers served that are seniors and/or individuals with disabilities. Those serving the highest percentage will be ranked higher.
- D. **Need:** Applicants that can demonstrate they serve, or propose to serve, the largest number of eligible passengers, and have the most urgent financial needs will be ranked higher. FDOT has a goal to preserve transportation infrastructure; therefore, maintaining current levels of service may be deemed a higher priority/need than expanding into new services or expanding service area coverage. A detailed explanation of the need and evidence of the need are required.
- E. **Fiscal and managerial capability:** Applicants with well-documented budgets and good fiscal capability demonstrated by the correctness and completeness of their application, by prior audits, proper maintenance of vehicles as demonstrated by miles at replacement, and previous timeliness and accuracy of required reports, will be ranked higher. These measures will be evaluated for each applicant using the “Recipient Risk Assessment Tool” (see Appendix). *All applicant agencies must register on SAM.gov for the Recipient Risk Assessment review.*
- F. **Prior Performance:** Applicants who have a history of meeting contractual obligations and maintenance requirements for Section 5310 vehicles will be ranked higher. Compliance with non-Section 5310 contractual obligations and maintenance requirements will be considered. Compliance with the Annual Operating Report (AOR) to area CTCs may also be considered. New applicants will not be penalized for having little or no history with FDOT, but previous applicants will be penalized for poor past performance. These measures will be evaluated for each applicant using the “Recipient Risk Assessment Tool” (see Appendix). *All applicant agencies must register on SAM.gov for the Recipient Risk Assessment review.*

4. GRANT AWARD PROCESS

Awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, either by 1) issuing a Joint Participation Agreement (JPA) to the recipient; or 2) issuing a Notice of Grant Award, or 3) arranging for vehicle/equipment purchases through a contractor.

4.1. GRANT AWARD PROCESS FOR SECTION 5310 CAPITAL ASSISTANCE

Vehicles/Equipment: To notify an applicant (subrecipient) approved by FDOT for an award, FDOT will send a “Notice of Grant Award” to the subrecipient with instructions to sign and return it to FDOT (see sample notice in the Appendix). Thereafter, the agency will contact the FDOT Contractor to arrange for purchase of vehicles/equipment. A signed Notice of Grant Award is a legally binding agreement. By signing a Notice of Grant Award, grant subrecipients agree to comply with all applicable requirements as contained in U.S.C. 49 5310 of the Federal Transit Act of 1991, as amended. This is accomplished by ensuring adherence with all Federally-required certifications and assurances made in **Exhibit E:** Federal Certifications and Assurances, **Exhibit F:** Certification for Agencies Requesting Non-Accessible Vehicles, **Exhibit G:** Certifications and Assurances to FDOT, **Exhibit H:** Protection of the Environment,

and **Exhibit I:** Coordinated Public Transit-Human Services Transportation Plan. Additionally, grant subrecipients will be required to report to FDOT and FTA certain performance measures as determined by FTA.

Mobility Management: Grant awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, by entering into a Joint Participation Agreement (JPA) with the agency (grant recipient).

4.2. GRANT AWARD PROCESS FOR SECTION 5310 OPERATING ASSISTANCE

Grant awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, by entering into a Joint Participation Agreement (JPA) with the agency (grant recipient).

5. GENERAL INSTRUCTIONS ON FORMS, CERTIFICATIONS, AND EXHIBITS

Each form, exhibit, and certification provides FDOT with information it must have to make required assurances to the Federal government or to make decisions on project selection.

It is important that each required form, exhibit, and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain Federal grants (18 U.S.C. 1001).

The **original** application for Operating Assistance or Capital Assistance should be prepared on white, 8.5 X 11” paper, **one-sided** and securely clipped (no staples, binders, or dividers, please) and submitted to the appropriate FDOT District Office. Each District Office requires at a **minimum one (1) original** and additional copies, as determined by the District, to be submitted. **Application forms, resolutions, exhibits, and certifications must be arranged in the order listed in the “Application Checklist” to ensure that the application is complete. All application responses and attachments must be incorporated into a single Grant Application document. Responses can be typed directly into the application file provided.** Incomplete, illegible, or unsigned applications may be rejected.

The **original** application must be accompanied by the required **cover letter** and a **fully-executed Resolution** form (see Application for sample), which includes minimum required language from the applicant’s governing board. Resolutions should authorize 1) submission of the application; 2) signing of the application and certifications/assurances by a designated individual as authorized by board resolution; 3) acceptance of the grant award by the designated individual; and **4) be printed on organization/agency letterhead.**

All signatures should be in [blue ink](#) by the individual designated by the governing board of the applicant agency. Only original signature resolutions, applications, and acceptance of grant awards are acceptable. The additional copies of the original application may be photocopies, but should not be color copies. Agencies submitting an application via TransCIP should print and sign the documents and upload a scanned color copy into TransCIP.

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

6. GRANT APPLICATION INSTRUCTIONS

6.1. OPERATING ASSISTANCE APPLICATION INSTRUCTIONS

The operating assistance application instructions that follow should be used to guide the applicant through each section of the application. These instructions follow the order of the operating assistance application checklist in the grant application document. All application components must be submitted in this sequence.

6.1.1. OPERATING ASSISTANCE APPLICATION CHECKLIST

The application checklist must be completed prior to submission. If a requirement is not applicable, please indicate with “N/A.”

6.1.2. APPLICANT’S COVER LETTER

A sample cover letter is included in the grant application for completion.

6.1.3. GOVERNING BOARD’S RESOLUTION FORM

A sample resolution form is included in the grant application for completion.

6.1.4. FORM 424: APPLICATION FOR FEDERAL ASSISTANCE

The standard Application for Federal Assistance (OMB Standard Form 424) must be filled out in its entirety for Section 5310 applications. A sample of the standard form is located on the next page of this manual. Applicants that are not using TransCIP to submit their application should print a copy of the completed [424 form](#) and include it with this application. This form must be used for **ALL** applications.

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

The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is **20.513**. This code should be shown in Section 10 of the form followed by the title: “Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.” [Congressional Districts](#) and [DUNS Numbers](#) can be obtained from the respective linked documents.

If applying for operating assistance only, Standard Form 424 should cover only the Operating Assistance.

If applying for both operating and capital assistance, submit separate Standard Form 424 for Operating and Capital. Each Form 424 must stand alone for the type of request as the categories are different and so are the match requirements: i.e. one form should cover Operating Assistance and a separate form should cover Capital Assistance.

Form 424 Instructions

Item:	Entry:
1.	Type of Submission should be “Application”
2.	Type of Application should be “New”
3.	“Not Applicable”
4.	“Not Applicable”
5. a	“Not Applicable”
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This will be assigned after submission of State POP.
6.	State use only (if applicable)
7.	State Application Identifier is “1001”
8.a, b, c, d e, f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization’s DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9.	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be “Federal Transit Administration”
11.	Catalog of Federal Domestic Assistance Number is: 20.513 CFDA Title should be: Enhanced Mobility of Seniors and Individuals with Disabilities
12.	“Not Applicable”
13.	“Not Applicable”
14	List the areas affected by project (cities, counties, States etc.). Can be submitted on a separate piece of paper.
15.	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. This is where the applicant should define if the project is for capital or operating, e.g. capital purchase of vehicle(s) or operating assistance for transit services.
16.	List the applicant’s Congressional District and any District(s) affected by the program or project.
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as

	applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item.
19.	Check the applicable box.
20.	Check the applicable box (If “yes”, provide explanation in attachment).
21.	Must be signed by a governing board representative that was authorized to sign this particular application.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
d. Address:		
* Street1: <input type="text"/>	Street2: <input type="text"/>	
* City: <input type="text"/>	County/Parish: <input type="text"/>	
* State: <input type="text"/>	Province: <input type="text"/>	
* Country: <input type="text"/>	USA: UNITED STATES <input type="text"/>	
* Zip / Postal Code: <input type="text"/>		
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text"/>		
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>	
* Email: <input type="text"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>Type of Applicant 2: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>Type of Applicant 3: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>* Other (specify):</p> <div style="border: 1px solid black; height: 15px; width: 30%;"></div>	
<p>* 10. Name of Federal Agency:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 80%;"></div>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 20%;"></div> <p>CFDA Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 20px; width: 90%;"></div>	
<p>* 12. Funding Opportunity Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 40%;"></div> <p>* Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 40px; width: 95%;"></div>	
<p>13. Competition Identification Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 40%;"></div> <p>Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 40px; width: 95%;"></div>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <div style="border: 1px solid black; height: 15px; width: 30%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid gray; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid gray; padding: 2px 5px;">View Attachment</div> </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 30px; width: 95%;"></div>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Add Attachments</div> <div style="border: 1px solid gray; padding: 2px 5px;">Delete Attachments</div> <div style="border: 1px solid gray; padding: 2px 5px;">View Attachments</div> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

6.1.5. EXHIBIT A: CURRENT SYSTEM DESCRIPTION

Applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what services they provide (**not to exceed two [2] pages with 1” margins**). It is required that all applicants provide the Current System Description in a **question/answer format**. **The operating assistance grant application lists the questions requiring responses.**

If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided. Please do not attach entire documents.

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

GRANT WRITING TIP: Refer to the Evaluation Criteria in Section 3.15 of this manual. An applicant’s narrative should cover the points that will be evaluated.

6.1.6. EXHIBIT A-1: FACT SHEET

A-1 Fact Sheet Instructions

INFORMATION NEEDED	EXPLANATION OF INFORMATION	EXAMPLE VALUES	IF AWARDED (EXAMPLE ESTIMATES)	QUESTIONS TO ASK OF YOUR AGENCY
1. Number of total one-way trips served by the agency PER YEAR (for entire system)	How many one-way trips did you provide (total) in 1 year?	Drive each client to 2 locations every day on a 5 day work week. 400 x 2 x 5 x 52 weeks = 208,000 trips	Drive each client to 2 locations every day on a 5 day work week. 440 x 2 x 5 x 52 = 228,800 trips	How many trips will my agency make versus the passenger count on the vehicles we currently own?
2. Number of one-way trips provided to seniors and persons with disabilities (S&D) PER YEAR	How many one-way trips did you provide to your S&D clients in 1 year?	Drive each client to 2 locations every day on a 5 day work week. 200 x 2 x 5 x 52 weeks = 104,000 trips	Drive each client to 2 locations every day on a 5 day work week. 220 x 2 x 5 x 52 = 114,400 trips	How many trips will my agency make versus the passenger count on the vehicles we currently own?
3. Number of unduplicated S & D individuals served PER YEAR	If each client is counted only once in 1 year, how many S&D clients have you served in 1 year?	200	220	Does this number of clients warrant the purchase of a larger vehicle or should we purchase smaller ones?

4. Total number of vehicles used to provide service to S&D clients ACTUAL	What is the number of vehicles you actually use to provide the current service?	14	16	Can we handle a larger load of people with the vehicles we currently have by simply adding more trips?
5. Number of 5310 vehicles used to provide service to S&D eligible for replacement ACTUAL	How many 5310 vehicles are eligible for replacement?	2	0	Do we need to replace vehicles or expand our fleet?
6. Vehicle miles traveled to provide service to S&D PER YEAR	How many miles per year do all your vehicles travel collectively?	218,400 30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 14 vehicles	249,600 30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 16 vehicles	Do these number of miles traveled allow us to retire a bigger vehicle on FTA's retirement schedule?
7. Number of days that vehicles are in operation to provide service to S&D PER WEEK	Number of days per week that your agency regularly provides service.	5	5	--
8. Normal hours of vehicle operation PER DAY	Number of hours per day your agency provides regular transportation to clients.	4 It takes this agency 4 hours to make two 30 mile trips.	4	--

6.1.7. EXHIBIT B: PROPOSED PROJECT DESCRIPTION

Applicants must submit Exhibit B as part of their application (**not to exceed three [3] pages with 1” margins**). The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing and ranking a grant application. It is required that all applicants provide the Project Description in a **question/answer format**. The project description should not repeat the current system description shown in Exhibit A. **The operating assistance grant application lists the questions requiring responses.**

GRANT WRITING TIP: Refer to the Evaluation Criteria (see page 8) and be sure Exhibit B covers the points that will be evaluated.

6.1.8. FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Information regarding the applicant’s **transit-related** operating and administrative expenses and revenues specific to 5310 funds must be provided with the application for operating assistance. **Forms B-1 and B-2**, as provided in the application, should be used for this purpose.

Applicants should show the transit-related operating and administrative expenses and revenues of their agency for the proposed project as projected for the year the Section 5310 grant award is to be used. For example, the projected expense and revenue budgets for fiscal year 2017/2018 should be used if Section 5310 Assistance is requested by the applicant for use in fiscal year 2017/2018.

Form B-1 provides space for the applicant to:

- show operating and administrative expenses of the service operated/contracted by the applicant.
- provides space to calculate a grant request. However, the grant request cannot be completed until **Form B-2** is completed.

Form B-2 provides space for the applicant to:

- show the sources of revenue proposed to pay for the expenses shown in **Form B-1**.

The budget line items shown on the forms were originally defined in the Transportation Accounting Consortium's Model Uniform Accounting System for Rural and Specialized Transportation Providers (TAC Manual). The account numbers in parentheses are the object code numbers for these line items in the TAC manual and in FTA National Transit Data Reports (NTD). Definitions for expense and revenue line items are included below.

DEFINITIONS:

Source: [National Transit Data Report - NTD](#)

Operating and Administrative Expenses:

- **(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.

Operating and Administrative Revenues:

- **(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.

Instructions for Completing Form B-1

Applicants should complete both the “Total Expense” and “FTA Eligible Expense” columns of **Form B-1**. In completing the form, Community Transportation Coordinators (CTCs) may use expense information from the budget in their most current Transportation Disadvantaged Service Plan (TDSP). The “Total Expense” column should show all operating and administrative expenses associated with the proposed transit service. The definitions for each line item code, as provided in the Appendix of this manual, apply. The “FTA Eligible Expense” column should include only those expenses that are considered eligible expenses as outlined on page 2 of this manual.

After completing the expense columns on **Form B-1**, applicants should next complete **Form B-2**.

To calculate the grant request on **Form B-1**:

- Enter the total (a) from the FTA Eligible Expense column of **Form B-1**.
- Enter the passenger fare revenue (b) from the first row of **Form B-2** (object Code 401- revenue).
- Subtract the passenger fare revenue (b) from the FTA Eligible Expense (a) to determine the operating deficit (c).
- Complete the Section 5310 request (d). Applicants may request no more than 50% of the operating deficit. Total revenues may not exceed total costs. Therefore, it may be necessary to adjust the Section 5310 request to an amount less than 50% of the deficit calculated.

6.1.9. FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Applicants for operating funds need to complete both the “Total Revenue” and “Revenue Used as FTA Match” columns of **Form B-2**.

- In completing **Form B-2**, CTCs may use revenue information from the budget in their most current TDSP.
- The “Total Revenue” column should show all revenues used to pay for the expenses shown in **Form B-1**, as noted previously. The definitions for each line item code that is provided in the Appendix of this manual apply.
- The “Revenue Used as FTA Match” column separates total revenues from revenues accepted by FTA as match. This includes revenues in object codes 410, 411, 412, and 430. It also includes revenues in object code 413 EXCEPT for any FTA or other USDOT funds. In other words, FTA or other USDOT revenues should be deducted from the amount shown in object code 413 in the “Total Revenue” column, and the balance should be shown in the “Revenue Used as FTA Match” column.
- Both columns should be totaled and the total of (b) “Total Rural Passenger Fares” (401) and (e) “Grand Total Revenues” transferred to the grant request section of **Form B-1**.

6.1.10 FORM B-3: PROOF OF LOCAL MATCH

The Section 5310 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

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

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

6.1.11 FORM B-4: BREAKDOWN OF TRANSPORTATION COSTS

If operating funding is being requested the applicant must complete one of the two (2) requested sections within Form B-4. The applicant can elect to complete the form using

1) Hourly Rate or 2) Per Trip Rate (one or the other) calculation. Only one rate calculation (hourly operating rate or per trip rate) section must be provided with the grant application.

If the applicant has an approved rate by the Commission for Transportation Disadvantaged (TD) for reimbursable service to TD clients include this rate with your application.

6.1.12 FORM B-5: CALCULATING SERVICE AREA PERCENTAGES

Use form B-5 **only** if your request is for operating costs in **more than one service area type** (i.e., Urban, Small Urban, and Rural).

6.1.13 EXHIBIT E: FEDERAL CERTIFICATIONS AND ASSURANCES

The **last** page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the [FTA web site](#). If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

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

GRANT WRITING TIP: All applicants must use the current year form and it must be the actual form from the Federal Transit Administration (FTA). This form cannot be an edited version of a prior year's forms or a recreation of the form. **DO NOT copy this form onto agency letterhead for signature, it will be returned to you and delay processing your grant request.**

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

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- [Debarment and Suspension, and other Responsibility Matters](#)
- [Drug Free Workplace Certification](#)
- Intergovernmental Review Assurance
- [Federal Transit Administration Master Agreement](#)
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

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

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5310 Program, specifically, Category XIII, by placing an "X" in Group 01, "Required Certifications and Assurances for Each Applicant" (to cover the above-noted items), as well as an "X" in Category 10 entitled "Alcohol and Controlled Substances Testing" and Category 16 "Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program." A description of the certifications required by the Section 5310 Program is provided in the annual Federal Register Notice.

6.1.14 EXHIBIT I: COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN (TDSP)

To be completed and signed by an individual authorized by the governing board of the applicant's agency and submitted with the grant application.

6.1.15 EXHIBIT J: STANDARD LOBBYING CERTIFICATION FORM

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

6.1.16 EXHIBIT L: CTC AGREEMENT

If the applicant is a Community Transportation Coordinator (CTC), this information should be shown in Exhibit L of the application. A copy of the CTC's certification must be attached to Exhibit L.

- If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be identified as Exhibit L and included in the application. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.
- If the applicant's service extends into areas covered **by more than one CTC, copies of all applicable coordination agreements should be included in the application.**
- An executed Commission for the Transportation Disadvantaged **Coordination Contract** or similar document may serve as the written coordination agreement.
- **Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.**
- Agencies must keep their CTC Agreements current and in force at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and in force every year until the vehicle(s) reaches its useful life requirement and the title is released.

6.1.17 EXHIBIT M: TRANSPORTATION OPERATING PROCEDURE (5310-ONLY APPLICANTS)

Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14-90. A small number of recipients **only receive grant awards through the Federal Transit Administration's Section 5310**, Enhanced Mobility for Seniors and Individuals with Disabilities Program.

Section 5310-only recipients must provide the District Office a Transportation Operating Procedure (TOP) that addresses the topics below. **Templates for this exhibit may be obtained from your district office and/or the FDOT [State Management Plan](#).**

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. First time applicants have one (1) year to come into compliance with the TOP requirements outlined in this document. Agencies not yet in-compliance must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

All grant application packages must contain the most recent TOP, unless the document is already on file with FDOT.

Maintenance

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

Operations

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

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

Safety

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

A template for 5310 Transportation Operating Procedure (TOP) can be obtained from your local district office or be found in the [Template section of the State Management Plan](#).

6.1.18 COPY OF CERTIFICATION OF INCORPORATION

All first-time private non-profit applicants must include a copy of their certification of incorporation.

6.1.19 PROOF OF NON-PROFIT STATUS

All private non-profit applicants must include proof of non-profit status.

6.1.20 COPY OF THE TITLE VI PROGRAM

If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included.

6.2. CAPITAL ASSISTANCE APPLICATION INSTRUCTIONS

The capital assistance application instructions should be used to guide the applicant through each required section of the application. These instructions follow the order of the capital assistance application checklist in the grant application document. All application components must be submitted in this sequence.

6.2.1. CAPITAL ASSISTANCE APPLICATION CHECKLIST

The application checklist must be completed prior to submission. If a requirement is not applicable, please indicate with “N/A.”

6.2.2. APPLICANT’S COVER LETTER

A sample cover letter is included in the grant application for completion.

6.2.3. GOVERNING BOARD’S RESOLUTION FORM

A sample resolution form is included in the grant application for completion.

6.2.4. FORM 424: APPLICATION FOR FEDERAL ASSISTANCE

The standard Application for Federal Assistance (OMB Standard Form 424) must be filled out in its entirety for Section 5310 applications, and for the local clearinghouse submission (if the grant is for facilities). A sample of the standard form is located on the next page of this manual. Applicants that are not using TransCIP to submit their application should print a copy of the completed [424 form](#), and include it with this application. This form must be used for **ALL** applications.

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

The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is **20.513**. This code should be shown in Section 10 of the form followed by the title: “Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.” [Congressional Districts](#) and [DUNS Numbers](#) can be obtained from the respective linked documents.

If applying for capital assistance only, Standard Form 424 should cover only the Capital Assistance being applied for by the applicant.

If applying for both operating and capital assistance, submit separate Standard Form 424s. Each Form 424 must stand alone for the type of request as the categories are different and so are the match requirements: i.e. one form should cover Operating Assistance and a separate form should cover Capital Assistance.

Form 424 Instructions

Item:	Entry:
1.	Type of Submission should be “Application”
2.	Type of Application should be “New”
3.	“Not Applicable”
4.	“Not Applicable”
5. a	“Not Applicable”
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This will be assigned after submission of State POP.
6.	State use only (if applicable)
7.	State Application Identifier is “1001”
8.a, b, c, d e, f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization’s DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9.	Type of Applicant 1: Select Applicant Type
10	Name of Federal Agency should be “ Federal Transit Administration”
11.	Catalog of Federal Domestic Assistance Number is: 20.513 CFDA Title should be: Enhanced Mobility of Seniors and Individuals with Disabilities
12.	“Not Applicable”
13.	“Not Applicable”
14	List the areas affected by project (cities, counties, States etc.). Can be submitted on a separate piece of paper.
15.	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. This is where the applicant should define if the project is for capital or operating, e.g. capital purchase of vehicle(s) or operating assistance for transit services.
16.	List the applicant’s Congressional District and any District(s) affected by the program or project.
17	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).
18.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as

	applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item.
19.	Check the applicable box.
20.	Check the applicable box (If “yes”, provide explanation in attachment).
21.	Must be signed by a governing board representative that was authorized to sign this particular application.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
d. Address:		
* Street1: <input type="text"/>	Street2: <input type="text"/>	
* City: <input type="text"/>	County/Parish: <input type="text"/>	
* State: <input type="text"/>	Province: <input type="text"/>	
* Country: <input type="text"/>	USA: UNITED STATES <input type="text"/>	
* Zip / Postal Code: <input type="text"/>		
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text"/>		
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>	
* Email: <input type="text"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>Type of Applicant 2: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>Type of Applicant 3: Select Applicant Type:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 100%;"></div> <p>* Other (specify):</p> <div style="border: 1px solid black; height: 15px; width: 30%;"></div>	
<p>* 10. Name of Federal Agency:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 80%;"></div>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 20%;"></div> <p>CFDA Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 80%;"></div>	
<p>* 12. Funding Opportunity Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 40%;"></div> <p>* Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 40px; width: 90%;"></div>	
<p>13. Competition Identification Number:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 15px; width: 40%;"></div> <p>Title:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 40px; width: 80%;"></div>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <div style="border: 1px solid black; height: 15px; width: 30%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid gray; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid gray; padding: 2px 5px;">View Attachment</div> </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <div style="border: 1px solid black; background-color: #d9ead3; height: 30px; width: 90%;"></div>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Add Attachments</div> <div style="border: 1px solid gray; padding: 2px 5px;">Delete Attachments</div> <div style="border: 1px solid gray; padding: 2px 5px;">View Attachments</div> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

6.2.5. EXHIBIT A: CURRENT SYSTEM DESCRIPTION

Applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what services they provide (**not to exceed two [2] pages with 1” margins**). It is required that all applicants provide the Current System Description in a **question/answer format**. **The capital assistance grant application lists the questions requiring responses.**

If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided. Please do not attach entire documents.

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

GRANT WRITING TIP: Refer to the Evaluation Criteria in Section 3.15 of this manual. An applicant’s narrative should cover the points that will be evaluated.

6.2.6. EXHIBIT A-1: FACT SHEET

A-1 Fact Sheet Instructions

INFORMATION NEEDED	EXPLANATION OF INFORMATION	EXAMPLE VALUES	IF AWARDED (EXAMPLE ESTIMATES)	QUESTIONS TO ASK OF YOUR AGENCY
1. Number of total one-way trips served by the agency PER YEAR (for entire system)	How many one-way trips did you provide (total) in 1 year?	Drive each client to 2 locations every day on a 5 day work week. 400 x 2 x 5 x 52 weeks = 208,000 trips	Drive each client to 2 locations every day on a 5 day work week. 440 x 2 x 5 x 52 = 228,800 trips	How many trips will my agency make versus the passenger count on the vehicles we currently own?
2. Number of one-way trips provided to seniors and persons with disabilities (S&D) PER YEAR	How many one-way trips did you provide to your S&D clients in 1 year?	Drive each client to 2 locations every day on a 5 day work week. 200 x 2 x 5 x 52 weeks = 104,000 trips	Drive each client to 2 locations every day on a 5 day work week. 220 x 2 x 5 x 52 = 114,400 trips	How many trips will my agency make versus the passenger count on the vehicles we currently own?
3. Number of unduplicated S & D individuals served PER YEAR	If each client is counted only once in 1 year, how many S&D clients have you served in 1 year?	200	220	Does this number of clients warrant the purchase of a larger vehicle or should we purchase smaller ones?

4. Total number of vehicles used to provide service to S&D clients ACTUAL	What is the number of vehicles you actually use to provide the current service?	14	16	Can we handle a larger load of people with the vehicles we currently have by simply adding more trips?
5. Number of 5310 vehicles used to provide service to S&D eligible for replacement ACTUAL	How many 5310 vehicles are eligible for replacement?	2	0	Do we need to replace vehicles or expand our fleet?
6. Vehicle miles traveled to provide service to S&D PER YEAR	How many miles per year do all your vehicles travel collectively?	218,400 30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 14 vehicles	249,600 30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 16 vehicles	Do these number of miles traveled allow us to retire a bigger vehicle on FTA's retirement schedule?
7. Number of days that vehicles are in operation to provide service to S&D PER WEEK	Number of days per week that your agency regularly provides service.	5	5	--
8. Normal hours of vehicle operation PER DAY	Number of hours per day your agency provides regular transportation to clients.	4 It takes this agency 4 hours to make two 30 mile trips.	4	--

6.2.7. EXHIBIT B: PROPOSED PROJECT DESCRIPTION

Applicants must submit Exhibit B as part of their application (**not to exceed three [3] pages with 1” margins**). The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing and ranking a grant application. It is required that all applicants provide the Project Description in a **question/answer format**. The project description should not repeat the current system description shown in Exhibit A. The capital assistance grant application lists the questions required in this exhibit.

6.2.8. FORM C-1: OPERATING AND ADMINISTRATIVE EXPENSES

Information regarding the applicant’s **transit-related** operating and administrative expenses and revenues must be provided with the application. Forms C-1 and C-2 are included in the application for that purpose. These forms should provide information about operating and administrative expenses of the vehicles or service operated/provided by the applicant, as described in Exhibits A and B of the application, and information about the sources of revenue used to pay for these expenses.

The budget line items shown on the forms were originally defined in the Transportation Accounting Consortium's Model Uniform Accounting System for Rural and Specialized Transportation Providers (TAC Manual). The account numbers in parentheses are the object code numbers for these line items in the TAC Manual and in FTA National Transit Data Reports (NTD). Definitions for expense and revenue line items are included below.

Applicants should show the transit-related operating and administrative expenses and revenues of their agency as projected for the year the Section 5310 Grant Award is requested. For example, the projected expense and revenue budgets for fiscal year 2017/2018 should be used if Section 5310 assistance is requested by the Agency for use in fiscal year 2017/2018.

DEFINITIONS: *Source: [National Transit Data Report - NTD](#)*

Operating and Administrative Expenses:

- **(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.

Operating and Administrative Revenues:

- **(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.

6.2.9 FORM C-2: OPERATING AND ADMINISTRATIVE REVENUES

All applicants for capital assistance must complete this form using the codes identified in the above Section 6.2.8.

6.2.10 FORM C-3: PROOF OF LOCAL MATCH

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal/10% FDOT-State/10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match. **At the time an order is placed for vehicles/equipment, the applicant is required to provide a purchase order for its 10% local match to be paid to the vendor. The required 10% local match must be paid at the time of delivery.**

6.2.11 FORM C-4: CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY FORM

Applicants must complete the “Current Vehicle and Transportation Equipment Inventory” (Form C-4). All columns of the form must be completed. The form must include:

- A current list of all vehicles and equipment used by the applicant to transport individuals, including those bought in previous years with Federal funds;
- Those vehicles bought with other than Federal funds;
- Those vehicles now on order; and
- Those vehicles to be ordered with grant awards made in previous years.

- An asterisk (*) should be placed next to the model year of vehicles to be replaced with the grant being applied for with this application.
- Vehicles can only be listed as “replacement” once. If a replacement award was previously given for a vehicle, that vehicle cannot be listed for replacement again.
- Vehicles operated by the applicant’s contractor or lessee should also be identified, and the name of the contractor/lessee shown in Exhibit B of the application.

6.2.12 FORM C-5: CAPITAL REQUEST FORM

Applicants must complete the “Capital Request”, Form C-5, provided in the application. The upper part of the form (vehicle requests) covers vehicles; the lower (equipment requests), covers other capital equipment such as radios, computer software, computer hardware, etc. Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.

If agency is requesting capital that is not a vehicle i.e. mobility manager, place the costs of the position under Equipment.

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.

Eligible Expenses:

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

6.2.13 FORM C-6: CAPITAL REQUEST METHODOLOGY FORM

Complete one request form if all vehicles being requested are the same type and configuration. Complete another form to request a vehicle of a different type and configuration.

Information to fill this form out may be found at on the [TRIPS website](#) and or at the [DMS website](#) for small vehicles; cars or station wagons.

6.2.14 EXHIBIT C: PUBLIC HEARING NOTICE AND PUBLISHER'S AFFIDAVIT

An opportunity for a public hearing is required **ONLY for public agencies requesting capital grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication.**

A sample public notice is located in Section 2.14.1 of the Capital Assistance Application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

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

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

6.2.15 EXHIBIT D: LEASING

Exhibit must be completed by all applicants for capital assistance.

6.2.16 EXHIBIT E: FEDERAL CERTIFICATIONS AND ASSURANCES

The **last** page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the [FTA web site](#). If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

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

GRANT WRITING TIP: All applicants must use the current year form and it must be the actual form

from the Federal Transit Administration (FTA). This form cannot be an edited version of a prior year's forms or a recreation of the form. **DO NOT copy this form onto agency letterhead for signature, it will be returned to you and delay processing your grant request.**

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

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- [Debarment and Suspension, and other Responsibility Matters](#)
- [Drug Free Workplace Certification](#)
- Intergovernmental Review Assurance
- [Federal Transit Administration Master Agreement](#)
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

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

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5310 Program, specifically, Category XIII, by placing an "X" in Group 01, "Required Certifications and Assurances for Each Applicant" (to cover the above-noted items), as well as an "X" in Category 10 entitled "Alcohol and Controlled Substances Testing" and Category 16 "Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program." A description of the certifications required by the Section 5310 Program is provided in the annual Federal Register Notice.

6.2.17 EXHIBIT F: CERTIFICATION OF EQUIVALENT SERVICE

If the applicant wants to purchase non-accessible vehicles (does not have wheel chair lifts or ramp) for demand responsive service, the “Certification of Equivalent Service” must be completed and included in the application.

6.2.18 EXHIBIT G: APPLICANT CERTIFICATION AND ASSURANCE TO FDOT

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

6.2.19 EXHIBIT I: COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN (TDSP)

To be completed and signed by an individual authorized by the governing board of the applicant’s agency and submitted with the grant application.

6.2.20 EXHIBIT J: STANDARD LOBBYING CERTIFICATION FORM

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

6.2.21 EXHIBIT L: CTC AGREEMENT

If the applicant is a Community Transportation Coordinator (CTC), this information should be shown in Exhibit L of the application. Attached to Exhibit L should be a copy of the CTC’s certification.

- If the applicant is not a CTC, a copy of the written coordination agreement between the applicant and the CTC in the appropriate service area should be identified as Exhibit L and included in the application. The agreement must be specific as to how the services to be provided will complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.
- If the applicant’s service extends into areas covered **by more than one CTC, copies of all applicable coordination agreements should be included in the application.**
- An executed Commission for the Transportation Disadvantaged **Coordination Contract** or similar document may serve as the written coordination agreement.
- **Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.**
- Agencies must keep their CTC Agreements current and in force at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and in force every year until the vehicle(s) reaches its useful life requirement and the title is released.

6.2.22 EXHIBIT M: TRANSPORTATION OPERATING PROCEDURE (5310-ONLY APPLICANTS)

FTA Section 5310 only recipients is defined as: Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14.90. A small number of recipients, **only receive grant awards through the Federal Transit Administration's Section 5310**, Enhanced Mobility for Seniors and Individuals with Disabilities Program.

Section 5310-only recipients must provide the District Office a Transportation Operating Procedure (TOP) that addresses the topics below. **Templates for this exhibit may be obtained from your district office and/or the FDOT [State Management Plan](#)**. All grant application packages must contain the most recent TOP.

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. First time applicants have one (1) year to come into compliance with the TOP requirements outlined in this document. Agencies not yet in-compliance must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance. **All grant application packages must contain the most recent TOP, unless the document is already on file with FDOT.**

Maintenance

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

Operations

- The TOP must document the qualifications they require when hiring a driver. This should include verifying that the employee has a valid driver license, a CDL if necessary for the size vehicle being operated by the agency, and if a background check is required. It will also include how the agency ensures that all drivers have valid licenses while operating vehicles.
- The TOP must document the training provided to ensure the driver has adequate skills and capabilities to safely operate each type of vehicle operated by the agency. At a minimum this should include:
 - Bus equipment familiarization
 - Basic operations and maneuvering
 - Boarding and alighting passengers
 - Operation of wheelchair lifts and other special equipment
 - Passenger assistance and securement
 - Defensive driving
- The TOP must document the agency's procedures for handling emergency situations that occur when the vehicle is being used away from the facility.
- The TOP must document how the agency establishes and maintains a drug-free workplace policy according to Section 112.0455, F.S. Additionally, a driver holding a Commercial Driver's License is subject to the federal requirements related to drug testing. The TOP must document how an agency meets these requirements.
- The TOP must document how the agency will ensure drivers not be permitted to drive more than 12 hours in a 24 hour period; and drivers not be permitted to be on duty more than 72 hours in any period of 7 consecutive days.

Safety

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

A template for 5310 Transportation Operating Procedure (TOP) can be obtained from your local district office or be found in the Template section of the [State Management Plan](#).

6.2.23 COPY OF CERTIFICATION OF INCORPORATION

All first-time private non-profit applicants must include a copy of their certification of incorporation.

6.2.24 PROOF OF NON-PROFIT STATUS

All private non-profit applicants must include proof of non-profit status.

6.2.25 COPY OF THE TITLE VI PLAN

If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included.

6.2.26 COPY OF COVER LETTER SENT WITH APPLICATION SUBMITTED TO LOCAL CLEARINGHOUSE AGENCY/RPC

If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

6.2.27 EXHIBIT H: PROTECTION OF THE ENVIRONMENT

Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include 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. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon past experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118 (d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical

termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE.

7. APPENDIX

7.1. 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 – 4 years and/or 150,000 miles:

FORD TRANSIT MINIBUS

8550, 9000, 9250, and 10,360 GVWR

150 Low Roof, 150 Med Roof, 350 Med Roof, 350 Med Roof XL, 350 High Roof HD

Ford Transit type vehicle in various configurations including commuter type vehicle

(Ambulatory Seating Capacity) - Indicates number of seats without wheel chairs (plus Driver)

Creative Bus Sales, Inc.					
GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
9000#/20'	11 + D	\$42,410	N/A	TRIPS-15-MB-CB	Order Packet
10,360#/22	12 + D	\$53,480	2		
Nations Bus					
GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
8550#/18	8 + D	\$46,163	N/A	TRIPS-15-MB-NB	Order Packet
9250#/20	11 + D	\$50,664	2		
10,360#/22	12 + D	\$55,308	2		
Getaway Bus, LLC					
GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
8550#/18 Low	9 + D	\$47,807	N/A	TRIPS-15-MB-GB	Order Packet
8550#/18 Mid	9 + D	\$48,450	N/A		
9,000#/18	11 + D	\$52,408	N/A		
10,360#/22	12 + D	\$54,093	N/A		

FDOT Minimum Service Life – 5 years and/or 200,000 miles:

MV-1 PURPOSE BUILT SPECIAL NEEDS VEHICLE

Creative Bus Sales, Inc.					
GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
6,600#/205''	0 - 6	\$ 47,498	0 - 2	TRIPS-12-SNV-CBS	Order Packet

BRAUN MINIVANS

The extended low floor Dodge Grand Caravan minivan with mobility ramp is intended to be used as a Paratransit or Supervisor vehicle. The vehicle provides public transportation for a maximum of six (6) ambulatory passengers or a maximum of two (2) wheelchair passengers and three (3) ambulatory passengers. These configurations exclude the driver.

Florida Transportation Systems, Inc.					
GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
6,050#	3-6	\$ 43,017-SE \$ 45,534-SXT	2	TRIPS-13-MV-FTS	Order Packet

STANDARD CUTAWAY

Contracts pending.

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

MEDIUM DUTY

Expired – RFP to be issued in Winter, 2016

7.2 RECIPIENT RISK ASSESSMENT TOOL

For Department use only.

Prior to awarding FTA funds, the Department is required to conduct a risk assessment of the potential grantee/sub-recipient. The terms grantee and sub-recipient are interchangeable for the purposes of this tool.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 5010.E. The Department will consider the following items in order to evaluate the risk posed by each applicant:

- Financial stability, including the applicant’s financial condition and financial capability;
- Quality of the applicant’s management systems;
- History of performance, particularly previous experience of the applicant in managing federal awards provided by the Department;
- Audit reports and any associated findings;
- SAM.gov check for applicant’s prior performance.

To complete the risk assessment, the following questions must be answered in regards to the applicant. If the District decides to award to the applicant, then the risk assessment documentation becomes part of the project file. Should the District decide not to award to the applicant, then the risk assessment remains as part of the grantee selection process.

1. There are two basic aspects to financial capacity/stability: the general financial condition of the grantee and the financial capability of the grantee. Satisfactory financial condition means that the grantee can pay its current costs from existing revenues. Satisfactory financial capability means the grantee’s ability to meet its expansion costs in addition to its existing operations from projected revenues. *Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.*

2. Describe the applicant’s management systems. *Does the organization structure clearly define, assign, and delegate appropriate authority for all duties? Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist? Does the applicant have written operating procedures that are simply stated, yet meet the applicant’s operating, legal, and regulatory requirements?*

3. Document the applicant’s history of performance. *Has local match been readily available? Are invoices submitted in a timely manner?*

4. Review previous audit reports. *Does the applicant have any unresolved audit findings? Are there reoccurring findings in the annual audit reports?*

5. Attach the screen shot of the SAM.gov check of the applicant.

7.3 NOTICE OF GRANT AWARD FFY2017/YR42 -- SAMPLE

Date, Year
NOTICE OF GRANT AWARD FFY2017/YR42
SECTION 5310 SENIORS AND INDIVIDUALS WITH DISABILITIES CAPITAL ASSISTANCE PROGRAM

Congratulations, based on your application for Federal Assistance under the Federal Transit Administration’s Section 5310 Program, the Florida Department of Transportation (Department) hereby makes the following Federal grant award to:

Name of Entity:	
Address:	
FEIN:	
DUNS:	
Entity’s Fiscal Period (Start/End Date):	
FM#:	
Federal Award Identification Number (FAIN):	

Below are the *estimated*, not actual, project costs of your Federal award:

Capital Item Description	Estimated Total Cost	Estimated Federal Share 80%	Estimated State Share 10%	Estimated Local Share 10%
_____	\$ _____	\$ _____	\$ _____	\$ _____

Florida Department of Transportation

Award Approved by: _____ Date: _____

Name and Title: _____

FDOT will purchase all vehicles awarded to successful applicants according to FDOT’s *Guidelines for Acquiring Vehicles*.

The agency is responsible for purchasing awarded equipment in accordance with the Procurement Guidance for Transit Agencies Handbook (overview in **Exhibit 3**). If the procurement procedures in this handbook are not followed, the agency will not be eligible for reimbursement.

Initial Here to Acknowledge: _____

The agency will be responsible to provide a 10% local match towards the total project cost. If actual costs are greater than the estimated total cost, it will be the responsibility of your agency to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in the Department’s general program fund and will be used to advance any remaining grant requests.

Initial Here to Acknowledge: _____

Please contact the FDOT Contractor, Lazara Stinnette, at 813-974-0695 or lstinnette@cutr.usf.edu to arrange purchase of the above items.

The value of this Federal award for a passenger vehicle(s) and/or equipment should be considered noncash assistance. As a subrecipient of this Federal award your Agency may be subject to the single audit requirements established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.

Exhibit 1 and **Exhibit 2** to this Notice of Grant Award provide the required Federal award identification and information needed to comply with the single audit requirements. When determining amounts of Federal awards expended in a fiscal year your Agency must consider all sources of Federal awards, including noncash contributions.

ACCEPTANCE OF GRANT AWARD

(To be completed and signed by the person authorized to accept Grant Awards. Please return to FDOT District Office Project Manager).

The undersigned accepts the above described award and:

_____ **a. Reaffirms its assurances to FTA and FDOT as stated in Exhibits E, G, H and I of its application.**

_____ **b. Requests purchase of the vehicles/equipment in _____ month / _____ year.**

Agency: _____

Accepted by: _____ Date: _____

Printed Name and Title: _____

Agency vendor number as registered in [My Florida Marketplace](#): _____

EXHIBIT 1

Federal Financial Assistance

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.513
CFDA Title: Enhanced Mobility of Seniors and Individuals with Disabilities
CFDA Program Site: www.cfda.gov
Awarding Agency: Florida Department of Transportation
Award Amount: **refer to the Vehicle/Equipment delivery notice package for actual purchase price**
Research & Development: Not Applicable
Indirect Cost Rate: Not Applicable

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

www.ecfr.gov

OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*

www.whitehouse.gov/omb/circulars

OMB Circular A-133 Compliance Supplement

www.whitehouse.gov/omb/circulars

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*

www.whitehouse.gov/omb/circulars

OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*

www.whitehouse.gov/omb/circulars

49 USC 5310: Formula Grants for the Enhanced Mobility of Seniors and Individuals With Disabilities

<http://uscode.house.gov/browse.xhtml>

FTA Circular 9070.1G: Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions

www.fta.dot.gov/legislation_law/12349.html

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

www.fsr.gov

EXHIBIT 2

Single Audit Requirements

The administration of resources awarded through the Florida Department of Transportation (Department) to the Subrecipient may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The Subrecipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Award. By accepting this Award, the Subrecipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- b. The Subrecipient, a non-Federal entity as defined by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as defined by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, as a subrecipient of a Federal award awarded through the Department, is subject to the following requirements:
 - i. In the event the Subrecipient expends a total amount of Federal awards equal to or in excess of the threshold established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, the Subrecipient must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. **Exhibit 1** to this Agreement provides the required Federal award identification information needed by the Subrecipient to further comply with the requirements of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. In determining Federal awards expended in a fiscal year, the Subrecipient must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided as noncash assistance through the Department by this Award. The determination of amounts of

Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. An audit conducted by the State of Florida Auditor General in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, will meet the requirements of this part.

- ii. In connection with the audit requirements, the Subrecipient shall fulfill the requirements relative to the auditee responsibilities as provided in OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as provided in 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.
- iii. In the event the Subrecipient expends less than the threshold established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, in Federal awards, the Subrecipient is exempt from Federal audit requirements for that fiscal year. However, the Subrecipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Subrecipient’s audit period for each applicable audit year.
- iv. The Subrecipient must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, and this Award. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.
- v. Upon receipt, and within six months, the Department will review the Subrecipient’s audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Award. If the Subrecipient fails to have an audit conducted in accordance with OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or

after December 26, 2014, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance.

- vi. As a condition of receiving this Federal award, the Subrecipient shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the Subrecipient's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

- c. The Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The Subrecipient shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

EXHIBIT 3

Procurement Process Overview

This information is intended to provide guidance on the processes for procurements when using state and federal dollars. Procurements should be in accordance with Chapter 287, Florida Statutes (F.S.), Chapter 60A, Florida Administrative Code (F.A.C.) and the Federal Transit Administration (FTA) Best Practices Procurement Manual. Additionally, geographic preferences are prohibited when procurements involve federal funds [reference: 49 CFR 18.36 (c)(1)(2) and FTA C 4220.1F, Ch. VI, Section 2.a(4)(g)].

Third Party Contracts refer to a recipient's contract with a vendor or contractor, including procurement by purchase order or purchase by credit card, which is financed with Federal assistance awarded by FTA.

An agency should submit their procurement request to the District Representative for approval prior to completing the purchase. To complete the procurement request, the agency should follow these steps:

1. Determine the Funding Source (i.e. – federal, state, or local funds)
2. Determine type of procurement being requested (Examples are located in the Procurement Guidance for Transit Agencies Handbook)
 - Professional Services/Architectural Engineering Services
 - Operations/Management/Subrecipients
 - Rolling Stock
 - Construction
 - Materials and Supplies
3. Determine level of procurement method
 - Micro Purchase – Procurements less than \$2,500
 - Small Purchases – Procurements greater than \$2,500 but less than \$35,000
 - Competitive Procurements – Procurements greater than \$35,000
 - Other methods listed in the Procurement Guidance for Transit Agencies Manual
4. Ensure that all potential vendors/contractors will accept the applicable federal clauses that relate to the procurement.
5. Complete the Subrecipient Procurement Checklist
6. Complete the appropriate third party checklist from the Procurement Guidance for Transit Agencies Handbook. The checklist should notate where the applicable clause can be found in the supporting documentation.

For procurements that are categorized as a “Small Purchase”, a sample Vendor Small Purchase letter is located in the Procurement Guidance for Transit Agencies Handbook. Agencies may utilize this letter as a template when third party agreements/contracts are necessary. This will ensure that the third party (vendor or contractor) accepts the applicable federal clauses.

7.4 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: Mr. Austin Mount Email: austin.mount@wfrpc.org
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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
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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, Levy, Madison, Marion, Suwannee, Taylor, Union Contact: Mr. Scott Koons Email: skoons@ncfrpc.org
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Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216 904-279-0880 ext 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, Saint Johns Contact: Mr. Eric Anderson Email: eamderspm@nefrpc.org
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East Central Florida RPC
309 Cranes Roost Boulevard
Suite 2000
Altamonte Springs, FL 32701
407-262-7772

Brevard, Lake, Orange, Osceola, Seminole, Sumter, 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: Mr. Ken Harley
Email: kharley@cfRPC.org

Tampa Bay RPC
4000 Gateway Center Boulevard
Suite 100
Pinellas Park, FL 33782-6141
727-570-5151 ext 10
727-550-5118 fax

Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas

Contact: John Meyer
Email: johnm@tbrpc.org

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@trpc.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

7.5 FDOT DISTRICT OFFICE CONTACTS

District	Contacts	Address
1	<p><i>Manager:</i> Paul A. Simmons (863) 519-2388</p> <p><i>Transit Unit</i></p> <p><i>Contact:</i> Pamela Barr Collier, Manatee, Sarasota</p> <p><i>Contact:</i> Debi Stephens Charlotte, Lee, Hendry, Glades</p> <p><i>Contact:</i> Michelle S. Peronto DeSoto, Hardee, Highlands, Okeechobee, Polk</p>	<p>P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249</p> <p>(239) 225-1972</p> <p>(239) 225-1982</p> <p>(863) 519-2551</p>
2	<p><i>Manager:</i> Doreen Joyner-Howard (904) 360-5650</p> <p><i>Transit Unit</i></p> <p><i>Contact:</i> Janell Damato Alachua, Baker, Clay, Nassau, Putnam, St. Johns</p> <p>Sandra Collins Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, Union Counties</p> <p>Theodis Perry Duval</p>	<p>2198 Edison Avenue, MS 2806 Jacksonville, FL 32204</p> <p>(904) 360-5687</p> <p>(386) 961 7870</p> <p>(904) 360 5414</p>
3	<p><i>Manager:</i> Scott Walters (850) 330-1553</p> <p><i>Transit Unit</i></p> <p><i>Contact:</i> Kathy Rudd Bay, Escambia, Gulf, Holmes, Jackson, Santa Rosa, Walton, Washington</p> <p>Vanessa Strickland Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Okaloosa, Wakulla</p>	<p>P. O. Box 607 Chipley, FL 32428-9990</p> <p>(850) 330-1549</p> <p>(850) 330-1534</p>

To send e-mail to any of the above: firstname.lastname@dot.state.fl.us

7.6 GLOSSARY

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

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

authorizing Federal and State Legislation - Legislation authorizing the Section 5310 program are: Fixing America’s Surface Transportation Act (FAST Act) Section 3006; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. [Section 5310 FTA Circular](#).

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

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

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

disabled person – See elderly individual and persons with disabilities.

Disadvantaged Business Enterprise (DBE) - DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

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

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

eligible expenses – Section 5310 funds may be used for the capital and/or operating expense of transportation services to seniors and/or individuals with disabilities. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section 5310-funded vehicles, support facilities and equipment for Section 5310-funded vehicles, operating costs associated with providing transit service, costs associated with transit service that exceeds the

requirements of the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternative to public transportation that assist seniors and individuals with disabilities with transportation. An applicant applying for preventative maintenance costs must have a District approved maintenance plan and a cost allocation if activities are performed in house. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

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

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

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

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

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

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

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

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

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

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

Limited English proficient (LEP) - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

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

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

new applicant – An applicant for Section 5310 assistance that has not received an award in the last two fiscal years.

new service - A first time applicant starting a new service.

non-ambulatory - A person who has a mobility impairment that prevents them from being able to walk or move about freely.

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

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

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

operating revenue - For Section 5310, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for transportation of social service clients.

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

program of projects (POP) – A list of projects to be funded in a grant application submitted to the Federal Transportation by the Florida Department of Transportation. The program of projects (POP) lists the subrecipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP

includes a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the ten percent (10%) allowed.

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

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

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

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

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

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

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

subrecipient – A private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are not any non-profit organizations readily available in the area to provide the services.

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

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

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

transportation improvement program (TIP) – A continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for Federal and state funding during

the program period. The MPO submits the TIP to the Florida Department of Transportation as required by Chapter 339, Florida Statutes.

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

urbanized area – An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

END OF MANUAL

5310 Grant Application Instruction Manual Revised on 23 September 2016

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