2014

U.S.C. Section 5339

CAPITAL
Non-Urbanized Area

APPLICATION MANUAL

FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSIT OFFICE

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Introduction

This manual includes program information, application forms, exhibits, certifications and assurances, and instructions to enable an applicant to apply for Federal rural capital under U.S.C. Section 5339 Bus & Bus Facilities Program, as administered by the Florida Department of Transportation (FDOT).

The Section 5339 Bus & Bus Facilities Program provides Federal capital assistance to eligible recipients (see next page) who operate/contract public transportation services in rural areas. As used in this manual, the terms "non-urbanized areas" and "rural" are used synonymously to mean any area outside an urbanized area, as designated by the Bureau of the Census.

Several types of activities are eligible for federal assistance under this program including projects to replace, rehabilitate, and purchase buses and related equipment, and projects to construct bus-related facilities. This includes the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transportation centers, intermodal terminals, park and ride stations, acquisition of replacement vehicles, bus rebuilds, passenger amenities such as passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, supervisory vehicles and fare boxes, computers, and shop and garage equipment. Capital equipment purchased must be necessary and reasonable to the provision of public transportation services in non-urbanized areas.

Interested applicants may also obtain other application manuals from the FDOT District Office in their service area (see Appendix), including the: Section 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program; and Section 5311, Rural Formula Program.

General Program Information / Requirements

Program Administration. The Federal government allocates funds by formula to the State of Florida each fiscal year for the Section 5339 Program. FDOT has been designated by the Governor of Florida to administer the program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT may contract with a service provider to perform these services.

1. announcement of funding availability;
2. selection of projects for funding according to approved selection criteria;
3. development and processing of agreements;
4. oversight of recipient procurement actions;
5. oversight of recipient compliance with state and Federal requirements; and
6. provision of technical assistance regarding the Section 5339 Program.

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

The Federal goal of the program is to replace aging equipment and infrastructure. In Florida, program funds shall be used to support local transportation services that act to maximize the passenger carrying capacity of surface transportation facilities. Services for the transportation disadvantaged should play a significant part under this program. All recipients of funds shall provide their non-prioritization service plan to the District to ensure access to the general public.

Application Deadlines. Application deadlines vary from district to district but usually fall between December

and February each year. When received, FDOT District Offices evaluate applications within their respective districts and, thereafter, submit a Program of Projects (POP) to the FDOT Central Office.

The Central Office compiles POPs from the various districts and submits a statewide grant application for Federal assistance to the Federal Transit Administration (FTA) by April 1 of each year. The statewide application is, usually, approved by FTA by July 1. The Florida Legislature also approves the general appropriation for the State's current year budget by July 1. Once Federal approval is received and the State budget finalized, District Offices may make grant awards. (See "Grant Award Process" below.)

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

Eligible Recipients. Eligible recipients of Section 5339 Grants include political subdivisions of the State of Florida and agencies thereof; Indian Tribes; and private non-profit agencies designated as Community Transportation Coordinators (CTC) in accordance with Chapter 427, Florida Statutes. Private-for-profit CTCs and private-non-profit agencies who are not CTCs may submit project requests through an eligible sub-recipient. The sub-recipient will be responsible for ensuring that the third-party applicant meets all federal and state program requirements.

Eligible Expenses for Section 5339 Capital Assistance. Section 5339 funds may be used for the capital expense of transportation services to the general public in rural areas. 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, microcomputer hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs, construction or rehabilitation of transit facilities including design, engineering, and land acquisition, and other durable goods such as spare components with unit cost over $300 and a useful life of more than one (1) year. The cost associated with pre-award and post delivery audits also qualify as eligible capital expenses.

Ineligible Expenses. Expenses for charter service; school bus service; service not open to the general public (prioritized serve); service exclusively within an urbanized area, and depreciation expense are not eligible under the Section 5339 Program. **Likewise, expenses incurred prior to Federal and State approval of a grant application; expenses incurred prior to the execution of a Joint Participation Agreement (JPA), and expenses incurred prior to the Department's approval of plans, specifications, and third party contracts are ineligible.**

Legal Authority and Fiscal & Managerial Capability. Section 5339 applicants must have the legal authority and fiscal/managerial capability to apply for and manage Section 5339 Grants. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with the reporting requirements of the **Disadvantaged Business Enterprise (DBE) Program (49 CFR Part 23 "Participation of Minority Business Enterprise in Department of Transportation Programs.")**

Matching funds for Section 5339 Capital Assistance. FDOT will provide the state required match of 20%. Applicants may not borrow funds to use as match nor may they place liens on Section 5339-funded vehicles or equipment. The federal share of eligible capital costs shall not exceed 80%.

Use of Section 5339 vehicles/equipment. Section 5339 vehicles/equipment may be used for general public transportation services provided in rural areas on a regular and continuing basis. They may also be used for service provided to non-sponsored transportation disadvantaged persons and to social service clients in non-urbanized areas provided there is no restriction on public use of the service. Service may not be designed exclusively to serve the transportation requirements of social service agencies without regard for the mobility needs of the community as a whole. The need and planned use of the requested vehicles must be detailed in the **Proposed Project Description (Exhibit B)**.

Charter, sightseeing, and exclusive school bus services are not eligible services.

Services across urbanized/non-urbanized area boundaries. Applicants providing service across urbanized/non-urbanized area boundaries must develop a method of segregating or itemizing the costs of services to demonstrate that Section 5339 funds are used primarily for non-urbanized area service. Examples of methods that may be used to allocate costs include:

- where all passenger addresses are known, assume the percentage of those addresses located in non-urbanized areas equals the level of service in non-urbanized areas;
- segregate urbanized and non-urbanized service miles based on route maps, and allocate system-wide costs accordingly; and
- utilize driver logs to segregate service mileage or hours inside and outside the urbanized area, and allocate costs accordingly.

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

Administrative requirements. Applicants shall supply the appropriate Regional Planning Council (RPC)/local clearinghouse agency (see Appendix) a copy of its application for Federal Assistance. Each applicant shall request the RPC/Clearinghouse, Intergovernmental Coordination and review (IC&R) process to provide a letter of support of the application to the appropriate FDOT District Office. Copies of correspondence to the RPC/Clearinghouse agency should be contained in the grant application.

Section 5339 projects awarded to an agency located in an urbanized area must be listed in the Transportation Improvement Program/Biennial Element (TIP/BE) of the respective urbanized area. Although applications for such projects may be accepted by the FDOT District Office prior to their listing in a TIP/BE, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/BE.

Planning requirements. To remain eligible for Section 5339 awards, recurring applicants must submit the TDSP or TDP for their service area to FDOT in a timely manner, on the annual update schedule. The entire TDSP or TDP does not need to be submitted with the application.

Audit requirements for Section 5339 Recipients. Recipients of Section 5339 Capital funds via a Joint Participation Agreement (JPA) (see "Grant Award Process" below) who receive $500,000 or more in funds in a single year from all Federal sources, must comply with the Single Audit Act as described in OMB circular A-133. Recipients of Section 5339-funded vehicles/equipment via FDOT's contractor (See "Grant Award Process") need not comply with the Single Audit Act in regard to the value of the vehicles/equipment. All approved applicants for Section 5339 awards who receive less than $500,000 in funds from Federal sources and/or Section 5339-funded vehicles/equipment through FDOT's contractor, must sign the Certification of Exemption from the Single Audit Act. **Exhibit E-1** is provided in the "Exhibits" section of this manual for

that purpose.

FTA, the Department, or the Department's authorized contractor, shall have the authority to conduct audits for the purpose of verifying compliance with the requirements of a Section 5339 award.

Certifications and assurances. Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form covered **by Exhibits F, G, I, and J** of this manual, as appropriate. Compliance items in Exhibit F include (but are not limited to) regulations pertaining to charter service and school bus service when using FTA-funded vehicles, equipment, and facilities; and FTA drug and alcohol testing regulations. **Exhibit G** applies to applicants for capital assistance to purchase non-accessible vehicles. **Exhibit I** assures compliance with Section 5333(b) of the Federal Transit Act, and applies to all applicants**. Exhibit J** pertains to Protection of the Environment and applies to applicants seeking grants for facilities. Applicants for the Section 5339 Capital Assistance must also sign a certification and assurance to FDOT, as provided in Exhibit H of this manual.

Grant Award Process for Section 5339 Capital.
Capital Assistance awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT for an award, either by 1) issuing a Joint Participation Agreement (JPA) to the recipient; or 2) arranging for vehicle/equipment purchases through a contractor.

To notify an applicant (recipient) approved for an award by FDOT, the FDOT District Office will send a "Notice of Grant Award" to the applicant/recipient with instructions to sign and return it to the District Office (see sample notice in the Appendix.) Thereafter, 1) a JPA will be issued by the District Office to the recipient; or 2) FDOT's contractor will contact the recipient to arrange for purchase of vehicles/equipment.

General Instructions on Forms, Certifications, and Exhibits

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

The **original** application Capital Assistance should be prepared on white, 8.5 X 11" paper and securely clipped (no binders or dividers, please) and submitted to the appropriate FDOT District Office. Each District Office requires at a minimum one (1) original and additional copies, as specified by the District, to be submitted. **Application forms, exhibits, and certifications should be arranged in the order listed in the "Checklist for Application Completeness".** A checklist is provided in this manual at the end of the Exhibits section. The checklist should be used to assure the application is complete. Applications that are incomplete, illegible, or unsigned may be rejected by letter from the District.

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

All signatures should be in blue ink by the individual designated by the governing board of the applicant agency. Blue ink distinguishes an original signature from a photocopy. Only original signature resolutions, applications, and acceptance of grant awards are acceptable. The additional copies of the original application may be photocopies.

Questions regarding the Section 5339 application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Appendix of this manual.

CONTENTS OF APPLICATIONS

Section 5339 APPLICANTS

Grant Application Instructions.

The standard Application for Federal Assistance (Form 424) must be filled out in its entirety for Section 5339 applications, and for the local clearinghouse submission. The standard form is located on the next page of this manual. It can also be found on the Internet in an interactive Adobe format at http://www.dot.state.fl.us/transit/Pages/Form_424.pdf.This form must be used for **ALL** applications.

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

The code assigned to the Section 5339 Program in the Catalog of Federal Domestic Assistance is 20.526. This code should be shown in Section 10 of the form followed by the title: "Bus and Bus Facilities for Rural Areas Program."

Executive Order 12372 requires a review of all Federal grants to ensure compliance with the local and state planning process. Therefore, prior to submission of an application to the FDOT District Office, copies of the application must be submitted to the appropriate **Local** Clearinghouse/Regional Planning Council (See Appendix). The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review. The date the application was submitted to the local clearinghouse for review must be listed under 16a on the Standard Form 424.

Support letters from the local clearinghouse must be submitted to the District Office before a Section 5339 Award can be made.

NOTE: Applicants for Section 5339 Assistance should send their applications to the LOCAL CLEARINGHOUSE/REGIONAL PLANNING COUNCIL; NOT TO THE STATE CLEARINGHOUSE.

Form 424

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

9.	Name of Federal agency from which assistance is being requested with this application.
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

APPLICATION FOR FEDERAL ASSISTANCE **Version 7/03**

1. TYPE OF SUBMISSION:	
Application – *place an x in the box* **[ ] construction** **[ ] non-construction**	**Pre-application** – *place an x in the box* **[ ] construction** **[ ] non-construction**
2. DATE SUBMITTED	**Applicant Identifier**
3. DATE RECEIVED BY STATE	**State Application Identifier**
4. DATE RECEIVED BY FEDERAL AGENCY	**Federal Identifier**
5. APPLICANT INFORMATION	
Legal Name:	**Organizational Unit**:
	Department:
Organizational DUNS:	**Division:**
Address:	**Name and telephone number of person to be contacted on matters involving this application (give area code**)
Street:	**Prefix:** **First Name**:
City:	**Middle Name:**
County:	**Last Name:**
State: **Zip Code**	**Suffix**:
Country:	**Email:**
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* *(Replace these boxes with numerals)* □□- □□□□□□□	**Phone Number (give area code**)
	Fax Number (give area code)
8. TYPE OF APPLICATION: □ **New** □ **Continuation** □**Revision** **If Revision, enter appropriate letter(s) in box(es)** □ □ (**See back of form for description of letters.)** **Other (specify)**	**7. TYPE OF APPLICANT**: (See back of form for Application Types) **Other (specify)**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: **(***Replace these boxes with numerals)* □□-□□□ **TITLE (Name of Program):**	**9. NAME OF FEDERAL AGENCY:**
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):*	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
13. PROPOSED PROJECT	**14. CONGRESSIONAL DISTRICTS OF:**
Start Date: **Ending Date:**	**a. Applicant** **b. Project**
15. ESTIMATED FUNDING:	**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
a. Federal $ .00	**a . Yes.** □ **THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:**
b. Applicant $ .00	**DATE:**
c. State $ .00	**b. No.** □ **PROGRAM IS NOT COVERED BY E. O. 12372.**
d. Local $ .00	□ **PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW**
e. Other $ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
f. Program Income $ .00	□ **Yes. If "Yes" attach an explanation**. □ **No**
g. TOTAL $ .00	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Authorized Representative	
Prefix: **First Name**:	**Middle Name**:
Last Name:	**Suffix:**
b. Title:	**c. Telephone Number (give area code**)
d. Signature of Authorized Representative:	**e. Date Signed:**

Previous Edition Usable. Authorized for Local Reproduction. Standard Form 424 (Rev.9-2003); Prescribed by OMB Circular A-102

Section 5339 APPLICANTS FOR CAPITAL ASSISTANCE

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Form C-3: Current Inventory Form	**23**
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Form C-4: Capital Request Form	**24**

Transportation-Related Operating and Administrative Expenses & Revenues

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

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

Applicants should show the transportation-related operating and administrative expenses and revenues of their agency as projected for the year the Section 5339 Grant Award is requested. For example, the projected expense and revenue budgets for year FY 2014/2015 should be used if Section 5339 Assistance is requested by the Agency for use in FY 2014/2015.

Section 5339 APPLICANTS FOR CAPITAL ASSISTANCE

FORM C-1
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: _____
State Fiscal period requesting funding for, from _____ to _____

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

FORM C-2
OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE $
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	**$**
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	**$**
GRAND TOTAL ALL REVENUE	**$**

Current Vehicle and Transportation Equipment Inventory Form

Applicants must complete the "Current Vehicle and Transportation Equipment Inventory" (**Form C-3**), as shown in this manual. Applicants should refer to the "What's on the Market" summary located in the Appendix to identify the vehicle types available, but should also reference the TRIPS website to access the contracts for the vehicle(s) they are interested in to estimate the cost to fulfill their agency's specific needs and the amount of their request. The form must include a current list of all vehicles and equipment used by the applicant to transport individuals, including those bought in previous years with Federal funds; those bought with other than Federal funds; those now on order; and those to be ordered with grant awards made in previous years. All columns of the form must be completed. An asterisk (*) should be placed next to the model year of vehicles to be replaced with the grant being applied for with this application. Vehicles operated by the applicant's contractor or lessee should also be identified, and the name of the contractor/lessee shown in Exhibit B of the application.

Capital Request.

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

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

NOTE: In the case of vehicles, applicants should be sure to indicate whether the new vehicle is to replace (R) an older vehicle or expand (E) the fleet by adding a new vehicle. The length of the vehicle, the number of passenger seats & wheelchair positions, lift or ramp, and the type of fuel is also important because this affects the cost (applicants will be required to pay the difference if diesel vehicles are requested). The make of the vehicle should not be shown on the form.

Applicants should refer to **"What's on the Market",** located in the Appendix, to identify the most appropriate vehicle type for its needs, and the estimated cost. The appropriate FDOT District Office or the Center for Urban Transportation Research (see **"What's on the Market"**) may be contacted for assistance.

Form C-3

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Date of Inventory _____

Model Year (b)	Make/size/type (C)	FDOT Control # and VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. Miles/Yr.	Current Mileage	Expected Retirement Date	Other Equipment (e)	Funding Source (f)

(a) Applicants must use this form.

(b) Identify vehicles to be replaced with this or other grant by placing an asterisk (*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.

(c) For example, Ford 22' bus; Dodge converted van.

(d) Show FDOT control number if bought with grant through FDOT; otherwise, show last 5 or 6 digits of Vehicle Identification Number (VIN).

(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

(f) Identify the grant or other funding source used for purchasing the vehicle/equipment.

NOTE: Those requesting replacement vehicle(s), please identify the year the vehicle(s) were purchased. Explain need for sedans and station wagons.

Form C-4

CAPITAL REQUEST

VEHICLE REQUEST

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

EQUIPMENT REQUEST (c)

11.__.__				
11.__.__				
11.__.__				
11.__.__				
Sub-total				$

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

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions (due to the higher cost of diesel vehicles the applicant will be required to pay the difference in cost over that of a gasoline vehicle).

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

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

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

EXHIBITS

( )

Exhibit	Applies to Capital Assistance	Page
A – System Description	(*)	18
A -1 – Fact Sheet	X	19
B – Proposed Project Description	X (*)	20
C – Public Hearing	X (**)	21
E & E-1 Single Audit Act & Certification	X	22
F – Federal Certifications and Assurances	X	24
G – Certification of Equivalent Service	X	25
H – Applicant Certification and Assurance FDOT	X	26
I – FTA Section 5333(b) Assurance	X	27
J – Protection of the Environment	X (***)	28
K- Human Service Plan	X	29
Checklists for Application Completeness		30

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

(**) Public Agencies only.

(***) Applicants for facilities only.

Section 5339 NEW APPLICANTS

EXHIBIT A - Not to exceed three (3) pages

Current System Description

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

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

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

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

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

Section 5339 Applicants

EXHIBIT A-1
FACT SHEET

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

- Estimates are acceptable.

SECTION 5339APPLICANTS FOR CAPITAL ASSISTANCE

EXHIBIT B

Proposed Project Description (not to exceed three (3) pages)

Applicants must submit **Exhibit B** as part of their application. The proposed project description should be through as evaluators will rely heavily on the narrative in reviewing and ranking an application. The project description should not repeat the current system description shown in **Exhibit A**. **Exhibit B** must include, but not be limited to:

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Larger geographic area? Shorter headways? More trips? Please explain in detail.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.

3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.

4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.

5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual.

6. Describe how vehicles will be maintained without interruptions in service (who, what, where, and when).

7. If vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

    a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties services, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

9. Provide details as to the methodology used for determining requested operating costs and a breakdown of categories.

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

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

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

APPLIES TO PUBLIC AGENCY APPLICANTS FOR Section 5339 CAPITAL ASSISTANCE

EXHIBIT C

Public Hearing

An opportunity for a public hearing is required ONLY for Public Agencies requesting Section 5339 Capital Assistance. An application for Section 5339 Capital Assistance submitted by a public agency should contain a copy of the notice of public hearing (identified as Exhibit C) and an affidavit of publication. If Exhibit C is not applicable, this should be stated in the application.

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

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

1. A hearing must be conducted;
2. The FDOT District Office must be notified of the date, time, and location of the hearing; and
3. A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5339 Award can be made.

Section 5339APPLICANTS

EXHIBIT E

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

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

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

   a. A copy of the applicant's most recent audit report must be submitted to the FDOT District Office with the application if this was not done previously. The report should be marked "Exhibit E."
   b. If the most recent audit report was previously sent to the District Office, the date submitted should be shown in "Exhibit E" in the application.
   c. Applicants that received a Section 5339 Award in the last fiscal year should include a copy of the pages from the annual audit that indicates the auditor specifically tested for Section 5339 requirements and certifies compliance.

NOTE: For purposes of the Section 5339 Program, this requirement applies ONLY to recipients of Section 5339 funds received via a Joint Participation Agreement with FDOT. Recipients of Section 5339-funded vehicles/equipment through FDOT's contractor need not comply in regard to the value of vehicles/equipment. (See "Grant Award Process" elsewhere in this manual.)

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

AND / OR

4. If the applicant receives ONLY Section 5339-funded vehicles/equipment through FDOT's contractor,

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

Exhibit E
Attachment 1

Certification of Exemption from Single Audit Act

IT IS HEREBY CERTIFIED THAT the applicant:

1. Will not receive $500,000 or more for the current Fiscal Year from all federal sources combined, and is, therefore, exempt from the Single Audit Act as described in OMB A-133; and

2. In the event the applicant does receive $500,000 or more in total from all federal sources during the current fiscal year, the applicant will comply with the Single Audit Act and submit to the District Office a copy of its most recent audit conducted in compliance with the Act.

_____	_____	_____
(Typed name and title of authorized individual)	(Signature of authorized individual)	(Date)

SECTION 5339APPLICANTS

EXHIBIT F

Federal Certifications and Assurances

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

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

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

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- Debarment, 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 Category 01, "Certifications and Assurances Required for Each Applicant" (to cover the above-noted items), as well as an "X" in Category 12 entitled "Alcohol Misuse and Prohibited Drug Use" and Category 18 "Nonurbanized Area Formula Program for States."

A description of the certifications required for the Section 5339 Bus and Bus Facilities for Rural Areas Program is provided in the annual Federal Register Notice.

Section 5339APPLICANTS FOR CAPITAL ASSISTANCE FOR NON-ACCESSIBLE VEHICLES

EXHIBIT G

CERTIFICATION FOR AGENCIES REQUESTING NON-ACCESSIBLE VEHICLES

If the applicant wants to purchase non-accessible vehicles for demand responsive service, they must provide a detailed explanation as to the need for this type of vehicle (sedan, station wagon or passenger van) in addition to the following "Certification of Equivalent Service" must be completed and included in the application.

CERTIFICATION OF EQUIVALENT SERVICE

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

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

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5339, and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

Executed this _____ day of _____,

_____
(Signature of authorized representative)

_____
(Typed name and title of authorized representative)

Section 5339 APPLICANTS FOR CAPITAL ASSISTANCE

EXHIBIT H
APPLICANT CERTIFICATION AND ASSURANCE TO FDOT

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

The _____ (undersigned) _____certifies and assures to the Florida Department of Transportation in regard to its Application under U.S.C. Section 5339 dated _____ :

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

Date: _____

_____
(Typed name and title of authorized representative)

_____
(Signature of authorized representative)

Section 5339 APPLICANTS

EXHIBIT I
FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311, 5339, and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Non-urbanized Area Program; (2) agreeing to alternative comparable arrangements approved by the Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The _____ (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

Dated _____

_____
(Name and Title of Authorized Representative)

_____
(Signature of Authorized Representative)

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

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

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

Section 5339 APPLICANTS

EXHIBIT J

Protection of the Environment

Most transit projects funded under Section 5339 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include operating assistance, purchase of transit vehicles, and purchase of office equipment.

If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. The FDOT District Office in the applicant's service area (see Appendix) should be contacted to determine if additional evaluation is needed. If it is needed, information such as an Environmental Assessment or Environmental Impact Statement (as determined by FDOT) should be included with an application for Section 5339 Assistance. This information may be separately bound and identified as Exhibit J.

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

EXHIBIT K
Ask your CTC for this information

Coordinated Public Transit-Human Services Transportation Plan

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

The _____certifies and assures to the Florida Department of Transportation in regard to its Application for Assistance under U.S.C. Section 5339 dated _____:

1) This grant request is derived from a coordinated plan compliant with Federal Transit Administration Circular FTA C 9040.1F.

2) The name of this coordinated plan is provided below.

   _____

3) The agency that adopted this coordinated plan is provided below.

   _____

4) The date the coordinated plan was adopted is provided below.

   _____

5) The page number of the coordinated plan that this application supports.

   _____

Section 5339 APPLICANTS FOR CAPITAL ASSISTANCE

Checklist for Application Completeness

Name of Applicant: _____

Check one: New Applicant _____ Recurring Applicant _____

The following must be included in the Application for Section 5339 Capital Assistance in the order listed.

___ This checklist

___ Applicant's cover letter (use FDOT provided cover letter).

___ Two (2) copies of the governing board's Resolution.

___ Application for Federal Assistance (Form 424, Code 20.509)

____ Forms B-1 and B-2)Operating and Administrative Expense & Revenues; Grant Request)

___ Forms C-1 and C-2 (Operating and Administrative Expenses & Revenues)

___ Form C-3 (Current Vehicle and Transportation Equipment Inventory)

___ Form C-4 (Capital Request)

___ Exhibit A-1: Fact Sheet

___ Exhibit B: Proposed Project Description

___ Exhibit C: Public Hearing and Publisher's Affidavit (public agencies only)

___ Exhibit E: Single Audit Act, and a copy of the latest audit, if applicable

___ Exhibit E-1: Certification of Exemption from Single Audit Act, if applicable

____ Exhibit F: Federal Certifications and Assurances

___ Exhibit G: Certification of Equivalent Service (if grant is for non-accessible vehicles)

____ Exhibit H: Applicant Certification and Assurance to FDOT

____ Exhibit I: FTA Section 5333(b) Assurance

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

____ Exhibit K: Applicant Certification of Transportation Disadvantaged Service Plan (TDSP).

Date application was submitted to Local Clearinghouse/RPC: _____

Additional documents required from New Applicants:

____ Exhibit A: Current System Description

APPENDIX

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49 U.S.C. 5335, Definitions - Operating and Administrative Expenses
(National Transit Data Report – NTD)
http://www.ntdprogram.gov/ntdprogram/Glossary.htm

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

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

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

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

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

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

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

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

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

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

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

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

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

(National Transit Data Report – NTD)
http://www.ntdprogram.gov/ntdprogram/Glossary.htm

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHAT'S ON THE MARKET

Below is a listing of all active contracts available through the FDOT TRIPS Program for the purchase of new transit vehicles. The Auto and Light Truck contract can be found at The Florida Department of Management Services (DMS) website. Some new types of vehicles have entered the community transportation market in the last few years. They generally fall into the following categories of expected minimum life of service years and mileage:

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

COMMUTER VAN 9-PASSENGER CENTER AISLE VEHICLES

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

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

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

VPG MV-1 PURPOSE BUILT SPECIAL NEEDS VEHICLE

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

MINIVANS – PENDING CONCLUSION OF RFP PROCESS

The extended low floor minivans with mobility ramp intended use is as a Paratransit or a supervisor vehicle, providing public transportation for a maximum capacity of six (6) ambulatory passengers or a maximum of two (2) wheelchair passengers and three (3) ambulatory passengers. These configurations exclude the driver.

GVWR/Length	Ambulatory Seating Capacity	Price	Wheelchair Positions	Contract #	Order Packet & Pricing
Pending	Pending	Pending	2	Pending	Pending

STANDARD CUTAWAY

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

Transit Plus	First Class Coach Sales	Getaway Bus	Rivers Bus	Atlantic Bus Sales
TRIPS-11-CA-TP	TRIPS-11-CA-FCCSC	TRIPS-11-CA-GB	TRIPS-11-CA-RB	TRIPS-11-CA-ABS
Contract	Contract	Contract	Contract	Contract
Order Packet	Order Packet	Order Packet	Order Packet	Order Packet

SMALL CUTAWAY LOW FLOOR (Formally Type D)

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

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

( ) - Indicates number of seats without wheel chairs.

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

FDOT Minimum Service Life – 7 years and/or 250,000 miles:

MEDIUM DUTY

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

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

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

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

MEDIUM DUTY

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

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

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

Sample

RESOLUTION FORM

A **RESOLUTION** of the _____(Governing Board)_____ authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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

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

1. This resolution applies to Federal Program(s) under U.S.C. Section(s) _____.

2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

3. _____ (Authorized Individual by Name and Title) _____is authorized to sign the application, accept a grant award, sign a JPA purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS _____, 201_

By: _____
(Signature, Chairman of the Board

_____
(Typed Name and Title)

ATTEST:

_____ (seal)

REQUIRED

COVER LETTER

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

_____ (agency name) submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this _____ day of _____, 201___ with two (2) original resolutions or certified copies of the original resolution authorizing _____ (Name & Title) to sign this Application.

Agency Name

By _____ Date _____

Title_____

Sample

Public Notice

(Pertains to Exhibit C)

All interested parties within (counties affected) are hereby advised that (public agency) is applying to the Florida Department of Transportation for a capital grant under Section 5339 of the Federal Transit Act of 1991, as amended, for the purchase of (description of equipment) to be used for the provision of public transit services within (defined area of operation) .

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

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

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

SAMPLE

NOTICE OF GRANT AWARD FOR CAPITAL AWARDS

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

Based on the Agency's Application for Federal Assistance under U.S.C. Section 5339 dated _____, on file in the Department, the Florida Department of Transportation hereby makes the following grant award to:

_____

(Name and Address of Recipient)

Award Year	Description	Estimated Value	Estimated matching funds required

(Check One)

___ **If purchasing a vehicle using the Florida Vehicle Procurement Program please contact the FDOT Contractor to arrange purchase of the above items.**

___ **A Joint Participation Agreement (JPA) will be issued by FDOT for this award.**

FLORIDA DEPARTMENT OF TRANSPORTATION

Date_____

Award Approved by _____

(name)

Typed Name and Title _____

_____

ACCEPTANCE OF GRANT AWARD

(To be completed and signed by recipient's authorized representative and returned to the FDOT District Office)

The undersigned accepts the above-described award and:

(Check all appropriate)

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

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

_____ **c. Requests a JPA in (month/year.)**

AGENCY: _____

(name)

Date _____

Accepted by _____

(signature)

Typed Name and Title _____

Agency vendor number as registered in My Florida Marketplace: _____

SAMPLE

(Pertains to Exhibit I)

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

(1) Recipient	(2) Project Description	(3) Other Eligible Transportation Providers	(4) Labor Organization Representing Employees of Providers, if any
Identify Recipients of Transportation Assistance under this grant.	**Cite Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)**	**Identify Other Eligible Surface Transportation Providers (Type of Service)**	**Identify Unions (and providers) Representing Employees of Providers in Column 1, 2, and 3**
A) ABC County Transit	**Application for Section 5339 funds for Operating Assistance for FY 02 for ABC County Transit to provide public transportation service to residents of rural areas of the county traveling within the rural area and/or to the adjacent urban area and return to rural domicile.**	**A) XYZ Transit, Inc. (intercity service)** **B) MNOP Transit, Inc. (urban transit service)**	**A) No union (ABC County Transit)** **B) ATU L.U. #000 (XYZ Transit, Inc.)** **C) MNOP Transit Drivers Association (MNOP Transit, Inc.)**

Local Clearinghouses / Regional Planning Councils (RPC)

CLEARINGHOUSE/RPC	COUNTIES COVERED
West Florida RPC Post Office Box 11399 Pensacola, FL 32524-1399 850-332-7976 800-226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton Washington Contact: Ms. Terry Joseph Email: terry.joseph@wfrpc.org
Apalachee RPC 2507 Callaway Road, Suite 200 Tallahassee, FL 32303 (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Contact: Mr. Keith McCarron Email: keith.mccarron@thearpc.com
North Central Florida RPC 2009 N.W. 67 Place Gainesville, FL 32653-1603 352-955-2200 ext 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor, Union Contact: Mr. Marlie Sanderson Email: msanderson@ncfrpc.org
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216 904-279-0880 ext 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, Saint Johns Contact: Mr. Eric Anderson Email: eanderson@nefrc.org
Withlacoochee RPC 1241 S.W. 10th St Ocala, Fl 32674-2788 352-732-1315 ext 228	Citrus, Hernando, Levy, Marion, Sumter Contact: Mr. Michael Arnold Email: marnold@wrpc.cc
East Central Florida RPC 309 Cranes Roost Boulevard Suite 2000 Altamonte Springs, FL 32701 407-262-7772	Brevard, Lake, Orange, Osceola, Seminole, Volusia Contact: Mr. Hugh Harling, Jr. Email: hharling@ecfrpc.org
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830 863-534-7130 ext 103	DeSoto, Hardee, Highlands, Okeechobee, Polk Contact: Ms. Marcia Staszko Email: mstaszko@cfrpc.org
Tampa Bay RPC 4000 Gateway Center Boulevard Suite 100 Pinellas Park, FL 33782-6141 727-570-5151 ext 29 727-550-5118 fax	Hillsborough, Manatee, Pasco, Pinellas Contact: John Meyer Email: johnm@tbrpc.org

Local Clearinghouses / Regional Planning Councils (continued)

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

FDOT District Office Contacts

District	Contacts	Address
1	*Manager:* Terry Beacham (863) 519-2388 *Transit Unit* *Contact:* Jan Parham (863) 519-2390 Fax: (863) 519-7172	P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249
Counties Covered:	Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, Sarasota	
2	Manager: Doreen Joyner-Howard (904) 360-5650 *Transit Unit* *Contact:* Janell Damato	2250 Irene Street, MS 2813 Jacksonville, FL 32202 (904) 360-5687
Counties Covered:	Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St Johns, Suwannee, Taylor, Union	
3	*Manager: Mike Lewis* (850) 330-1545 *Transit Unit* *Contact:* Kathy Rudd Bay, Escambia, Gulf, Holmes, Jackson, Santa Rosa, Walton, Washington Vanessa Strickland Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Okaloosa, Wakulla	P. O. Box 607 Chipley, FL 32428-9990 (850) 330-1549 (850) 330-1534
Counties Covered:	Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington	
4	Manager: Nancy Ziegler (954) 777-4492 *Transit Unit* *Contact:* Larry Merritt	3400 W. Commercial Blvd. Ft. Lauderdale, FL 33309 (954) 777-4683
Counties Covered:	Broward, Indian River, Martin, St Lucie, Palm Beach	

FDOT District Office Contacts (continued)

5	Manager: Brenda Young (407) 482-7852	133 South Semoran Blvd. Orlando, FL 32807
	Transit Unit *Contact:* Diane Poitras	(407) 482-7860
Counties Covered:	Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, Volusia	

6	*Manager:* Dionne Richardson (305) 470-5292	1000 NW 111th Ave., Room 6111 Miami, FL 33172
	Transit Unit *Contact:* Raymond Freeman	(305) 470-5255
Counties Covered:	Miami-Dade, Monroe	

7	*Manager:* George Boyle (813) 975-6409	11201 N. McKinley Dr. (MS-7500) Tampa, FL 33612
	Transit Unit *Contact:* Tracy G. Dean	(813) 975-6195
Counties Covered:	Citrus, Hernando, Hillsborough, Pasco, Pinellas	

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

Glossary

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

applicant – An agency applying for Section 5310,5339, 5311, and/or 5311(f) Federal Assistance. See also "new applicant" and "recurring applicant."

authorizing Federal and State Legislation – Legislation authorizing the Section 5310, 5311, and 5311(f) programs are: Transportation Equity Act for the 21st Century (TEA-21); 49 U.S.C. Sections 5310 and 5311; FTA Circular 9070.1F (for Section 5310) and Circular 9040.1F (for Section 5311 and 5311(f); Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5310 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5310_Circular.pdf. The Section 5311 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5311_Circular.pdf.

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

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

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

contract revenue – fee collected from a third-party for transportation services provided to the third-party.

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

disabled person – See elderly persons and persons with disabilities.

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

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

eligible expenses, capital 5339 - Section 5339 funds may be used for the capital expense of transportation services to the general public in non-urbanized areas. 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, microcomputer hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs, construction or rehabilitation of transit facilities including design, engineering, and land acquisition, and other durable goods such as spare components with unit cost over $300 and a useful life of more than one year. The cost associated with pre-award and post delivery audits also qualify as eligible expenses.

eligible expenses, capital, 5311(f) - Eligible expenses include intercity bus service planning and marketing and the purchase of buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications

equipment, wheelchair lifts and restraints, vehicle rehabilitation, passenger shelters, intermodal facility projects (see above), bus stop signs and similar passenger amenities, data processing hardware/software, other durable goods such as spare components with a useful life of more than one year, initial installation costs, vehicle procurement/testing, inspection and acceptance costs, and costs associated with pre-award and post delivery audits.

eligible recipient, 5339 – For the Section 5339 Program, political subdivisions of the State of Florida and agencies thereof, Indian Tribes and private nonprofit agencies designated as CTCs, per Chapter 427, F.S., who provide public transportation in non-urbanized areas, are eligible recipients for the Section 5339 Program. Private for-profit agencies may receive funds through contractual arrangements with eligible recipients. All recipients who are not CTCs must enter into coordination or transportation operator contracts with the appropriate CTC for the purpose of coordinating services. Local governments providing fixed route/fixed schedule service are not required to have an agreement with the CTC.

eligible service, 5339 – Public transit service provided in non-urbanized areas on a regular and continuing basis is eligible. Service provided to non-sponsored transportation disadvantaged persons and to social service clients is eligible. Services may be designed to maximize usage by transportation disadvantaged persons in general, as long as there is no restriction on public use of the service. Services may not be designed exclusively to serve the transportation requirements of social service agencies without regard for the mobility needs of the community as a whole. The non-prioritization service plan must be submitted to the District Office. Charter, sightseeing, and exclusive school bus services are not eligible services. Since the goal of Section 5339 Rural is to enhance access of people living in non-urbanized areas to activities, Section 5339 projects may include the transportation of non-urbanized area residents to and from urbanized areas.

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

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

fares – co-pay or revenue collected from the client to cover the cost of their trip.

federally recognized Indian Tribal Government – The governing body or a governmental agency of any Indian tribe, band, nation or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and service provided through the Bureau of Indian Affairs.

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**.**

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

job access and reverse commute program activities – Activities to improve access to transportation service to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport resident of urbanized areas and nonurbanized areas to suburban employment opportunities.

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

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

local match – Can be a cash match, human services transportation contract or in-kind. Income from contract to provide human service transportation may be used either to reduce the net project cost or to provide local match. In either case, the

cost of providing the contract service is included in the total project cost. No Federal Transit Administration program funds can be used as a source of local match for other FTA Programs, even when used to contract for service. In-kind match must be approved, prior to invoicing, by the District Comptroller's Office and be an eligible source listed in the FTA Master Agreement. Non-cash items such as donations of goods or services, volunteered services, or in-kind contributions are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds.

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

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

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

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

non-prioritization plans – The plan developed by the recipient, and provided to the funding District, which outlines how the recipient plans to provide non-prioritized general public transportation services. All transportation services funded with Section 5339 funds shall be available to the general public.

non-urbanized area – The area outside of an urbanized area. An urbanized area is defined as "a core area and the surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the United States Census Bureau or extended by State and local officials." For the purpose of Section 5339 the urbanized area map as approved by the Metropolitan Planning Organization, Florida Department of Transportation and the Federal Highway Administration, available from the District Planning Sections, shall be used to determine eligible service areas.

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

non-urbanized area - The area outside of an urbanized area, as defined by the U.S. Bureau of the Census.

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 5311, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for transportation of social service clients.

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

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

public transportation – Surface transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by AMTRAK.

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 – A State or Indian tribe that receives a Federal transit program grant directly from the Federal government.

recurring applicant – An applicant for Section 5310, 5311, and/or 5311(f) Federal Assistance who applies every year.

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

transit development plan (TDP) - A locally adopted document, addressing a minimum five-year time frame. 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 three year implementation plan, with annual updates developed by the CTC's and planning agencies which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the local coordinating board.

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

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

End of Manual

5311 OPERATING and CAPITAL Manual Revised on 7 September 2011

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