

# Office of Freight, Logistics & Passenger Operations (FLP)

2013-2014

Organization & Activities Guide



Florida Department of Transportation



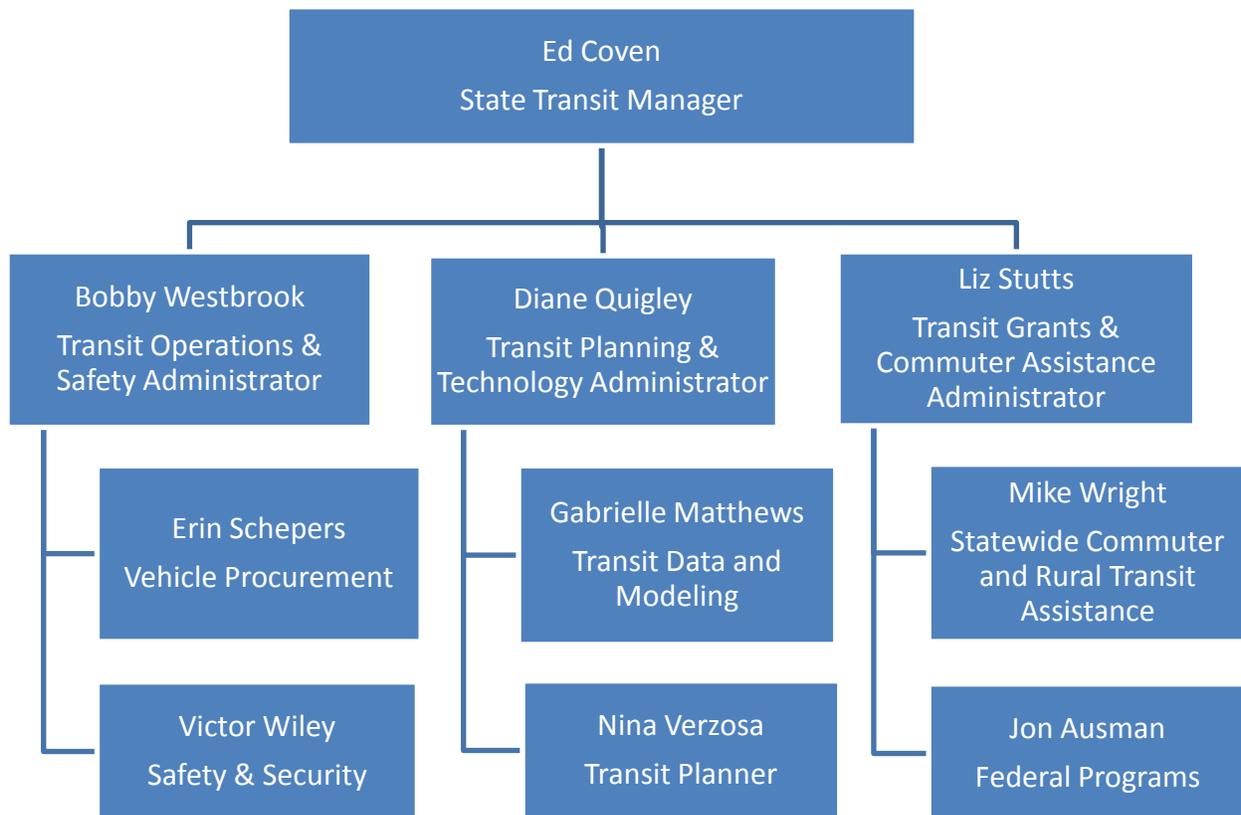
# Transit Office

## Transit Activities



## Florida Department of Transportation

Last Updated: September 20, 2013



## Transit Office

<p>Ed Coven 850-414-4522</p>	<p>State Transit Manager</p>	<p>Overall leadership, direction, and support for transit staff activities</p> <p>Transit policy and technical support to executive leadership team</p> <p>Primary liaison with local transit agencies, Federal Transit Administration, Florida Public Transportation Association, and Advisor to Commission for the Transportation Disadvantaged</p> <p>Evaluate State legislative proposals and Federal authorizations and appropriations acts</p> <p>Manage the State New Starts Transit Program and special transit related projects such as Assessment of Maglev Proposal for Central Florida</p> <p>Represent FDOT on AASHTO's Standing Committee on Public Transportation, APTA's State Affairs Committee, and CUTR's National Center for Transit Research</p>
<p>Transit Operations and Safety</p>		
<p>Bobby Westbrook 850-414-4533</p>	<p>Transit Operations and Safety Administrator</p>	<p>Statewide Oversight of Maintenance and Operations</p> <p>Maintenance and Operations Training Programs</p> <p>New Bus Technology Demonstration Programs</p> <p>Vehicle Technology Research</p> <p>Transit Emergency Management</p> <p>Vehicle Safety and Maintenance Management</p>
<p>Erin Schepers 850-414-4526</p>	<p>Vehicle Procurement Program Manager</p>	<p>Statewide Oversight of Transit Procurement Programs</p> <p>Coordinate and implement a statewide vehicle procurement program to assist transit agencies in acquiring transit vehicles of high quality at lower costs</p>

<p>Victor Wiley 850-414-4525</p>	<p>Transit Safety Program Manager</p>	<p>Coordinate, establish, and develop state and federal bus safety and security standards through Florida Administrative Code, Rule 14-90</p> <p>Manage the Department’s Safety and Security Oversight Program for Fixed Guideway</p> <p>Manage the Department’s Substance Abuse Program, including the administration of drug and alcohol compliance record reviews</p> <p>Statewide oversight of drug and alcohol testing services</p> <p>Manage the Florida Transit Safety Network</p>
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Transit Planning and Information Management

<p><b>Diane Quigley</b> 850-414-4520</p>	<p><b>Transit Planning and Technology Administrator</b></p>	<p><b>Policy and procedural reviews and development</b></p> <p><b>Transit Performance Measures and Reporting</b></p> <p><b>Manage and administer statewide transit programs</b></p> <p><b>Coordinate on growth management policies and procedures</b></p> <p><b>Manage the National Center for Transit Research Program</b></p> <p><b>Development of Transit Oriented Development guidance and training for promoting transit</b></p> <p><b>Coordinate on Transit Strategic Intermodal System Projects</b></p> <p><b>Coordinate with the Environmental Management Office regarding transit's role in the PD &amp; E process</b></p>
<p>Gabrielle Matthews 850-414-4532</p>	<p>Transit Data and Modeling</p>	<p>Manage statewide National Transit Data Program for Florida, Florida Transit Information System (FTIS)</p> <p>Coordinate with Systems Planning on integrating transit in the Department's travel demand modeling program</p> <p>Manage the Department's online forecasting tools, TBEST</p> <p>Manage the Department's online Bus Stop Inventory program, ATSIM</p> <p>Manage Transit GIS files and databases</p> <p>Coordinate with the Design Office regarding transit facility designs and ADA</p> <p>Provide technical assistance and training regarding transit's role in the environment</p> <p>Participate in the Department's Safe Mobility for Life Program</p> <p>Provide assistance regarding bicycle and pedestrian connections and improvements related to transit</p>

Nina Verzosa 850-414-4217	Transit Planner	Provide project technical support Prepare Transit Office organization and performance documents Assist with the development of presentations Research transit planning project materials and topics
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Transit Grants and Commuter Assistance		
<p><b>Liz Stutts</b> 850-414-4530</p>	<p><b>Transit Grants and Commuter Assistance Administrator</b></p>	<p><b>Principal advisor on federal and state transit programs, financing and program regulations</b></p> <p><b>Manage Department’s involvement in transit innovative finance programs</b> <b>Administer and supervise management of statewide transit programs</b></p> <p><b>Develop statewide transit policy</b></p> <p><b>Provide statewide guidance and training to District Offices and grant recipients</b></p> <p><b>Coordinate audit responses</b></p> <p><b>Coordinate Transit Title VI Submission</b></p>
<p>Mike Wright 850-414-4529</p>	<p>Statewide Commuter and Rural Transit Assistance Program Manager</p>	<p>Provide direction and monitor the Commuter Assistance, Transit Corridor and Park and Ride Lot Programs</p> <p>Evaluate and monitor the state funded transportation demand management programs</p> <p>Provide legislative bill analysis as needed</p> <p>Manage Rural Transit Assistance Program</p> <p>Manage the Transit Toll Revenue Credit Program</p>
<p>Jon Ausman 850-414-4519</p>	<p>Federal Programs Manager</p>	<p>Manage the financial components of the federal grant programs</p> <p>Develop and maintain data bases for federal reporting</p> <p>Administer vehicle inventory management program for FTA funded vehicles</p> <p>Coordinate Transit Federal Funding Accountability and Transparency Act (FFATA) Reporting</p>

### **State New Starts Program**

- Work with Districts and project sponsors to qualify New Starts projects through FTA process
- Allocate and program funding for selected projects
- Work with project sponsors and FTA to implement selected projects

### **Evaluate State Legislative Proposals and Federal Authorizations and Appropriations**

- Participate in Legislative Bill development
- Analyze Legislative Bills
- Analyze and comment on Federal Authorization proposals
- Incorporate new and changing Federal law and guidance into state administered programs

### **Represent FDOT on Statewide and National Organizations, Committees, Commissions, etc.**

- AASHTO Standing Committee on Public Transportation
- APTA State Affairs Committee
- Florida Commission for the Transportation Disadvantaged
- Florida Public Transportation Association
- National Center for Transit Research
- Association for Commuter Transportation
- Community Transportation Association of America
- Transportation Research Board project committees



### Florida Vehicle Procurement Program

- Design of vehicle and equipment specifications
- Establishment of vendor contracts
- Procurement of transit vehicles and equipment
- Ensuring vendor warranty compliance for local agency grantees under the Federal Sections 5310 and 5311 programs
- Management and oversight of inspection facilities and operations
- Coordinate and implement a statewide vehicle procurement program to assist transit agencies in acquiring transit vehicles of high quality at lower costs
- Ensure vendor warranty compliance for local agency grantees under the Federal Sections 5310 and 5311 programs



### Technical Assistance and Training Programs

- Oversight of vehicle Warranty procedures
- Crashworthiness Assessment testing
- Mechanics Training Program
- Mechanic Apprenticeship Program
- Regional Training Center
- Establish Contracted Maintenance Services
- District technical assistance
- Maintenance and vehicle audits
- Management and oversight of inspection facilities and operations
- Management of the Crashworthiness program that provides crash standards for paratransit buses procured under the statewide vehicle procurement program
- Provide technical assistance to transit systems and district offices on equipment leases, operating requirements, equipment procurement specifications, requirements, and modifications.
- Provide technical assistance to transit systems on maintenance and safety matters relating to the purchase and operation of vehicles.
- Provide technical assistance, management and coordination for the Statewide Mechanic's Training Program for transit system employees. Develop maintenance inspection and repair procedures for use by transit systems. Perform on-site inspections of vehicles to ensure compliance with proper maintenance procedures and contractual agreements.
- Research and identify existing training, technical assistance, and education programs which may be utilized by the Department and transit agencies

- Propose, review and analyze state and federal legislation pertaining to transit operational matters.
- Provide management, coordination and direction to the State Fleet Leasing Program. Develop procedures for leasing and accountability of equipment.
- Act as the Department's representative in matters relating to transit operations and provide liaison to the Florida Public Transit Association on technical and operational issues.

### **Rail Fixed Guideway Safety and Security Oversight Program**

- Establish safety and security standards
- Ensure Compliance with Federal regulations
- Ensure Compliance with state standards
- Establish implementation guidelines
- Conduct safety and security audits every 3 years
- Maintain web based document management system
- Prepare and submit annual reports
- Provide Technical assistance and training
- Coordinate, establish, and develop state and federal fixed guideway transportation safety and security standard through the Safety and Security Oversight Program for Florida Fixed Guideway Transportation Systems Standards Manual (Incorporated by Rule 14-15.017, Florida Administrative Code) for the management, implementation, and oversight of safety and security standards for Florida fixed guideway transportation systems
- Monitor transit industry developments, legislation and federal and state regulatory issues that could influence or impact fixed guideway and bus transit system safety programs
- Develop and implement a statewide safety and security review program for bus and fixed guideway transit systems

### **Bus Safety and Security Program**

- Establish safety and security standards
- Establish implementing procedures
- Oversee/ensure program implementation/compliance
- Conduct safety and security audits every 3 years
- Technical assistance and training
- Coordinate, establish, and develop state and federal bus safety and security standards through Rule 14-90, Florida Administrative Code (Equipment and Operational Safety Standards for Bus Transit Systems) for management, implementation, and oversight of safety and security standards for Florida bus transportation systems
- Develop and implement research activities related to bus and fixed guideway transportation safety and security programs and facilities and equipment in support of district and transit agency needs
- Manage the Florida Transit Safety Network which serves as a forum by which transit agencies can discuss transit safety issues, opportunities, best practices, and provide a stakeholder input for any proposed modifications to Rule 14-90, F.A.C. as a result state or federal MAP-21 requirements

### **Substance Abuse Management Program**

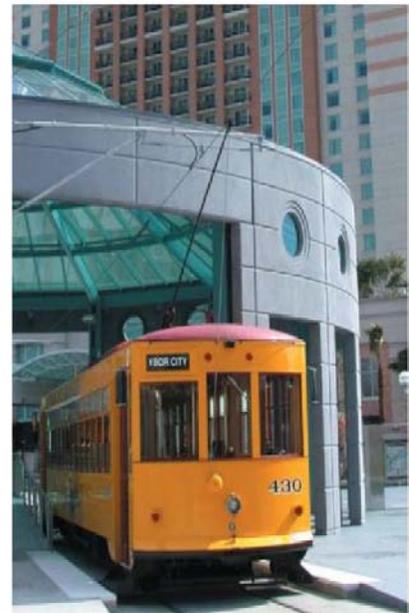
- Oversee compliance with Federal regulations for 5311 Grantees
- Establish implementing procedures
- Oversee/ensure program implementation/compliance
- Conduct on-site audits once each year
- Technical assistance and training
- Establish/manage statewide testing services contract
- Prepare/submit annual report to FTA
- Implementation and oversight of the Public Transit Office Substance Abuse Program in accordance with federal regulations
- Coordinate, develop and implement a statewide third party contract to provide drug and alcohol testing services and technical assistance to transit agencies for compliance with federal regulations
- Conduct drug and alcohol compliance record reviews of Section 5311 subrecipient agencies

### **Other**

- Provide emergency response functions
- Manage research studies/contracts
- Manage the Evaluation of the Private Magnetic Levitation System Proposal for Central Florida

### Planning and Technology

- Establish requirements and monitor implementation of Transit Development Plans (TDP)
- Support District review of Transit Development Plans
- Provide guidance and support on national and statewide transit planning policies and procedures
- Maintain national transit databases and transit information for FDOT general planning activities
- Strategic planning for the integration of transit into the Departments statewide Intelligent Transportation Systems plan
- Support the networking of transit planning professionals through a listserv, conference calls on topical issues, and coordination of panels at the two annual conferences of the Florida Public Transportation Association
- Develop handbook for transit agency use in the design and construction of stations and stops
- Recommend strategies to reduce environmental impacts of public transportation
- Technical assistance to local agencies in the planning, procurement, acquisition and implementation of Advanced Public Transportation Systems (transit ITS)



### Tools

- Florida Transit Information System, FTIS, a database of quantitative transit information used for performance monitoring, planning and peer review. This system provides an easy to use database tool for searching and reporting transit information for any agency required by FTA to report National Transit Data. The tool provides historical data, performance data, operational data and information on key variables to compare with peer transit agencies of similar service size and types. Although the system was developed to assist FL transit agencies, it has become popular worldwide because of its accessibility (free on the web) and user friendliness.
  - <http://www.ftis.org/intdas.html>
- Transit Boardings Estimation and Simulation Tool, TBEST, is a GIS based transit ridership forecasting tool which estimates ridership under changing demographics, economic, and service supply conditions.
  - <http://tbest.org/>
- ATSIM, handheld tool which geocodes bus stop locations and provides an accompanying computerized database, editable in the field, to maintain up-to-date bus stop characteristics inventory.
  - <http://www.ftis.org/atsim.html>

## **Training**

- National Transit Database, supports transit agency compliance with Federal Transit Administration reporting requirement and improves quality of data for performance monitoring
- Introduction to Transit Operations Planning, supports short term planning of routes, schedules and driver assignments
- Introduction to Urban Transportation Planning, supports longer range and more strategic transit planning for entry level transit planners and senior planners needing a grounding in transit planning
- Design and requirements for Transit Facilities to support the American with Disabilities Act
- Transit Development Planning, supports the preparation of Transit Development Plans and communicates expectations
- Transit Capacity and Quality of Service, supports collection and use of qualitative and customer oriented transit performance
- Transit Oriented Design, supports local governments in the development of Comprehensive Plans and Local Development Regulations where desired.

## **Research**

- NCTR, National Center for Transit Research, The University of South Florida, Center for Urban Transportation Research is a recipient of federal research funds, The Department matches those funds in the form of financing specific projects of use in Florida. Current projects include:
  - Analyzing the impacts of premium transit on adjacent land use using the UrbanSim model
  - A guide to the Design, Policies and Operational Characteristics for Shared Bus/Bicycle Lanes
  - Quantifying the benefits of the Transit Research Inspection Procurement Services program
  - Best Practices in Bus Dispatch
  - Forecasting Paratransit Services Demand
  - Dynamic Delivery of the National Transit Database Sampling Manual
- Completed projects can be seen at: [http://www.dot.state.fl.us/research-center/Completed\\_PTO.shtm](http://www.dot.state.fl.us/research-center/Completed_PTO.shtm)

## **Performance Monitoring**

- Develop and monitor statewide transit performance measures
- The Planning Section publishes a Transit Handbook every year containing key performance measures for each transit system in the state. The report is widely used for public information and satisfies one requirement of Section 341.071, Florida Statutes.
- Supports assessment of transit systems according to the customer based measures in the Transit Capacity and Quality of Service Measures as required of MPOs in their Long Range Transportation Plans
- Farebox Recovery Report per Section 341.071, Florida Statutes. Data is collected on farebox recovery and agency strategies to improve farebox recovery ratio.

## **Growth Management**

- The planning section is coordinating a statewide effort to develop standards for Transit Oriented Development.
- The Transit Capacity and Quality of Service Measures will be useful to local governments in establishing transit levels of service for multi modal districts.

## **Intra-agency Coordination**

Data for FDOT planning products, FTP, Short Range Component, Program Objectives and Accomplishments, Transportation Commission, etc.

- Participate in the ongoing improvements for the Florida Standard Urban Transportation Modeling Systems through joint projects and participation on the working groups and committees as requested.
- Participate in training on growth management issues with the Systems planning office.
- Participate on Design Office teams developing the Plans and Preparation Manual
- Member of the Florida team for AASHTO's Greenbook



### **Federal Grant Programs**

- Make application for annually appropriated funds
- Submit quarterly financial and progress milestone reports
- Develop program guidance and procedures
- Sub allocate funds to the Districts
- Develop statewide program of projects
- Monitor DBE compliance and reporting
- Monitor and submit Title VI reports
- Process orders for the 5310 Elderly and Disabled Capital program
- Programs managed include: 5305(d) MPO Transit Planning, 5307 Small Urban formula program, 5339 Bus and Bus Facilities Discretionary program, 5311 Non-urbanized formula program, 5316 Job Access and Reverse Commute, 5317 New Freedom program
- Compile and submit annual federal program performance measures reports
- Submit FFATA reports to OMB

### **State Grant Programs**

- Develop program guidance and procedures
- Sub allocate funds to the Districts
- Develop tools and resources for transit providers (urban and rural) and commuter assistance programs
- Programs managed include: Public Transit Block Grant, Service Development, Transit Corridor, Park and Ride, Commuter Assistance

### **Technical Assistance and Training**

- Operators Training and Network
- Transit Marketing Network
- Statewide Technical Assistance and Training Program for Transit Agencies
- TDM Training and Certification Program
- TDM Clearinghouse and Research
- Rural Transit Technical Assistance and Training
- Regional Training Centers
- Individual District Training
- District New Employee Training

### **Other**

- Provide emergency support functions
- Manage research studies and contracts

Many federal and state transportation funding programs are available to provide assistance to local transit agencies and planning agencies and organizations, including those programs that are funded by the Florida Department of Transportation (FDOT) or other state programs and those funded by the United States Department of Transportation through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). Following is a summary of each program, applicant and project eligibility criteria, funding participation, and the process for receiving an allocation or “apportionment.”

### **FDOT Transit Funding Programs**

#### **Commuter Assistance Program**

The Commuter Assistance Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-008. The Commuter Assistance Program was established to encourage public/private partnerships to provide brokerage services to employers and individuals for carpools, vanpools, buspools, express bus service, subscription transit service, group taxi services, heavy and light rail, and other systems designed to increase vehicle occupancy. The program encourages the use of transportation demand management strategies including employee trip reduction planning; Transportation Demand Management Association activities; alternative work hour programs such as telecommuting and compressed work weeks; parking management; and bicycle and pedestrian programs.



Funding for the Commuter Assistance Program is allocated to each FDOT district based on a statewide assessment of Commuter Assistance Program need. Allocation requests identified in the annual FDOT District Work Plan will be given first priority. FDOT is authorized to fund up to 100 percent of the eligible costs of commuter assistance projects that are regional in scope.

#### **County Incentive Grant Program (CIGP)**

The County Incentive Grant Program (CIGP) was created by the 2000 Legislature and is codified in Section 339.2817, Florida Statutes. The purpose of the program is to provide grants to counties to improve a transportation facility (including transit) that is located on the State Highway System or that relieves traffic congestion on the State Highway System. Municipalities are eligible to apply also and can do so by submitting their application through the county. CIGP funds are distributed to each FDOT district office by statutory formula. FDOT will cover 50 percent of eligible project costs. Eligible projects include those that improve the mobility on the State Highway System (SHS); encourage, enhance, or create economic benefits; foster innovative public-private partnerships; maintain or protect the environment; enhance intermodal activity and safety; and those that advance other projects. New technologies such as intelligent transportation systems that enhance the efficiency of projects also are eligible.

CIGP is managed within each FDOT district. Every year, each district notifies the counties within its boundaries of the availability of CIGP funds and asks that applications be submitted by a certain deadline. The District ranks the projects according to the selection criteria and selects projects as funds are made available.

## **Intermodal Development Program**

The Intermodal Development Program was developed to provide funding for major capital investments in fixed-guideway transportation systems; access to seaports, airports and other transportation terminals; and construction of intermodal or multimodal terminals. The Program is authorized in Section 341.053, Florida Statutes.

FDOT is authorized to fund projects within the Intermodal Development Program, which are consistent, to the maximum extent feasible, with approved local government comprehensive plans of the units of local government in which the project is located. Eligible recipients include cities, counties and other units of local government; transit agencies; and ports, airports, seaports, and rail authorities; and may include nonprofit agencies that are recognized by State agencies as intermodal service providers. Eligible projects include major capital investments in public rail and fixed-guideway transportation facilities and systems which provide intermodal access; road, rail, intercity bus service, or fixed-guideway access to, from, or between seaports, airports, and other transportation terminals; construction of intermodal or multimodal terminals; development and construction of dedicated bus lanes; and projects that otherwise facilitate the intermodal or multimodal movement of people and goods.

## **New Starts Transit Program (NSTP)**

The New Starts Transit Program was established by the 2005 Florida Legislature to assist local governments in developing and constructing fixed-guideway and bus rapid transit projects to accommodate and manage urban growth and development. A secondary purpose of the program is to leverage State of Florida funds to generate local transportation revenues and secure Federal Transit Administration (FTA) funding for Florida projects.

Eligible projects include those capital projects that support the Strategic Intermodal System (SIS). NSTP projects may be used to support project development, right-of-way acquisition, and construction projects. The NSTP will follow the selection guidelines of the FTA Section Major Capital Investment Program. Proposed projects should have stakeholder support, be included in local plans, and have a dedicated funding commitment. To receive funding, a project must have either a Record of Decision (ROD) from the Federal Transit Administration or a Finding of No Significant Impact (FONSI).

Funds may be transferred from FDOT's Central Office Incentive Account to any FDOT district office and are programmed on a "dollar for dollar" basis with dedicated local funding, once a project receives a "recommended" rating on its New Starts Application from the FTA. In the absence of, or in advance of federal participation, each FDOT district office may program funds concurrent with the commitment and programming of local funds.

The state's participation of transit capital projects may not exceed 50 percent of the nonfederal share of a project. For individual fixed guideway projects not approved for federal funding, the maximum state share is 12.5 percent of the costs of final design, right-of-way acquisition, and construction. Other state funds, such as Transportation Regional Incentive Program funds or Intermodal Program funds, cannot be used as match for NSTP funds.

## **Park and Ride Lot Program**

The statewide Park and Ride Lot Program were initiated in 1982 to provide organized, safe parking for vehicles constantly congregating on roadsides. Specific program guidelines are provided in FDOT Procedure Topic Number 725-030-002. The program provides for the purchase and/or leasing of private land for the construction of park and ride lots, the promotion of these lots, and the monitoring of their usage. This program is an integral part of the commuter assistance program efforts to encourage the use of transit, carpools, vanpools and other high occupancy modes. It is essential in efforts to meet federal, state, regional and local goals for reducing single occupant vehicle travel.

FDOT has established criteria for park and ride planning to assist in siting, sizing, and disposal of park and ride facilities. These criteria are contained in the State Park and Ride Lot Planning Handbook. Proposed plans and designs for park and ride lots should be reviewed and approved by FDOT district office to ensure that FDOT park and ride lot guidelines have been met. Park and Ride facilities constructed by FDOT or funded in whole or in part by FDOT, must be sited, sized, and promoted in such a way that there is a reasonable expectation of at least an average 60 percent occupancy.

Local agencies may request the use of Park and Ride Lot Programs funds by filing a project proposal with an FDOT district office, which sends a project priority list to FDOT's Central Office. FDOT's Central Office determines which projects will be funded.

FDOT will fund up to one-half the non-federal share of Park and Ride Lot capital projects. If a local project is in the best interest of FDOT, then the local share may be provided in cash, donated land value or in-kind services. If federal funds are involved, federal match guidelines shall be used.



### **Public Transit Block Grant Program**

The Public Transit Block Grant Program was established by the Florida Legislature to provide a stable source of funding for public transit. The specific program authority is provided in Section 341.052, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-030. Funds are awarded by FDOT to those public transit providers eligible to receive funding from the Federal Transit Administration's Sections 5307 and 5311 programs and to Community Transportation Coordinators. The Department of Transportation distributes 85 percent of the funds to FTA Section 5307 providers and to FTA Section 5311 providers who are not Community Transportation Coordinators. The Florida Commission for the Transportation Disadvantaged distributes 15 percent of the funds to Community Transportation Coordinators according to their own funding formula. Public Transit Block Grant funds may be used for eligible capital and operating costs of providing public transit service. Program funds may also be used for transit service development and transit corridor projects. Public Transit Block Grant projects must be consistent with applicable approved local government comprehensive plans. State participation is limited to 50 percent of the non-federal share of capital projects. Program funds may be used to pay up to 50 percent of eligible operating costs or an amount equal to the total revenue, excluding farebox, charter, and advertising revenue, and federal funds received by the provider for operating costs, whichever is less.

### **Public Transit Service Development Program**

The Public Transit Service Development Program was enacted by the Florida Legislature to provide initial funding for special projects. The Public Transit Service Development Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-005. The program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit services. Service Development Projects specifically include projects involving the use of new technologies; services, routes, or vehicle frequencies; the purchase of special transportation services; and other such techniques for increasing service to the riding public.

Projects involving the application of new technologies or methods for improving operations, maintenance, and marketing in public transit systems are also eligible for Service Development Program funding. Service Development Projects are subject to specified times of duration, but no more than three years. If determined to be successful, Service Development Projects must be continued by the public transit provider without additional Public Transit Service Development Program funds.

Each FDOT district office must develop a program of eligible Service Development projects and submit that program of projects to FDOT's Central Office by the first working day of July each year. Implementation of those projects can begin on or after July 1 of the following fiscal year. Projects submitted for funding must be justified in the recipient's Transit Development Plan (TDP) (or transportation disadvantaged service plan, if applicable).

### **Transit Corridor Program**

The Transit Corridor Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-003. The Transit Corridor Program provides funding to Community Transportation Coordinators or transit agencies to support new services within specific corridors when the services are designed and expected to help reduce or alleviate congestion or other mobility issues within the corridor. Transit Corridor funds are discretionary and are distributed based on documented need. Transit Corridor Program funds may be used for capital or operating expenses. Eligible projects must be identified in a Transit Development Plan, Congestion Management System Plan, or other formal study undertaken by a public agency.

FDOT's Central Office annually reviews all existing (i.e., currently approved and operating as of the annual review) Transit Corridor projects and allocates, to the respective FDOT district office sufficient funds to cover these ongoing projects. First priority for funding under this program is for existing projects to meet their adopted goals and objectives. Any remaining funds are allocated to each of the districts by formula, based on each district's percentage of the total state urbanized population. Projects are funded at one-half the non-federal share. Projects designed to alleviate congestion in a region may receive funding at up to 100 percent.

### **Transportation Regional Incentive Program (TRIP)**

TRIP was created by the 2005 Legislature to improve regionally significant transportation facilities in "regional transportation areas." State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. FDOT will pay for 50 percent of project costs, or up to 50 percent of the non-federal share of project costs for public transportation facility projects. This program can be used to leverage investments in regionally significant transportation facilities and must be linked to growth management objectives.

Eligible TRIP projects must be identified in appropriate local government capital improvements program(s) or long-term concurrency management system(s) that are in compliance with State comprehensive plan requirements. In addition, projects must be consistent with the Strategic Intermodal System and support facilities that serve national, statewide, or regional functions and function as an integrated transportation system. Upon funding availability, FDOT district offices will provide district priorities for TRIP funds to FDOT's Central Office. Based on the guidance developed by FDOT's Central Office, the District Office will notify successful applicants and program those projects. Selected projects may also be eligible for revolving loans and/or credit enhancements from the State Infrastructure Bank (SIB) program. If project funding is awarded through the SIB, the funding must be matched by a minimum of 25 percent from funds other than the SIB. SIB loans can be made to a FDOT district office or the Turnpike Enterprise, or they can be between the Department and an entity external to the Department (e.g., County, City, or Expressway Authority).

Sources are available to local governments and other agencies to provide for a local share of project costs. While local cash is an acceptable form of project match, other sources may also be used within the guidelines for each funding program.

### **Toll Revenue Credit Program**

It is the policy of FDOT to make available the option to use toll revenue credits, authorized by Title 23 U.S.C. 120(j)(1), to Florida transit systems for use as soft match on eligible federal transit capital projects. On an annual basis, the State Freight, Logistics, and Passenger Operations Administrator will be responsible for notifying Florida's transit systems of the availability of toll revenue credits and for approving the use of toll revenue credits on proposed transit capital projects.

### **Rural Economic Development Initiative (REDI) Waiver**

Section 288.06561, Florida Statutes, provides that, notwithstanding any other law, member agencies and organizations of the REDI will review the financial match requirements for projects in rural areas. Counties and communities that meet certain statutory criteria may request a waiver or reduction of the match requirements for such projects. To be eligible to request a waiver or reduction of matching requirements, a county or community must meet the statutory definition of "rural," as provided below, and that county or community must have three or more of the "economic distress" conditions, also identified below.

Section 288.0656(2)(e), Florida Statutes, defines a rural community as:

- a county with a population of 75,000 or less,
- a county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less,
- a municipality within a county described above
- an unincorporated federal enterprise community, or
- an incorporated rural city with a population of 25,000 or less and an employment base focused on traditional agricultural or resource-based industries, located in a county not defined as rural, which has at least three or more of the economic distress factors identified in paragraph (c) and verified by the Office of Tourism, Trade, and Economic Development.

Section 288.0656(2)(c), Florida Statutes, defines "economic distress" conditions as:

- low per capita income
- low per capita taxable values
- high unemployment
- high underemployment
- low weekly earned wages compared to the state average
- low housing values compared to the state average
- high percentages of the population receiving public assistance
- high poverty levels compared to the state average
- a lack of year-round stable employment opportunities

The approval of a REDI waiver will not increase the amount of State funds that will be made available for a project.

### **In-Kind and Other Soft Match**

In limited circumstances, local governments and other agencies may use in-kind and/or other contributed services as soft match for projects. Office space, staff services, contract expenses, and other local operating costs may be allowable in-kind match to certain grant funded projects. (The use of in-kind match must be approved by the FDOT district's financial office). In addition, real property may also be used toward the local share of certain capital projects.

## **Federal Funding Programs**

The following section provides information on federal funding programs, primarily those funded by the U.S. Department of Transportation, Federal Transit Administration, codified in Chapter 49 of the United States Code (U.S.C.). Programs revised or created through the Safe, Accountable, Flexible, and Efficient Transportation Equity Act--A Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) are also included in this Resource Guide.

### **Metropolitan Planning Program (49 U.S.C. Section 5305(d))**

This program provides funding to support the cooperative, continuous, and comprehensive planning program for making transportation investment decisions in metropolitan areas, required by 49 U.S.C. 5305.

State DOTs and metropolitan planning organizations (MPOs) may receive funds for purposes that support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; increasing the safety and security of the transportation system for motorized and non-motorized users; increasing the accessibility and mobility options available to people and for freight; protecting and enhancing the environment, promoting energy conservation, and improving quality of life; enhancing the integration and connectivity of the transportation system, across and between modes, for people and freight; promoting efficient system management and operation; and emphasizing the preservation of the existing transportation system.

Funds are apportioned by a complex formula to states that includes consideration of each state's urbanized area population in proportion to the urbanized area population for the entire nation, as well as other factors. States can receive no less than 0.5 percent of the amount apportioned. These funds, in turn, are sub-allocated by states to MPOs by a formula that considers each MPO's urbanized area population, its individual planning needs, and a minimum distribution.

FDOT's Central Office's Public Transit Office has developed, after consultation with the MPO Advisory Council (MPOAC), a formula for the distribution of Section 5305(d) planning funds:

1. Each MPO, including the MPOAC, is provided a base allocation of \$30,000.
2. Fifty percent of the remaining funds are distributed based on the urbanized area population within the MPO's jurisdiction as a percentage of all the urbanized population of all the MPOs' jurisdictions.
3. One quarter (25 percent) of the remaining funds is distributed based on the revenue miles reported within the MPO's jurisdiction as a percentage of all the revenue miles reported in all MPOs' jurisdictions.

4. One quarter (25 percent) of the remaining funds is distributed based on the number of passenger trips reported within the MPO's jurisdiction as a percentage of passenger trips reported in all the MPOs' jurisdictions.



### **Urbanized Area Formula Program (49 U.S.C. Section 5307)**



This program makes federal resources available to urbanized areas and to governors for transit capital and operating assistance in urbanized areas and for transportation related planning. Eligible projects include planning, engineering design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.

For urbanized areas with 200,000+ in population, funds are apportioned and flow directly to a designated recipient selected locally to apply for and receive federal funds. For urbanized areas under 200,000 in population, the funds are apportioned to the governor of each state. For Governor Apportionment areas, awards are determined and recipient agencies apply for and receive 5307 funds directly from FTA. A few areas under 200,000 in population have been designated as transportation management areas and receive apportionments directly.

### **Small Transit Intensive Cities (apportionment when eligible rolled into 5307) (49 U.S.C. Section 5336(j))**

The Small Transit Intensive Cities program was established by SAFETEA-LU within the Urbanized Area Formula Program. The program is available to transit intensive urbanized areas with less than 200,000 in population and is funded through a set-aside from the formula program. Eligible projects include both operating and capital programs consistent with the guidelines provided for the Urbanized Area Formula Program.



*Future Miami Intermodal Center (MIC)*

### **Growing States and High Density States Program (apportionment included in 5307) (49 U.S.C. Section 5340)**

The Growing States and High Density States Program distributes funds to the urbanized and non-urbanized area formula programs. The funding is distributed based on a number of factors. One-half of program funds will be allocated based on population forecasts for 15 years out from the last census (through 2015). Florida will benefit by moving up to the third most populous state in 2015. One-half will be based on population densities in excess of 370 persons per square mile. Eight states, not including Florida, will share this portion of the allocation (Florida ranks 9th in population density).

### **Bus and Bus Related Facilities Program (49 U.S.C. Section 5339)**

The Bus and Bus Related Facilities Program (49 U.S.C. 5339) provides capital assistance to eligible recipients on a discretionary basis. Eligible recipients for capital investment funds include public bodies and agencies (transit authorities and other state and local public bodies and agencies thereof) including states, municipalities, other political subdivisions of states; public agencies and instrumentalities of one or more states; and certain public corporations, boards, and commissions established under State law.

Eligible projects include those for 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, bus preventive maintenance, passenger amenities such as passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, supervisory vehicles, fareboxes, computers, shop and garage equipment, and costs incurred in arranging innovative financing for eligible projects.

An intermodal facilities program was established through SAFETEA-LU with a \$35 million annual set-aside from the discretionary bus program. Intercity bus service facilities that are a part of intermodal terminals that provide a connection to local public transportation are eligible for funding under this program.

### **Major Capital Investment Grants over \$75 Million (New Starts Program) (49 U.S.C. Section 5309(d))**

The Federal Transit Administration's (FTA) discretionary Major Capital Investment program is the federal government's primary financial resource for supporting locally-planned, implemented, and operated transit guideway capital investments. From heavy to light rail, from commuter rail to bus rapid transit systems, the New Starts program has helped to make possible hundreds of new or extended transit fixed guideway systems across the country. These rail and bus investments, in turn, have improved the mobility of millions of Americans, helped to reduce congestion and improve air quality in the areas they serve, and fostered the development of viable, safer, and more livable communities.



### **Major Capital Investment Grants Under \$75 Million (Small Starts Program)(49 U.S.C. Section 5309(e))**

This program provides funding for smaller projects with a federal share of less than \$75 million, including streetcar, trolley, bus rapid transit (if a substantial portion of the project operates in a separate right of way in a defined corridor dedicated for public transit use during peak hours or it has other characteristics of a fixed guideway system), and commuter rail projects. Small Starts projects may not total more than \$250 million. Simplified procedures and criteria apply to the program.

### **Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. Section 5310)**

This program provides formula funding to urbanized areas and states for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of population for these groups of people.

In Florida, the Section 5310 Program for small urbanized rural areas is administered by FDOT. Program funds are distributed to each FDOT district office based on its percentage of the state's elderly and disabled population. An annual application and discretionary award cycle is conducted within each district. FDOT obligates program funds from FTA based on the annual program of projects included in a statewide grant application. FDOT ensures that local applicants and project activities are eligible and in compliance with federal requirements, that private not-for-profit transportation providers have an opportunity to participate as feasible, and that the program provides for as much coordination of federally assisted transportation services, assisted by other federal sources. Once FTA approves the application, funds are available for state administration of its program and for allocation to individual sub-recipients.



### **Formula Grant for Rural Areas (49 U.S.C. Section 5311)**

This program provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 in population. Program funds are apportioned to each state in an amount proportional to each state's non-urbanized population. Program funds may be used for capital, operating, state administration, and project administration expenses. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including American Indian tribes, and must provide for maximum feasible coordination with transportation services assisted by other federal sources. The state must use 15 percent of its annual apportionment to support intercity bus service, unless the governor certifies that these needs of the state are adequately met.

In Florida, the Section 5311 Program is administered by FDOT. Program funds are distributed to each FDOT district office based on its percentage of the state's rural population. Each district office allocates program funds to designated eligible recipients through an annual grant application process. Program recipients are required to report data to the National Transit Database. In Florida, FDOT prepares the Rural NTD reports based on data submitted by sub-recipients.

## **Flexible Funding Programs**

Flexible funds are certain legislatively-specified funds that may be used for either transit or highway purposes. This provision was first included in the Intermodal Surface Transportation Efficiency Act of 1999 (ISTEA), was continued with the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), and was included in SAFETEA-LU and in the recently enacted Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). Flexible funds allow a local area to choose to use certain federal surface transportation funds based on local planning priorities, not on a restrictive definition of program eligibility. Flexible funds include FHWA Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and FTA Urban Formula Funds.

Since the enactment of ISTEA, FHWA funds transferred to FTA have provided a substantial new source of funds for transit projects. When FHWA funds are transferred to FTA, they can be used for a variety of transit improvements such as new fixed guide way projects, bus purchases, construction and rehabilitation of rail stations, maintenance facility construction and renovations, alternatively-fueled bus purchases, bus transfer facilities, multimodal transportation centers, and advanced technology fare collection systems.

FHWA funds transferred to FTA can go to one of three programs: Urbanized Area Formula Program (5307), Rural Areas Formula Program (Section 5311 program); and Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310 program). Once they are transferred to FTA for a transit project, the funds are administered as FTA funds and take on all the requirements of the FTA program. Transferred funds may use the same non-federal matching share that the funds would have if they were used for highway purposes and administered by FHWA.

In urbanized areas over 200,000 in population, the decision on the transfer of flexible funds is made by the MPO. In areas under 200,000 in population, the decision is made by the MPO in cooperation with FDOT. In rural areas, the transfer decision is also made by FDOT. The decision to transfer funds should flow from the transportation planning process and the priorities established for an area as part of the planning process.





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(850)414-4500

605 Suwannee St. MS 57