

Florida Commission for the



**Transportation  
Disadvantaged**

FISCAL YEAR 2019-20  
PROGRAM MANUAL AND APPLICATION  
FOR THE  
INNOVATION AND SERVICE DEVELOPMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

# INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities.

The 2019 Legislature allocated an additional \$10 million to the Transportation Disadvantaged Trust Fund for Fiscal Year 2019-20.

This funding shall be used to award **competitive grants** to community transportation coordinators (CTCs) and transportation network companies (TNCs) for the purposes of providing cost-effective, door-to-door, on-demand and scheduled transportation services that:

- 1. Increase a transportation disadvantaged person's access to and departure from job training, employment, health care, and other life-sustaining services;**
- 2. Enhance regional connectivity and cross-county mobility; or,**
- 3. Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.**

Project examples could include projects such as:

- Provide persons who are transportation disadvantaged transportation services to and from employment when such employment begins or ends outside of established transportation service hours. (Example: Pinellas Suncoast Transportation Authority's TD Late Shift Program.) This could also include last-minute call-to-work or job interviews.
- Coordinate with FDOT's construction workforce development program to coordinate transportation for persons who are transportation disadvantaged to access training and job sites necessary to deliver projects in the FDOT five-year work program.
- Provide transportation services for persons who are transportation disadvantaged who reside in rural areas to and from jobs.
- Provide transportation assistance in coordination with other employment and training services for transportation disadvantaged individuals participating in programs sponsored through the Regional Workforce Development Boards (RWBs) and Florida's One-Stop Career Center System.
- Increase access to and from health care services by providing door-to-door, on-demand and scheduled transportation services to dialysis, cancer treatments, and other urgent medical or life-sustaining services that cannot be pre-scheduled, such as hospital

discharge, medical trips at early-onset of illness, pick-ups from late medical appointments.

- Enhance regional connectivity and cross-county mobility to access employment, health care, education, shopping or other life-sustaining services across one or more county lines.
- Provide transportation services to and/or from a transportation hub (first mile/last mile type of service).

Pursuant to Section 427.011(5), F.S., "community transportation coordinator" means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in ss. 427.011-427.017 in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Pursuant to Section 627.748, F.S., "transportation network company" or "TNC" means an entity operating in this state pursuant to this section using a digital network to connect a rider to a TNC driver, who provides prearranged rides. A TNC is not deemed to own, control, operate, direct, or manage the TNC vehicles or TNC drivers that connect to its digital network, except where agreed to by written contract, and is not a taxicab association or for-hire vehicle owner. An individual, corporation, partnership, sole proprietorship, or other entity that arranges medical transportation for individuals qualifying for Medicaid or Medicare pursuant to a contract with the state or a managed care organization is not a TNC.

Current Mobility Enhancement Grant projects that meet the above objectives may be considered however, a new complete application package is required.

**The deadline to submit applications to the Commission is August 14, 2019.** If awarded, the Commission expects the Grantee to implement the proposed projects (including services provided) shortly after the execution of the grant agreement. A significant delay in starting or providing services may result in a decrease or reassignment of funds to another project.

A Commission subcommittee will review the applications and recommend projects for the Commission to consider and vote on at an upcoming business meeting.

Projects will be recommended based on the following review criteria:

- Application package is complete and received by the deadline. Application package consists of the following documents:
  - Grant Application
  - Project Scope
  - Standard Assurances
  - Resolution

- Applicant is an eligible recipient for these grant funds (CTC or TNC).
- The Project Scope is clearly written and addresses all required elements as identified in the instructions.
- The completed Project Scope (excluding the required forms) shall be no more than ten (10) pages including any attachments/exhibits such as maps, etc

Depending on the responses to this request for grant applications, the Commission may provide another opportunity for potential grantees to submit applications during the first quarter of Fiscal Year 2019-20.

This manual is divided into two parts: Program Requirements and the Application Instructions and Forms.

# **PART I PROGRAM REQUIREMENTS**

This part of the manual contains requirements of the grant program.

## **1. ELIGIBILITY INFORMATION**

### **A. Eligible Recipients**

All eligible recipients must be registered in My Florida Marketplace and will be referred to as the Grantee.

Eligible recipients are:

- A CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP)
- A TNC who operates in Florida and uses a digital network to connect a rider to a TNC driver, who provides prearranged rides.

### **B. Allowable Expenditures**

These grant funds are for the specific purpose of funding a portion of passenger trips provided to eligible non-sponsored transportation disadvantaged individuals. Grantees shall provide service before seeking payment. A non-sponsored trip is a one-way trip that cannot be paid for by any other federal, state, or local government program for an eligible individual who meets the definition of transportation disadvantaged pursuant to Chapter 427, Florida Statutes.

## **2. GRANT FUNDING**

This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) cash match generated from local sources. No state or federal government revenues are acceptable as local match. All matching funds must be documented, reasonable, necessary, and related to this project.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, and farebox revenues.

## **3. GRANT APPROVAL**

All grants are subject to approval by the Commission. Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Submitting an application does not ensure grant award nor does it ensure that if funding is granted that it will be in the amounts requested. If the amount awarded is less than requested, the applicant will be notified

to determine if, based on the new amount, the applicant would like to continue with the proposed project. Once the Commission has approved the award and the amount, a grant agreement will be forwarded to the applicant for execution. No significant changes can be made to the project once it has been approved by the Commission.

#### **4. INVOICING**

The Grantee shall invoice the Commission for each month that services are provided. The Grantee will make every effort to submit invoices within 30 days after the month of service provision. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted in accordance with the Commission's most recent Invoicing Procedures for the Provision of Transportation and Capital Equipment unless otherwise notified by the Commission.

# **PART II**

## **APPLICATION INSTRUCTIONS AND FORMS**

### **GENERAL INSTRUCTIONS**

Presented in this part are specific instructions on the preparation of the grant application forms.

**Applications are due August 14, 2019.** Final award decisions are scheduled to be approved at the Commission's business meeting September 16, 2019.

Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged at (850) 410-5700.

An application package shall be submitted to the Commission and consist of the following forms: Innovation and Service Development Grant Application, Project Scope, Authorizing Resolution, and Standard Assurances.

Applicants must submit one (1) original proposal. All pages of the proposal/application package must be legible. Required signatures may be obtained after submission but prior to grant agreement execution (if awarded).

The application package shall be submitted to:

**Commission for the Transportation Disadvantaged  
605 Suwannee Street, Mail Station 49  
Tallahassee, Florida 32399-0450**

Note. Binders are unnecessary. **Emailed applications will not be accepted.**

### **TIMETABLE UPDATE**

July 23, 2019	Email Extended Due Date Notification and Innovation and Service Development Grant Program Manual and Application to potential applicants and post on CTD webpage.
August 14, 2019	Application Package due to Commission for the Transportation Disadvantaged
August 2019	Review Subcommittee Meeting
September 16, 2019	Commission Meeting
October 2019	Earliest date grant agreements can be effective
June 30, 2020	All grant agreements will terminate

# **Innovation and Service Development Grant Application**

Except for the following notes, the application is self-explanatory. If questions arise, please contact the Commission at (850) 410-5700.

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Name must match the Federal Employer Identification Number (FEIN) and the information that is registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match the FEIN and the information that is registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant applicant's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address shall also be consistent with the address associated with the applicant's FEIN.

CONTACT PERSON, PHONE NUMBER AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact for this grant, their phone number, and email address.

APPLICANT ORGANIZATION TYPE: Check which type of organization applicant is (CTC or TNC). If the applicant is a TNC, include an organization chart identifying key personnel, decision makers and operational staff that will implement the project. In addition, summarize the applicant's experience in providing on-demand transportation in Florida.

PROJECT LOCATION: Provide the geographical location(s) of the proposed project. The location can be a single county, multiple contiguous counties or statewide. Projects will not replace or supplant transportation services provided by a CTC in their respective service area unless the effected CTC is unable to provide the service or the project is to serve a target population that is not currently being served.

PROPOSED PROJECT START DATE: The Commission expects the Grantee to implement the proposed projects (including services provided) shortly after the execution of the grant agreement. A significant delay in starting or providing services may result in a decrease or reassignment of funds to another project.



## Project Scope

This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review subcommittee to consider and recommend projects to be funded. The project scope shall include a narrative of the proposed project description and identifies how such project will meet one or more of the following funding objectives to provide cost-effective, door-to-door, on-demand and scheduled transportation services that:

- 1. Increase a transportation disadvantaged person's access to and departure from job training, employment, health care, and other life-sustaining services;**
- 2. Enhance regional connectivity and cross-county mobility; or,**
- 3. Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.**

The completed Project Scope (excluding the required forms) shall be no more than ten (10) pages including any attachments/exhibits such as maps, etc.

### PROJECT DESCRIPTION

- a) Describe the proposed project, project location, and which funding objective(s) it addresses. (Note: As you are describing the project and outlining the existing needs, keep in mind how the success of the project will be measured.)
- b) Describe current transportation services that are available and identify service limitations or gaps the project proposes to address.
- c) If the project is for a specific population, identify who will be receiving services (based on purpose or ridership).
- d) Describe how the proposed project will be accomplished. Provide details that include how services will be provided. Identify an estimated number of trips and riders the proposed project will serve. Address whether proposed services are a new mobility option, an expansion of services or an enhancement to existing services that will improve transportation access. Bus passes will be considered only if integrated with other mobility options. An overall expansion of services is not the intent of this grant program.
- e) Describe the process for ensuring riders are eligible to receive Transportation Disadvantaged services. Include how rider eligibility will be determined and, if not by the applicant, what organization will be determining that a rider is transportation disadvantaged, pursuant to Chapter 427, Florida Statutes.

## PROJECT TIMELINE

- a) Provide a project timeline.
- b) The timeline should identify the project start date, project implementation date and any major milestones (e.g. procurement of equipment or operator, hiring personnel, beginning of on-the-road services, etc.).

## PROJECT FUNDING AND PROPOSED SERVICE RATES

- a) Amount of Funding Requested. Provide the total estimated project funding request. Provide a detailed budget, identifying line item expenses to accomplish the proposed project. The budget must support the amount of funding requested. All expenditures must be allowable, reasonable, and necessary. In addition, identify the source of matching funds to be used for the project.
- b) Proposed Service Rates. Provide the proposed project rate(s) for services that will be charged. Provide an explanation of how the proposed rates were determined if service rates are different than rates generated by the Commission's Rate Calculation Model. Cost per trip or mile should include the cost of salaries, overhead, fringe benefits, expenses, rider costs and other administrative costs as necessary. Rate(s) for services will be finalized prior to grant execution.

## PROJECT PERFORMANCE MEASURES

A performance measure is a measurement of results demonstrating the project's effectiveness in meeting its objectives.

Identify a minimum of three (3) proposed project performance measures that are indicators to assess the progress of the project and whether the project is achieving its objectives. Performance measure reports will be submitted quarterly.

One of the performance measures must address the customer's experience accessing or utilizing the proposed service. At a minimum, the measure shall identify the number of customers surveyed quarterly. Also describe what method will be used to determine the survey size and how the survey will be conducted (e.g. telephone, on-board questionnaires, or mailed to customers). This performance measure will identify the total number of riders survey, responses received, and survey results.

Examples:

Goal – Increase new riders and/or trips to access training and employment

Performance Measure: number of new TD eligible riders that accessed the service for project purpose.

Goal – 95% of trips requested will be provided within proposed new on-demand pickup timeframe.

Performance Measure: number of trips that met or exceeded proposed project goal compared to total number of trips provided for the project.

Goal – 80% of clients surveyed were pleased with service and gave a satisfactory or above rating.

Performance Measure: 5% of total participating riders during the quarter will be surveyed via Survey Monkey.

## **STANDARD ASSURANCES**

The Standard Assurances statement shall be signed and dated by the person or position identified in the authorizing resolution.

## **AUTHORIZING RESOLUTION**

A resolution by the applicant's Board of Directors, Officers, or County Commission authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed. A sample resolution is provided. It is not required that you use the sample resolution, as long as the same basic information is provided. Remember that the resolution can be good for an extended period of time or for multiple agreements if worded in such a fashion.

# GRANT APPLICATION FORMS

- Innovation and Service Development Grant Application
- Project Scope
- Standard Assurances
- Sample Authorizing Resolution



## Transportation Disadvantaged Innovation and Service Development Grant

### APPLICATION

<b>Legal Name of Applicant</b>	<input style="width: 90%;" type="text"/>		
<b>Federal Employer Identification Number</b>	<input style="width: 90%;" type="text"/>		
<b>Registered Address</b>	<input style="width: 90%;" type="text"/>		
<b>City and State</b>	<input style="width: 40%;" type="text"/>	<b>Zip Code</b>	<input style="width: 20%;" type="text"/>
<b>Contact Person for this Grant</b>	<input style="width: 40%;" type="text"/>	<b>Phone Number</b>	<input style="width: 20%;" type="text"/>
<b>E-Mail Address [Required]</b>	<input style="width: 90%;" type="text"/>		
<b>Applicant Organization Type</b>	<input type="checkbox"/> CTC <input type="checkbox"/> TNC		
<b>Project Location [County(ies)]</b>	<input style="width: 40%;" type="text"/>	<b>Proposed Project Start Date</b>	<input style="width: 20%;" type="text"/>

Proposed Project Funding Request	
Requested Funding Amount [90%]	\$ <input style="width: 50px;" type="text"/>
Local Match [10%]	\$ <input style="width: 50px;" type="text"/>
<b>Total Proposed Project Amount</b>	<b>*\$ 0.00</b>

As the authorized Grant Recipient Representative, I hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

\_\_\_\_\_  
*Signature of Grant Recipient Representative*

 \_\_\_\_\_  
*Date*

\*Total Proposed Project Amount.\* Once each line item is complete above, right click on the "0" and select the "update field" option from the dropdown box. This will automatically calculate the Total Proposed Project Amount.



# Transportation Disadvantaged Innovation and Service Development Grant

## PROJECT SCOPE

(Please refer to the Program Manual for specific guidance)

### **Project Description:**

█

### **Project Timeline:**

█

### **Project Funding and Proposed Service Rates:**

#### **a). Proposed Project Budget**

█

Local Match Source

█

#### **b). Proposed Service Rates:**

█

### **Project Performance Measures:**

█



## Transportation Disadvantaged Innovation and Service Development Grant

### STANDARD ASSURANCES

The recipient hereby assures and certifies that:

The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

The recipient must be authorized to do business in the State of Florida, in accordance with sections 607,1501, 607.501 and 620,9102, Florida Statutes. Such authorization shall be obtained prior to the execution of the grant. For authorization, contact: Florida Department of State, Tallahassee, Florida 32399, (850) 245-6051

The recipient is aware that the Innovation and Service Development Grant is a fixed rate grant. Services must be provided before payment can be requested. Payment requests will be processed upon receipt of a properly completed invoice with supporting documentation.

The recipient is aware that the approved project must be complete by June 30, 2020, which means services must be provided by that date or reimbursement will not be approved.

Innovation and Service Development Grant funds will not be used to supplant or replace existing federal, state, or local government funds.

The recipient understands that an approved written eligibility application and eligibility support documentation is required and is to be maintained for each rider who receives transportation funded through this grant. Such documentation shall be made available upon request by CTD staff or its designee.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**SAMPLE  
AUTHORIZING RESOLUTION  
(ON APPLICANT LETTERHEAD)**

A RESOLUTION of the \_\_\_\_\_ (Applicant), hereinafter BOARD, hereby authorizes the filing of a Innovation and Service Development Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes \_\_\_\_\_ to file and execute the application on behalf of the \_\_\_\_\_ with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD's Registered Agent in Florida is \_\_\_\_\_  
The Registered Agent's address is: \_\_\_\_\_
4. The BOARD authorizes \_\_\_\_\_ to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes \_\_\_\_\_ to sign any and all assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

BOARD OF \_\_\_\_\_

\_\_\_\_\_  
Typed name of Chairperson

\_\_\_\_\_  
Signature of Chairperson

ATTEST:

Signature \_\_\_\_\_