

Innovation and Service Development Grant FY 2020-2021
Questions and Answers

1. When are application packages due and do all forms requiring a signature have to be signed upon submission?

Applications are due July 31, 2020 and shall be emailed to FLCTDGrantApps@dot.state.fl.us. Signatures are not required at the time of submission but must be received prior to grant execution, if awarded.

2. What would be the scenario once the medical transportation service exhausts dedicated grant funds to subsidize innovative transportation services? Should the company suspend the service or passenger will provide full payment for transportation? Or possibly some other outcomes based on performance of the project could be estimated?

It is expected that some level of service would be provided throughout the life of the agreement. The amount awarded would basically be divided by the number of months for the remainder of the fiscal year. For example, if the agreement is executed 10/1/2020, funds would be distributed monthly October 2020 through June 2021. The recipient would be expected to determine the amount of service that could be provided each month. Once the budget for the month has been met, services could be denied.

3. Will we do service marketing to riders, and their acquisition based on agency guidelines or passengers will be referred by county transportation coordinators or agency?

The recipient may use marketing material and/or partner with other organizations to refer eligible riders to participate in the project. Grant funds may only be used to reimburse transportation services provided to TD eligible riders. If there is an anticipated cost associated with marketing and referral at the onset of the project, it is recommended the applicant include those costs within the project budget used to establish service rates.

4. If the company is a ride-share NEMT type of service licensed as TNC in a different state, but without a TNC in Florida. Can we apply for local Florida TNC after the award for this contract is granted to us?

The application may be considered. However, the company must be compliant with Chapter 627.748, Florida Statutes, and registered in MyFloridaMarketplace prior to grant execution. (https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).

5. If the company is willing to provide its services in most rural underserved areas with hard to access transportation, would CTD be able to suggest what areas they would need to establish a reliable service the most? The performance report released this year does not indicate the amount of failed or late trips, which is one of the areas we would like to address.

The Commission would not be recommending areas of the State. The applicant must determine project location and identify the eligible TD population it proposes to serve. The Commission encourages applicants to include evidence that supports why the project should be funded, including an identified unmet or underserved need, improved performance of transportation services within an area, removal of a certain barrier to access activities within the community, etc.

6. Is a rider fare or co-payment of 10% of the total cost to provide a trip service an acceptable Local 10% Match?

Rider fares or co-payments are acceptable for local match.

7. Is a “fixed” rider fare or co-payment amount per trip an acceptable model to determine a Local 10% Match?

A fixed rider fare or co-payment amount per trip is acceptable for local match as long as the total collected equals 10% of the total project cost.

8. Is an affiliated corporate entity able to sponsor TD trips by donating funds to cover rider fares or co-payment amounts for TD eligible riders?

This grant requires 10% cash match generated from local sources. No State or federal government revenues are acceptable as local match. Locally generated donations could be used as match.

9. Is it acceptable to indicate the rider eligibility or other practices during the Project Scope portion and then list complete practice guidelines as an addendum? (Staying under 15 pages)

A summary of the rider eligibility process addressing all requested elements must be addressed within the project scope to demonstrate that a TD eligibility process exists.

10. Would the Commission be willing to consider an alternate rate structure for a unit of service to reduce the costs the state would pay for a trip and therefore allowing the grant recipient to provide more trips to transportation disadvantaged riders for a specific amount of state funds?

This grant reimburses a portion of a TD eligible rider’s transportation costs. All expenses associated with this project should be included in the development of the service rate structure. The rate for services must be established by the trip or the mile.

11. Can in-kind services provided by a partner agency be included in local match?

In-kind services cannot be used for match. Grant requires local cash match.

12. Can the 10% match provided by a partner agency be paid from federal CARES Act funds?

Federal or other State funds cannot be used for match. Grant requires local cash match.

13. Can the 10% match provided by a partner agency cover the cost of direct program expenses such as labor/benefits required to administer the program, marketing/promoting the program to customers, customer satisfaction surveys, or the year-end report required by CTD?

Direct program expenses would be factored into the total project cost. Match would be subtracted from each invoice submitted for reimbursement of transportation services.

14. Customer satisfaction surveys and a year-end report are a requirement of the program. Are the expenses associated with conducting customer satisfaction surveys and providing a year-end report be eligible costs for this grant?

Direct program expenses would be factored into the total project cost. Match would be subtracted from each invoice submitted for reimbursement of transportation services.

15. What date in September could a grant recipient expect to receive an executed grant?

Dependent upon the complexity of the scope, it is anticipated that the grant agreements would be executed mid-September or October 1, 2020, at the latest.

16. Section IVa provides guidance to the recipient to “complete the Proposed Project Budget form.” However, there is no form in the Program Manual or in the Innovation and Service Development Grant Application form. Is there a Project Budget Form for the recipient to use to submit its budget? If so, would the Commission inform grants recipients where they can find the form?

*All application forms, including the project budget, can be found on our website at:
<http://ctd.fdot.gov/Grants.htm>.*