

Florida Commission for the



**Transportation
Disadvantaged**

FISCAL YEAR 2020-21
PROGRAM MANUAL AND APPLICATION
FOR THE
INNOVATION AND SERVICE DEVELOPMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

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INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes (F.S.). 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 Florida Legislature created the Multi-Use Corridors of Regional Economic Significance (M-CORES) program, which provided additional funding to the Transportation Disadvantaged Trust Fund to administer the Innovation and Service Development Grant program.

The legislation (s. 338.2278(8)(e), F.S.) directs the Commission to award this funding through competitive grants to eligible recipients for the purposes of providing cost-effective, door-to-door, on-demand and scheduled transportation services that meet the following objectives:

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 Commission is seeking additional proposals for projects that will test new and innovative ideas in their service design to enhance an eligible rider's mobility within their community. "Innovation" is a difficult term to define and put in practice. One expert described the process of innovation as: "Turning an idea into a solution that adds value to the customer." Attachment I provides a list of project ideas. Proposed projects should not include services that are already being provided utilizing the Trip & Equipment Grant funds or to supplement existing operational costs.

These projects have the potential to be showcased in various statewide and national reports and forums. Recipients will be required to provide a year-end report highlighting lessons learned to include successful outcomes, both expected and unexpected, as well as challenges and barriers and how they were addressed.

This manual contains information regarding the Innovation and Service Development Grant Program. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) and Transportation Network Companies (TNCs) when applying for these grant funds.

The deadline to submit applications to the Commission is September 21, 2020.

Note: This is the third opportunity to apply for these funds. Therefore, this will be a more expedited timeline.

PART I PROGRAM REQUIREMENTS

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

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

Eligible recipients are:

- A community transportation coordinator (CTC), as defined in Section 427.011, F.S.
- A transportation network company (TNC), as defined in Section 627.748, F.S.

All eligible recipients must be registered in My Florida Marketplace.

B. Allowable Expenditures

These grant funds are for the specific purpose of funding a portion of passenger trips provided to eligible individuals who are transportation disadvantaged, as defined in s. 427.011(1), F.S. The grant recipient shall provide service before seeking payment. A trip funded under this grant is considered a one-way trip that cannot be paid by any other federal, state, or local government program for an eligible individual who meets the definition of transportation disadvantaged. The grant recipient shall ensure transportation services are available to both ambulatory and non-ambulatory (wheelchair) individuals. The grant recipient shall maintain an approved eligibility application for each rider who receives a trip provided by these funds. Documentation which supports the eligibility determination shall be maintained by the grant recipient as part of the rider's eligibility file. This documentation must be maintained for a minimum of five years after the grant ends. Personal care attendants (PCAs), escorts, and companions of eligible individuals are recognized as a cost of doing business and should be accounted for when determining a rate structure.

The purchase of capital equipment or any other related expenses are not eligible for reimbursement under this grant program.

2. GRANT APPROVAL AND FUNDING

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. 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 rider fares.

Costs incurred prior to grant agreement execution cannot be charged to the project nor will the Commission give retroactive grant agreement execution.

3. 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.

4. FLORIDA SINGLE AGENCY AUDIT REQUIREMENTS

Grant recipients of state financial assistance awarded by the Commission will be required to comply with Section 215.97, Florida Statutes.

PART II GENERAL INFORMATION

Applicants are advised to carefully read the entire program manual for instructions and guidance prior to submitting proposals for funding consideration.

- An applicant may submit more than one proposal. However, a separate application package for each project is required.
- Projects for FY 2020/2021 that were previously approved may not be submitted for additional funds or years at this time.
- Proposed projects should not include services that are already being provided utilizing the Trip & Equipment Grant funds or to supplement existing operational costs.
- Proposals may be for multi-year projects, up to three (3) years. Such projects will be reviewed based on the merits of the project and prior to awarding funding for the following fiscal year. Funding for multi-year projects will be contingent upon performance and annual legislative approval.
- Submitting an application does not guarantee a grant will be awarded nor does it ensure that the grant will be funded in the amount requested. If the project funding is adjusted, the applicant will be contacted to confirm its continued interest.
- If awarded, the Commission expects the Grantee to implement the proposed projects (including services provided) on or before November 1, or shortly after the execution of the grant agreement (whichever is later). A significant delay in starting or providing services may result in a decrease or reassignment of funds to another project.
- If awarded, the Commission will work with the recipient to establish reporting requirements that can be used to demonstrate the project outcomes. It is imperative that the proposed scope clearly identifies what service is being tested with this project. Note - As part of this effort, there will also be a requirement for the recipient to conduct periodic surveys to obtain customer satisfaction.
- If awarded, recipients will be required to provide a year-end report highlighting lessons learned to include successful outcomes, both expected and unexpected, as well as challenges and barriers and how they were addressed.

QUESTIONS AND ANSWERS

Written questions relating to this funding opportunity shall be emailed to: FLCTDGrantApps@dot.state.fl.us no later than September 11, 2020. Questions received and answers will be posted on the Commission's website (<http://ctd.fdot.gov/Grants.htm>) by September 15, 2020.

APPLICATION SUBMITTAL:

Applications are due September 21, 2020 and shall be emailed to:
FLCTDGrantApps@dot.state.fl.us

An application package for each project shall be emailed to the Commission and consist of the following:

- Innovation and Service Development Grant Application
- Project Scope, **following the format outlined**
- Project Budget

Application packages can be revised and resubmitted via email up to the application deadline. The latest update received electronically will be reviewed by the subcommittee for final consideration. Final award decisions are scheduled to be approved at the Commission’s business meeting scheduled the week of October 26, 2020.

If awarded, a complete application package with original signatures shall be mailed prior to execution of a grant agreement to:

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

APPLICATION REVIEW PROCESS

All proposals received from eligible recipients by the due date will be evaluated by a subcommittee of the Commission. The criteria outlined in Attachment II will be used to guide the evaluation of each project. Applicants are advised to carefully review the instructions when completing the grant application forms. The subcommittee will ***NOT*** consider applications that are incomplete or do not follow the format provided. The subcommittee will provide its recommendation to the Commission for final award decisions. The Commission reserves the right to reject any or all proposals.

PROJECT TIMETABLE

September 2, 2020	Release Innovation and Service Development Grant Program Manual and Application Package
September 11, 2020	Submission of Written Questions to CTD
September 15, 2020	Posting of Questions and Answered on CTD webpage
September 21, 2020	Applications due to the Commission for the Transportation Disadvantaged
Week of October 12, 2020	Review Subcommittee Meeting
Week of October 26, 2020	Commission Meeting
June 30, 2021	Fiscal Year 2020-21 funding will no longer be available

PART III

APPLICATION INSTRUCTIONS AND FORMS

Grant Application Form Instructions

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). See Page 2 for clarification of definitions.

PROJECT LOCATION: Provide the geographical location(s) of the proposed project. The location can be a single county or multiple contiguous counties. 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 start date shall be December 1, 2020, or the date of grant agreement execution.

Project Scope Instructions

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 must be clearly written, address all required elements and ***follow the format*** provided below. The Project Scope shall be no more than fifteen (15) pages including any attachments/exhibits such as maps, etc.

Remember, the Commission will not accept applications for additional funds or years for previously approved FY 2020/2021 projects for at this time.

The project scope shall include a narrative of the proposed project description as outlined below and identify 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.**

I. PROJECT DESCRIPTION

- a) Describe the proposed project, project location, and how it will meet one or more of the funding objectives.
- b) Describe transportation services that are currently available.
- c) Identify service limitations or gaps within the current transportation system.
- d) Describe how the proposed project will be implemented. Provide details that include how services will be requested and provided.
- e) Identify partnerships and describe how they will be leveraged to support the project. Partnerships could include other purchasing agencies (Florida Department of Transportation, Agency for Persons with Disabilities, etc.), local programs serving the targeted riders (CareerSource centers, Vocational Rehabilitation, local state college, etc.), and/or private businesses (grocery stores, medical centers, construction sites, etc.).
- f) Explain what new or innovative service the project is testing and how services provided under this proposed project will differ from services currently provided.
- g) Identify an estimated number of trips and riders the proposed project will serve.

- h) Describe how ridership will be informed about the service being proposed.
- i) 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. An eligibility process is required to ensure riders are qualified to receive transportation disadvantaged service funded by the Transportation Disadvantaged Trust Fund. This includes the collection of a signed rider application and documentation supporting eligibility.

II. IDENTIFY PROJECT PERSONNEL

Identify key management level staff who will be assigned to this project, their current title(s) and summary of work experience. Do not include individual resumes.

III. PROJECT TIMELINE

Provide a project timeline. This 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.).

IV. PROJECT BUDGET, FUNDING AND PROPOSED SERVICE RATES

- a) Complete the Proposed Project Budget form that supports the total amount of funding requested. This is a requirement whether it is addressed within the scope or on the actual form provided. Number of trips x the trip rate will not be accepted as a budget. Budget shall be based on anticipated project expenses. All expenses must be allowable, reasonable, and necessary. Multi-year projects must include a Proposed Project Budget for each fiscal year.
- b) Provide the source of local matching funds for the project. Refer to Grant Approval and Funding on page two for additional information on local match.
- c) Provide the proposed project service rate(s) by mode and unit of service (trip, mile). Rates provided must address both ambulatory and non-ambulatory services even if the rates are the same. Demonstrate how the proposed rates were determined. Rate(s) for services will be finalized prior to grant execution.

ATTACHMENT I

Project Ideas

Below is a list of project ideas [NOTE: the below is not intended to be an exhaustive list]:

- Transportation services for individuals who currently have limited or no access to employment or job-training sites within their community (e.g., lack of available or affordable transportation options, job hours do not coincide with public transportation service hours, employment site is located in another county, etc.). “Job-training” could include access to post-secondary and other vocational training programs for eligible riders to compete in the workforce.
- Partnerships with other purchasing agencies to coordinate transportation services for a specific TD population. For example, an applicant can partner with FDOT to coordinate transportation for individuals with low income to access job training and road construction sites funded under the M-CORES Workforce Development Program. A partnership may also include a local program that is serving a specific population, such as a CareerSource center or state collage program, where transportation has been identified as a barrier to accessing the program site.
- On-demand or reduced scheduled service options that are limited or not offered within the current service design. This could include a partnership with a TNC, taxicab company, or other transportation provider to deliver trips that are scheduled in real-time or less than 24 hours by the eligible rider. This may also include services offered during non-traditional operation hours, such as on-demand trips for riders who commute to and from late shift employment sites and/or last-minute call-to-work or job interviews.
- Door-to-door, on-demand and/or reduced scheduled transportation services to dialysis, cancer treatments, and other urgent medical or life-sustaining services. Such projects cannot supplant existing operations and must clearly demonstrate how the services funded under this grant differ from services provided under the Trip and Equipment Grant. For example, the project could provide on-demand trips that cannot be pre-scheduled, such as hospital discharge, medical trips at early-onset of illness, or pick-ups from late medical appointments.
- On-demand and/or scheduled services that support trips that cross county lines and enhance regional connectivity. Such projects could serve commuters who are going to and from work, patients to access specialized health care services not available in the community, students to attend a post-secondary program in a neighboring county, or residents to access amenities not offered in the county of residence (e.g., certain shopping centers).
- Transportation services that connect eligible riders to and from a transportation hub, such as a first and last mile service to a fixed bus route or a shuttle that connects to an adjacent county’s public transportation system.

ATTACHMENT II

Project Application Evaluation Criteria

The maximum possible score for any proposal is 100 points.

I. Project Scope (0 – 60 points)	Points
a) Described the proposed project, project location and how the project will meet one or more of the funding objectives.	0 – 10
b) Described transportation services currently available.	0 – 5
c) Identified service limitations or gaps within the current transportation system.	0 – 5
d) Described how the proposed project will be implemented including details of how services will be requested and provided.	0 - 5
e) Identified partnerships and described how they will be leveraged to support the project.	0 - 5
f) Explained what new or innovative service the project is testing and how services provided under this proposed project will differ from services currently provided.	0 - 10
g) Identified an estimated number of trips and riders the proposed project will serve.	0 - 5

h) Described how potential ridership will be informed about the service being proposed.	0 - 5
i) 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. An eligibility process is required to ensure riders are qualified to receive transportation disadvantaged service funded by the Transportation Disadvantaged Trust Fund. This includes the collection of a signed rider application and documentation supporting eligibility.	0 - 10
II. Project Personnel (0 – 15)	
Identify key management level staff who will be assigned to this project, their current title(s) and summary of work experience. Do not include individual resumes.	0 - 15
III. Project Timeline (0 – 10)	
Provided a project timeline which identified the project start date, project implementation date and any major milestones (including, but not limited to, hiring of additional personnel, purchase of capital required to begin the project, etc.)	0 - 10
IV. Project Funding and Proposed Service Rates (0 – 15 points)	
a) Provided the total amount of funding needed to accomplish the proposed project. The Project Budget submitted as part of the application package supported the total amount of funding requested and was based on anticipated project expenses.	0 - 5

<p>b) Identified the source of local matching funds for the project. Local match is 10% of the estimated total project cost.</p>	<p>0 - 5</p>
<p>c) Provided the proposed project service rate(s) by mode and unit of service (trip, mile, etc.). Rates provided addressed the provision of ambulatory and non-ambulatory services. Provided an explanation or demonstrated how the proposed rates were determined if service rates are different than rates generated by the Commission's Rate Calculation Model.</p>	<p>0 - 5</p>
<p>TOTAL PROJECT POINTS</p>	