



MEMORANDUM

Ron DeSantis
Governor

Marion Hart, Jr.
Chairman

Philip Stevens, Ph.D.
Vice Chairman

David Darm
Executive Director

DATE: April 6, 2020

TO: Community Transportation Coordinators

FROM: David Darm, Executive Director

COPIES: Planning Agencies

SUBJECT: Application and Program Manual for the Shirley Conroy Rural Area
Capital Assistance Program Grant

Enclosed is the Application and Program Manual for the Shirley Conroy Rural Area Capital Assistance Program (RACAP) Grant. Please note the RACAP manual and agreement are different than the Non-Sponsored Trip & Equipment program manual and agreement.

Please keep the following in mind as you complete your grant application:

1. **Submission.** One complete grant application must be received by the Commission no later than May 8, 2020. Application package must be emailed to FLCTDGrantApps@dot.state.fl.us.
2. **Execution.** Costs incurred prior to the execution of the grant agreement cannot be charged to the project, nor can the CTD retroactively execute the agreement.
3. **Resolution.** A sample resolution is provided for your convenience. It is not required that you use the sample resolution, as long as the same basic information is provided. The resolution must include original signatures
4. **Allocations.** Proposed project costs will be submitted by the applicant; however, final allocation awards will be determined by the Commission. The Commission has a total of \$1.4 million available for statewide distribution.
5. **Project Completion.** Projects must be complete by June 30, 2021. All Capital Equipment purchased with these grant funds must be received by this date.
6. **Reimbursement.** This is a reimbursement grant program. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation that the capital has been paid in full.

Please email FLCTDGrantApps@dot.state.fl.us if you have any questions or need additional information.

Attachments: Program Manual and Application Instructions and the Application Forms for the RACAP Grant