

Florida Commission for the



**Transportation
Disadvantaged**

FISCAL YEAR 2020-2021
PROGRAM MANUAL AND APPLICATION
INSTRUCTIONS FOR THE SHIRLEY CONROY RURAL AREA
CAPITAL ASSISTANCE GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

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Shirley Conroy

The Shirley Conroy Rural Area Capital Assistance Grant was named in honor of Mrs. Shirley Jenkins Conroy (1930-2010). Mrs. Conroy was a tireless advocate for coordinated community transportation services and those who were disadvantaged. A few of Mrs. Conroy's accomplishments included:

In the 1970's, she was instrumental in the development and passage of Chapter 427, F.S.



In the 1980's, she served as the Executive Director of the first Community Transportation Coordinator (CTC) for Alachua County.

In the 1990's, she administered coordinated transportation for the Florida Department of Transportation (FDOT) District 2 as the liaison to their CTCs.

In the 2000's, she served as the Executive Director of the Florida Association of Coordinated Transportation Systems (FACTS).

While this grant was originally named to honor Mrs. Conroy, it continues to memorialize her legacy in Community Transportation by providing funding for capital purchases for the rural areas of Florida.

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 trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. Each year, the Florida Department of Transportation (FDOT) transfers \$1.4 million to the Transportation Disadvantaged Trust Fund to provide financial assistance for the purchase of capital equipment to eligible recipients in rural areas.

Unlike the Trip and Equipment Grant managed through the Transportation Disadvantaged Trust Fund Program, this grant is competitive and requires the applicant to submit a project proposal, stating the specific amount of money and eligible equipment required to complete the project, as well as specific details supporting the need, impact, and value of the project on the coordinated system. The project should focus on addressing the capital needs of rural areas. After receipt of the applications, a subcommittee of the Commission will review the applications and recommend projects to be awarded. The subcommittee has requested that the equipment listed in the application be prioritized according to need. The Commission will review and approve all projects recommended by the subcommittee, and grant agreements will be executed soon after their approval. This is a reimbursement grant. Grantees must purchase, receive, and pay for the equipment before seeking reimbursement.

This manual contains information regarding the Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Program. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) when purchasing equipment under this program.

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

PART I

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements of the Shirley Conroy Rural Area Capital Assistance Grant.

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

For this grant cycle, an eligible recipient is any current Commission approved CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP). The recipient of these funds will be referred to as the Grantee.

B. Allowable Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of reimbursing the CTC for a portion of the cost to purchase equipment to be utilized by a CTC. These grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; Commission policies; the grant agreement; and this grant manual.

This is a reimbursement grant. Grantees must purchase, receive and pay for the equipment before seeking reimbursement from the Commission. Support documentation for reimbursement must identify the specific capital equipment designated as eligible for this grant.

Capital equipment is any equipment used to maintain or provide improved or expanded transportation services to the transportation disadvantaged and is utilized within the Grantee's coordinated system. Eligible capital equipment includes, but is not limited to:

- a. Paratransit vehicles, including small buses, vans, or sedans;
- b. Wheelchair lifts, ramps, restraints, or other safety equipment;
- c. Two-way radios and communications equipment (TDD -Telecommunications Device for the Deaf), cell phones, excluding annual service contracts;
- d. Computer hardware/software;
- e. Support equipment, other than items specifically identified in this section, above \$500 per piece;
- f. Vehicle procurement, testing, acceptance inspection, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy; or
- g. Initial installation or set-up costs of any of the above items.

Capital equipment does not include the acquisition, construction, or improvement of facilities. In addition, funding cannot be used for extended warranties or maintenance or service agreements beyond those included with the initial purchase of the capital equipment.

2. GRANT FUNDING

Each year, the Florida Department of Transportation (FDOT) transfers \$1.4 million to the Transportation Disadvantaged Trust Fund to provide financial assistance for the purchase of capital equipment to eligible recipients in rural areas. This grant is competitive and requires the completion of an application. The applicant must identify a project and state the specific amount of money and eligible equipment required to complete the project. In addition, the applicant must provide specific details supporting the need, impact, and value of the project on the coordinated system.

LOCAL MATCH REQUIREMENT

This grant provides ninety-percent (90%) funding and requires a ten-percent (10%) local cash match generated from local sources. No state or federal government revenues are acceptable as local match. The source of local cash match must be clearly identified in the grant application.

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

Areas designated as part of the Rural Economic Development Initiative (REDI) may request a reduction or waiver of match. This request must be made clear in the application package. Please contact your project manager or visit the following website: <http://floridajobs.org/community-planning-and-development/rural-community-programs/rural-definition> for additional information.

This funding is included in the FDOT Five Year Work Program; however, funding is subject to Legislative approval. Funds will be available for selected projects upon execution of the Shirley Conroy Rural Area Capital Assistance Grant.

FUNDING PARTICIPATION FORMULA

Shirley Conroy Rural Area Capital Assistance Grant	
State	90%
Local cash match	10%
TOTAL	100%

3. GRANT APPROVAL

Grant application criteria includes, but is not limited to, the CTC's ability to demonstrate capital needs for a clearly defined rural area within the designated service area, ability to complete the project, readiness, and ability to match or leverage funds. Proposed projects will be considered in the following priority order:

- A. Vehicle(s)
- B. Technology
- C. Other equipment items that will expand or enhance existing services

The CTC’s vehicle inventory and utilization reports may be considered prior to approving vehicle purchases. In addition, if the CTC was unable to complete their project within the previous two grant cycles, an explanation as to why the project was not completed should be provided. All grant applications are subject to approval by the Commission or its designee.

Be aware that submitting a grant application does not ensure award nor does it ensure that if funding is granted it will be in the amounts requested. If the amount awarded is less than requested, the CTC will be notified to determine if, based on the new amount, the CTC would like to continue the proposed project. Once the Commission has approved the grant application and 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.

Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Costs incurred by an applicant to prepare and file this application are not eligible project costs.

The following is an estimated timetable for the grant process. The timetable is subject to change.

April 6, 2020	Applications sent to CTCs
May 8, 2020	Applications due to CTD
Week of May 25, 2020	Review of applications by subcommittee
Week of June 8, 2020	Review and approval by CTD
July 1, 2020	Execution of Grant Agreements
June 30, 2021	All 2020/21 Grant Agreements will terminate
August 15, 2021	Submission deadline of final invoices for 2020/2021 Grant Agreements

4. INVOICING

Invoices for Transportation Disadvantaged Trust Funds will not be honored until the grant agreement has been executed by both the Commission and the Grantee, and is on file at the Commission office. Invoices related to this grant agreement shall be completed in accordance with the Commission’s most current Invoicing Procedures for the Provision of Transportation and Capital Equipment.

5. CAPITAL EQUIPMENT ADDITIONAL INFORMATION

All capital equipment purchases made with funds from the Transportation Disadvantaged Trust Fund shall be reviewed by the Local Coordinating Board (LCB) and approved by the Commission **prior** to grant execution.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the Grantee, with a lien to the Florida Commission for the Transportation Disadvantaged.

Grantees who intend to utilize project vehicles for demand response services should ensure that such services offered to individuals with disabilities, including individuals who use wheelchairs, are equivalent to the level and quality of service offered to individuals without disabilities.

The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee uses to transport eligible transportation disadvantaged passengers in the coordinated system. The Grantee shall notify the Commission in writing of any lease or assignment of operational responsibility of project vehicles and equipment to third-parties.

The Commission shall retain a majority of the interest in all capital equipment until the useful life of such equipment, as defined by the Commission's Capital Equipment Policy, has been expended. At that time, the grantee may dispose of such equipment with the written permission of the Commission in accordance with the Commission's Capital Equipment Procedures.

Grantees are required to insure vehicles in accordance with requirements of Chapter 427, F.S. Each vehicle or other capital equipment purchase must have insurance coverage for liability, collision, or other property loss. The Commission must be made an additional insured for liability policies and the loss payee for collision or property insurance coverage.

The Commission may, after consultation with the Grantee and LCB, transfer any equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose.

Prescribed inspection schedules, published by the equipment manufacturer(s), shall be adhered to and appropriately documented to protect the equipment warranties. Preventative maintenance inspection checklists, work (or repair) order which adequately records labor actions, parts replaced, consumables added and any sub-contracted repairs are considered essential records for documentation. The eligible recipient will be responsible for maintenance of software.

PART II

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Applications are due May 8, 2020. Final award decisions are scheduled to be approved at the Commission's business meeting the week of June 8, 2020.

Presented in this part are specific instructions on the preparation of the grant application forms. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission at the following email address: FLCTDGrantApps@dot.state.fl.us.

A complete application package shall be emailed to the Commission at: FLCTDGrantApps@dot.state.fl.us, and consists of the following:

- Shirley Conroy Rural Area Capital Assistance Grant Application Form;
- Proposed Project Funding (including documentation supporting the amount of funding requested);
- Proposed Project Scope;
- Standard Assurances;
- Equipment Inventory; and
- Authorizing Resolution (can return with signed grant, if awarded).

Documentation supporting the cost of the project must be included. For example, for cutaway vehicles, submit a copy of the Transit Research Inspections Procurement Services (TRIPS) order form identifying the specifications of the requested vehicle and the total cost (<http://tripsflorida.org/>). If purchasing other capital equipment, a copy of the quote(s) received identifying equipment details and total cost may be used for this documentation.

To meet the application deadline, forms requiring signature can be submitted unsigned. However, if awarded, all forms with original signatures shall be mailed prior to the execution of a grant agreement to:

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

NOTE: It is the CTC's responsibility to complete and submit the grant application in its entirety in a timely manner. Local Coordinating Board (LCB) review is required. Due to the timeliness of this application process, the LCB can review the application after it is submitted to the CTD. The LCB Chair must sign the application form, certifying its "review" prior to the execution of the grant agreement. It is up to the applicant to request the Planning Agency include this as an agenda item on the next LCB meeting. FAILURE TO DO THIS HAS SIGNIFICANTLY DELAYED THE EXECUTION OF PREVIOUS GRANT AGREEMENTS AND IMPACTED THE ABILITY TO PURCHASE EQUIPMENT WITHIN THE ELIGIBLE TIMEFRAME OF THE GRANT AGREEMENT.

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION INSTRUCTIONS AND FORMS

Except for the following notes, the applicant information form is self-explanatory. If questions arise, please contact the Commission by emailing questions to the following email address: FLCTDGrantApps@dot.state.fl.us.

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION FORM

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Name must match the Federal ID number and information that is registered with MyFloridaMarketplace.

FEDERAL IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match Federal ID number 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 your Federal Employer Identification (FEI) Number.

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

PROJECT LOCATION: This is the service area [county(ies)] that the applicant operates in, as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas shall complete a separate application form for each service area.

PROPOSED PROJECT START DATE: The start date shall be date of grant agreement execution if later than July 1st.

AMOUNT OF FUNDING REQUESTED: Identify the amount of funding requested from the Commission.

LOCAL COORDINATING BOARD (LCB) CERTIFICATION: **Local Coordinating Board review is required.** However, the application can be submitted prior to the LCB review. If application was not reviewed prior to submission, it is highly encouraged to have this as an agenda item at the next regularly scheduled LCB meeting. Upon completion of the review, the LCB Chair must sign the application form where indicated, certifying it was reviewed by the LCB.

PROPOSED PROJECT FUNDING

Project Description and Estimated Cost: Provide a detailed description and estimated cost of equipment to be purchased with grant funds to be utilized for rural area services. If requesting a vehicle, specify the type of vehicle and fuel type (gas, diesel, alternative). Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost. If requesting more than one item, prioritize the list based on need.

Funding Participation:

Total Project Cost: Identify the total proposed project cost.

Local Cash Match: Indicate the percentage and dollar amount of the total contributions which the local sources are expected to contribute as a match to the grant funds. If applying for reduced match or a waiver of match as part of the REDI program, please state such here.

Transportation Disadvantaged Trust Funds: Identify the amount of funding that will be requested for the purchase of capital equipment.

PROPOSED 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 committee to consider and award project funds accordingly. Include a description of the capital equipment requested. Proposed projects will be considered in the following priority order:

- A. Vehicle(s)
- B. Technology
- D. Other equipment items that will expand or enhance existing services

Applicants do not have to use the enclosed Proposed Project Scope form; however, the format and order must be exactly the same as on the enclosed form. Below is information required to address each question.

Describe the Capital Equipment Requested: Include a **detailed description** of the capital equipment requested in this application and how this equipment will enhance or maintain existing levels of service for rural transportation. If requesting more than one item, prioritize request by need. The first item requested shall be what is needed the most in case entire request cannot be funded. Description shall include whether the equipment is replacement equipment, equipment that is needed to enhance current equipment, or new equipment to expand services. Vehicles marked for replacement on the capital inventory list must have met or is expected to meet its "useful life" upon receipt of the replacement vehicle.

If applying for a vehicle, specify the make and model of the vehicle and identify the accessories/equipment included on the vehicle. To ensure compliance with the competitive procurement requirements, we recommend purchasing from either of the following:

- Florida Department of Transportation Transit Research Inspection Procurement Services (<http://www.tripsflorida.org/contracts.html>) or,
- Florida Department of Management Services (http://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements)

Both websites contain pricing information. Include a copy of the TRIPS order form or other quotes with your application indicating the various accessories to be included on the vehicle. This information will be used by the subcommittee to document the award amount.

Explain Why the Equipment is Needed: Include all information that should be considered to justify selecting your agency’s proposed project. This should also include how the equipment will benefit all of the Transportation Disadvantaged in the community. Justification could include, but is not limited to, planned increase in the of number of trips provided in rural areas as a result of the equipment purchased, improved accountability of funds expended due to the availability of equipment, cost savings or other efficiencies to be gained as a result of equipment purchased, and other innovative anticipated outcomes in the identified rural areas. Excerpts from the TDSP and demographic data can be included to support the creation or development of services to address unmet needs in rural areas. Applicants may also include letters of support.

Identify Source of Local Match Required: Explain how the funds for local match will be generated or secured. If requesting a reduction or a waiver of match due to REDI, state such here.

Describe the Procurement Process and Timeline: Describe how the equipment will be procured and the anticipated timeline for completion.

For example: Vehicle will be procured through the FDOT TRIPS system.

- July 1, 2020 agreement effective
- July 15, 2020 equipment ordered
- March 30, 2021 delivery
- May 31, 2021 final invoice CTD

STANDARD ASSURANCES

The standard assurances form should be signed and dated by the person or position identified in the authorizing resolution.

SAMPLE AUTHORIZING RESOLUTION

A resolution authorizing an individual and/or position to sign this application and subsequent agreement, amendments, assurances, etc., must be completed by the Grantee’s governing body. A sample resolution is provided for your convenience. It is not required that the sample resolution be used as long as the same basic information is included. Resolutions can be good for a period of time up to five (5) years. The signed resolution may be submitted after the submission of the application but prior to the grant agreement execution.

CURRENT VEHICLE INVENTORY

All grant applications must include a vehicle inventory form. The inventory must include **all** vehicles used to transport individuals.