

Florida Commission for the



**Transportation  
Disadvantaged**

FISCAL YEAR 2020-21  
PROGRAM MANUAL AND APPLICATION INSTRUCTIONS  
FOR THE  
TRIP & EQUIPMENT 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. 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. The Trip & Equipment Grant program was established to provide opportunities for transportation disadvantaged citizens to obtain access to transportation for daily living needs. These grant funds are for the specific purpose of funding a portion of passenger trips provided to eligible transportation disadvantaged individuals. Grantees must provide service before seeking payment.

This manual contains information regarding the Transportation Disadvantaged Trip & Equipment Grant Program administered by the Commission. Its purpose is to provide program guidance to Community Transportation Coordinators (CTCs) when planning and implementing transportation disadvantaged services and purchasing equipment under this program.

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

# **PART I**

## **TRIP & EQUIPMENT GRANT PROGRAM REQUIREMENTS**

This part of the manual contains requirements of the Trip & Equipment 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 funding a portion of passenger trips provided to eligible transportation disadvantaged individuals or for purchase of equipment to be utilized in the designated service area. The Trip & Equipment 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.

The Grantee shall not use grant funds to supplant or replace funding of transportation disadvantaged services that are currently funded by any federal, state, or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

The following is a detailed description of the two areas for which these grant funds may be utilized.

**(1) Trips:** A trip is a one-way trip for an eligible individual who meets the local qualifications to receive transportation services funded by the TDTF. These trips are coordinated by the Grantee and can be provided by any conveyance, either publicly or privately owned. These trips originate and/or end in the Grantee's service area for the purpose of health care, shopping, education, employment, recreation, or other life sustaining activities. There shall be an approved eligibility application for each rider who receives a trip or bus pass). In addition, documentation which supports the eligibility determination shall be maintained by the Grantee as part of the rider's eligibility file. This documentation shall be made available upon request by CTD Staff or designee.

Personal care attendants (PCAs), escorts, and companions of eligible individuals are not an eligible expense. However, they are recognized as a cost of doing business and should be accounted for when determining a rate structure.

**(2) Capital Equipment:** 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 may include, 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**

For FY2020-21, the Commission will provide the same level of allocated funds distributed to each CTC for the FY2019-20. The voluntary dollars will still be provided based on actual receipt of voluntary dollar contributions for each county. This should provide adequate time for the Commission to finalize an equitable funding allocation formula based on the results of the formula allocation study and feedback received from stakeholder workshops.

A maximum of twenty-five percent (25%) of the total Trip & Equipment Grant project budget can be used for the purchase of capital expenditures. Voluntary dollar contributions cannot be used to fund capital equipment.

### **LOCAL MATCH REQUIREMENT**

All match funding must be documented, reasonable, necessary, and related to this project.

- (1) Trip & Equipment Match - This grant program 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.

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.

- (2) Voluntary Dollar Contribution Match - A ten-percent (10%) local cash or in-kind match for the voluntary dollar contributions is required. All in-kind match used as a funding mechanism must be equivalent to a cash value and be documented, reasonable, necessary, and related to this project.

Examples of in-kind match that are acceptable to the Commission include non-cash donations, volunteered services, or salaries and fringe benefits. Any service provided with State or Federal government revenues is not accepted as in-kind match.

FUNDING PARTICIPATION FORMULA

	Allocation for Trip & Equipment Grant	Voluntary dollar contribution
State	90%	90%
Local cash match	10%	
Local cash or in-kind match		10%
TOTAL	100%	100%

**3. GRANT APPROVAL**

All grants are subject to approval by the Commission or its designee. Once documentation of capital equipment needs, rate model calculation spreadsheets, fixed route service rates (bus passes), and other information is confirmed, a grant agreement will be forwarded to the Grantee for execution.

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

**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. Funds will be expended at the fare structure contained in the approved Transportation Disadvantaged Service Plan and Exhibit B of the grant for the particular type or mode of service. 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) prior to grant execution. Equipment purchased shall meet or exceed any applicable Commission

accepted minimum specifications. The Commission accepts any specifications by any local, state, or federal government department.

If the Grantee decides to purchase vehicles or other equipment after the date of the Agreement, the Grantee must submit a request to the Commission to consider amending the grant to include such equipment. In addition, the Grantee shall provide documentation of the LCB's review prior to execution of the amendment such as an amended application reflecting capital or LCB meeting minutes. Such amendments should be submitted timely to ensure the capital equipment will be purchased and received prior to the grant expiration date.

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 actually 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 Grantee will be responsible for maintenance of software.

# **PART II**

## **TRIP & EQUIPMENT GRANT**

### **APPLICATION INSTRUCTIONS AND FORMS**

#### **GENERAL INSTRUCTIONS**

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 (850) 410-5700.

- A. A complete application package shall be submitted to the Commission and shall consist of the following forms and documents:
- Trip & Equipment Grant Application,
  - Service Rates Form,
  - Authorizing Resolution,
  - Standard Assurances,
  - A blank copy of the CTC's current rider eligibility application for TDTF services, and,
  - CTC's current written procedures for determining TDTF eligibility.

The application package can be submitted to the assigned CTD project manager via email, with signed originals to follow. Originals shall be mailed to the Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399.

- B. Local Coordinating Board review is not required for this application unless a request for capital equipment is included as part of the total project budget. The LCB Chair must sign the grant application indicating that it has been reviewed by the LCB. The LCB review may be obtained after the grant application is submitted, but must be received by the Commission prior to the final execution of the grant.
- C. The grant agreement must contain the rates that will be charged for the services provided to those who are transportation disadvantaged. Except for bus pass rates from fixed route providers, an updated Rate Model Calculation Spreadsheet must be provided to support the rates listed on the Service Rates Form. The rate model worksheets are required to be reviewed by the LCB and incorporated into the Transportation Disadvantaged Service Plan.

#### **TIMETABLE**

<b>JULY 1</b>	Earliest date that grant agreements can be effective for these grant funds. The Commission's fiscal year begins on July 1 <sup>st</sup> each year. Contracts not executed prior to July 1 will begin on the date of execution.
<b>MARCH 31</b>	Last day to request Capital Equipment grant amendments.
<b>JUNE 30</b>	All Grant Agreements will terminate on June 30 <sup>th</sup> the following year.
<b>AUGUST 15</b>	Deadline for final invoices.

## **TRANSPORTATION DISADVANTAGED TRIP & EQUIPMENT GRANT APPLICATION INSTRUCTIONS AND FORMS**

Except for the following notes, the grant application forms are essentially self-explanatory. If questions arise, please contact the Commission.

### **TRIP & EQUIPMENT GRANT APPLICATION**

**LEGAL NAME:** The full legal name of the applicant's organization, not an individual. Name must match the Federal ID number 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 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 should complete a separate application form for each service area.

**PROPOSED PROJECT START DATE:** The start date shall be July 1st each state fiscal cycle or date of grant agreement execution if later than July 1st.

**BUDGET ALLOCATION:** Using the Commission approved Trip & Equipment Grant Allocations chart, complete each funding category as appropriate. Once each line item is complete, right click on the space provided for the "Total Project Amount." Select "update field" from the drop down box. This will automatically calculate the total project amount.

**CAPITAL EQUIPMENT REQUEST:** Provide a detailed description and estimated total cost of equipment to be purchased with grant funds. Ensure funds requested do not exceed 25% of total project costs.

**LOCAL COORDINATING BOARD (LCB) REVIEW:** The LCB is only required to review and sign the application if the CTC is using project funds for capital equipment. If applicable, the LCB Chairman must certify, by signing the application, that the LCB has reviewed the grant application.



## **SERVICE RATES FORM**

Complete the Service Rates Form listing the selected passenger mile or passenger trip rates from the approved Rate Model and as listed in the Transportation Disadvantaged Service Plan. Include Fixed Route Bus Pass (Daily, Weekly, Monthly, etc.) costs if grants funds will be used to purchase these types of transportation services. The passes purchased with this grant must be used for Transportation Disadvantaged eligible riders who have been approved for TD services. There shall be an approved eligibility application for each rider who receives a ~~non-sponsored~~ trip or bus pass. In addition, documentation which supports the eligibility determination shall be maintained by the Grantee as part of the rider's eligibility file. This documentation shall be made available upon request by CTD staff or a designee.

## **SAMPLE AUTHORIZING RESOLUTION**

A resolution authorizing an individual and/or position to sign the grant agreement, amendments, assurances, etc., must be completed by the Grantee's governing body. A sample resolution is provided for convenience. It is not required that this sample resolution be used as long as the same basic information is included. The resolution must include signatures. Remember that the resolution can be good for an extended period or for multiple contracts if worded accordingly. The signed resolution may be submitted after the submission of the application but prior to the grant agreement execution.

## **STANDARD ASSURANCES**

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

# TRIP & EQUIPMENT GRANT APPLICATION DOCUMENTS

- Application Form
- Service Rates Forms
- Standard Assurances
- Sample Authorizing Resolution
- Blank Copy of the CTC's Current TDTF Rider Eligibility Application
- CTC's Current Written Procedures for determining TDTF eligibility

\*Actual forms are "Fill-In" documents and are provided separately. \*