

Florida Commission for the



Transportation Disadvantaged

PROGRAM MANUAL

FOR THE

TRANSPORTATION DISADVANTAGED

PLANNING GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

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INTRODUCTION

This manual contains information regarding the Transportation Disadvantaged Planning Grant Program administered by the Florida Commission for the Transportation Disadvantaged (Commission). It provides guidance to designated official planning agencies when implementing local transportation disadvantaged planning services under the State's Coordinated Transportation Disadvantaged Program.

The Transportation Disadvantaged Trust Fund is administered by the 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, and to provide transportation opportunities for non-sponsored transportation disadvantaged citizens.

There are three parts to this manual: Program Requirements, Recipient Instructions, and Planning Grant Information Form. For the purpose of clarifying terms, the contract that will be returned for execution by eligible recipients is known as the "grant agreement."

PART I: PLANNING GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements that accompany the planning grant program and the tasks that are required to be accomplished.

1. PROJECT ELIGIBILITY

A. Eligible Activities

These grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of accomplishing the duties and responsibilities of the Designated Official Planning Agency as identified in Chapter 427, Florida Statute, Rule 41-2, Florida Administrative Code, Commission policies, and tasks as further described in this manual. Eligible expenditures are any costs incurred in carrying out the duties and responsibilities of the Designated Official Planning Agency or Metropolitan Planning Organization.

This is a lump sum – percent complete grant to accomplish the tasks identified in Chapter 427 FS; Rule 41-2 FAC; this Program Manual; and the grant agreement. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the contract. You will be paid based on the weighted value of the tasks and deliverables that have been accomplished for the invoiced period. Prior to

payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables is based on the most recent regulations, guidelines or directives related to the particular task and deliverable. Recipients will be paid for the satisfactory performance of services detailed below. Recipients may not use these grant funds to supplant or replace planning funds for transportation disadvantaged services which are currently provided to a recipient by any federal, state, or local governmental agency. Specific required tasks are as follows:

TASK 1: **Weighted value= 17%**

When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed.

Jointly develop and annually update the Transportation Disadvantaged Service Plan with the community transportation coordinator and the local coordinating board.

Deliverable: Complete Transportation Disadvantaged Service Plan or annual updates. Due prior to the end of grant agreement period (June 30) and pursuant to the Commission's latest instructions for the Memorandum of Agreement and the Transportation Disadvantaged Service Plan.

TASK 2: **Weighted value= 15%**

Provide staff support to the local coordinating board in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted Transportation Disadvantaged Service Plan. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

Deliverable: LCB and Planning Agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook. (at a minimum, addressing Competition, Cost-Effectiveness and Efficiency, and Level of Coordination).

TASK 3: **Weighted value= 40%**

Organize and provide staff support and related resources for at least four (4) local coordinating board meetings per year, holding one meeting during each quarter.

LCB meetings will be held in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for local coordinating board meetings. Where applicable, operator payments should be addressed as a standard agenda item for each meeting.
2. Official minutes of local coordinating board meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.

3. A current full and active membership of voting and non-voting members to the local coordinating board. By Sept 30th of each year, and any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of local coordinating board members.
4. A report of the LCB membership's attendance at the last 4 consecutive LCB meetings (not committee's).

Provide staff support for committees of the local coordinating board.

Provide public notice of local coordinating board meetings in accordance with the most recent Local Coordinating Board and Planning Agency Operating Guidelines.

Provide program orientation and training for newly appointed local coordinating board members.

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; public notice of meetings; training announcement and agenda. Total Task value (40%) will be paid in four separate amounts of 10% for each required LCB meeting held.

TASK 4:

Weighted value=4%

Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).

Deliverable: Public Hearing agenda and minute of related hearing.

TASK 5:

Weighted value=4%

Develop and annually update by-laws for local coordinating board approval.

Deliverable: Copy of LCB approved By-Laws with date of update noted on cover page.

TASK 6:

Weighted value=4%

Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

TASK 7:

Weighted value=4%

Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

Deliverable: Cover Page of Annual Operating Report, signed by LCB Chair.

TASK 8:

Weighted value=4%

Research and complete the Actual Expenditures Report for direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. Complete the Actual Expenditure Report, using the Commission approved forms.

Deliverable: Complete Actual Expenditure Report in accordance with the most recent Commission's instructions.

TASK 9:

Weighted value=4%

Develop and provide the local coordinating board with quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program, including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Total Task value (4%) will be paid in four separate amounts of 1% for each required quarterly progress report submitted.

TASK 10:

Weighted value=4%

Attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

Deliverable: Documentation related to attendance at such event(s).

B. Eligible Service Areas

The eligible service area is that area(s) for which a Designated Official Planning Agency or Metropolitan Planning Organization has been specifically designated by the Commission for the Transportation Disadvantaged to serve. Planning grant agreements will only be approved for funding amounts which are within the allocation for the respective service area(s).

C. Eligible Recipients

An eligible recipient is any official body, agency or entity designated by the Commission for the Transportation Disadvantaged to fulfill the functions associated with staffing the Local Coordinating Board and other necessary local designated planning agency functions. The Metropolitan Planning Organization (MPO) shall

serve as the Designated Official Planning Agency in areas covered by such organizations unless the CTD has designated a service area beyond the area for which an MPO has been created to serve. In designated service areas not covered by a Metropolitan Planning Organization, agencies eligible for selection as the designated planning agency include county or city governments, Regional Planning Councils, local planning organizations or other planning providers who are currently performing planning activities in designated service areas or capable of such.

To be eligible for any payment under in this grant agreement, there must first be a functioning Local Coordinating Board in the respective service area. In other words you cannot selectively perform some planning tasks without successfully supporting a functioning local coordinating board first. The determination of whether a Local Coordinating Board is functioning will be based on supportive documentation in the Commission files.

2. TRUST FUND ALLOCATION

Each year, on or around December 15th , the CTD will calculate each service area's allocation in accordance with 41-2 FAC. Each service area's anticipated eligible allocation is subject to change based on appropriations by the Legislature.

3. UNOBLIGATED ALLOCATIONS

Planning funds initially allocated to a county for which a grant agreement has not been executed by October 1 will no longer be available to that county.

4. TRANSFER OF PLANNING ALLOCATION

The portion of the Transportation Disadvantaged Trust Fund allocated for planning grants that is not needed by eligible Designated Official Planning Agencies or Metropolitan Planning Organizations and is unobligated in a grant agreement, may be transferred to each respective county's non-sponsored trip/equipment related allocation. A 10 percent local match will be required for all transferred planning dollars. Please notify the Commission by March 1, of any intent to do so.

Any Designated Official Planning Agency or Metropolitan Planning Organization which does not intend to use all of its allocated planning funds should notify the respective Community Transportation Coordinator so that the Coordinator can incorporate the additional allocation in their initial Trip and Equipment grant processing and make provisions to acquire the necessary local match. This is intended to occur prior to the execution of either grant agreement within the same grant cycle.

5. GRANT AGREEMENT APPROVAL

All grants are subject to approval by the Commission or its designee. Once the grant has been approved, a grant agreement will be forwarded to the recipient for execution.

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 a recipient to process this agreement are not eligible project costs for this project.

Upon collection of necessary information from the Commission project manager, a grant agreement will be emailed to the recipient for execution and return. The grant agreement must be executed promptly in accordance with its accompanying instructions upon grant approval. The grantee should advise the Commission immediately if the grant agreement cannot be executed within 90 days after receipt of the agreement.

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. Additionally, required invoice summary forms must be used when requesting reimbursement.

6. PROGRAM MANAGEMENT

General: Grantees must administer grants following the guidelines and procedures identified in the Federal Common Grant Rule except where specifically stated otherwise. This document contains information concerning audits, allowable costs, accounting procedures, records retention, cost allocation plans, and other financial management requirements.

Other important topics including but not limited to: third party contracts; audits; monitoring; records retention; reporting; invoicing; reimbursement; vendors and subcontractors rights; are contained in the Grant Agreement.

PART II: GRANT AGREEMENT INSTRUCTIONS

GENERAL INSTRUCTIONS

Presented in this part are instructions in preparing for the execution of the grant agreement. To be considered you must contact your CTD Project Manager and provide or update certain information as addressed later in this part.

NOTE: Remember it is the Planning Agency's responsibility to contact their CTD Project Manager and provide related information necessary to draft the grant agreement, and return the grant agreement in a timely manner.

The Commission requires county-by-county accountability for all planning grants unless the Commission has designated a multi-county service area, and you have been designated as the

planning agency for that area. Most deliverables from a designated multi-county service area are singular in nature as they treat the multi-county area as one area with a combined fixed price budget. If you are a designated planning agency for more than one service area, your grant agreement and all its deliverables will be required for each service area you have been designated to serve. However, your planning contract will identify separate budget pages and their respective task line items in the budget for each service area.

- A. Although specific instructions on the preparation of the grant agreement are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged, (850) 410-5700.
- B. If you are an existing designated official planning agency you can simply notify your area Project Manager whether any of the organizational information, address, or Federal ID number has changed from your last grant cycle. You can review the attached form titled Planning Grant Information Form to see what kind of information we are looking to update. If you are a first time grant recipient, you should complete the form and provide it to your Project Manager.
- C. Upon receipt of the grant agreement, print out, execute and mail two (2) original signature copies of the grant agreement the grant agreement to the:

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

- D. Be sure all certificates, letters, forms, assurances, resolutions, and other documents included in the grant agreement must have original signatures or be certified copies. A resolution by your governing body addressing the authority to enter into the grant agreement is mandatory. Make sure it accompanies your executed grant agreement.

E. TIMETABLE

- | | |
|----------------|--|
| MARCH 1 | Final date to advise Commission staff of Planning Agency fund transfers. |
| APRIL 1 | Deadline to receive grant agreement intentions. Meeting this deadline to will help to ensure that grant agreements are provided in time to present to appropriate Boards. This deadline can be changed to accommodate later scheduled Board meetings, if necessary |
| JULY 1 | Earliest month that grant agreements can be effective for these grant funds. CTD's fiscal year begins on July 1. Contracts not executed prior to July 1 will begin on the date of execution. |
| JUNE 30 | All Grant Agreements will terminate on June 30 th the following year. |

TRANSPORTATION DISADVANTAGED PLANNING GRANT INFORMATION FORM INSTRUCTIONS

Except for the following notes, the subject information form is essentially self-explanatory. If questions arise, please contact the Commission.

GRANT RECIPIENT LEGAL NAME: The full legal name of the grant recipient's organization, not an individual. Name must match Federal ID number and the information 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 registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant recipient's mailing address as registered in MyFloridaMarketPlace, and will be the address on the grant agreement. This address should also be consistent with the address associated with your Federal Employer Identification (FEI) Number. The grant recipient should notify the Commission and MyFloridaMarketPlace when an address change occurs.

PHONE NUMBERS AND E-MAIL ADDRESS: To facilitate faster communications, the grant recipient should also include telephone, fax numbers and any e-mail addresses used by the grant recipient. Inclusion of an e-mail address is **mandatory** for receipt of the grant agreement.

PROJECT START DATE: The start date shall be July 1st.

If you do not have an active local or multi-county Coordinating Board in place at this time, you are ineligible to receive these funds. An active local or multi-county Coordinating Board is determined by documented activities of the Local Coordinating Board and the planning agency that is on file with the Commission at the time of submission.

AUTHORIZING RESOLUTION INSTRUCTIONS

A resolution authorizing an individual and/or position to sign the grant agreement and subsequent agreements, invoices, assurances, etc. must be completed by the grant recipient's board of directors. A sample resolution is provided for your consideration. It is not required that you use the sample resolution, as long as similar basic information is provided. The resolution must include original signatures. Remember that the resolution can be good for an extended period or for multiple contracts if worded accordingly.

PART III

CONTRACTING FORMS

Transportation Disadvantaged Planning Grant Information Form

GRANT RECIPIENT LEGAL NAME: _____

FEDERAL IDENTIFICATION NUMBER: _____

REGISTERED ADDRESS: _____

CITY AND STATE: _____ ZIP CODE: _____

CONTACT PERSON FOR THIS GRANT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

(REQUIRED) E-MAIL ADDRESS: _____

PROJECT LOCATION [County(ies)]: _____

PROPOSED PROJECT START DATE: _____ ENDING DATE: _____

PLANNING FUNDS TRANSFERRED TO TRIP & EQUIPMENT GRANT	GRANT AMOUNT REQUESTED FOR THIS CONTRACT PERIOD
\$ _____	\$ _____

I _____, as the authorized Grant Recipient Representative, hereby certify that the information contained in these forms is true and accurate and is submitted in accordance with the instructions.

Grant Recipient Representative (Signature)

Date

FORM TO REQUEST TRANSFER OF PLANNING GRANT FUNDS TO CTC

DO NOT COMPLETE THIS FORM UNLESS YOU PLAN TO TRANSFER ALL OR A PORTION OF YOUR ALLOCATED PLANNING AGENCY MONEYS TO THE CTC DURING THIS GRANT CYCLE PLEASE COMPLETE THE FOLLOWING FORM AND SUBMIT TO THE COMMISSION NO LATER THAN MARCH 1.

Date: _____

To: Commission for the Transportation Disadvantaged
Attention: Project Manager

Fax #: 850-410-5751 or 850-410-5752

From: _____

Phone Number: _____

Planning Agency _____

County: _____

Only One County Per Form

PLANNING FUND ALLOCATION TRANSFERRED TO TRIP & EQUIPMENT GRANT

State \$ _____

Return no later than March 1, to use these funds this grant cycle.

PLANNING GRANT ESTIMATED BUDGET

COUNTY (or Service Area): _____

Deliverable	Percent of Planning Grant	Budget amount
Task 1	17%	
Task 2	15%	
Task 3	40%	
Task 4	4%	
Task 5	4%	
Task 6	4%	
Task 7	4%	
Task 8	4%	
Task 9	4%	
Task 10	4%	
Total	100%	

SAMPLE AUTHORIZING RESOLUTION

A RESOLUTION of the BOARD OF DIRECTORS of the _____
(Recipient), hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Trust Fund Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged planning service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant agreement.
2. The BOARD authorizes _____
to execute the grant agreement on behalf of the _____
with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is _____
The Registered Agents address is: _____.
4. The BOARD authorizes _____ to sign
any and all agreements or contracts which are required in connection with the
application.
5. The BOARD authorizes _____ to sign any
and all assurances, reimbursement invoices, warranties, certifications and any other
documents which may be required in connection with the application or subsequent
agreements.

DULY PASSED AND ADOPTED THIS _____ DAY OF _____
BOARD OF _____

Typed name of Chairperson

Signature of Chairperson

ATTEST:

Signature