

**Approved:**

**Effective:**

**Office:**

**Procedure No.**

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**Chairperson or Designee  
Commission for the Transportation  
Disadvantaged**

## **FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED CONTRACT AND GRANT EXTENSION PROCEDURE**

### **PURPOSE:**

The purpose of this procedure is to provide a process for contracts and grants to be extended.

### **AUTHORITY:**

(Look up other laws that allow grants to be extended. Like 287 )

### **SCOPE:**

Principal users of this procedure are Community Transportation Coordinators, Designated Planning Agencies and Consultant Contractors, Commission for the Transportation Disadvantaged, and its staff.

### **FORMS:**

Sample Grant Extension Letter is attached and made a part of this procedure

### **BACKGROUND:**

The Commission for the Transportation Disadvantaged enters into contractual arrangements with Community Transportation Coordinators, Designated Official Planning Agencies and Consultants. The contractual arrangements include Memoranda of Agreement, Service Plans, Trip/Equipment Grant Agreements, Planning Grant Agreements, and Consultant Contracts. As it relates to this procedure, "contract" will be used to represent each of these arrangements.

There are occasions when any one of these contracts may need to be extended beyond the expiration date specified in the contract. When these occasions occur, the Commission may elect to grant extension requests in order to continue the contracted services. The following procedures will be used when these circumstances exist:

## **1. TIME PERIOD FOR EXTENSION**

The Executive Director has the authority to extend any of the specified contracts no more than 90 days, based on the expiration date as specified in the contract. The only exception will be for the purchase of vehicles or other capital equipment through Transportation Disadvantaged Grant Agreements. An extension may be allowed only for that portion in which the contractee is obligated, via a contract or purchase order, to procure vehicles or other capital equipment. This extension may be for up to 180 days, based on the expiration date as specified in the contract.

## **2. REQUEST FOR EXTENSION**

Thirty days prior to the contract expiring, the contractee should submit a letter requesting and justifying an extension to the Executive Director of the Commission for the Transportation Disadvantaged. This written request should follow the format provided in the sample letter.

## **3. EXTENSION REQUEST APPROVAL**

Based on the justification provided by the contractee, the Executive Director may grant an extension request. The Executive Director will respond to the contractee in writing within ten days of receipt of the request, advising whether the extension is granted. If the extension is not granted, an explanation will be provided. This response will be provided prior to the expiration of the contract. If it is felt this extension should have been approved, the contractee may request its extension submittal be presented to the full Commission at one of its regularly scheduled meetings.

## **4. EXCEPTIONAL EXTENSION REQUESTS**

If more time is needed by the contractee, such extension request can be presented to the full Commission at one of its regularly scheduled meetings. In addition to providing the request and justification to the Commission in writing thirty days prior to the expiration date, the contractee must also be available, if necessary, to discuss the continuation and justification for approval of the extension at the Commission meeting.

## **5. MONITORING AND ABUSE**

Commission staff will monitor contract extensions to ensure extensions are warranted and are not abused. Commission staff will work with a contractee to identify reasons, if it is determined that a contractee has excessive grant extensions.

## **6. RECORDS**

Records of all contract extension requests, both approved and non approved, will be maintained by the Commission and filed in the appropriate contract file.

SAMPLE LETTER  
(SHOULD BE SUBMITTED ON CONTRACTEE'S LETTERHEAD)

(DATE)

Ms. Lisa Bacot, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450

RE: CONTRACT EXTENSION REQUEST  
CONTRACT NO.: \_\_\_\_\_

Dear Ms. Bacot:

By this letter, \_\_\_\_\_ (Name of Contractee), is requesting a time extension for the above referenced contract. We request that the Commission extend the termination date of this contract until \_\_\_\_\_

The justification for the proposed time extension is as follows:

\_\_\_\_\_  
\_\_\_\_\_

If this extension request is granted, please signify by signing below, and returning a copy of the signed letter to us. Upon receipt, we will then consider the contract to have been extended until the date stated. If this extension is not granted, or further information is needed before an extension may be granted, please advise us in writing within ten days of receipt of this letter.

Thank you for your consideration to this request.

Sincerely,

(Contractee)

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The Commission for the Transportation Disadvantaged hereby agrees to and approves an extension of the above reference contract until \_\_\_\_\_ (date).

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date