

Florida Commission for the



**Transportation  
Disadvantaged**

FISCAL YEAR 2024-2025  
PROGRAM MANUAL AND 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.

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 Instructions for Requesting Capital Equipment Funds.

# **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. CTCs who serve several different service areas shall complete a separate request for funding for each service area.

#### **B. 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 the 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:

#### Allowable Expenditures:

- a. Paratransit vehicles, including small buses, vans, or sedans;
- b. Wheelchair lifts, ramps, restraints, or other safety equipment;
- c. Radios and communications equipment
- 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.

#### Disallowed Expenditures:

- a. Costs incurred to prepare and submit this request for funding or incurred prior to grant agreement execution.
- b. Acquisition, construction, or improvement of fixed facilities.
- c. Optional or extended warranties; recurring monthly/annual fees; data plans.

## 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. A request for funding to purchase capital equipment which includes the specific amount of funding required, specific details supporting the need, impact, and value of the project on the coordinated system must be provided. The recipient shall have the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

### LOCAL MATCH REQUIREMENT

This grant provides ninety-percent (90%) state funding and requires a ten-percent (10%) 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 request for funding.

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 request for funding. Please contact your project manager 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

Criteria for approval of funds 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 purchase and pay for the equipment, readiness, and ability to match or leverage funds.

The CTC's vehicle inventory and utilization reports may be considered prior to approving vehicle purchases. All requests for funding are subject to approval by the Commission.

Submitting a request for funding does not ensure award nor does it ensure that if funding is granted, it will be in the amount requested. If the amount awarded is less than

requested, the CTC will be notified to determine if, based on the new amount, the CTC will be able to purchase the equipment requested. Once the Commission has approved the requests for funding, a grant agreement will be forwarded to the CTC for execution. An authorizing resolution or documentation by the Grantee’s governing body shall also be submitted along with the executed grant agreement. No significant changes can be made to the project once it has been approved by the Commission. Grant agreement execution date cannot be retroactive.

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

|                       |  |
|-----------------------|--|
| March 15, 2024        | Grant Program Manual sent to CTCs                          |
| May 31, 2024          | Requests for Funding due to CTD                            |
| Week of June 24, 2024 | Subcommittee Review  |
| Week of July 15, 2024 | Review and approval by CTD                                 |
| Week of July 22, 2024 | Execution of Grant Agreements                              |
| June 30, 2025         | All Grant Agreements will terminate                        |
| August 15, 2025       | Submission deadline of final invoices for Grant Agreements |

#### **4. CAPITAL EQUIPMENT PROCUREMENT**

Grant recipients shall comply with state procurement requirements in accordance with Chapter 287, Florida Statutes, for the purchase of equipment. Documentation shall be submitted to the Commission prior to the purchase of equipment to substantiate the CTC’s procurement action.

To assist CTCs with the procurement process, it is recommended that the purchase of vehicles be made from either of the following active contracts. Both websites contain pricing information.

- 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](http://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements))

#### **5. INVOICING**

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. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation. Examples of supporting documentation could be vendor’s invoice reflecting a zero-balance due or marked “Paid” and a copy of the cancelled check, or a copy of the bank statement reflecting the payment having cleared the bank account. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the lienholder is also required. The recipient is aware that the approved project must be complete by June 30, 2025, which means the equipment must be received by the recipient by that date or reimbursement will not be approved.

## 6. 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, upon request, 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, 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 INSTRUCTIONS FOR SUBMITTING REQUESTS FOR FUNDING**

### **GENERAL INSTRUCTIONS**

Requests for funding are due **May 31, 2024**. Final award decisions are scheduled to be approved at the Commission's business meeting scheduled for week of July 15, 2024.

Presented in this part are specific instructions on the preparation and submission of the request for funding. Additional assistance may be obtained by contacting the Commission at the following email address: [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us).

A complete package shall be emailed to the Commission at: [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us), and consists of the following:

- Shirley Conroy Rural Area Capital Assistance Grant Request for Funding
- Current Equipment Inventory

Note: An authorizing resolution or documentation by the Grantee's governing body shall be submitted with the executed grant agreement. A sample is provided for your convenience.

To meet the submission deadline, documentation requiring signature can be submitted unsigned. If awarded, documentation requiring 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 request for funding in a timely manner. Although Local Coordinating Board (LCB) review is required, review can occur after request is submitted to the CTD. The LCB Chair must sign the request for funding, certifying its "review" prior to the execution of the grant agreement.



## **SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT REQUEST FOR FUNDING INSTRUCTIONS**

This is a competitive process and funding is limited. Historically, there has not been enough funding to award all requests. The subcommittee will review all requests and recommend awards based on demonstrated need. It is the responsibility of the CTC to ensure that each section provides sufficient information for the review committee to consider and award project funds accordingly. Submitted requests may not be considered if information is missing or sections are incomplete. The following information is provided to assist with completing the Request for Funding. If questions arise, please contact the Commission by emailing questions to the following email address: [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us).

**LEGAL NAME OF REQUESTING CTC:** The full legal name of the CTC'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 CTC's mailing address as registered in MyFloridaMarketPlace and will be the address listed 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)] as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas shall complete a separate funding request 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. This should be 90% of the total equipment cost.

**CTC REPRESENTATIVE AUTHORIZATION AND ACKNOWLEDGEMENT:** Provide the name and title of the person authorized to represent the CTC in the submitting the request for funding.

**LOCAL COORDINATING BOARD (LCB) CERTIFICATION:** Request for funding can be submitted without LCB approval, however, approval must be obtained prior to grant execution.

JUSTIFICATION FOR EQUIPMENT REQUESTED: Include all information that should be considered to justify selecting your agency's capital equipment funding request. This should include how the equipment will be utilized to benefit the Transportation Disadvantaged in the community.

DESCRIPTION OF THE CAPITAL EQUIPMENT REQUESTED: Complete the table(s) to identify the capital equipment requested. 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 awarded.

A copy of a completed TRIPS/DMS vehicle order form used to determine price and vehicle type or quote received for other capital equipment to document cost must be included with the Funding Request.

PROJECT COST: Complete each line indicating the Total Project Cost, the Local Match and the Transportation Disadvantaged Trust Fund amount requested. If applying for reduced match or a waiver of match as part of the REDI program, please state this in the "Less Local Match" section.

SOURCE OF REQUIRED LOCAL MATCH: 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.

#### CURRENT VEHICLE INVENTORY

Provide the current vehicle inventory which includes **all** vehicles used to transport individuals, not just the vehicle marked for replacement or vehicles purchased by CTD. The form provided is not required as long as the vehicle inventory provided includes the same basic information.

Please email all questions to the Commission at [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us).