

Florida Commission for the



**Transportation  
Disadvantaged**

FISCAL YEAR 2026-27  
PROGRAM MANUAL AND  
APPLICATION INSTRUCTIONS FOR THE  
INNOVATIVE SERVICE DEVELOPMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

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# INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (CTD) in accordance with Section 427.0159, Florida Statutes (F.S.). The Trust Fund provides a dedicated funding source to support the Commission's statutory responsibilities and is appropriated annually by the Legislature for the state fiscal year (July–June).

For Fiscal Year 2026–2027, the Commission anticipates a \$6 million appropriation to support the Innovative Service Development (ISD) Grant Program.

The ISD Grant Program supports projects that improve the cost-effectiveness and efficiency of transportation services. Grant funds are limited to reimbursing a portion of eligible transportation disadvantaged passenger trips. Grantees must provide services prior to submitting invoices for reimbursement, which will be issued on a per-trip and/or mileage basis.

Funded projects may include, but are not limited to:

- Expanding service availability (e.g., evenings, weekends or level of service)
- Serving currently underserved populations
- Enhancing regional or cross-county mobility
- Reducing barriers to accessing public transportation

Funding will be available for eligible services through June 30, 2027.

Grant funds may not be used to duplicate, replace, or supplant existing services. Applicants must clearly demonstrate how proposed projects introduce new or improved service delivery.

Projects should consider long-term viability beyond the grant period. Proposals should reflect how successful elements may be sustained, integrated, or expanded over time, with the potential to become self-sustaining.

Applicants are strongly encouraged to review this manual in its entirety prior to submitting a proposal. The manual provides application instructions, program requirements, and evaluation criteria.

**Application Deadline:** Complete proposals must be **submitted by May 18, 2026.**

A webinar on the application process will be held on May 6, 2026, at 2:00 PM (EST). A link to the webinar will be available on the Commission's website. <https://www.fdot.gov/ctd/ctd-home>

**Questions:** All questions must be submitted in writing to [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us) and will be accepted through May 15, 2026. Responses will be posted on the Commission's website and will be available until project awards.

# PART I - PROGRAM MANUAL

## Program Description

The Commission announces the potential availability of competitive funding for Innovative Service Development (ISD) projects. These projects are intended to pilot transportation solutions that improve efficiency for both the program and its riders.

Innovation does not require entirely new concepts. It may include adapting or enhancing existing practices to provide greater value. For the purposes of this program, innovation is defined as implementing a new or improved approach that enhances mobility for eligible riders. Projects successfully implemented in other areas may be considered, provided they represent an improvement within the proposed service area.

ISD funding may not be used to support existing services or replace current operations. Instead, proposals must demonstrate how funding will expand, enhance, or improve service delivery—such as addressing service gaps, reaching new populations, or increasing service quality. New service models not currently available in the community are also eligible.

The goal of the ISD Grant Program is to identify and test mobility solutions that can become sustainable and replicable. Applicants must be able to collect and report data demonstrating project outcomes aligned with at least one of the following objectives:

- Increase a transportation disadvantaged person's access to daily activities that could include employment, education, medical and shopping, etc.
- Enhance regional connectivity and cross-county mobility; or,
- Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.

Grant recipients may be required to present project outcomes to the Commission, including a comparison of expected versus actual results and key lessons learned. At a minimum, an annual customer satisfaction survey must be conducted during the grant period. Projects may be highlighted in statewide or national forums.

Collaboration is strongly encouraged to improve project success and long-term sustainability.

**All projects must provide equitable and same level of service to individuals with disabilities. Proposals limited to ambulatory services will not be considered.**

## Eligible Applicants

Eligible applicants include:

- A Community Transportation Coordinator (CTC), as defined in Section 427.011, F.S.
- Non-Traditional Transportation Service Provider such as a transportation network company, that provides door-to-door, on-demand, or scheduled transportation services.

All applicants must be registered in [MyFloridaMarketplace](#).

If awarded, the recipient will be referred to as the “Grantee.”

## Funding Information

Applicants may submit multiple proposals; however, no applicant may receive more than one award per geographic service area.

- Maximum award: \$750,000 per project (single service area)

For purposes of this program, all Commission-approved multi-county service areas are considered a single service area (Holmes/Washington; Columbia/Hamilton/Suwannee; DeSoto/Hardee/Highlands/Okeechobee; Glades/Hendry; and Orange/Osceola/Seminole Counties).

- Maximum award: \$1,500,000 per project (multi-county/regional projects)

Submission of an application does not guarantee funding. The Commission reserves the right to award partial funding. Applicants will be given the opportunity to confirm project feasibility if funding differs from the requested amount.

Projects may be funded for up to four (4) years, subject to eligibility and performance. Funding is not automatic; applicants must reapply annually for continued consideration.

## Local Match

The grant will fund up to ninety percent (90%) of total project costs. Applicants are required to provide a minimum ten percent (10%) cash match from local sources.

Local match funds must not include federal or state funding.

Examples of acceptable local match sources include:

- Local government appropriations
- Dedicated tax revenues
- Private donations
- Rider fares

## Allowable Expenditures

Grant funds may only be used to reimburse a portion of passenger trips provided to individuals who are transportation disadvantaged, as defined in Section 427.011(1), F.S. The Grantee must provide services prior to submitting invoices for reimbursement.

A reimbursable trip:

- Must be a one-way passenger trip
- Must not be funded by any other federal, state, or local program
- Must be provided to an eligible transportation disadvantaged individual

Each rider receiving services under this grant must have an approved eligibility application on file with the Grantee. Documentation supporting eligibility determinations must be maintained for a minimum of five (5) years following the end of the grant period.

All expenditures must be:

- Necessary and reasonable
- Directly related to the approved project
- Properly documented

The following are not eligible for direct reimbursement and are considered a part of normal operating expenses and should be included in the applicant's rate structure:

- Trips provided prior to execution of the grant agreement
- Capital equipment purchases
- Trip no-shows and/or cancellations
- Personal care attendants (PCAs), escorts, and companions

## Application Submission

Complete proposals must be submitted via email to [FLCTDGrantApps@dot.state.fl.us](mailto:FLCTDGrantApps@dot.state.fl.us) no later than **11:59 p.m. (Eastern Time) on May 18, 2026**.

Applicants may submit more than one proposal; however, each project must be submitted as a separate application package. No applicant may receive more than one award within the same geographic service area.

Detailed instructions for completing the application and project scope are provided in **Part II** of this manual.

Applications that are incomplete or do not follow the required instructions will not be considered. Applicants may include additional supporting documentation as attachments, as appropriate.

## Required Application Components

Each application package must include the following:

- ✓ Innovative Service Development Grant Application
- ✓ Project Scope (prepared in accordance with this manual)
- ✓ Proposed Project Budget
- ✓ Completed Rate Model Worksheet
- ✓ Required documentation as listed on the Requirements for Non-Traditional Transportation Service Providers form

Final award decisions are anticipated to be made at the Commission's business meeting on **June 11, 2026**.

## Application Review and Selection Process

Applications must meet the following requirements to be considered:

- ✓ Submitted by the application deadline
- ✓ Complete and compliant with all instructions in this manual
- ✓ Submitted by an eligible applicant

The Commission reserves the right to:

- Reject any or all applications
- Award partial funding

Eligible applications will be evaluated and scored based on the following criteria. Funding recommendations will be presented to the Commission for final approval.

- Evidence of Need (Required, 10 points)
- Project Description & Implementation (Required, 15 points)
- Project Innovation (Required, 25 points)
- Proposed Outcomes (Required, 15 points)
- Project Sustainability/Continuation Plan (Required, 25 Points)
- Other Required Application Elements (Required, 10 points)
- Collaboration and Partnership (Encouraged, 5 bonus points)

Applicants should provide clear, concise, and relevant information demonstrating how the proposed project meets each criterion. Additional supporting information may be included to strengthen the application, even if not specifically requested.

Applicants whose award amount differs from the amount requested will be notified and required to confirm that the project remains feasible at the awarded funding level.

Following Commission approval, a grant agreement will be provided for execution. Grantees are expected to begin project implementation promptly upon execution of the agreement.

Prior to execution, applicants must submit a complete application package with original signatures to:

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

### **Project Timetable**

April 24, 2026	Release Innovative Service Development Grant Program Manual and Application Package
May 6, 2026	ISD Grant Program Webinar
May 18, 2026	Applications due to the Commission for the Transportation Disadvantaged
June 11, 2026	Commission Business Meeting
June 30, 2027	All FY2026-27 grant funds will no longer be available
August 15, 2027	Final invoice due for FY2026-27 grant funds

### **Invoicing**

The Grantee shall invoice the Commission for each month that services are provided. Invoices should be submitted within thirty (30) days following the end of the month of service provision. All invoices must be completed using the forms provided by the Commission.

### **Florida Single Agency Audit Requirements**

Grantees receiving state financial assistance through this program must comply with Section 215.97, Florida Statutes.

## **PART II - APPLICATION INSTRUCTIONS**

**Applicants are strongly encouraged to review the entire Program Manual prior to preparing and submitting a proposal. Applications that are incomplete or do not follow the required instructions will not be considered.**

### **Grant Application Form Instructions**

#### **Legal Name of Applicant**

Provide the full legal name of the applicant organization (not an individual). The name must match the Federal Employer Identification Number (FEIN) and the registration in MyFloridaMarketplace. ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

#### **Federal Employer Identification Number (FEIN)**

Provide the FEIN associated with the applicant organization. This number must correspond to the legal name and MyFloridaMarketplace registration.

#### **Registered Address**

Provide the applicant's mailing address as listed in MyFloridaMarketplace. This address must match the address associated with the FEIN and will be used for the grant agreement.

#### **Contact Person, Phone Number, and Email Address**

Provide the name and contact information for the individual responsible for this application and project.

#### **Project Location**

Identify the geographic area to be served, which may include a single county or multiple contiguous counties.

#### **Proposed Project Start Date**

Provide the date services are projected to begin.

#### **Proposed Project Funding Request**

Provide the total proposed project cost (100%), including:

Local Match (10% of total project cost)

Requested Grant Funding (90% of total project cost)

#### **Signature of Authorized Representative**

The application must be signed by an authorized representative of the organization.

## Project Scope Instructions

This is a competitive grant application. Applicants must complete all Project Scope sections in full. Each response must directly address the stated requirements and be clear, concise, and specific to the question. Do not duplicate information across sections, as repetition may negatively impact scoring.

**For those who are applying to continue a current-funded project, information addressing the status of the project is strongly encouraged.**

The Project Scope must not exceed twenty-five (25) pages, including attachments and exhibits (e.g., maps). Excluded from the page limit:

- Policies and procedures
- Letters of commitment or support
- Memoranda of Understanding (MOUs)

Proposals will be evaluated on a 100-point scale. Collaboration and Partnership may earn up to 5 bonus points. Final funding decisions are based on available funding and Commission discretion.

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### **EVIDENCE OF NEED (Required, 10 points)**

**Purpose:** Define the transportation problem—not the solution.

Describe current gaps or limitations in the existing transportation system and how those gaps impact transportation disadvantaged populations.

Include:

- Specific unmet transportation needs
- The population(s) or trip purpose(s)
- The scale and urgency of the need

Support the description with data or documented evidence (e.g., TDSP, studies). Do not attach entire plans or large documents; instead reference specific pages or include only relevant pages that directly support your proposal.

**For current funded projects:** Describe how the project is addressing gaps previously identified and/or any remaining or new unmet needs.

**Do NOT describe your proposed project in detail in this section.**

## **PROJECT DESCRIPTION & IMPLEMENTATION (Required, 15 points)**

**Purpose:** Describe what you are proposing—not why it is needed or how it is innovative.

Provide a clear description of:

- Service area (geographic coverage)
- Service type(s)
- Days/hours of operation
- Key destinations

Explain:

- Eligibility criteria (e.g. age, disability, income) and outline step by step process including intake, verification, staff roles and recordkeeping
- How riders will access the service (request, scheduling, delivery)
- Outreach/marketing approach

**For current funded projects:** Provide the number of trips and riders the project has served to date. Additionally, identify any proposed changes from the existing project.

## **PROJECT INNOVATION (Required, 25 points)**

**Purpose:** Explain what is different from existing services or what is being “tested.”

Describe how the project introduces a new or improved approach compared to current transportation services in the service area, and how it addresses an identified transportation need.

Focus on:

- What specifically is new, different, or improved
- How the approach changes service delivery (not just what service is provided)
- Sufficient detail to clearly understand how the service will operate.

Examples may include:

- On-demand service
- Cross-county coordination
- New service hours or flexibility
- New or specific populations served

**Important:**

- Repeating the project description is not sufficient
- Simply continuing an existing service is not considered innovation
- The level of innovation and clarity of the description will be considered in scoring.

**For current funded projects:** Clearly explain how the project continues to provide a new or improved service.

## **PROPOSED OUTCOMES (Required, 15 points)**

**Purpose:** Define measurable results.

Describe:

- Expected number of trips and riders
- Specific, measurable outcomes (not just outputs)

Examples:

- Reduction in wait times
- Increase in employment trips
- Improved access to services

Explain:

- How estimates were developed
- What data will be collected
- How performance will be evaluated

**Do NOT restate the need or describe the service again.**

**For current funded projects:** Include performance to date and explain how it informs future projections. This could include a summary of quarterly progress reports, other performance data, rider survey results, etc. In addition, invoices will be reviewed by CTD to evaluate the provision of services and utilization of grant funds.

## **PROJECT SUSTAINABILITY/CONTINUATION PLAN (Required, 25 points)**

**Purpose:** Demonstrate long-term viability.

Describe how the project—or elements of it—will continue beyond the grant period.

Include:

- Funding strategy (identified or potential sources)
- Financial partnerships that support continuation
- Integration into existing systems or services
- Plans to scale, adapt, or integrate the service

**Important:**

Stating “seeking future funding” alone is not sufficient and does not demonstrate a viable sustainability plan.

**For current funded projects:** Describe progress made toward project sustainability to date.

## **OTHER REQUIRED APPLICATION ELEMENTS (Required, 10 points)**

**Purpose:** Ensure all required administrative, financial, and staffing components are complete, reasonable, and aligned with the proposed project.

Provide clear and complete information for each of the following:

### **Proposed Project Expense Budget**

Provide a complete project budget that supports the total funding amount requested. All expenses must be allowable, reasonable and necessary. A sample budget worksheet is available for reference.

Include:

- All anticipated project expenses
- A breakdown of major cost categories (e.g., transportation, personnel, administration, equipment)

### **Important:**

- If the proposed project budget includes only purchased transportation, describe how other required costs (e.g., labor, administration) will be funded.

### **Rate Model Worksheet and Proposed Service Rates**

Provide a complete Rate Model Worksheet and identify proposed service rates.

Include:

- Completed Rate Model Worksheet
- Proposed rates by mode and unit of service (e.g., per trip, per mile; ambulatory; wheelchair)

### **Important:**

- Rates must be derived from the completed rate model
- Adding additional charges outside the model is not permitted

### **Project Personnel**

Identify key staff responsible for project implementation.

Include:

- Name
- Current title
- Summary of relevant experience and role in the project

### **Important:**

- Do not submit resumes
- Focus on experience directly related to project delivery and oversight

## **Local Match**

Identify the source(s) of the required local match.

Include:

- Funding source(s)
- Amount or percentage contributed

Explain:

- Whether the match is secured or pending

## **COLLABORATION AND PARTNERSHIP (Encouraged, 5 bonus points)**

**Purpose:** Demonstrate how formal partnerships strengthen project implementation, performance, and long-term sustainability.

If applicable, describe each project partner and their role in supporting the project.

Include:

- Name of partner organization(s)
- Identify roles and responsibilities
- Specific resources contributed (e.g., funding, staff time, eligibility determination, outreach, reporting)

Explain:

- How each partnership supports project success
- How partnerships contribute to sustainability beyond the grant period

Examples of eligible partners may include:

- Community Transportation Coordinators
- Purchasing agencies (e.g., Agency for Persons with Disabilities, Department of Elder Affairs)
- Workforce or education programs (e.g., CareerSource centers, Vocational Rehabilitation, community colleges)
- Private or nonprofit organizations (e.g., medical centers, employers, service providers)

### **Important:**

- A true partnership includes a commitment of resources or defined responsibilities
- Referrals alone do not constitute a partnership
- Letters of support alone are not sufficient

Applications may be strengthened by including:

- Letters of commitment
- Memoranda of Understanding (MOUs)
- Cooperative agreements or other documentation demonstrating formal commitment