

Florida Commission for the



**Transportation
Disadvantaged**

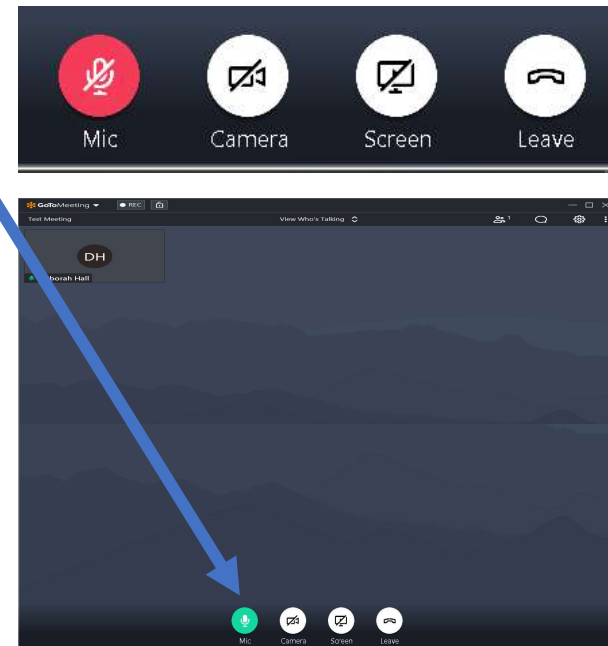
**Innovation and Service
Development Grant Program
Fiscal Year 2020-2021**

July 14, 2020

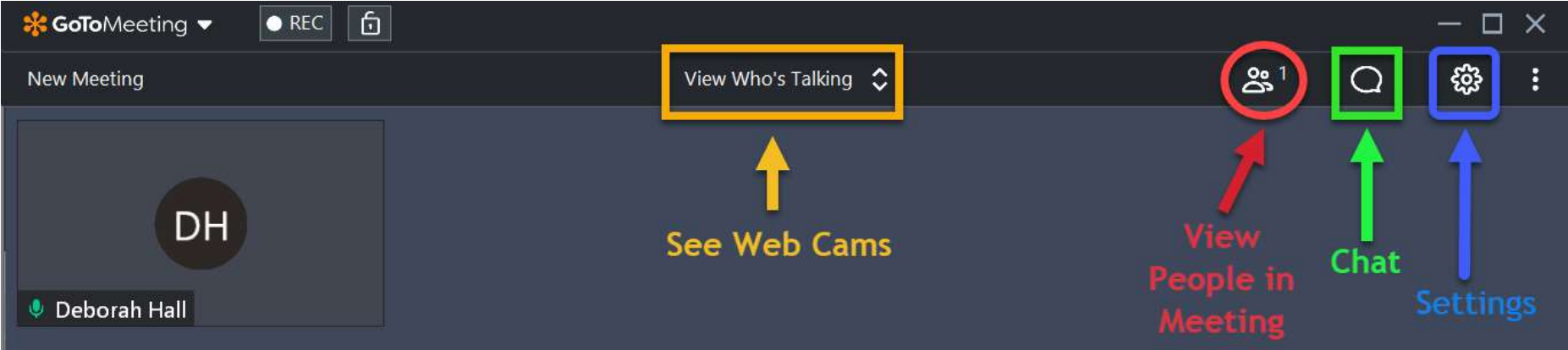
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More Screen Controls



Webinar Objectives



Promote awareness
of this funding
opportunity



Provide guidance on
quality grant
applications



Encourage innovative
projects that meet
program criteria



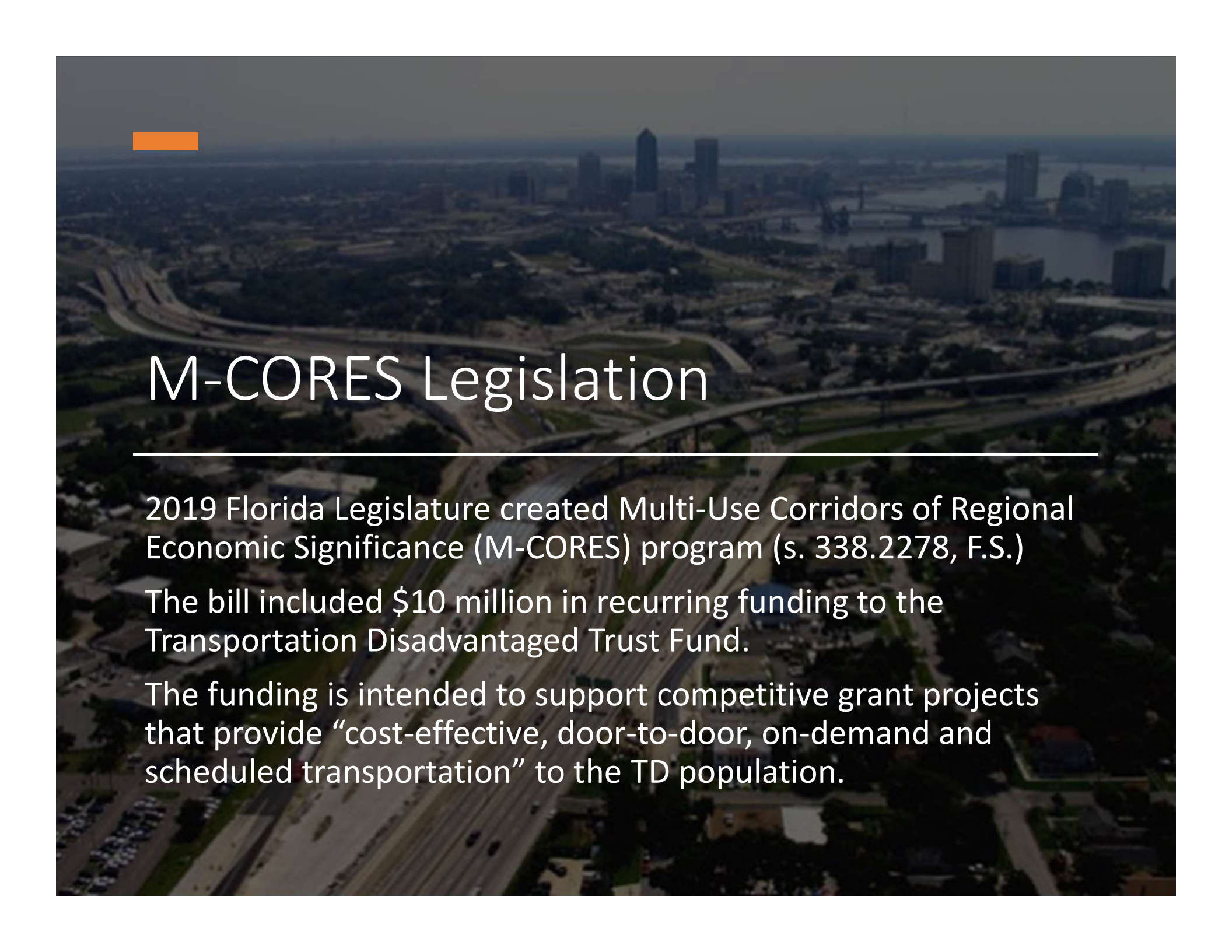
Webinar Topics

- Introduction of the Grant Program
- Questions to Consider for Project Ideas
- Overview of Application and Review Process
- Grant Administrative Requirements



Introduction of the Grant Program





M-CORES Legislation

2019 Florida Legislature created Multi-Use Corridors of Regional Economic Significance (M-CORES) program (s. 338.2278, F.S.)

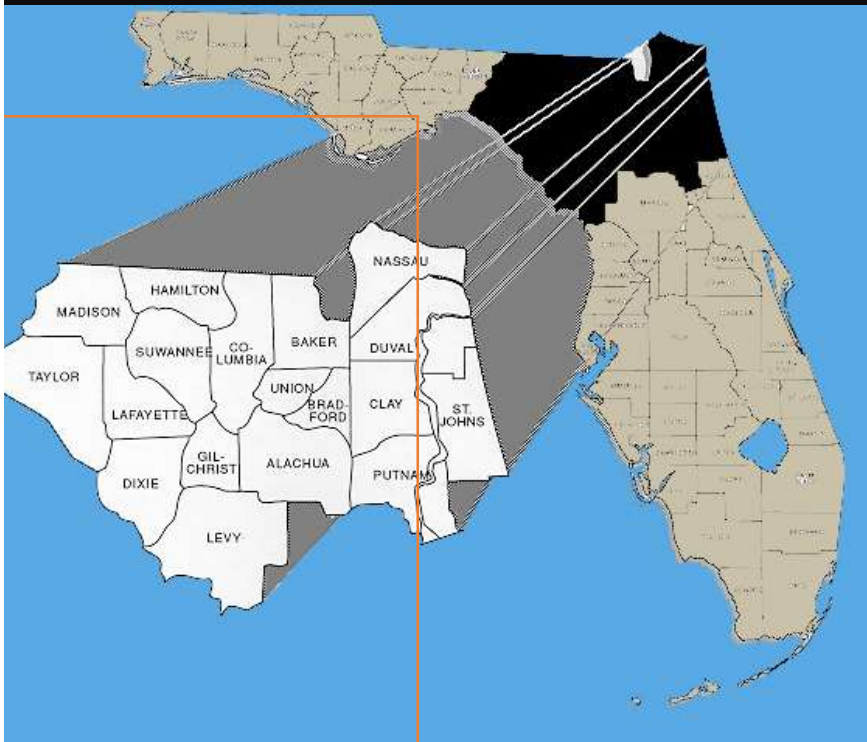
The bill included \$10 million in recurring funding to the Transportation Disadvantaged Trust Fund.

The funding is intended to support competitive grant projects that provide “cost-effective, door-to-door, on-demand and scheduled transportation” to the TD population.



Legislative Objectives

- 1) Increase access to/from job training, employment, health care, and other life-sustaining activities;
- 2) Enhance regional connectivity and cross-county mobility; or,
- 3) Reduce the difficulty in connecting to/from a transportation hub.



Eligible Applicants

Community Transportation
Coordinator (CTC)

as defined in Section
427.011, F.S.

Transportation Network
Company (TNC)

as defined in Section
627.748, F.S.

NOTE- Must be registered in MyFloridaMarketplace



Innovation & Service Development Grant

CTD administers M-CORES funding through ISD Grant (s. 41-2.014(2)(c), F.A.C.)

Grants awarded on a state fiscal year cycle

Funding must include 10% local match

Funds reimburse a portion of the cost of a trip (after services are rendered)

Grantees must submit monthly invoices to CTD

Funding Status for FY 2020-21

CTD issued first notice of available funding on April 2, 2020.

Approved funding of approximately \$4.1 million for 15 projects at June 8, 2020 Commission Business Meeting.

Released second opportunity to apply for funding on July 1, 2020, with a due date of July 31, 2020.

Available funding for this round is approximately \$5.8 million.



Second Round Application Timeline

July 1, 2020	Release Innovation and Service Development Grant Program Manual and Application Package
July 14, 2020	Technical Assistance Webinar for eligible applicants regarding grant application instructions, clarifications and expectations
July 17, 2020	Submission of Written Questions to the Commission
July 21, 2020	Posting of Questions and Answers on Commission's webpage
July 31, 2020	Applications due to Commission
August 17-19	Review Subcommittee Meeting
Week of August 24, 2020	Commission Business Meeting
June 30, 2021	Fiscal Year 2020-21 funding will no longer be available



Questions to Consider for Project Ideas

What is an “Innovative” Idea?

Innovation is:

*“Turning an idea into a solution
that adds value
from a customer’s perspective”*

Nick Skillicorn

@improvides

idea to value.com

Start with the Customers' Perspective

- What transportation barriers inhibit an individual's access to work, health care, social-recreation, etc.?
- Where does the local TD program fall short in meeting these needs?
- What evidence can be gathered to demonstrate how a project can address these "unmet needs?"
- How would the customer perceive the "value" of the new service (e.g., greater mobility, convenience, customer satisfaction, etc.)?





Ideas + Collaboration = Grant Funding

Other Questions to Consider

- Who are the key stakeholders that can be “partners” in the project?
- How can the partner(s) compliment the project (e.g., case management, job coaching, etc.)?
- What ideas are being tested? How can data verify or validate whether the ideas work?
- If the project succeeds, how could the idea(s) be incorporated into other business practices?



Applications

Grants

Overview of Application and Review Process

Application Manual

Applicants must carefully follow the instructions provided in the Program Manual.

Applications that are incomplete or do not follow the manual format will **NOT** be considered.

The manual and other related information on the ISD grant can be found on the CTD website at:
(<http://ctd.fdot.gov/Grants.htm>)



Florida Commission for the
FISCAL YEAR 2020-21
PROGRAM MANUAL AND APPLICATION
FOR THE
INNOVATION AND 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/>

APPLYING FOR A GRANT



General Information

- Projects that were previously approved for FY 2020-21 may not re-submit for additional funds or years.
- An applicant may submit more than one proposal, but a separate application package for each project is required.
- Proposals may be for multi-year projects, up to three (3) years (subject to legislative appropriation).
- Submission of an application does not guarantee a grant, nor does it ensure the grant will be funded in the amount requested.

Required Reports

- Monthly Ridership Reports
- Semi-Annual Rider Satisfaction Survey Summary Reports
- Year-End Project Report, which must include:
 - Summary of project outcomes
 - Lessons learned (both expected and unexpected)
 - Challenges and barriers that were addressed by the project





Application Package Requirements

Applicants must complete the following:

- Application Form
- Project Scope
- Budget Request Spreadsheet

Original signature(s) required prior to the execution of the grant agreement, if awarded.

A resolution of the governing board required if grant is awarded.

Application Form

Legal Name of Applicant – Organization – not individual completing application.

Federal Employer Identification (FEI) Number –Payroll or federal income tax. Name must match FEI number registered in MyFloridaMarketPlace

Registered Address - As registered in MyFloridaMarket Place, consistent with the address associated with the FEI#.

Contact Person – Name, phone number, email address


Applicant Organization Type – CTC or TNC

Project Location (County/Counties) – Where will you be operating?

Proposed Project Start Date – Based on timeline, earliest would be in September or October

Proposed Project Funding Request – Total proposed project amount shall reflect the total project amount from the budget sheet.

Signed by authorized Grant Recipient Representative

 Transportation Disadvantaged Innovation and Service Development Grant APPLICATION	
Legal Name of Applicant	<input type="text"/>
Federal Employer Identification Number	<input type="text"/>
Registered Address	<input type="text"/>
City and State	Zip Code <input type="text"/>
Contact Person for this Grant	Phone Number <input type="text"/>
E-Mail Address [Required]	<input type="text"/>
Applicant Organization Type	<input type="checkbox"/> CTC <input type="checkbox"/> TNC
Project Location [County(ies)]	Proposed Project Start Date <input type="text"/>
Proposed Project Funding Request	
Total Proposed Project Amount (100%)	\$ <input type="text"/>
Local Match [10%]	\$ <input type="text"/>
Requested Funding Amount [90%]	\$ <input type="text"/>
As the authorized Grant Recipient Representative, I hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.	
Signature of Grant Recipient Representative	Date



Project Scope

This is the **CORE** of the application and includes:

1. Project Description
2. Project Personnel
3. Project Timeline
4. Project Budget

Must be clearly written and address all required elements.

Provide narrative of project, including how it fulfills one of the M-CORES objectives.

Shall be no more than 15 pages, including attachments, maps, etc.

Project Scope (cont.)

I. Project Description:

- a) Describe the proposed project, project location, and how it will meet one or more of the funding objectives.
- b) Describe transportation services that are currently available.
- c) Identify service limitations or gaps within the current transportation system.
- d) Describe how the project will be implemented. Provide details that include how services will be requested and provided.
- e) Identify partnerships and describe how they will be leveraged to support the project. Partnerships could include other purchasing agencies (FDOT, Agency for Persons with Disabilities, etc.), local programs serving the targeted riders (CareerSource Centers, Vocational Rehabilitation, local state college, etc.), and/or private businesses (grocery stores, medical centers, construction sites, etc.).

Project Scope (cont.)

I. Project Description (cont.):

- f) Explain what new or innovative service the project is testing and how services provided under this proposed project will differ from services currently provided.
- g) Identify an estimated number of trips and riders the proposed project will serve.
- h) Describe how the ridership will be informed about the service being proposed.
- i) Describe the process for ensuring riders are eligible to receive Transportation Disadvantaged services. Include how rider eligibility will be determined and, if not be the applicant, what organization will be determining that a rider is transportation disadvantaged, pursuant to Chapter 427, Florida Statutes.

Project Scope (cont.)

II. Project Personnel

Identify key management level staff who will be assigned to this project, their current title(s) and summary of work experience. – NO RESUMES

III. Project Timeline

Provide a project timeline including the project start date, project implementation date and any major milestones (procurement of equipment or operator; hiring personnel; beginning of on-the road services, etc).


IV. Project Budget, Funding and Proposed Service Rates

- a) Complete the proposed budget form provided. All expenses must be allowable, reasonable and necessary.
- b) Identify the source of the local matching funds for the project.
- c) Provide the proposed service rate(s) by mode and unit of service (trip, mile). Demonstrate how the proposed rates were determined.

Budget Request Form

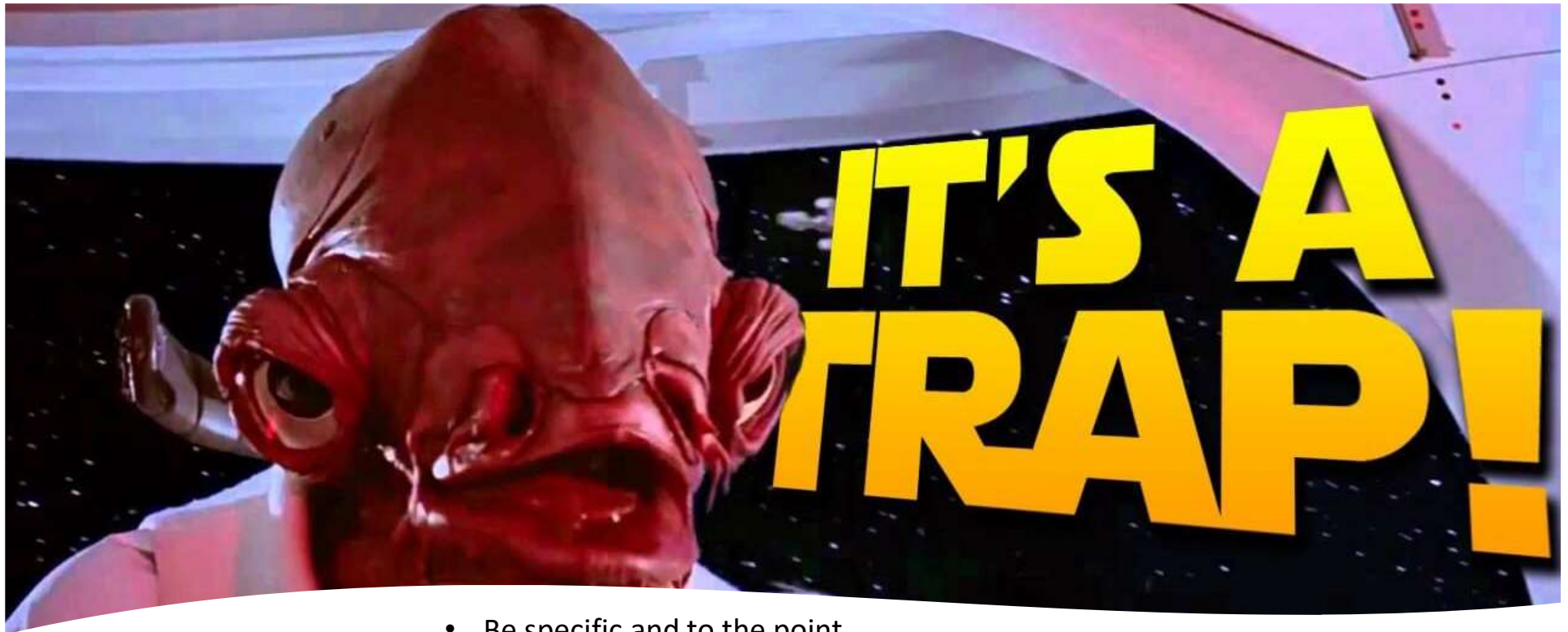
EXAMPLE BUDGET REQUEST FORMAT

EXPENSE SOURCES	
Labor	\$
Fringe Benefits	\$
Contracted Services	\$
Other Direct Costs	\$
a.	\$
b.	\$
c.	\$
d.	\$
Allocated Indirect Costs, if necessary	\$
Total Expenses	\$



Commons Pitfalls in Writing Applications

- Too much unnecessary information – difficult to determine purpose and objectives of the project.
- Application does not follow the format or is submitted incomplete.
- Too many acronyms and terms unknown to reviewers.
- Project appears to supplement existing services (e.g., Trip & Equipment Grant).
- Incorrect or inconsistent calculations.
- Unclear eligibility determination, particularly for a subset of TD population.



How to Avoid these Traps

- Be specific and to the point.
- Complete the application early to allow time for proofing and checking calculations – Include outsiders to assist in review process
- Know your audience – describe technical terms and acronyms at least once in the scope
- Clearly describe how the project “adds value” or removes a barrier to existing system.
- Indicate local match amount in funding request.
- If using rate model rates, do not imply rates are tied to estimated service levels.
- If project serves specific group (e.g., IDD), describe how partnering agencies will assist in determining eligibility.

Application Review Process

Complete applications received by the due date (July 31, 2020) and in the required format will be evaluated by a subcommittee of the Commission.

The criteria outlined in the “Project Application Evaluation Criteria” will be used to guide the evaluation of each project. The complete evaluation criteria can be found in the Program Manual – Attachment II.

The subcommittee will finalize project recommendations for approval by the Commission at the end of August 2020.

ATTACHMENT II	
Project Application Evaluation Criteria	
The maximum possible score for any proposal is 100 points.	
I. Project Scope (0 – 60 points)	Points
a) Described the proposed project, project location and how the project will meet one or more of the funding objectives.	0 – 10
b) Described transportation services currently available.	0 – 5
c) Identified service limitations or gaps within the current transportation system.	0 – 5
d) Described how the proposed project will be implemented including details of how services will be requested and provided.	0 - 5
e) Identified partnerships and described how they will be leveraged to support the project.	0 - 5
f) Explained what new or innovative service the project is testing and how services provided under this proposed project will differ from services currently provided.	0 - 10
g) Identified an estimated number of trips and riders the proposed project will serve.	0 - 5

Grants

Administrative Requirements

Administrative Grant Requirements

Florida Single Agency Audit Requirements (Section 215.97, F.S.)

Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such nonstate entity shall be required to have a state single audit or a project-specific audit for such fiscal year.

Administrative Grant Requirements (cont)

Record Retention Requirements

Grant Agreement requires Project Account, and detailed documentation supporting the Project Account, be made available upon request, without cost, to the Commission any time during the period of the Agreement and for five years after final payment is made or if any audit has been initiated and audit findings have not been resolved at the end of five years, the records shall be retained until resolution of the audit findings.

Administrative Grant Requirements (cont)

Florida Public Records Law
(Section 119, F.S.)

Project documents are considered public records and should be made available upon request.

Ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term.

Key Dates

July 17, 2020	Submission of Written Questions to the Commission via email: flctdgrantapps@dot.state.fl.us
July 21, 2020	Posting of Questions and Answers on Commission's webpage: http://ctd.fdot.gov/Grants.htm
July 31, 2020	Applications due to Commission via email: flctdgrantapps@dot.state.fl.us
August 17-19	Review Subcommittee Meeting
Week of August 24, 2020	Commission Business Meeting

**Thank you for participating
in this webinar**

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