

# **Florida Department of Transportation Capital & Operating Assistance Application Instruction Manual**

**Federal Fiscal Year 2021 / State Fiscal Year 2022**



**49 U.S.C. Section 5310, CFDA 20.513**

**Formula Grants for the Enhanced Mobility of Seniors and  
Individuals with Disabilities**

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# Please Note

This grant application is color coded based on the type of award for which you are applying. Applicability specifications are also described in the Application Instruction Manual.

**All Applications** | Forms and exhibits in **purple** must be completed for **all** applications.

**Capital Applications** | Forms and exhibits in **red** must be completed for capital applications, exclusively.

**Operating Applications** | Forms and exhibits in **blue** must be completed for operating applications, exclusively.

# 1. Introduction

This instruction manual pertains to applications for Federal Transit Administration (FTA) assistance under 49 U.S.C. 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, as administered by the Florida Department of Transportation (FDOT). It contains program information and application instructions.

The FTA's goal for the Section 5310 Program is to provide agencies with assistance in meeting the transportation needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient, or inappropriate.

## 2. General Program Information

### Program Administration

The FTA allocates funds to the State of Florida each year for the Section 5310 Program. FDOT has been designated by the governor to administer the program for small urban and rural areas. Most large urbanized areas (population over 200,000 residents) have also selected FDOT to administer the program for their urbanized area.

FDOT holds the following responsibilities but, at its discretion, may contract with a third party to provide these services:

- 1 Announcement of funding availability
- 2 Selection of projects for funding according to approved selection criteria
- 3 Development and processing of agreements
- 4 Oversight of recipient procurement actions
- 5 Oversight of recipient compliance with State and Federal requirements
- 6 Processing of recipient invoices for reimbursement
- 7 Provision of technical assistance regarding the Section 5310 Program

Authorizing legislation for the Section 5310 program is shown in the glossary of this manual under "Authorizing Federal and State Legislation."

### Large Urbanized Areas, Small Urbanized Areas, and Rural Areas

- Large urbanized areas are those with populations of 200,000 or more
- Small urbanized areas are those with populations between 50,000 and 199,999
- Rural areas are those with populations below 50,000

### Eligibility Criteria

Eligibility Criteria are the minimum legal eligibility requirements for the Section 5310 Program. Applications must be for eligible services, service areas, recipients, and expenses, and provide evidence

of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including but not limited to: coordination of transit services, civil rights preservation, vehicle maintenance requirements, compliance with safety and drug free workplace regulations, competitive procurement of goods and services purchased with grant funds, the Americans with Disabilities Act (ADA), and references to the [Federal Transit Administration's \(FTA\) Master Agreement](#).

## Eligible Recipients

For the Section 5310 Program, funds may be awarded to any of the following types of service providers:

- States or localities (political subdivisions of the State of Florida) that provide transit service,
- Public agency Community Transportation Coordinators (CTCs),
- Private non-profit CTCs,
- Private non-profit organizations providing transportation to seniors and/or persons with disabilities under a coordination agreement with the appropriate CTC(s).
- When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, and then sub-contract with the CTC for provision of service. Recipients must be either a CTC or an agency providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program, and until any vehicle(s) or equipment acquired through the 5310 program reaches the end of its useful life.
- Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore are eligible sub-recipients.
  - “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Like general public and ADA demand response service, every trip does not have to be shared-ride for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.
  - Taxi companies that provide only exclusive-ride service are not eligible sub-recipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible sub-recipient such as a local government or nonprofit organization.

## Legal Authority and Fiscal and Managerial Capability

Section 5310 applicants must have the legal authority and fiscal and managerial capability to apply for Federal assistance. Applicants are required to have sufficient local funds to provide for match requirements, preventative maintenance, and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles and/or equipment could jeopardize existing and future grants and may result in the removal of vehicles and/or equipment.

## Eligible Expenses

Section 5310 funds may be used for capital and/or operating expense of transit services to seniors and/or individuals with disabilities. The Federal share of eligible 5310 capital expenses may not exceed eighty percent (80%). The Federal share of eligible 5310 operating expenses may not exceed fifty percent (50%)

### Eligible expenses are limited to:

#### Traditional (Capital/ Mobility Management Expenses)

- Buses, vans or other vehicles (including sedans and station wagons);
- Radios and communications equipment;
- Wheelchair lifts and restraints;
- Stretcher vehicles (excluding the cost of the stretcher seating and associated equipment);
- Vehicle rehabilitation, and/or overhaul;
- Data processing hardware/software, other durable goods such as spare vehicle components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing;
- Vehicle inspection and vehicle preventative maintenance;
  - Applicants applying for preventative maintenance costs must have a District-approved Preventative Maintenance (PM) Plan and a cost allocation plan if maintenance activities are performed in-house.
- Passenger facilities expenditures related to Section 5310-funded vehicles;
- Support facilities expenditures and equipment for Section 5310-funded vehicles;

#### Non-traditional (Operating Expenses)

- Operating costs associated with provision of transit services, costs associated with transit services that exceed the requirements of the Americans with Disabilities Act of 1990; and
- Projects that improve access to fixed route service and decrease individuals with disabilities reliance on complementary paratransit and provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

## Ineligible Expenses

Ineligible expenses include:

- Expenses associated with preparation of grant applications;
- Expenses associated with project planning;
- Expenses associated with administration;
- Expenses associated with extended warranties;
- Expenses incurred prior to Federal and State approval of a grant application;
- Expenses incurred prior to the execution of a grant award; and
- Expenses incurred prior to the FDOT's approval of plans, specifications, and third-party contracts for vehicles/equipment to be purchased with Section 5310 funds.

FDOT district offices have the discretion to define additional ineligible expenses in a Notice of Grant

Award (NOGA) or a Public Transportation Grant Agreement (PTGA).

## Application Deadlines

Application deadlines are FDOT District specific, but usually fall between December and February each year. Your local District Office will notify applicants of the annual application deadline. District Offices evaluate grant applications within their respective Districts and submit proposed Programs of Projects (POPs) to the FDOT Central Office by March of each year. The Central Office compiles POPs from the Districts and submits a statewide grant application for Federal funds to the FTA by April 1 of each year. FDOT anticipates FTA's approval of the statewide grant application (including district POPs) no earlier than July 1.

The appropriation for State funds to match Federal funds is approved by the State Legislature for implementation on July 1 of each year. Once both Federal and State funds are available, Districts may make grant awards. At least 55% of the available funding statewide must be awarded to capital projects. The Department reserves the right to increase the minimum capital share up to 100% of funding, as deemed best suited to meet the mobility needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient, or inappropriate.

## 3. Section 5310 Compliance Requirements

**Section 5310-awarded agencies must comply with the following program requirements:**

### Triennial Review

Agencies will be required to undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. For more information see FDOT's Triennial Review Process as part of the [State Management Plan](#)).

### IRS Section 501(c)(3)

Provide proof of non-profit status (if a private-non-profit agency).

### Copy of Certification of Incorporation

Provide if applicant is a private-non-profit agency. [Information](#)

### CTC Coordination Agreement/Contract

Agencies must provide FDOT with a copy of their existing contract that is consistent with the intended service area and/or service areas stipulated in the Section 5310 application filed with FDOT (unless the recipient is the CTC).

### Section 5310 Award/Cash Match

Agencies are required to provide proof of the availability of a 10% cash match for Section 5310 capital awards and 50% for operating awards at the time of application. Funding for local match cannot be borrowed or procured from any other agency/source on a payment plan.

### Section 5310 Procurement Policy

Agencies must develop and follow proper procurement policies (see Procurement section).

### Disadvantaged Business Enterprise (DBE)

Agencies must follow proper semi-annual reporting requirements. This includes reporting any DOT-assisted third-party contracts on time and as requested by FDOT.

### Charter Bus Reporting

Agencies must follow proper quarterly reporting requirements. This includes reporting any charter service provided on time and as requested by FDOT.

### FDOT Site Reviews

Agencies will be subject to regular site inspections of vehicles, equipment, maintenance records, vehicle

registration, liability insurance, and any other requirements under Section 5310.

### Capital Equipment Inventory

Agencies must maintain a current inventory of all vehicles (entire fleet FDOT and Non-FDOT vehicles) and equipment awards for FDOT review.

### Capital/Equipment Maintenance Costs

All agencies are responsible for all incurred capital/equipment maintenance associated costs.

### Preventative Maintenance Plan

All agencies will include, at a minimum, procedure(s) for maintaining vehicles, facilities and any and all ADA accessibility features (template can be found in the Template section of the [State Management Plan](#)). Agencies that ONLY receive Section 5310 funds may be able to include their maintenance plan as a section of the Transportation Operating Procedures (TOP). Contact the District office for guidance.

### Vehicle Useful Life Guidelines

All agencies must conduct regular preventive maintenance and vehicle maintenance with the intent to reach “Useful Life” vehicle standards (A, B, and C inspections are performed per the PM Schedule) (see <http://tripsflorida.org/> under the Contracts tab, for vehicle useful life; or refer to Useful Life Requirements in the Appendix of this document).

### Record Keeping Standards

While it is a best practice that agencies maintain records and repair history of each Section 5310 funded vehicle for the life of the vehicle, sub-recipients must maintain records for at least 18 months after an agency is no longer in possession of the vehicle or no longer has title.

### Transportation Operating Procedure & Driver Safety/Training Policy (for 5310-only agencies)

Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients **only receive grant awards through the Federal Transit Administration’s Section 5310 Program**. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency’s TOP will be subjected to FDOT triennial review every 3 years (a template can be found within the [FDOT State Management Plan](#)).

All returning grant recipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning grant recipient should submit the TOP approval letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved

TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

## Title VI Program

All returning applicants must submit the Title VI concurrence letter issued by their respective FDOT District, along with a letter providing the assurance that the requested federal funds will be used to support services in compliance with the approved Title VI on file with FDOT. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant Title VI Plan will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved Title VI Plan. Upon request, FDOT will provide Title VI Program assistance.

## E-Verify Standards

Agencies must use the state of Florida E-Verify site to verify the employment eligibility of all new employees hired: [E-Verify Site](#)

## ADA Compliance Policies

Agencies must have written policies regarding any of the following (but not limited to): use of service animals, use of accessibility features, lift deployment at any designated stop, service to persons using respirators or portable oxygen, adequate time for vehicle boarding and disembarking, different methods of delivering public information/communications (contact district office for guidance or see [FDOT State Management Plan](#)).

## Drug and Alcohol Policies

Agencies must have written drug and alcohol policies in place and must follow all related drug and alcohol FTA standards and guidelines (contact district office for guidance or see [FDOT State Management Plan](#)). The [Substance Abuse Management Resource Site](#) provides direct links to guidance, training, and technical assistance opportunities.

## Standard Lobbying Certification

Agencies must provide FDOT with a signed Standard Lobbying Certification.

## Facility and Equipment Maintenance Plan

Agencies receiving Section 5310 funds must submit a comprehensive maintenance plan that will include, at a minimum, procedures for maintaining equipment, facilities, and ADA accessibility features. Agencies receiving Section 5310 funds for a facility refurbishment or construction are required to have a facility maintenance plan (contact district office for guidance or see [FDOT State Management Plan](#)). Agencies that ONLY receive Section 5310 funds may be able to include their maintenance plan as a section of the TOP. Contact the district office for guidance.

## Asset Management

Agencies receiving Section 5310 funds are subject to FTA Transit Asset Management Plan requirements if they provide public transportation. “Public transportation” is defined as regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income. (See [Transit Asset Management Final Rule](#))

## Procurement

Applicants must have a procurement policy that outlines the procurement process when using Federal, state and local funds. The guidebook, [Procurement Guidance for Transit Agencies](#), should be referenced in the procurement policy and utilized when entering third-party procurements or contracts that utilize Federal funds.

The major thresholds that determine applicable procurement requirements are:

- **Micro Purchase** – Procurements less than \$2,500
- **Small Purchase** – Procurements greater than \$2,500 but less than \$35,000
- **Competitive Procurement** – Procurements greater than \$35,000

## Americans with Disabilities Act (ADA)

Applicants must comply with the ADA of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations at 49 CFR Parts 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance), 37 (Transportation Services for Individuals with Disabilities), 38 (ADA Accessibility Specifications for Transportation Vehicles), and 39 (Transportation for Individuals with Disabilities: Passenger Vessels); and FTA regulations at 49 CFR Part 609, Transportation for Elderly and Handicapped Persons.

## Civil Rights Submissions

Civil rights submissions that are required include: Title VI Program, DBE Program and annual goals, and an ADA Transition Plan. All applicants must submit a copy of their Title VI Program Plan with the grant application, unless the agency’s current Title VI plan is already on file with FDOT. At the applicant’s request, the FDOT District Office will provide an applicant with technical assistance to develop a Title VI Program.

## Davis-Bacon Act

If a project involves construction, applicants shall comply with the Davis Bacon Act, (49 U.S.C. Section 5333(a)) prevailing wage requirements.

## Environmental Determination

The impact that a proposed FTA-assisted project will have on the environment shall be evaluated and documented in accordance with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et

seq.), before a grant application is submitted.

### Administrative Requirements (Only if the Request is for Facilities)

Applicants shall supply the appropriate Regional Planning Council (RPC)/local clearinghouse agency a copy of its application for Federal Assistance. Each applicant shall request that the RPC/Clearinghouse provide an approval letter for the application to the appropriate FDOT District Office. A copy of the cover letter sent to the Local Clearinghouse/Regional Planning Council must be submitted with this application as an attachment. Applicants should send their applications to the LOCAL Clearinghouse/Regional Planning Council; NOT TO THE STATE CLEARINGHOUSE. Contact information for all RPCs in Florida can be found in the Appendix.

### Private-Non-Profit Applicants

All private-non-profit applicants must submit proof of non-profit status as part of this application. Proof of non-profit status can be obtained from [SunBiz](#).

All first time private-non-profit applicants must attach a Certificate of Incorporation to their application.

### Urbanized Area Project Requirements

Section 5310 projects located in an urbanized area or within a metropolitan area planning boundary must be included in the Metropolitan Transportation Plan (MTP), also known as the Long-Range Transportation Plan prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP), approved jointly by the MPO and the Governor, and the Statewide Transportation Improvement Program (STIP), developed by a state and jointly approved by FTA and FHWA. Projects outside UZAs must be included in, or be consistent with the statewide long-range transportation plan, as developed by the state, and must be included in the STIP.

Although applications for projects may be accepted by the FDOT District Office prior to their listing in a TIP/STIP, a grant award will not be final for such projects until all administrative requirements are completed, including being listed in the appropriate TIP/STIP.

### Planning Requirements

To remain eligible for Section 5310 awards, recurring applicants must submit the Transportation Disadvantaged Service Plan (TDSP) or Transit Development Plan (TDP) for their service area to FDOT in a timely manner. The entire TDSP or TDP does not need to be submitted with the application; only the date of adoption and page numbers are necessary. Applicants must also complete the Coordinated Public Transit-Human Services Transportation Plan form and include it with the application.

### Audit Requirements

Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity

has adequate internal controls in place and is generally in compliance with program requirements.

Federal resources awarded to applicants will be subject to [2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards](#).

## Certifications and Assurances

Applicants must agree to comply with certain State and Federal requirements by signing the Certification and Assurances form covered by **Exhibits C, I, L, M, and P** of this manual, as appropriate. **Exhibit C** assures that the grant request is derived from a Coordinated Public Transit-Human Services Transportation Plan. Applicants for Section 5310 assistance must also sign a certification and assurance to FDOT, as provided in **Exhibit I** of the application. **Exhibit L** applies to applicants for capital assistance to purchase non-accessible vehicles. Compliance items in **Exhibit M** include (but are not limited to) regulations pertaining to charter service and school bus service when using FTA-funded vehicles, equipment, and facilities; and FTA drug and alcohol testing regulations. **Exhibit P** pertains to Protection of the Environment and applies to applicants seeking grants for facilities.

## Program Performance Measures

Agencies receiving Section 5310 funds must collect data for the following indicators targeted to capture overarching program information as part of an annual report submitted to the FDOT District office. For the annual report, recipients must submit both quantitative and qualitative information on each of the following measures.

### Traditional Section 5310 Projects

- **Gaps in Service Filled:** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities, measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310-supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

### Other Section 5310 Projects

- **Service Improvements:** Related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
- **Physical Improvements:** Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other section 5310 projects implemented in the current reporting year.
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided

annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services as a result of other Section 5310 projects implemented in the current reporting year.

### Use of Section 5310-funded Vehicles or Equipment

Section 5310-funded vehicles/equipment must be used to transport seniors and individuals with disabilities within the large urbanized areas, small urbanized areas, or rural areas for which they were awarded. They may be used to provide transit to employment, medical care, education, shopping, socialization, etc.

Incidental use of vehicles as cargo carriers (i.e. Meals on Wheels), and work vehicles (i.e. carrying crews and equipment from site to site and/or standing idle between work sites, transporting staff) is permitted if it does not interfere with the primary use of the vehicle(s). In such cases, the number of vehicles requested in an application must be justified by the number of people transported – not meal delivery or tool handling requirements. The need and planned use of the requested vehicles must be detailed in the Proposed Project Description.

The Florida Department of Transportation (Department) shall be named as the only lien holder for all vehicles acquired for the project. Should these vehicles no longer be required for the project, the Department's share of the acquisition shall be returned to the Department as described in the Transit Vehicle Inventory Management Procedure, Topic No. 725-030-025.

## Lease of Vehicles

Vehicles purchased with Section 5310 funds may be leased to local public bodies or agencies, non-profit agencies, or private-for-profit operators only for the services identified in the grant application. The lease between the applicant and the lessee shall contain the terms and conditions that must be met in providing transportation service to seniors and individuals with disabilities and must be approved by the appropriate FDOT District Office. When vehicles are operated by an agency other than the one named as applicant in the grant application, control and responsibility for the operation of the vehicles remains with the applicant.

## Grant Application Evaluation Criteria

Applications shall be evaluated and ranked based on merit and need. Unless there is sufficient funding in a District to cover all eligible requests, District Offices will use the following criteria to evaluate applications.

Each District has the discretion to alter the grading scale respective to their District by assigning higher point values to criteria meeting the specific priority needs in the respective District.

- **Service efficiency and effectiveness:** This is demonstrated by the usual daily hours of eligible service and vehicle occupancy. The emphasis is on the normal hours that agency vehicles are in service, not the hours the applicant is open for business. Applicants providing transportation service for more hours and with vehicles with higher passengers per hour will be ranked higher. The applicant's use of current vehicles (including mileage and maintenance practices) will be considered in the review and ranking.
- **Extent to which the community at large is served by the applicant:** Applicants serving the highest community need through social service agencies and providing the most trips to seniors and individuals with disabilities will be ranked higher.
- **Extent to which seniors and individuals with disabilities are served:** Applicants that maximize transportation benefits to seniors and individuals with disabilities in their community will be evaluated on the percentage of total riders/passengers served that are seniors and/or individuals with disabilities. Those serving the highest percentage will be ranked higher.
- **Need:** Applicants that can demonstrate they serve, or propose to serve, the largest number of eligible passengers, and have the most urgent financial needs will be ranked higher. FDOT has a goal to preserve transportation infrastructure; therefore, maintaining current levels of service may be deemed a higher priority/need than expanding into new services or expanding service area coverage. A detailed explanation of the need and evidence of the need are required.
- **Fiscal and managerial capability:** Applicants with well-documented budgets and good fiscal capability demonstrated by the correctness and completeness of their application, by prior audits, proper maintenance of vehicles as demonstrated by miles at replacement, and previous timeliness and accuracy of required reports, will be ranked higher. These measures will be evaluated for each applicant using the "Recipient Risk Assessment Tool" (see [Appendix](#)).
- **Prior Performance:** Applicants who have a history of meeting contractual obligations and

maintenance requirements for Section 5310 vehicles will be ranked higher. Compliance with non-Section 5310 contractual obligations and maintenance requirements will be considered. Compliance with the Annual Operating Report (AOR) to area CTCs may also be considered. New applicants will not be penalized for having little or no history with FDOT, but previous applicants will be penalized for poor past performance. These measures will be evaluated for each applicant using the Recipient Risk Assessment Tool (see [Appendix](#)).

**All applicant agencies must register on SAM.gov for the Recipient Risk Assessment review.**

## 4. Grant Award Process

### Overview

Awards will be made by the respective FDOT District Office to agencies submitting applications approved by FDOT. All applications must be submitted, on the correct forms, in the Department's grant management system (TransCIP). To request access to the system, contact your FDOT district representative.

### Grant Award Process for Section 5310 Capital Assistance

#### Vehicles, Equipment, and/or Preventative Maintenance

FDOT will send a "Notice of Grant Award" (NOGA) to notify an applicant (sub-recipient) that the grant request to purchase an asset such as a vehicle or equipment, or to assist in financing preventative maintenance expenses was approved. The NOGA will be sent to the sub-recipient with instructions to sign and return it to FDOT (see sample notice in the Appendix). For vehicle and/or equipment purchases, the sub-recipient will contact the FDOT Contractor listed on the NOGA to arrange the purchase of awarded vehicles and/or equipment. In reference to a capital preventative maintenance award, the subrecipient will ensure that the respective FDOT District Office has a copy of the subrecipient's executed preventative maintenance agreement and will contact the FDOT District Office for additional guidance.

Grant sub-recipients should be aware that procurement procedures outlined in FDOT's [Procurement Guidance for Transit Agencies](#) may apply.

A signed NOGA is a legally binding agreement. By signing a NOGA, grant sub-recipients agree to comply with all applicable requirements as contained in U.S.C. 49 5310 of the Federal Transit Act of 1991, as amended.

#### Mobility Management

Mobility Management grant awards will be made by the respective FDOT District Office to successful applicants by entering into a Public Transportation Grant Agreement (PTGA) with the sub-recipient. Mobility management does not include operating public transportation services. Please see the FTA [Mobility Management Resources](#) site for more information.

### Grant Award Process for Section 5310 Operating Assistance

Grant awards will be made by the respective FDOT District Office to successful applicants by entering into a PTGA with the agency (grant recipient). The awarded agency will be reimbursed for eligible operating expenses that occur after the PTGA's execution date.

## 5. General Instructions for Forms and Exhibits

Each form, exhibit, and certification provides FDOT with information it must have to make required assurances to the Federal government or to make decisions on project selection.

It is important that each required form, exhibit, and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information to obtain Federal grants (18 U.S.C. 1001, Crimes and Criminal Procedures – Statements or entries generally).

The original application for **Operating Assistance** or **Capital Assistance** should be prepared on white, 8.5 X 11” paper, one-sided and uploaded into the Department’s grant management system (TransCIP). All application forms and exhibits must be arranged in the order listed in the “Application Checklist” (within Section 6) to ensure that the application is complete. All application components must be submitted in the sequence identified in the associated checklist of each step.

Responses can be typed directly into the application file provided. Incomplete, illegible, or unsigned applications may be rejected.

The original application must be accompanied by the required cover letter and a fully executed Resolution form (see **Application** for sample), which includes minimum required language from the applicant’s governing board. Resolutions must be printed on organization/agency letterhead, and should authorize:

- 1 Submission of the application
- 2 Signing of the application and certifications/assurances by a designated individual as authorized by board resolution
- 3 Acceptance of the grant award by the designated individual

*Note: Signature pages must be completed following the board resolution date.*

Electronic resolutions, applications, and acceptance of grant awards are acceptable.

Questions regarding Section 5310 applications or the application process should be directed to the FDOT District Office in the applicant’s service area, as shown in the **Appendix** of this manual.

## 6. Grant Application Instructions

The following grant application instructions should be used to guide the applicant through each step of the application process. All application components must be submitted in the sequence identified in the associated checklist.

The grant application forms and exhibits are presented in color-coded format. **Operating** application-specific information is presented with **blue** headers. **Capital** application-specific information is presented with **red** headers. Forms and exhibits that apply to **all** applications are colored **purple**.

### Application Checklist

The application checklist must be completed prior to submission. If a requirement is not applicable, please indicate with a ~~strike through~~ of the form or exhibit title. Forms and exhibits with checkboxes indicated in **purple** apply to both capital and operating applications. **Blue** checkboxes apply to **operating** applications only. **Red** checkboxes apply to **capital** applications only.

### Part I: Applicant Eligibility

#### Eligibility Questionnaire

The eligibility questionnaire investigates whether current grant sub-recipients are compliant with all FDOT and FTA Section 5310 requirements. If a current grant sub-recipient is noncompliant, the sub-recipient will not be eligible to receive grant funds until compliance has been determined.

#### Exhibit A: Cover Letter

A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

#### Exhibit B: Governing Board's Resolution

A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. Applicants should adhere to any additional bylaws that were instituted by the applicant's governing board regarding the format of the resolution. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

#### Exhibit C: Coordinated Public Transit-Human Service Transportation Plan

This exhibit is to be completed and signed by the individual authorized by the governing board of the applicant's agency and submitted with the grant application.

### Exhibit D: CTC Agreement or Certification

If the applicant is a CTC, this information should be shown in Exhibit D of the application. A copy of the CTC's certification must be attached to Exhibit D.

If the applicant is not a CTC, a copy of the written coordination agreement (or letter of support) between the applicant and the CTC in the appropriate service area should be identified as Exhibit D and included in the application. The agreement must be specific as to how the services to be provided will be complimentary to the services the CTC provides, and how duplication and fragmentation of services will be avoided.

If the applicant's service extends into areas covered **by more than one CTC, copies of all applicable coordination agreements should be included in the application.**

An executed Commission for the Transportation Disadvantaged **Coordination Contract** or similar document may serve as the written coordination agreement.

**Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.**

Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Agencies must also keep their CTC Agreements current and valid every year until the vehicle(s) reaches its useful life requirement and the title is released.

### Exhibit E: Certification of Incorporation

All first-time private non-profit applicants must include a copy of their certification of incorporation.

### Exhibit F: Proof of Non-Profit Status

All private non-profit applicants must include proof of non-profit status. Proof of non-profit status can be obtained from [Sunbiz](#).

**Exhibit G: Local Clearinghouse Agency/RPC Cover Letter**

If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC (see Appendix).

**Exhibit H: Public Hearing Notice and Publisher's Affidavit**

An opportunity for a public hearing is required **ONLY for public agencies** requesting **capital** grants under Section 5310. An application for Section 5310 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication.

A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests **must** be prior to the date applications are due at the District Office. If a hearing is requested:

- 1 A hearing **must be** conducted;
- 2 The FDOT District Office must be notified of the date, time, and location of the hearing; and
- 3 A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5310 award can be made.

## Part II: Funding Request

### Form A-1: Current System Description

Applicants must submit Form A-1 as part of their application. Form A-1 provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant's response to the question must not exceed the space provided or word counts where indicated).

If the applicant is a CTC, **relevant pages** of a TDSP and AOR containing the above information may be provided. **Please do not attach entire documents.**

### Form A-2: Fact Sheet

The Form A-2 Fact sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. Applicants should provide the calculations where applicable, as shown in the table below. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. If a software program is used to obtain the required data for the fact sheet, please include the source of the data, (e.g., Trapeze, RouteMatch, etc.). The quantitative values in Form A-2 prepare applicants to complete the required measures outlined in the 5310 Performance Measures Report. If applicants encounter any difficulty completing the form, applicants should contact the respective District Office for technical assistance.

FORM A-2: FACT SHEET					
Measure	Calculations (current system)	Current System	Questions to Ask Your Agency	Calculations (if grant is awarded)	If Grant is Awarded
1 Number of total one-way trips served by the agency <b>PER YEAR</b> (for entire system).*	Drive each client to 2 locations every day on a 5-day work week. <i>400 clients x 2 locations x 5 days per week x 52 weeks per year</i> <b>= 208,000 trips per year</b>	208,000 trips*	How many trips will my agency make versus the passenger count on the vehicles we currently own?	Drive each client to 2 locations every day on a 5-day work week. <i>440 clients x 2 locations x 5 days per week x 52 weeks per year</i> <b>=228,800 trips per year</b>	228,800 trips
2 Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR.*</b>	Drive each client to 2 locations every day on a 5-day work week. <i>200 clients x 2 locations x 5 days per week x 52 weeks per year</i> <b>= 104,000 trips per year</b>	104,000 trips	How many trips will my agency make versus the passenger count on the vehicles we currently own?	Drive each client to 2 locations every day on a 5-day work week. <i>220 clients x 2 locations x 5 days per week x 52 weeks per year</i> <b>=114,400 trips per year</b>	114,400 trips
3 Number of individual senior and disabled clients (unduplicated) <b>PER YEAR.</b>	No calculation needed; current client roster used.	200	Does this number of clients warrant the purchase of a larger vehicle or should we purchase smaller ones?	No calculation needed.	220
4 Total number of vehicles used to provide service to seniors and individuals with disabilities <b>ACTUAL.</b>	No calculation needed; current fleet (Form C) used.	14	Can we handle a larger load of people with the vehicles we currently have by simply adding more trips?	No calculation needed.	16

	Calculations (current system)	Current System	Questions to Ask Your Agency	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)	
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement <b>ACTUAL.</b>	No calculation needed; current fleet (Form C) used.	2	Do we need to replace vehicles or expand our fleet?	No calculation needed.	0
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities <b>PER YEAR.</b>	<i>30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 14 vehicles = 218,400</i>	218,400	Do these number of miles traveled allow us to retire a bigger vehicle on FTA's retirement schedule?	<i>30 miles per trip x 2 trips per day x 5 days per week x 52 weeks per year x 16 vehicles = 249,600</i>	249,600
7	Total number of square miles of service coverage.	Entire county area.	132	Does this number of square miles intersect with other agencies' service areas?	No net increase in service area anticipated.	132
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities <b>AVERAGE PER YEAR.</b>	Trip log spreadsheet records from September 30, 2019 to October 1, 2020	320	No service schedule changes anticipated.	No service schedule changes anticipated.	320

	Calculations (current system)	Current System	Questions to Ask Your Agency	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)	
9	Number of hours of service <b>AVERAGE PER DAY</b> ( 24-hour period).	Trip log spreadsheet	8	Is your agency busy providing trips throughout its scheduled service hours?	No service schedule changes anticipated.	9
10	Number of hours of service <b>PER YEAR.</b>	<b>8 hours per day x 320 days in operation per year = 2,560 hours per year</b>	2,560 hours		<b>9 hours per day x 320 days in operation per year = 28,800 hours per year</b>	2,880 hours
11	Posted hours of normal operation agency provides service to seniors and individuals with disabilities <b>PER WEEK</b> (This does not include non-scheduled emergency availability).	Agency website	<i>M-F: 8 AM to 4 PM (8h)</i>  <i>Saturday: None</i>  <i>Sunday: None</i>  <i>Total (WEEK): 40h</i>		<i>M-F: 8 AM to 5 PM (9h)</i>  <i>Saturday: None</i>  <i>Sunday: None</i>  <i>Total (WEEK): 45h</i>	

\*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.

### Form A-3: Proposed Project Description

Applicants must submit Form A-3 as part of their application. It is required that all applicants provide the Project Summary in a **question/answer format**. Where a text box or word count is included, the length of the applicant's response to the question must not exceed the space or word count provided. The project description should not repeat the current system description shown in Form A-1. **The grant application lists the questions requiring responses.**

#### GRANT WRITING TIP

Refer to the Evaluation Criteria section of this manual. An applicant's narrative should cover each of the points that will be evaluated.

Demonstrate how your agency's goals etc. are aligned with Section 5310 program goals.

Form A-3 contains a section for calculating geographic service areas. If the applicant only provides service in one geographic area (urbanized area, small urbanized area, or rural area), this calculation will result in an outcome of 100%. If the applicant provides service in more than one area, the calculations must be repeated for each geographic area.

### Form B-1: Financial Capacity – Proposed Budget for Transportation Program

All applicants for all request types must complete Form B-1. Form B-1 includes three components: *Estimated Expenses*, *Estimated Revenues*, and *Proof of Local Match*. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application, **including** any Section 5310 operating revenue expected to result from the current application, if awarded, and associated local match. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2021, which corresponds to State Fiscal Year (SFY) 2022. SFY 2022 starts July 1, 2021 and ends June 30, 2022.

Applicants should replace the title text *Year of Anticipated Award* in the expenses and revenues tables with the actual fiscal year dates for which amounts were estimated. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2021 to September 30, 2022).

Amounts reflected in Form B-1 must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

**Expenses** | Form B-1 begins with the *Estimated Transportation Program Operating & Administrative Expenses* table. The form provided in the applications has been pre-populated with some of the most common classes, but the applicant may revise the table to include additional classes as needed to

achieve the desired level of detail. However, any expense categories used as part of the Form B-2 operating award request must be reflected in Form B-1 expenses, and any funds used to provide local match for an operating award must be included in Form B-1 revenues. Expenses should be reported by class as provided in the application and the below definitions table:

**Transportation Program Operating and Administrative Expenses**

Code	Object Class	Definition
<b>5010</b>	<b>Labor</b>	Labor expenses arise from the performance of work by employees. Labor expenses include pay and allowances owed to employees in exchange for the services provided to the transit agency. It also includes bonuses, shift differentials, overtime premiums, minimum guarantees, paid absences, and fringe benefits.
5011	Operators' Salaries and Wages	<p>Operators' salaries and wages include the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers. These expenses include wages for performing activities related to vehicle operations such as:</p> <ul style="list-style-type: none"> <li>• Report time</li> <li>• Platform time</li> <li>• Turn-in time</li> <li>• Accident reporting time</li> </ul> <p>These expenses also cover wages paid to back-up (extra board drivers) such as stand-by time.</p> <p>In small transit systems, operators also may be scheduled to perform vehicle maintenance duties that are typically performed by vehicle maintenance employees. These duties may include servicing revenue vehicles (e.g., fueling, interior cleaning, and exterior washing) and limited inspection and maintenance of revenue vehicles.</p> <p>Operators sometimes are temporarily assigned duties other than driving their vehicles in revenue service such as:</p> <ul style="list-style-type: none"> <li>• training time either as a student or instructor</li> <li>• revenue vehicle movement control as dispatchers or road supervisors</li> <li>• movement of revenue vehicles among maintenance and operating facilities</li> <li>• maintenance of bus stops and shelters</li> <li>• general administration assignment such as customer service and marketing</li> </ul>
5012	Operators' Paid Absences	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for revenue vehicle operators or crewmembers.
5013	Other Salaries and Wages	This object class includes the cost of labor, excluding paid absences and fringe benefits, of employees of the transit agency who are not classified as revenue vehicle operators or crewmembers (e.g., maintenance workers, administrative staff, and transit managers).

Code	Object Class	Definition
5014	Other Paid Absences	This includes vacation leave, sick time, and other paid time off not contingent on a specific event outside the control of the transit agency for its employees that are not classified as revenue vehicle operators or crewmembers.
5015	Fringe Benefits	<p>Fringe benefits are the expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Fringe benefits include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Fringe benefits can be divided into the following four categories:</p> <ol style="list-style-type: none"> <li>1. <b>Employment Taxes:</b> federal, Medicare, and Social Security taxes.</li> <li>2. <b>Health and Welfare Expenses:</b> medical and dental insurance plans (to include hospital, surgical, and pharmaceutical plans); short-term disability and life insurance plans; workers' compensation or Federal Employees Liability Act Contribution; and unemployment plans.</li> <li>3. <b>Retirement Costs/Pension Plans:</b> pension plans, long-term disability plans, and other postemployment benefits (OPEB).</li> <li>4. <b>Other Fringe Benefits:</b> uniform and work clothing; tool allowances; employee and family transit passes; reimbursements for moving and education; assistance for dependent care, childcare, and adoption; employee discounts; and other fringe benefits not described in the categories listed above.</li> </ol> <p><b>Other Postemployment Benefits (OPEB)</b></p> <p>In addition to pensions, some transit agencies provide other postemployment benefits (OPEB). OPEB includes postemployment healthcare and life insurance that are provided separately from a pension plan.</p>
5020	Services	<p>Services are the labor and other work provided by outside organizations for fees and related expenses. Outside organizations may be private companies or public entities. The agency reports work done by personnel within the reporting unit as salaries and wages and fringe benefits. For example, if the reporting unit is a city, then transit-related work done by city employees, even those outside the transit division, is reported as salaries and wages and fringe benefits, not services. Services provided by an outside organization are usually procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees. Agencies usually substitute services for in-house labor because the skills offered by the outside organization are needed for only a short period of time or internal staff does not have the requisite skills. This object class includes all costs that are part of the service agreement. For example, if in a contract for custodial service the custodial company provides the cleaning supplies, the cost of these supplies belongs to Services, not Other Materials and Supplies.</p> <p>The services object class does not include purchased transportation service. A contractor that provides vehicle operators is considered a purchased transportation provider, and any other labor or materials provided by that</p>

Code	Object Class	Definition
		contractor, including fuel, parts, and maintenance, belong to the purchased transportation object class.
<b>5030</b>	<b>Materials and Supplies</b>	The expenses in the following three object classes include products obtained from outside suppliers or those manufactured internally. The cost of the material or supply includes freight-in, purchase discounts, cash discounts, sales taxes, and excise taxes (except on fuel and lubricants). Charges to this object class include both materials and supplies issued from inventory for use, and materials and supplies purchased for immediate use (i.e., items used without going through inventory).
5031	Fuel and Lubricants	<p>This object class includes fuel used to propel revenue and non-revenue vehicles and lubricants such as motor oil, transmission fluid, and grease. Purchase and cash discounts are included in the cost of the fuel or lubricant.</p> <p>Sales or excise taxes are not included in the cost; they are reported separately under Taxes (5060). The agency reports fuel costs net of fuel taxes, even if the agency paid the taxes initially and was later reimbursed.</p> <p>Note that modes powered by electricity report propulsion power under Revenue Vehicle Operation Utilities.</p>
5032	Tires and Tubes	This object class includes the cost of tires and tubes, whether they are rented, leased or purchased. Do not report rented and leased tires and tubes under Operating Lease Expenses (5220). Purchase discounts, cash discounts, sales taxes, and excise taxes are included in the cost of the tires and tubes.
5039	Other Materials and Supplies	The expenses in this object class include products obtained from outside suppliers or those manufactured internally that are not covered in the two preceding object classes. The cost of the material or supply includes shipping costs, purchase discounts, cash discounts, sales taxes, and excise taxes. Costs associated with this object class include materials and supplies issued from inventory or purchased for immediate use (i.e., items used without going through inventory).
<b>5040</b>	<b>Utilities</b>	This object class includes expenses for electricity, gas, water, telephone, heating oil, fuel for backup generators, and internet.
<b>5050</b>	<b>Casualty and Liability Costs</b>	<p>Expenses related to loss protection and losses incurred by the transit agency. These expenses include:</p> <ul style="list-style-type: none"> <li>• Compensation of others for their losses due to acts for which the transit agency is liable.</li> <li>• The costs of protecting the transit agency from losses through conventional insurance and other risk financing programs (e.g., self-insurance and insurance pools).</li> <li>• Agency losses due to the liable actions of others that are covered by other corporate insurance.</li> </ul>

Code	Object Class	Definition
		<p>Note that refunds and paybacks received from state insurance pools are netted from Casualty and Liability Costs.</p> <p>Transit agencies often incur self-insurance costs. Note that premiums also include self-insurance costs.</p> <p>Casualty and Liability Costs include the following:</p> <ol style="list-style-type: none"> <li>1. <b>Premiums for Physical Damage Insurance:</b> premiums applicable to the reporting period to insure the transit agency from loss through damage to its own property caused by collision, fire, theft, flood, earthquakes and other types of losses.</li> <li>2. <b>Premiums for Public Liability and Property Damage Insurance:</b> premiums applicable to the reporting period to insure the transit agency against loss from liability for incidents by the transit agency which cause damage to the person or property of others.</li> <li>3. <b>Payouts for Insured Public Liability and Property Damage Settlements:</b> payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are covered by public liability insurance.</li> <li>4. <b>Payouts for Uninsured Public Liability and Property Damage Settlements:</b> payments (or accruals) of actual liability to others arising from culpable acts of the transit agency that are not covered by public liability insurance.</li> <li>5. <b>Provision for Uninsured Public Liability and Property Damage Settlements:</b> periodic estimates of liability to others arising from culpable acts of the transit agency that relate to the current period that are not covered by public liability insurance.</li> <li>6. <b>Premiums for Other Corporate Insurance:</b> premiums applicable to the reporting period to insure the transit agency from losses other than damage to its property or liability for its culpable acts (e.g., fidelity bonds, business records insurance).</li> <li>7. <b>Other Corporate Losses:</b> charges for actual losses resulting from events covered by the other corporate insurance.</li> </ol> <p>The agency reports costs of employees engaged in insuring and processing claims for and against the reporting agency in Labor, as appropriate. The agency reports the costs of repairing damaged property in Labor and Other Material and Supplies (5039), as appropriate. The costs of writing off property damaged beyond repair are reported as Extraordinary or Special Items (5280), depending on the circumstances of the impairment.</p>
5060	<b>Taxes</b>	<p>Tax expenses are the charges and assessments levied against the transit agency by federal, state and local governments. Sales taxes, excise taxes, freight-in and other acquisition costs are not included in this object class. Instead, they are accounted for as part of the cost of the material or service purchased.</p> <p><b>Reimbursement of Taxes Paid</b></p>

Code	Object Class	Definition
		<p>Reimbursement, or refunds, of taxes paid include the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency. Reimbursement of taxes is netted from the associated expense on which the tax was originally levied. The agency does not report reimbursements of taxes as revenue. For example, some states reimburse transit agencies for taxes paid on fuel. Agencies net refunds of fuel taxes from fuel tax expense, rather than reporting them as revenue.</p>
<b>5100</b>	<b>Purchased Transportation Expenses</b>	<p>Purchased Transportation (PT) expenses include the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. It does not include the capital leasing portion of the contract.</p> <p>Purchased vanpool service has its own unique issues. Please refer to Vanpool for more detail.</p>
5101	Purchased Transportation in Report	<p>This object class includes the payments or accruals to sellers or providers of service, including fare revenues retained by the seller. The agency reports Purchased Transportation (PT) expenses in this object class when they report the associated service in their own NTD report. If the other party reports the service, the expenses belong to the object class Purchased Transportation Filing Separate Report (5102).</p> <p>Please refer to Reporting Contractor Expenses for more information.</p>
5102	Purchased Transportation Filing Separate Report	<p>The agency reports Purchased Transportation (PT) expenses in this object class when the other party reports the associated service data (e.g., miles, ridership) in their own NTD report. The agency that reports the service data then reports Purchased Transportation (PT) expenses in the object class Purchased Transportation in Report (5101).</p> <p><b>Reporting Contractor Expenses</b></p> <p>The expenses in this object class must include the total amount paid by the buyer to the seller. The seller’s actual expenses are often less than this amount, since the seller receives a profit included in the expenses paid by the buyer; the actual expenses will be greater than the amount paid if the seller suffers a loss. Since buying agencies are reporting, the expenses recorded are the buyer’s expenses, and the buyer reports the total amount paid to the seller.</p>
<b>5090</b>	<b>Miscellaneous Expenses</b>	<p>This object class includes expenses that cannot be attributed to any of the other expense object classes. Agencies must check to be sure an expense does not belong in a different object class before reporting it as miscellaneous.</p> <p>Some common miscellaneous expenses are listed below.</p> <ol style="list-style-type: none"> <li>1. <b>Dues and Subscriptions:</b> Fees for membership in industry organizations and subscriptions to periodicals.</li> <li>2. <b>Travel and Meetings:</b> Air, train or bus fares and allowances for transportation of traveling transit agency employees and related officials. In addition, this expense includes food and lodging, charges for</li> </ol>

Code	Object Class	Definition
		<p>participation in industry conferences, and other related business meeting expenses.</p> <ol style="list-style-type: none"> <li>3. <b>Bridge, Tunnel, and Highway Tolls:</b> Payments made to authorities and other organizations for the use of bridges, tunnels, highways, and other facilities.</li> <li>4. <b>Entertainment Expense:</b> Costs of social activities and other incidental costs relating to meals, beverages, lodgings, transportation, and gratuities.</li> <li>5. <b>Charitable Donations:</b> Contributions to charitable organizations made by the transit agency.</li> <li>6. <b>Fines and Penalties:</b> Costs of fines and penalties incurred by the transit agency.</li> <li>7. <b>Bad Debt Expense:</b> Amounts owed to the transit agency that the agency has determined to be uncollectable.</li> </ol>
5910	<b>ADA Expenses</b>	<p>The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their operating expenses that is attributable to ADA-required service. This object class is not exclusive of other operating expense object classes. For example, if you spent \$10,000 on vehicle fuel, and \$1,000 of this was to fuel a vehicle used for ADA service, then you would report \$10,000 under Fuel and Lubricants (5031) and \$1,000 under ADA Expenses (5910).</p>
5200	<b>Reconciling Items</b>	<p>Reconciling items are expenses that are not included as capital expenses or as mode-specific operating expenses. If reconciling items represent cash expenditures such as operating lease expenses, the agency reports them as Funds Applied. The agency reports non-cash expenditures such as depreciation as Funds Not Applied.</p>
5210	Interest Expenses	<p>Interest expenses are charges for the use of capital borrowed by the transit agency. Interest expenses may accrue on both short-term debt and Long-Term Debt obligations.</p> <ol style="list-style-type: none"> <li>1. <b>Interest on Long-Term Debt Obligations:</b> charges for the use of capital borrowed on a long-term basis (the liability for which is usually represented by bonds or loans) employed in the operation of the transit system. Interest charges pertaining to construction debt that are capitalized will not be reflected as interest expense.</li> <li>2. <b>Interest on Short-Term Debt Obligations:</b> charges for the use of capital borrowed on a short-term basis employed in the operation of the transit agency.</li> </ol>
5220	Operating Lease Expenses	<p>Operating lease expenses include payments for the use of Capital Assets not owned by the transit agency. Operating leases allow the transit agency to use assets, but do not allow them the rights of asset ownership (e.g., transfer of title). As such,</p>

Code	Object Class	Definition
		<p>operating leases are not capitalized as assets, but are recorded as operating expenses during the reporting period.</p> <p>Some operating leases include costs that the agency must separate out and report under Services (5020). If part of the lease cost covers a service, rather than just the cost of the use of the asset, the agency reports this under Services (5020) rather than operating lease expenses. This also applies to Capital Leases (5230) and Related Parties Lease Agreements (5240).</p>
5230	Capital Leases	<p>Other than an operating lease, an agency may also have a capital lease. A lease is considered a capital lease if it meets any of the following four criteria at its inception (the earlier of the date of the lease agreement or commitment):</p> <ol style="list-style-type: none"> <li>1. <b>Transfer of ownership:</b> the lease transfers ownership (e.g., transfer of title) of the property to the transit agency by the end of the agreed-upon lease term.</li> <li>2. <b>Bargain purchase option:</b> the lease contains a provision that allows the transit agency to purchase the leased property for a reduced price (reduced compared to expected fair value of the property at the date that the purchase option becomes exercisable).</li> <li>3. <b>Lease term:</b> lease term is equal to or greater than 75% of the estimated useful life of the leased property. However, if the beginning of the lease term falls within the last 25% of the total estimated useful life of the leased property, this criterion cannot be used for classifying the lease as a capital lease.</li> <li>4. <b>Minimum lease payments:</b> the present value at the beginning of the lease term of the minimum lease payments to be paid by the transit agency, excluding executory costs such as insurance, maintenance, and taxes, is equal to or greater than 90% of the fair value of the property at lease inception.</li> </ol> <p>The agency reports the current portion of capital leases in operating expenses for the reporting period. The current portion of capital leases includes lease payments made for capital leases during the reporting period. The noncurrent portion of capital leases is capitalized and reported as Capital Lease Obligations (2230).</p>
5240	Related Parties Lease Agreements	<p>Other than operating and capital leases, transit agencies may also have related parties lease agreements. Related parties leases are leases with terms and payment amounts that are substantially less than they would be in usual circumstances because the transit agency is related to the lessor. Common examples include:</p> <ul style="list-style-type: none"> <li>• A state government’s department of transportation purchases buses and leases them to transit agencies in the state at half the market rate.</li> <li>• A county government leases land to a local transit agency for use as a parking lot for a dollar a year.</li> </ul>

Code	Object Class	Definition
5250	Voluntary Non-Exchange Transactions	<p>This object class is for the provider to record the non-exchange expenses when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. Voluntary non-exchange transactions result from legislative or contractual agreements, other than exchanges, entered into willingly by the parties to the agreement. An example of a voluntary non-exchange transaction is when one transit agency builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them. Other examples of voluntary non-exchange transactions include certain grants and private donations.</p> <p>The provider in a non-exchange transaction recognizes a decrease in assets when all applicable eligibility requirements of the non-exchange transaction have been met. The provider reports resources transmitted before eligibility requirements are met as Assets (e.g., an advance).</p> <p>Receiving agencies can find guidance for reporting the non-exchange transaction under the Non-Added Revenue: Voluntary Non-Exchange Transaction (4620).</p>
5260	Depreciation	<p>Depreciation is the depletion of the cost of Capital Assets; it reflects the loss in value of capital assets over the years. In order to account for the reduction in value and usefulness of tangible property, the agency expenses a portion of the cost as depreciation each year of the asset's life. The agency reports the amount depreciated during the reporting period as an operating expense/reconciling item. Typically, as a non-cash expenditure, the agency reports depreciation as Funds Not Applied. Agencies choose their own depreciation method provided that the depreciation value is measured in a systematic and rational manner.</p> <p>Agencies also report the cost of writing off property damaged beyond repair that do not qualify as extraordinary and special items in this object class.</p>
5270	Amortization of Intangibles	<p>Amortization is the systematic spreading of the value of Intangible Assets other than Goodwill over the asset's estimated useful life. Generally, agencies use the straight-line method to amortize intangible assets. The agency reports the amount amortized during the reporting period as an operating expense/reconciling item. Typically, the agency reports amortization as Funds Not Applied since it is not a cash expenditure.</p>
5280	Extraordinary and Special Items	<p>Extraordinary items are material events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <p>Examples of material extraordinary items include capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. The agency reports these impaired values as extraordinary items rather than regular operating expenses to highlight their unusual and infrequent nature.</p>

Code	Object Class	Definition
		If a material event or transaction is unusual in nature or occurs infrequently but not both, it does not meet criteria for classification as an extraordinary item; instead, the agency classifies it as a special item. Both extraordinary and special items are distinguishable from normal operating items and the agency thus reports them separately.
5290	Other Reconciling Items	Other Reconciling Items are any other costs that cannot be captured in the above reconciling items object classes, such as funds to another agency through a cooperative agreement and expenses for purchased transportation services not meeting NTD requirements for a contractual agreement.
5920	ADA Related Reconciling Items	The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. Agencies must report the total expenses that result from ADA requirements for complementary paratransit in demand response (DR) and demand response-taxi (DT) modes. In this object class, agencies report the portion of their reconciling item expenses that are attributable to ADA-required service. This object class is not exclusive of other reconciling item object classes. For example, if you spent \$10,000 to lease vehicles, and \$1,000 of this was to lease a vehicle used for ADA service, then you would report \$10,000 under Operating Lease Expenses (5220) and \$1,000 under ADA Related Reconciling Items (5920).

Source: [NTD Uniform System of Accounts \(USOA\)](#)

**Revenues** | The *Estimated Transportation Program Operating & Administrative Revenues* table must include all funding sources used to support projected expenses. Revenues should be reported by type as provided in the application and the below definitions table:

**Transportation Program Operating and Administrative Revenues**

Code	Object Class	Definition
<b>4100</b>	<b>Directly Generated Funds</b>	Directly Generated Funds are funds that a transit agency earns from non-governmental sources. These revenues are generated by the transit agency.
4110	Passenger Fares	This revenue object class includes revenues earned from carrying passengers. This object class applies equally to directly operated (DO) and purchased transportation (PT) services. Generally, fares are the amounts paid by the rider to use transit services, to include the base fare, zone premiums, express service premiums, extra cost transfers, and quantity purchase discounts applicable to the passenger’s ride. Agencies report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue.  Agencies may collect passenger fares in any of the following ways:

Code	Object Class	Definition
		<ol style="list-style-type: none"> <li>1. Before service is provided (e.g., through the sale of media such as passes, tickets and tokens sold to passengers)</li> <li>2. Directly at the point of service (e.g., fare box, turnstile)</li> <li>3. After the service is provided (e.g., through weekly or monthly billing)</li> </ol> <p>In some circumstances, several agencies share a fare card program and will periodically divide funds among themselves so that each agency within the program receives the appropriate amount of fare revenue. In such cases, each agency reports its share of the revenues.</p> <p>Passenger fares include Passenger-Paid Fares (4111) and Organization-Paid Fares (4112). Passenger fares do not include subsidies (e.g., subsidies from private organizations or subsidies from other sectors of operations), which are provided to support the general provision of transit service. Passenger fares also do not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users (e.g., senior citizens, students). The agency reports subsidies and fare assistance in the appropriate private, state, local, or Federal Government sources of funds.</p>
4111	Passenger-Paid Fares	<p>Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger-paid fares may include the following examples:</p> <ol style="list-style-type: none"> <li>1. <b>Full Adult Fares:</b> revenues earned by transporting passengers for the full adult fare.</li> <li>2. <b>Senior Citizen Fares:</b> revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.</li> <li>3. <b>Student Fares:</b> revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.</li> <li>4. <b>Child Fares:</b> revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.</li> <li>5. <b>Fares for Individuals with Disabilities:</b> revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.</li> <li>6. <b>Ferryboat Services:</b> revenues earned from walk-on pedestrians, bicyclists, and public transportation vehicles passenger fares. For vehicles, the agency reports passenger fares for each occupant of the vehicle, including the driver. However, vehicle and bicycle ferriage fees are not included in passenger-paid fares but are reported in Non-public Transportation Revenues (4130).</li> <li>7. <b>Vanpool Services:</b> For publicly sponsored vanpool (VP) services, passenger fares have unique provisions. For VP services, passenger fares include all fees and costs paid by the passengers. These costs often include fuel costs, maintenance expenses, lease payments, tolls and other out-of-pocket costs.</li> <li>8. <b>Special Ride Fares:</b> revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above.</li> </ol>

Code	Object Class	Definition
		<p>9. <b>Handling Fees:</b> revenues earned from charges for processing payment and issuing fare cards (e.g., an agency charges an initial start-up fee when issuing new cards, or charges extra fees for using one-time paper cards).</p> <p>10. <b>No-show Fines:</b> revenues earned from fines for demand response passengers who do not show up for a scheduled pickup.</p>
4112	Organization-Paid Fares	<p>Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the reporter and an agency or organization that pays a set amount in return for unlimited and/or reduced fare transit service for the persons covered by the agreement. Examples of organization-paid fares may include the following:</p> <ol style="list-style-type: none"> <li>1. <b>State and Local Government:</b> revenues earned by providing rides for employees of state and local government (e.g., fares for postal workers or police officers).</li> <li>2. <b>Reduced Fare Reimbursements:</b> revenues earned by providing rides for its members or beneficiaries. A common example is a university paying a transit agency to permit students to ride free after showing their valid student identification cards.</li> <li>3. <b>Special Route Guarantees:</b> amounts paid for by organizations other than governments (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated and/or to provide or maintain services to a specific area, especially for the benefit of the paying organization.</li> <li>4. <b>Other Special Contract Transit Fares:</b> revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories. A common example is a senior center that pays part of the cost of a route serving the center.</li> </ol>
4120	Park-and-Ride Parking Revenue	<p>The agency earns park-and-ride parking revenue from parking fees paid by passengers who drive to park-and-ride facilities operated by the agency to use transit service. The agency reports revenues earned from the operation of parking lots that are not park-and-ride locations in Other Agency Revenues (4150).</p>
4130	Non-Public Transportation Revenues	<p>This object class includes revenue for providing transportation services to private groups or entities or for carrying freight. The most common examples are the following:</p> <ol style="list-style-type: none"> <li>1. <b>Charter Service Revenues:</b> revenues earned from operating vehicles under charter service contracts.</li> <li>2. <b>Freight Tariffs:</b> revenues earned from carrying freight on routes whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger routes. It includes fees for carrying vehicles and bicycles on ferries. See ferryboat services example in Passenger-Paid Fares (4111).</li> </ol>

Code	Object Class	Definition
		<ol style="list-style-type: none"> <li>3. <b>School Bus Service Revenues:</b> revenues earned from operating vehicles under school bus contracts. It is the amount paid by schools for the operation of buses exclusively to carry children to and from school.</li> <li>4. <b>Sight-seeing Fares:</b> revenues earned from operating vehicles in sight-seeing service.</li> </ol>
4140	Auxiliary Transportation Funds	<p>Auxiliary transportation funds are earned from activities related to the provision of transit service but are not payment for transit service. Auxiliary funds result from business-type activities in which an agency earns supplemental revenues. For example, a transit agency is not in the advertising or concessions business, but it is able to earn additional funds by providing or leasing out these additional services to the public. Auxiliary funds include the following:</p> <ol style="list-style-type: none"> <li>1. Advertising revenues</li> <li>2. Concessions</li> <li>3. Other auxiliary transportation revenues</li> </ol>
4141	Advertising Revenues	<p>Advertising revenues include funds earned from displaying advertising materials on transit system vehicles and property and includes agency media.</p>
4142	Concessions	<p>Concessions are revenues earned from granting operating rights to businesses (e.g., newsstands, candy counters) on property and equipment maintained by the transit agency (e.g., stations, vehicles). This also includes revenues from vending machines available on property maintained by the transit agency for public use.</p>
4149	Other Auxiliary Transportation Revenues	<p>The agency earns other auxiliary transportation revenues from auxiliary operations other than those specified above. This might include, but is not limited to merchandising, photo identification (ID) fees, locker rentals, movie licensing fees, naming rights, and fines for fare evasion or illegal parking.</p>
4150	Other Agency Revenues	<p>This object class includes revenues earned from activities not associated with the provision of the transit agency's transit service. Other agency revenues do not include funds received from local, state, or federal governments. Examples of other agency revenues include:</p> <ol style="list-style-type: none"> <li>1. <b>Sales of Maintenance Services:</b> revenues earned from sales or performing maintenance services on property not owned or used by the transit agency.</li> <li>2. <b>Sales of Fuel:</b> revenues earned from sales of fuel.</li> <li>3. <b>Sales of Assets:</b> revenue received in the sale of an asset that is in excess of the asset's book value. See Sales and Disposals of Assets (4630) for a detailed example.</li> <li>4. <b>Rental of Revenue Vehicles:</b> revenues earned from leasing transit agency revenue vehicles to other operators.</li> <li>5. <b>Rental of Buildings and Other Property:</b> revenues earned from leasing transit system buildings (other than station concessions) and property to other organizations.</li> </ol>

Code	Object Class	Definition
		<ol style="list-style-type: none"> <li>6. <b>Rental of Real Estate:</b> revenues earned from leasing real estate owned by the transit agency to other organizations. This includes revenues from joint development projects.</li> <li>7. <b>Rental Car Fees:</b> revenues earned from rental car services.</li> <li>8. <b>Investment Income:</b> revenues earned from investing in marketable securities and dividends received from state insurance pools. Investment income does not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself.</li> <li>9. <b>Interest Income:</b> revenues earned by placing funds in an interest-bearing account.</li> <li>10. <b>Student Fees:</b> revenues generated by an educational institution from student fees to operate its own transit service. Student fees are different from student fares, which are amounts paid by the students for transit service.</li> <li>11. <b>Parking Facilities Revenue:</b> revenues earned from parking fees generated from parking facilities not normally used as park-and-ride locations. Revenues earned from operating park-and-ride facilities are reported in Park-and-Ride Parking Revenue (4120).</li> <li>12. <b>Donations:</b> funds from donations and grants from private foundations.</li> <li>13. <b>Other Agency Revenues:</b> revenues that might include, but are not limited to: warranty claims, funds from lawsuits, Freedom of Information Act (FOIA) requests, revenue from vending machines available exclusively for employee use, administrative fees charged to other organizations, easement fees, air rights, and vandalism restitutions.</li> </ol>
4160	Revenues Accrued through a Purchased Transportation Agreement	<p>This object class includes revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. This includes the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency. The purchased transportation agreement must meet the requirements for a true Contractual Relationship. Revenue accrued through an agreement that does not meet these requirements is reported as Organization-Paid Fares (4112), Other Agency Revenues (4150), Local Government Funds (4300), or State Government Funds (4400), as appropriate.</p>
4170	Subsidy from Other Sectors of Operations	<p>Occasionally, the transit operation is only one part of a larger transportation entity. Such transit agencies may receive subsidies from other sectors of operations within the larger transportation entity to help cover the cost of transit. For example, a transportation authority that is responsible for airports, ports, or bridges, as well as for public transit, may apply excess funds from airport operations to transit operations. Subsidies from other sectors of operations may include:</p> <ul style="list-style-type: none"> <li>• Subsidies from utility rates where the transit agency is a utility company</li> <li>• Subsidies from bridge and tunnel tolls owned and operated by the transit agency</li> </ul>

Code	Object Class	Definition
		<ul style="list-style-type: none"> <li>Subsidies from other sources provided by the same entity that operates the transit service</li> </ul>
4180	Extraordinary and Special Items	<p>Extraordinary items are events or transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.</p> <ol style="list-style-type: none"> <li>Unusual nature means that the underlying event or transaction has a high degree of abnormality and is clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the transit agency.</li> <li>Infrequency of occurrence means that the underlying event or transaction would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the transit agency operates.</li> </ol> <p>Special items are events or transactions that are either unusual in nature or infrequent, but not both.</p> <p>The agency determines an extraordinary event or transaction to be material if it is material in relation to the agency’s income before extraordinary items, to the trend of annual earnings before extraordinary items, or is material by other appropriate criteria.</p> <p>Examples of material extraordinary items include recoveries received for damages from a natural disaster, such as a hurricane or earthquake. Assets impaired by and recoveries received from these events are considered extraordinary because they are abnormal in occurrence and are not reasonably expected to recur in the foreseeable future.</p> <p>Extraordinary and special items are distinguishable from normal operating items and are thus reported separately. The nature and financial effects of each event or transaction is disclosed on the face of the statement of activities or in the notes to the financial statements.</p> <p>There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that are directly generated. For example, agencies report insurance recoveries for property damaged in a natural disaster in this object class.</p>
4190	Total Recoveries	<p>Total recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others. Total recoveries include monies received for items or events that are not classified as Extraordinary or Special (4180). For example, the agency reports proceeds received from insurance companies for physical damage claims resulting from an accident as insurance recoveries. Total recoveries also include amounts recovered from others held liable to damage to the transit agency’s property. For example, the agency reports proceeds received from third parties involved in an accident as insurance recoveries. The agency reports full proceeds received from the insurance company as insurance recoveries; the agency does not net monies from the related asset replacement cost.</p>

Code	Object Class	Definition
<b>4200</b>	<b>Directly Generated Dedicated Funds</b>	This object class includes taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. The revenues to the transit agency originating from local, state, or federal governments, which have been raised through the taxing authority of the grantor governmental unit, are considered Local Government Funds (4300), State Government Funds (4400), or Federal Funds (4500).
4210	Income Taxes	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the transit agency.
4220	Sales Taxes	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the transit agency.
4230	Property Taxes	Revenues earned by taxing property subject to the taxing authority of the transit agency.
4240	Fuel Taxes	Revenues earned by taxing fuel subject to the taxing authority of the transit authority. This object class was previously known as gasoline taxes but includes all fuel taxes.
4250	Other Taxes	Revenues earned by levying other taxes by the authority of the transit agency. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
4260	Bridge, Tunnel, and Highway Tolls	Tolls enacted by the authority of the transit agency on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
4270	High Occupancy Tolls	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the transit agency, belongs to this object class.
4290	Other Dedicated Funds	Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the transit agency. Examples include the following: <ol style="list-style-type: none"> <li>1. Vehicle licensing and registration fees</li> <li>2. Driver’s license fees</li> <li>3. Communications access fees and surcharges</li> <li>4. Lottery and casino proceeds</li> </ol>
<b>4300</b>	<b>Local Government Funds</b>	These are funds received from municipal and county governments.
4310	General Revenues of	There are essentially two common ways a local government can provide funds to a transit agency.

Code	Object Class	Definition
	the Local Government	<ol style="list-style-type: none"> <li>1. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other entities such as schools and police forces. The agency reports this non-dedicated funding as General Revenues of the Local Government.</li> <li>2. The government may also levy a tax or fee, the proceeds of which only go to transportation. This is a dedicated fund and the agency reports it under Local Funds Dedicated to Transit at Their Source.</li> </ol>
<b>Local Funds Dedicated to Transit at Their Source</b>		Local Funds Dedicated to Transit at Their Source include taxes and fees levied by entities of local government such as cities and counties, and explicitly dedicated to transit.
4321	Income Taxes	Revenues earned by taxing the income of individuals and/or organizations subject to the taxing authority of the local government.
4322	Sales Taxes	Revenues earned by taxing sales of goods and/or services subject to the taxing authority of the local government.
4323	Property Taxes	Revenues earned by taxing property subject to the taxing authority of the local government.
4324	Fuel Taxes	Revenues earned by taxing fuel subject to the taxing authority of the local government. This object class was previously known as gasoline taxes but includes all fuel taxes.
4325	Other Taxes	Revenues earned by levying other taxes by the authority of the local government. Examples include cigarette/tobacco, payroll, excise, and vehicle rental taxes.
4326	Bridge, Tunnel, and Highway Tolls	Tolls enacted by the authority of the local government on bridges, tunnels, highways, or other roadways, except High Occupancy Vehicle (HOV) toll revenues.
4327	High Occupancy Tolls	HOV lanes allow vehicles with a certain minimum number of passengers (e.g., at least 2), as well as motorcycles and alternative fuel vehicles in some cases, to use lanes that are closed to other traffic. Some HOV lanes allow vehicles that would normally be prohibited to use the lane by paying a toll. Revenue from these tolls, when enacted by the authority of the local government, belongs to this object class.
4329	Other Dedicated Funds	<p>Revenues dedicated to transit other than taxes or tolls. These are often fees imposed on the public by the local government. Examples include the following:</p> <ol style="list-style-type: none"> <li>1. Vehicle licensing and registration fees</li> <li>2. Driver’s license fees</li> <li>3. Communications access fees and surcharges</li> <li>4. Lottery and casino proceeds</li> </ol>

Code	Object Class	Definition
4330	Extraordinary and Special Items	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from local sources. For example, agencies report county disaster relief funds in this object class.
4390	Other Local Funds	These are funds from local government that cannot be considered either an allocation from the general revenues, or a dedicated fund. Other local funds typically include local grants or other miscellaneous local funds.
<b>4400</b>	<b>State Government Funds</b>	These are funds received from state, commonwealth, or territory governments.
4410	General Revenues of the State Government	<p>There are essentially two common ways a state government can provide funds to a transit agency.</p> <ol style="list-style-type: none"> <li>1. The government may allocate a portion of its general budget to transit without a dedicated source of funding. In this case, the transit agency annually competes for funding with other programs. The agency reports this non-dedicated funding as General Revenues of the State Government.</li> <li>2. The agency reports dedicated sources of revenue under State Transportation Funds (4420).</li> </ol>
4420	State Transportation Fund	Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes, vehicle registration fees, or bonds backed by such sources. The Transportation Fund typically funds both transit agencies and other transportation needs such as the highway department. Agencies are not required to report the individual sources of funding that support the State Transportation Fund.
4430	Extraordinary and Special Items	Extraordinary and Special Items is defined in Directly Generated Funds. There are four object classes for Extraordinary and Special sources of funds. This one is for such funds that come from state sources. For example, agencies report state relief funds in this object class.
<b>4500</b>	<b>Federal Funds</b>	<p>Federal funds generally fall into three categories:</p> <ol style="list-style-type: none"> <li>1. <b>Funds for operating assistance:</b> Operating assistance funding is explicitly intended to be spent on operations, and in most cases requires 50% local match.</li> <li>2. <b>Funds for capital assistance:</b> Capital assistance funding is required to be spent on capital, and in most cases requires 20% local match.</li> <li>3. <b>Funds for capital assistance spent on operations:</b> In some cases, capital assistance may be spent on activities that are normally considered operating, such as preventive maintenance and Americans with Disabilities Act (ADA) service. This typically requires 20% local match. Although these funds are capital grants, the agency reports it as an operating expense because it spent the funds on operations.</li> </ol>

Code	Object Class	Definition
		<p>The local match portion of a grant is not part of the Federal Funds. It is part of Directly Generated Funds (4100), Directly Generated Dedicated Funds (4200), Local Government Funds (4300), or State Government Funds (4400). This includes in-kind matches such as land and services.</p>
<b>4600</b>	<b>Non-Added Revenues</b>	<p>Non-added revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.</p>
4610	Contributed Services	<p>Contributed services are in-kind services received by the reporting agency from another entity or person where there is no payment for the services. Since there is no actual cost for the contributed service, the NTD includes the value of the service as non-added revenue. An example of a contributed service is when a retired lawyer provides pro-bono legal services to the local transit agency. On the other hand, when the transit agency is a part of a larger entity (like a department of city government) and the larger entity pays for the service, the reporter must report the cost of the service, as described in Full Cost of the Service.</p>
4620	Voluntary Non-Exchange Transactions	<p>This object class is for the receiver to record the non-exchange value when all applicable eligibility requirements have been met. In a voluntary non-exchange transaction, an agency gives or receives value (e.g., revenue vehicle) without directly receiving or giving equal value (e.g., cash) in return. This is different from an exchange transaction, in which each party receives and gives up essentially equal values. An example of a voluntary non-exchange transaction is when one government agency builds capital assets and transfers the assets to another transit agency that operates them.</p> <p>The recipient of a non-exchange transaction recognizes non-exchange receivables or funds when all applicable eligibility requirements have been met. Examples of eligibility requirements might include situations where the receiving agency is required to wait for a period of time before it has access to the transferred asset, or where the provider’s transfer of asset is contingent upon an agreed upon action taken by the recipient.</p> <p>The agency records non-exchange receivables as current or noncurrent assets. The recipient reports resources transmitted before eligibility requirements are met as deferred revenues (liability).</p> <p>Providing agencies can find guidance for reporting the non-exchange transaction under the Reconciling Items: Voluntary Non-Exchange Transaction (5250).</p>
4630	Sales and Disposals of Assets	<p>Sales and disposals of assets include, but are not limited to sales of equipment, buildings, real estate and other property. Funds from sales and disposals of capital assets are not considered revenues earned because these transactions involve the conversion of existing assets into cash and not an increase in asset value. Consequently, NTD does not include this amount in the total funds earned during the reporting period. If an asset is sold for an amount higher than its book value (cost less accumulated depreciation), the agency records the difference between the sale price and book value as a gain in Other Agency Revenues (4150).</p>

Code	Object Class	Definition
4640	Transportation Development Credits	In some states, funds spent on transportation at the state level can be used as a non-federal match for federal grants to transit agencies. These are known as Transportation Development Credits (TDCs) or toll credits. Since these credits are not actually used to cover expenses, NTD does not include these credits in the total funds earned.

**Source:** [NTD Uniform System of Accounts \(USOA\)](#)

**Proof of Local Match** | Local match amounts and sources must be clearly identified in the last section of Form B-1. Reviewers will use the information provided here to determine whether proposed sources of local match are eligible and sufficient to support the requested award.

The Section 5310 federal share of eligible **capital** expenses may not exceed 80%, and the Section 5310 federal share of eligible **operating** expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5310 funds.

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, State Programs, Local Contributions or Grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5310-funded vehicles or equipment. The breakdown of funding for the Section 5310 grant program is 80% Federal, 10% State, 10% Local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award. State funds may support up to 10% of eligible capital costs with the remaining 10% being supported by a local match. At the time an order is placed for vehicles/equipment, the applicant is required to provide a purchase order for its 10% local match to be paid to the vendor.

The required 10% local match must be paid at the time of delivery.

The authorized representative that signs Form B-1 must be the same representative authorized by the Governing Board's Resolution.

Applicants must attach documentation of match funds immediately behind Form B-1. Proof may consist of, but not be limited to:

- Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

**Form B-2: Operations Phase- Estimate of Project Costs by Budget Category**

Provide the local, federal, and total amount for all operating requests. If the applicant is including *direct costs* other than salaries, fringe benefits, contractual services, or travel, please list the type of cost under “Other Direct Costs.” Please also include the local, federal, and total costs associated with *indirect costs* when applicable. Subtract any projected revenue from the total identified expenses.

Form B-2 is designed for the applicant to generate distribution of anticipated award with consideration of how the PTGA will be established if awarded. The applicant must ensure that the operating award amount requested in Form B-2 of the application is consistent with Section 18 of Form 424.

Under Cost Reimbursement, the applicant should specify the interval at which it will submit invoices for cost reimbursement under the proposed operating award. If proposing intervals that exceed 90 days, please provide an explanation as to how you decided on this interval.

**Form B-3: Capital Request**

Applicants must complete the “Capital Request,” Form B-3, provided in the application. The upper part of the form (vehicle requests) covers vehicles; the lower part (equipment requests), covers other capital equipment such as radios, computer software, computer hardware, etc. Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For eligible expenses, please see **page 7**.

To identify vehicle type and estimated cost visit <http://tripsflorida.org/>.

**NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>**

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at [Florida Department of Management DMS](#)

**NOTE: Applicants should be sure to, and the fuel type of the vehicle.**

Vehicle Request Instructions	
Field	Instructions
Replacement (R) or Expansion (E)	Indicate whether the new vehicle is <b>(R)</b> replacing a retiring vehicle or <b>(E)</b> expanding the applicant’s fleet. If the capital request includes replacement vehicle(s), applicants must identify the vehicle(s) in their current fleet that will be replaced with the vehicle(s) from the vehicle request.
Fuel Type	Specify fuel type: Gas, Diesel, Compressed Natural Gas (CNG), etc.
Useful Life	See Appendix for useful life specifications by asset type.
Description/ Vehicle Type	Include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22’ gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.
Quantity	Specify the number of this type of vehicle being requested.
Estimated Cost	Estimated costs should match the amount calculated on the attached order form.

### Replacement Vehicle Instructions

If the capital request includes replacement vehicle(s), applicants must identify the vehicle(s) in their current fleet that will be replaced with the vehicle(s) from the vehicle request. Please list vehicles in order of replacement priority.

Field	Instructions
FDOT Control #	If applicable
VIN	Vehicle Identification Number
Year	Year of manufacture
Make	Manufacturer name
Model	Model name
Mileage	Odometer reading at time of application submittal.

### Equipment Request Instructions

Equipment add-on options that are part of purchasing the vehicle itself should be included in the vehicle request and not separately itemized under the equipment request.

Field	Instructions
Description	List the number of items and provide a brief description (i.e. two-way or stereo radio, computer hardware/software, etc.).
Useful Life	See Appendix for useful life specifications by asset type.
Quantity	Specify the number of units requested.
Estimated Cost	Attach and reference estimates if applicable. It is recommended that applicants gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and adhere to all applicable state and federal <a href="#">Procurement Guidelines</a> .

### Preventative Maintenance Request Instructions

Field	Instructions
FDOT Control #	Identify the vehicle(s) subject to this maintenance service.
Description of Maintenance Expense	Describe the scope of work. Attach and reference effective or proposed Outsource Maintenance Agreement, if applicable.
Estimated Cost	Attach and reference effective or proposed Outsource Maintenance Agreement, if applicable.

### Form C: Current Vehicle and Transportation Equipment Inventory Form

All columns of the form must be completed, as applicable. The form must include:

- A current list of all vehicles (FDOT and Non-FDOT Vehicles) and equipment owned by the applicant
- Those vehicles bought with other than Federal funds
- Those vehicles now on order
- Those vehicles to be ordered with grant awards made in previous years
- An asterisk (\*) must be placed next to the model year of vehicles to be replaced with the grant

- being applied for with this application.
- Vehicles can only be listed as “replacement” once. If a replacement award was previously given for a vehicle, that vehicle cannot be listed for replacement again.
  - Vehicles operated by the applicant’s contractor or lessee should also be identified, and the name of the contractor/lessee shown in Form B-1 of the application.
  - Indication of whether vehicles were donated, and if so, when the donation occurred.

## Part III: Managerial Capability

### Exhibit I: FDOT Certification and Assurances

To be completed and signed by the individual authorized by the governing board of the applicant agency and submitted with the grant application.

### Exhibit J: Standard Lobbying Certification

All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

### Exhibit K: Leasing Certification

This exhibit must be completed by all applicants for capital assistance and signed by the authorized agency representative. This exhibit does **not** only need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

### Exhibit L: Certification of Equivalent Service

The “Certification of Equivalent Service” must be completed for all non-accessible vehicles.

### Form 424: Application for Federal Assistance

**ALL** applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 [Form 424](#)). A sample of the standard form is located on the next page of this manual.

The code assigned to the Section 5310 Program in the Catalog of Federal Domestic Assistance is **20.513**. This code should be shown in Section 11 of the form followed by the title: “Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.”

For more information on DUNS Numbers, visit <http://fedgov.dnb.com/webform>.

If applying for both **operating** and **capital assistance**, separate Standard Form 424s are required. Each Form 424 must stand alone for the type of request as the categories are different and so are the match requirements: i.e., one form should cover **operating assistance** and a separate form should cover **capital assistance**. The applicant must ensure that Section 18 of Form 424 is consistent with the award amounts requested in Form B-2 and B-3.

## Form 424 Instructions

Item	Entry
1.	Type of Submission should be “Application”
2.	Type of Application should be “New”
3.	“Not Applicable”
4.	“Not Applicable”
5. A	“Not Applicable”
5 B	Federal Award Identifier (FTA Grant Number) is not needed at this time. This number will be assigned after submission of State POP.
6.	State use only (if applicable)
7.	State Application Identifier is “1001”
8.a, b, c, d, e, f	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter employer/taxpayer identification number (EIN/TIN) as assigned by Internal Revenue Service, enter the organization’s DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.
9.	Type of Applicant 1: Select Applicant Type
10.	Name of Federal Agency should be “Federal Transit Administration”
11.	Catalog of Federal Domestic Assistance Number is: 20.513 CFDA Title should be: Enhanced Mobility of Seniors and Individuals with Disabilities
12.	“Not Applicable”
13.	“Not Applicable”
14.	List the areas affected by project (cities, counties, states etc.). Can be submitted on a separate piece of paper.
15.	Enter a brief descriptive title of the project. If appropriate (e.g., construction or real property projects), attach a map showing project location. This is where the applicant should define if the project is for capital or operating, e.g. capital purchase of vehicle(s) or operating assistance for transit services.
16.	List (a) the applicant’s Congressional District and (b) any Congressional District(s) affected by the program or project. Find your district here: <a href="https://www.house.gov/representatives/find-your-representative">https://www.house.gov/representatives/find-your-representative</a>
17.	Enter the proposed start date and end date of the project (dates must be within the same 12-month period/calendar year).

Item	Entry
18.	Enter the amount of the grant request. For <b>capital</b> applications, the federal amount is 80% of the total cost, the applicant amount is 10% of the total cost, and the state amount is 10% of the total cost. For <b>operating</b> applications, the federal amount is 50% of the total project cost and the applicant amount is 50% of the total project cost.
19.	Check “c. Program is not covered by E.O. 12372.”
20.	Check the applicable box. If “yes”, provide explanation in attachment.
21.	Must be signed by the governing board representative that was authorized to sign this particular application.

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text"/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text"/>	<b>* c. Organizational DUNS:</b> <input type="text"/>	
<b>d. Address:</b>		
<b>* Street1:</b> <input type="text"/> <b>Street2:</b> <input type="text"/> <b>* City:</b> <input type="text"/> <b>County/Parish:</b> <input type="text"/> <b>* State:</b> <input type="text"/> <b>Province:</b> <input type="text"/> <b>* Country:</b> <input type="text" value="USA: UNITED STATES"/> <b>* Zip / Postal Code:</b> <input type="text"/>		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> <input type="text"/>	<b>Division Name:</b> <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> <input type="text"/> <b>Middle Name:</b> <input type="text"/> <b>* Last Name:</b> <input type="text"/> <b>Suffix:</b> <input type="text"/>	<b>* First Name:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>		
<b>Organizational Affiliation:</b> <input type="text"/>		
<b>* Telephone Number:</b> <input type="text"/>	<b>Fax Number:</b> <input type="text"/>	
<b>* Email:</b> <input type="text"/>		

<b>Application for Federal Assistance SF-424</b>	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text"/> CFDA Title: <input type="text"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text"/> * Title: <input type="text"/>	
<b>13. Competition Identification Number:</b> <input type="text"/> Title: <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input style="width: 100px;" type="text"/>	* b. Program/Project <input style="width: 100px;" type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input style="width: 200px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input style="width: 100px;" type="text"/>	* b. End Date: <input style="width: 100px;" type="text"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input style="width: 150px;" type="text"/>
* b. Applicant	<input style="width: 150px;" type="text"/>
* c. State	<input style="width: 150px;" type="text"/>
* d. Local	<input style="width: 150px;" type="text"/>
* e. Other	<input style="width: 150px;" type="text"/>
* f. Program Income	<input style="width: 150px;" type="text"/>
* g. TOTAL	<input style="width: 150px;" type="text"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 50px;" type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input style="width: 200px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<b>** I AGREE</b>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input style="width: 100px;" type="text"/>	* First Name: <input style="width: 200px;" type="text"/>
Middle Name: <input style="width: 200px;" type="text"/>	
* Last Name: <input style="width: 300px;" type="text"/>	
Suffix: <input style="width: 100px;" type="text"/>	
* Title: <input style="width: 200px;" type="text"/>	
* Telephone Number: <input style="width: 150px;" type="text"/>	Fax Number: <input style="width: 150px;" type="text"/>
* Email: <input style="width: 300px;" type="text"/>	
* Signature of Authorized Representative: <input style="width: 250px;" type="text"/>	* Date Signed: <input style="width: 100px;" type="text"/>

## Exhibit M: Federal Certifications and Assurances

The **last** page of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the [FTA website](#). If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are unavailable for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form.

According to FTA's Certifications & Assurances instructions, applicants can select all certifications at once, instead of selecting specific certifications. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. FTA's Certifications and Assurances Instructions should be reviewed each year for any revised instructions.

The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

### GRANT WRITING TIP

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form.

**DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.**

## Exhibit N: Transportation Operating Procedure (TOP)

Most FDOT grant recipients fall under the requirements of Florida Administrative Code Rule 14-90. Some recipients **only receive grant awards through the Federal Transit Administration's Section 5310 Program**. The Transportation Operating Procedure (TOP) applies only to agencies receiving ONLY 5310 funds from FDOT/FTA. The TOP will include procedures related to maintenance, operations (Driver Training Policy), and safety. The agency's TOP will be subjected to FDOT triennial review every 3 years (a template can be found within the [FDOT State Management Plan](#)).

All returning grant recipients must include the most recent TOP in the application package if revisions were made. If no revisions were completed, the returning grant recipient should submit the TOP approval

letter issued by the local FDOT District. If an applicant is a first-time applicant, then the applicant should submit a commitment letter stating that a compliant TOP will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved TOP. Upon request, FDOT will provide technical assistance concerning the development of a TOP.

### **Exhibit O: Title VI Plan**

All returning applicants must submit the Title VI concurrence letter issued by their respective FDOT District, along with a letter providing the assurance that the requested federal funds will be used to support services in compliance with the approved Title VI Plan on file with FDOT. First-time applicants should submit a commitment letter stating that a compliant Title VI Plan will be developed prior to award; no official award will be made by FDOT until the applicant has a fully adopted and FDOT approved Title VI Plan. **A template for a Title VI Plan may be obtained from your district office and/or the [FDOT State Management Plan](#).**

### **Exhibit P: Protection of the Environment**

Most transit projects funded under Section 5310 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 40 Code of Federal Regulations (CFR) 1508.4 and 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118(d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical

termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation.

**The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required.** The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE.

#### **Exhibit Q: Triennial Review- Corrective Action Plan (CAP)**

Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information see FDOT's Triennial Review Process as part of the [FDOT State Management Plan](#).

## Appendix

### What’s on the Market

Visit [FDOT TRIPS website](#) for all active contracts. Additional vehicle options can be found at [The Florida Department of Management Services \(DMS\) website](#).

### Useful Life Requirements

ASSET	USEFUL LIFE	SOURCE
<b>BUSES/LIGHT VEHICLES</b>		
Large heavy-duty transit buses 35'-40'	12 years and 500,000 miles	FTA Circular 5010.1D
Small heavy-duty transit buses 30'	10 years and 350,000 miles	<a href="#">TRIPS Florida</a>
Medium medium-duty transit buses 25'-35'; Sprinter bus	7 years and 250,000 miles	<a href="#">TRIPS Florida</a>
Medium light-duty transit buses, cutaway, MV-1, Minivan	5 years and 200,000 miles	<a href="#">TRIPS Florida</a>
Minibus	4 years and 100,000 miles	<a href="#">TRIPS Florida</a>
<b>TROLLEYS</b>		
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D
<b>FERRIES</b>		
Passenger ferries	25 years	FTA Circular 5010.1D
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D
<b>FACILITIES</b>		
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D

ASSET	USEFUL LIFE	SOURCE
<b>OTHER CAPITAL EQUIPMENT</b>		
Fare boxes	10 years	Manufacturer /Industry Standards
Computer hardware	4 years	GAAP Guidelines/Industry Standards
Computer hardware- Domain controllers	4 years	Industry Standards
Mobile data computers (real-time dispatching)	7 years	Manufacturer
Computer software	4 years	GAAP Guidelines/Industry Standards
Computer software- HASTUS	4 years	Manufacturer
Computer software- ADP	4 years	Industry Standards
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle	
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer
Bus lift	20 years	Manufacturer
Wheelchair lift	Same as useful life of vehicle	
Bus shelters	15 years	Industry Standards
Bus shelter/stop benches	10 years	Manufacturer
Office furniture	10 years	Manufacturer
Carpeting	5 years	Manufacturer
Repeater tower	25 years	Manufacturer
Engine for bus/trolley	4 years	Industry Standards
Bus stop signage	10 years	Industry Standards
HVAC parts	5 years	Grantee experience
Asphalt parking lot	15 years	GASB
Thermal diesel particle filter cleaner	10 years	Manufacturer
Commercial roofing	15 years	Industry Standards

## Recipient Risk Assessment Tool

**For Department use only. Included here for informational purposes.**

Prior to awarding FTA funds, the Department is required to conduct a risk assessment of the potential grantee/sub-recipient. The terms grantee and sub-recipient are interchangeable for the purposes of this tool.

The requirements for the risk assessment are outlined in 2 CFR 200 and FTA Circular 5010.E. The Department will consider the following items in order to evaluate the risk posed by each applicant:

- Financial stability, including the applicant's financial condition and financial capability;
- Quality of the applicant's management systems;
- History of performance, particularly previous experience of the applicant in managing federal awards provided by the Department;
- Audit reports and any associated findings;
- SAM.gov check for applicant's prior performance.

To complete the risk assessment, the following questions must be answered in regards to the applicant. If the District decides to award to the applicant, then the risk assessment documentation becomes part of the project file. Should the District decide not to award to the applicant, then the risk assessment remains as part of the grantee selection process.

1. There are two basic aspects to financial capacity/stability: the general financial condition of the grantee and the financial capability of the grantee. Satisfactory financial condition means that the grantee can pay its current costs from existing revenues. Satisfactory financial capability means the grantee's ability to meet its expansion costs in addition to its existing operations from projected revenues. *Does the applicant meet the criteria for satisfactory financial capability and condition? Provide supporting documentation or explanation.*

Describe the applicant's management systems. Does the organization's structure clearly define, assign, and delegate appropriate authority for all duties? Are responsibilities segregated within the organization to ensure that adequate internal checks and balances exist? Does the applicant have written operating procedures that are simply stated, yet meet the applicant's operating, legal, and regulatory requirements?

2. Document the applicant's history of performance. Has local match been readily available? Are invoices submitted in a timely manner?
3. Review previous audit reports. Does the applicant have any unresolved audit findings? Are there reoccurring findings in the annual audit reports?
4. Attach the screen shot of the SAM.gov check of the applicant.

**Notice of Grant Award –Sample**

**Date, Year**

**NOTICE OF GRANT AWARD FFY20XX/YRXX**

**SECTION 5310 SENIORS AND INDIVIDUALS WITH DISABILITIES CAPITAL ASSISTANCE PROGRAM**

Congratulations, based on your application for Federal Assistance under the Federal Transit Administration’s Section 5310 Program, the Florida Department of Transportation (Department) hereby makes the following Federal grant award to:

Name of Entity:	
Address:	
FEIN:	
*DUNS:	
Entity’s Fiscal Period (Start/End Date):	
FM#:	
Federal Award Identification Number (FAIN):	
Vendor number: (as registered in <a href="#">My Florida Marketplace</a> )	
Federal Award Date:	

\*As registered in sam.gov

Below are the *estimated*, not actual, project costs of your Federal award:

<b>Capital Item Description</b>	<b>Estimated Total Cost</b>	<b>Estimated Federal Share 80%</b>	<b>Estimated State Share 10%</b>	<b>Estimated Local Share 10%</b>
_____	\$_____	\$_____	\$_____	\$_____

**Florida Department of Transportation**

Award Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

FDOT will purchase all vehicles awarded to successful applicants per FDOT’s *Guidelines for Acquiring Vehicles*.

The agency is responsible for purchasing awarded equipment in accordance with the Procurement Guidance for Transit Agencies Handbook (overview in Exhibit 3). If the procurement procedures in this handbook are not followed, the agency will not be eligible for reimbursement.

**Initial Here to Acknowledge:** \_\_\_\_\_

The agency will be responsible to provide a 10% local match towards the total project cost. If actual costs are greater than the estimated total cost, it will be the responsibility of your agency to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in the Department’s general program fund and will be used to advance any remaining grant requests.

**Initial Here to Acknowledge:** \_\_\_\_\_

**Please contact the FDOT Contractor, Lazara Stinnette, at 813-974-0695 or [lstinnette@cutr.usf.edu](mailto:lstinnette@cutr.usf.edu) to arrange purchase of the above items.**

The value of this Federal award for a passenger vehicle(s) and/or equipment should be considered noncash assistance. As a sub-recipient of this Federal award your Agency may be subject to the single audit requirements established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.

**Exhibit 1** and **Exhibit 2** to this Notice of Grant Award provide the required Federal award identification and information needed to comply with the single audit requirements. When determining amounts of Federal awards expended in a fiscal year your Agency must consider all sources of Federal awards, including noncash contributions.

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### **ACCEPTANCE OF GRANT AWARD**

(To be completed and signed by the person authorized to accept Grant Awards. Please return to FDOT District Office Project Manager)

**The undersigned accepts the above described award and:**

\_\_\_\_\_ **a. Reaffirms its assurances to FTA and FDOT as stated in Exhibits E, G, H and I of its application.**

\_\_\_\_\_ **b. Requests purchase of the vehicles/equipment in \_\_\_\_\_ month / \_\_\_\_\_ year.**

Agency: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Agency: \_\_\_\_\_

**EXHIBIT 1**

**Federal Financial Assistance (Single Audit Act)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

<b>CFDA No.:</b>	20.513
<b>CFDA Title:</b>	ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
<b>Award Amount:</b>	Refer to the Vehicle/Equipment delivery notice package for actual purchase price
<b>Awarding Agency:</b>	Florida Department of Transportation
<b>Indirect Cost Rate:</b>	Not Applicable
<b>**Award is for R&amp;D:</b>	Not Applicable

\*\*Research and Development as defined at §200.87, 2 CFR Part 200

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

49 USC 5310: Formula Grants for the Enhanced Mobility of Seniors and Individuals With Disabilities  
<http://uscode.house.gov/browse.xhtml>

FTA Circular 9070.1G: Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions  
[FTA Circular 9070.1G](#)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsrs.gov](http://www.fsrs.gov)

**EXHIBIT 2**

**Single Audit Requirements**

The administration of resources awarded through the Department to the <<insert entity>> by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State

of Florida Auditor General or any other State official. The <<insert entity>> shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the <<insert entity>> agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The <<insert entity>> further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- b. The <<insert entity>>, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
  - i. In the event the <<insert entity>> expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the <<insert entity>> must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit 1** to this Agreement provides the required Federal award identification information needed by the <<insert entity>> to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the <<insert entity>> must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
  - ii. In connection with the audit requirements, the <<insert entity>> shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
  - iii. In the event the <<insert entity>> expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the <<insert entity>> is exempt from Federal audit requirements for that fiscal year. However, the <<insert entity>> must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the <<insert entity>>'s audit period for each applicable audit year. In the event the <<insert entity>> expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from the <<insert entity>>'s resources obtained from other than Federal entities).

- iv. The <<insert entity>> must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
  
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the <<insert entity>>’s audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the <<insert entity>> fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include, but not be limited to, the following:
  - 1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
  - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  - 3. Wholly or partly suspend or terminate the Federal award;
  - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  - 5. Withhold further Federal awards for the Project or program;
  - 6. Take other remedies that may be legally available.
  
- vi. As a condition of receiving this Federal award, the <<insert entity>> shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the <<insert entity>>’s records including financial statements, the independent auditor’s working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

- vii. The Department's contact information for requirements under this part is as follows:

**Office of Comptroller, MS 24**

605 Suwannee Street

Tallahassee, Florida 32399-0450

[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

- c. The <<insert entity>> shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The <<insert entity>> shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

### Exhibit 3: Procurement Process Overview

This information is intended to provide guidance on the processes for procurements when using state and federal dollars. Procurements should be in accordance with Chapter 287, Florida Statutes (F.S.), Chapter 60A, Florida Administrative Code (F.A.C.) and the Federal Transit Administration (FTA) Best Practices Procurement Manual. Additionally, geographic preferences are prohibited when procurements involve federal funds [reference: 2 CFR 200.319(b) and FTA C 4220.1F, Ch. VI, Section 2.a(4)(g)].

Third Party Contracts refer to a recipient's contract with a vendor or contractor, including procurement by purchase order or purchase by credit card, which is financed with Federal assistance awarded by FTA

An agency should submit their procurement request to the District Representative for approval prior to completing the purchase. To complete the procurement request, the agency should follow these steps:

1. Determine the Funding Source (i.e. – federal, state, or local funds)
2. Determine type of procurement being requested (Examples are located in the Procurement Guidance for Transit Agencies Handbook)
  - Professional Services/Architectural Engineering Services
  - Operations/Management/Subrecipients
  - Rolling Stock
  - Construction
  - Materials and Supplies
3. Determine level of procurement method
  - Micro Purchase – Procurements less than \$2,500
  - Small Purchases – Procurements greater than \$2,500 but less than \$35,000
  - Competitive Procurements – Procurements greater than \$35,000
  - Other methods listed in the Procurement Guidance for Transit Agencies Manual
4. Ensure that all potential vendors/contractors will accept the applicable federal clauses that relate to the procurement.
5. Complete the Subrecipient Procurement Checklist
6. Complete the appropriate third party checklist from the Procurement Guidance for Transit Agencies Handbook. The checklist should notate where the applicable clause can be found in the supporting documentation.

For procurements that are categorized as a “Small Purchase”, a sample Vendor Small Purchase letter is located in the Procurement Guidance for Transit Agencies Handbook. Agencies may utilize this letter as a template when third party agreements/contracts are necessary. This will ensure that the third party (vendor or contractor) accepts the applicable federal clauses.

**Please Note: A written history of each procurement must be maintained. At a minimum the file should include:**

- Rationale for the method of procurement (i.e., RFP, ITB, Sole Source, etc.)
- Selection of contract type (i.e., fixed price, cost reimbursement, etc.)
- Reason for contract selection or rejection (why was one vendor chosen over another one)
- Basis for the contract price (i.e., cost/price analysis)

## Section 5310 Program Performance Measures Annual Report Sample

### Section 5310 Program Performance Measures

#### ANNUAL REPORT (Insert Year)

Agencies that have received funding through the FTA Section 5310 program must collect the following data as part of the annual program performance measure report. For this report, recipients **must submit BOTH quantitative and qualitative** information on each of the following measures as applicable to your agency. Please submit this report with your agency’s Annual Certifications package.

There are two (2) versions of the performance report to be completed as applicable to your agency:

- (1) **SECTION 5310 CAPITAL AWARD PERFORMANCE REPORT** - Complete this report if your agency has a Section 5310 Capital Award in operation during this reporting period. This means that your agency has acquired a vehicle, equipment, or other item via capital Section 5310 award(s), and is using the vehicle or item to provide Section 5310-eligible transportation service. If you do not have any capital awards in operation, please indicate by including N/A.
- (2) **SECTION 5310 OPERATING AWARD PERFORMANCE REPORT** - Complete this report if your agency has a Section 5310 Operating Award in operation during this reporting period. This means that your agency has provided Section 5310-eligible trips **and** either anticipates receiving or has already received reimbursement for these trips through the 5310 program. If you do not have any operating awards in operation, please indicate by including N/A.

Complete **both reports** if your agency has both types of Section 5310 awards in operation during the INSERT YEAR.

**Tip: Refer to the Fact Sheet provided with your agency’s most recent grant application to obtain baseline performance data. If your agency is a Community Transportation Coordinator (CTC), you may use data from your Annual Operating Report (AOR).**

Section 5310 Annual Reporting Period Summary							
Reporting Agency:							
Address:							
City:		County:		State:		Zip:	
Service Area <i>i.e., Miami UZA</i> (Consult FDOT District office if unknown)							
Contact Person:							
Phone Number:		Email:					
<b>Number of Section 5310 capital awarded projects</b> in operation during this reporting period:							
<b>Number of Section 5310 operating awarded projects</b> in operation during this reporting period:							

**SECTION 5310 CAPITAL AWARD PERFORMANCE REPORT**

**Gaps in Service Filled:** Provision of transportation options that would not otherwise be available to seniors and individuals with disabilities, measured by the numbers of seniors and individuals with disabilities afforded mobility resulting from Section 5310 capital projects in operation for the current reporting year.

Number of senior and individuals with disabilities (unduplicated) <b>PER YEAR.</b>	Calculation	TOTAL

Discuss any impacts to the quality of transportation options provided to seniors and individuals with disabilities not captured above.

**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310-supported vehicles and services resulting from Section 5310 capital projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR:</b>	Calculation	TOTAL

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.*

Discuss any impacts to the quality of transportation options provided to seniors and individuals with disabilities not captured above.

### SECTION 5310 OPERATING AWARD PERFORMANCE REPORT

**Service Improvements:** related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities resulting from Section 5310 operating projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

	Calculations	Results
Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities.		
Total square miles of transportation service coverage.		
Number of days the vehicles are in operation to provide service to seniors and individuals with disabilities <b>PER YEAR.</b>		
Number of hours of service <b>AVERAGE PER DAY.</b>		
Posted hours of the normal operating hours the agency provides service to seniors and individuals with disabilities <b>PER WEEK</b> (this does not include non-scheduled emergency availability).		M – F: Saturday: Sunday: Total (WEEK):

Discuss any impacts to the quality of your agency’s transportation service not captured above.

**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310-supported vehicles and services because of Section 5310 operating projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

	Calculations	TOTAL
Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR</b>		

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.*

Discuss any impacts to the quality of trips provided to seniors and individuals with disabilities not captured above.

**Physical Improvements:** Please list any additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and/or vehicles that impact the availability of transportation services to seniors and individuals with disabilities as a result of Section 5310 operating projects in operation during the current reporting year.

**Other Improvements:** Please identify any additional transportation program performance enhancements that resulted from Section 5310 operating projects in operation during the current reporting year.

**Local Clearinghouses / Regional Planning Councils (RPC)**

Clearinghouse/RPC	Contact Information	Counties Covered
West Florida RPC 4081-A East Olive Rd. Pensacola, FL 32514	Austin Mount <a href="mailto:austin.mount@wfrpc.org">austin.mount@wfrpc.org</a> (850) 332-7976 (800) 226-8914	Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, & Washington
Apalachee RPC 2507 Callaway Rd. Suite 200 Tallahassee, FL 32303	Chris Rietow <a href="mailto:crietow@thearpc.com">crietow@thearpc.com</a> (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
North Central Florida RPC 2009 NW 67 <sup>th</sup> Place Gainesville, FL 32653-1603	Scott Koons <a href="mailto:skoons@ncfrpc.org">skoons@ncfrpc.org</a> (352) 955-2200 ext. 103	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Suwannee, Taylor, Union
Northeast Florida RPC 6850 Belfort Oaks Place Jacksonville, FL 32216	Eric Anderson <a href="mailto:eanderspm@nefrpc.org">eanderspm@nefrpc.org</a> (904) 279-0880 ext. 178	Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns
East Central Florida RPC 309 Cranes Roost Blvd. Suite 2000 Altamonte Springs, FL 32701	Hugh W. Harling, Jr. <a href="mailto:hharling@ecfrpc.org">hharling@ecfrpc.org</a> (407) 262-7772	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Ken Harley <a href="mailto:kharley@cfRPC.org">kharley@cfRPC.org</a> (863) 534-7130 ext. 103	DeSoto, Hardee, Highlands, Okeechobee, Polk
Tampa Bay RPC 4000 Gateway Center Blvd. Suite 100 Pinellas Park, FL 33782-6141	John Meyer <a href="mailto:johnm@tbrpc.org">johnm@tbrpc.org</a> (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett <a href="mailto:ngwinnett@swfrpc.org">ngwinnett@swfrpc.org</a> (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt <a href="mailto:sheidt@tcrpc.org">sheidt@tcrpc.org</a> (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch <a href="mailto:klerch@sfrpc.com">klerch@sfrpc.com</a> (954) 985-4416	Broward, Miami-Dade, Monroe

## FDOT District Office Contacts

<b>District 1</b>		P.O. Box 1249 801 North Broadway Bartow, FL 33830-1249
Paul A. Simmons	(863) 519-2388 <a href="mailto:Paul.Simmons@dot.state.fl.us">Paul.Simmons@dot.state.fl.us</a>	Modal Development Administrator
Michelle Peronto	(863) 519-2551 <a href="mailto:Michelle.Peronto@dot.state.fl.us">Michelle.Peronto@dot.state.fl.us</a>	Transit Projects Administrator
Dale Hanson	(863) 519-2321 <a href="mailto:Dale.Hanson@dot.state.fl.us">Dale.Hanson@dot.state.fl.us</a>	Transit Projects Coordinator (ATKINS) Counties: <i>Collier, Manatee &amp; Sarasota</i>
Meghan Marion	(239) 225-1982 <a href="mailto:Meghan.Marion@dot.state.fl.us">Meghan.Marion@dot.state.fl.us</a>	Transit Projects Coordinator Counties: <i>Charlotte, Glades, Hendry &amp; Lee</i>
Charlene Ross	(863) 519-2390 <a href="mailto:Charlene.Ross@dot.state.fl.us">Charlene.Ross@dot.state.fl.us</a>	Transit Projects Coordinator Counties: <i>DeSoto, Hardee, Highlands, Okeechobee &amp; Polk</i>
<b>District 2</b>		2198 Edison Ave, MS 2806 Jacksonville, FL 32204
Doreen Joyner-Howard	(904) 360-5650 <a href="mailto:Doreen.Joyner-Howard@dot.state.fl.us">Doreen.Joyner-Howard@dot.state.fl.us</a>	Manager
Janell Damato	(904) 360-5687 <a href="mailto:Janell.Damato@dot.state.fl.us">Janell.Damato@dot.state.fl.us</a>	Alachua, Baker, Clay, Nassau, Putnam, St. Johns
Sandra Collins	(386) 961-7870 <a href="mailto:Sandra.Collins@dot.state.fl.us">Sandra.Collins@dot.state.fl.us</a>	Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, Union
Theodis Perry	(904) 360-5414 <a href="mailto:Theodis.Perry@dot.state.fl.us">Theodis.Perry@dot.state.fl.us</a>	Duval
Christina Nalsen	(904) 360-5667 <a href="mailto:christina.nalsen@dot.state.fl.us">christina.nalsen@dot.state.fl.us</a>	All D2 Counties for disbursements
<b>District 3</b>		P.O. Box 607 Chipley, FL 32428-9990
Scott Walters	(850) 330-1553 <a href="mailto:Scott.Walters@dot.state.fl.us">Scott.Walters@dot.state.fl.us</a>	Manager
Debbie "Toni" Prough	(850) 330-1558 <a href="mailto:debbie.prough@dot.state.fl.us">debbie.prough@dot.state.fl.us</a>	Public Transit Program Specialist

<b>District 4</b>		3400 W Commercial Blvd. Ft. Lauderdale, FL 33309
Larry Merritt	(954) 777-4683 <a href="mailto:Larry.Merritt@dot.state.fl.us">Larry.Merritt@dot.state.fl.us</a>	Manager
Jayne Pietrowski	(954) 777-4661 <a href="mailto:Jayne.Pietrowski@dot.state.fl.us">Jayne.Pietrowski@dot.state.fl.us</a>	Transportation Projects Specialist
Marie Dorismond	(954) 777-4605 <a href="mailto:Marie.Dorismond@dot.state.fl.us">Marie.Dorismond@dot.state.fl.us</a>	5310 Program Manager
<b>District 5</b>		420 W. Landstreet Road Orlando, FL 32824
Brian M. Stanger, P.E.	(386) 943-5543 <a href="mailto:Brain.stanger@dot.state.fl.us">Brain.stanger@dot.state.fl.us</a>	District Modal Administrator
Diane Poitras	(321) 319-8174 or (386) 9433-5119 <a href="mailto:Diane.Poitras@dot.state.fl.us">Diane.Poitras@dot.state.fl.us</a>	Transit Programs Administrator
Jo Santiago	(321) 319-8175 or (386) 943-5109 <a href="mailto:Jo.Santiago@dot.state.fl.us">Jo.Santiago@dot.state.fl.us</a>	Transit Intermodal Supervisor
Carlos Colon	(321) 319-8173 or (386) 943-5106 <a href="mailto:Carlos.Colon@dot.state.fl.us">Carlos.Colon@dot.state.fl.us</a>	Transit Project Coordinator
<b>District 6</b>		1000 N.W. 111 Avenue Miami, Florida 33172
Raymond Freeman	(305) 470-5255 <a href="mailto:Raymond.Freeman@dot.state.fl.us">Raymond.Freeman@dot.state.fl.us</a>	Transit Programs Administrator
<b>District 7</b>		11201 N McKinley Dr. MS-7500 Tampa, FL 33612
Ming Gao	(813) 975-6923 <a href="mailto:Ming.Gao@dot.state.fl.us">Ming.Gao@dot.state.fl.us</a>	Manager
Chris Leffert	(813) 975-6403 <a href="mailto:Chris.leffert@dot.state.fl.us">Chris.leffert@dot.state.fl.us</a>	Transit Programs Administrator
Dave Newell	(813) 975-6195 <a href="mailto:Dave.Newell@dot.state.fl.us">Dave.Newell@dot.state.fl.us</a>	5310 Program Manager

## Glossary

**Ambulatory** - A person who is able to walk and move about freely without being confined to a bed or wheelchair.

**Annual Operating Report (AOR)** - A report outlining the expenses and revenues incurred during the preceding 12 months.

**Applicant** - An agency applying for Section 5310 Federal Assistance. See also “new applicant” and “recurring applicant.”

**Authorizing Federal and State Legislation** - Legislation authorizing the Section 5310 program are: Fixing America’s Surface Transportation Act (FAST Act) Section 3006; 49 U.S.C. Section 5310; FTA Circular 9070.1G; Section 341.051, Florida Statutes; and Chapter 14-73, Florida Administrative Code. [Section 5310 FTA Circular](#).

**Community transportation coordinator (CTC)** - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.015(1), Florida Statutes, in an area outside the purview of an MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

**Contractor** - The administering entity of the Transit Research Inspection and Procurement Services (TRIPS) who is under contract to the Florida Department of Transportation to establish statewide vehicle contracts for the purpose of procuring vehicles at the lowest cost possible while ensuring that the best product is available for the program. The Contractor is also responsible to coordinate, assist as needed, and report in all procurement activities under the Section 5310 Program.

**Corrective Action Plan (CAP)** – A required plan to address any deficiency and /or area of concern identified after FDOT completes a triennial review and inspection. For more information see FDOT’s Triennial Review Process as part of the [FDOT State Management Plan](#).

**Designated Official Planning Agency** - A planning entity so designated by the Florida Commission for the Transportation Disadvantaged to conduct planning and support functions for the transportation disadvantaged services.

**Designated Recipient** - An entity designated, in accordance with the planning process under sections 5303 and 5304 of title 49, United States Code, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

**Disabled person** - See elderly individual and persons with disabilities.

**Disadvantaged Business Enterprise (DBE)** - DBEs are for-profit, small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

**District office** - Florida Department of Transportation District Public Transportation Office or District

Office of Modal Development and/or staff.

**District Program of Projects (POP)** - A district listing of each applicant agency for which a grant award is proposed, a description of the equipment to be awarded, and the proposed Federal, state and local share of the project cost. The district program of project includes certification by the District Office that all applicants and projects so proposed either meet all program requirements or will meet all program requirements before a Notice of Grant Award and/or Public Transportation Grant Agreement is executed.

**Eligible expenses** - Section 5310 funds may be used for the capital and/or operating expense of transportation services to seniors and/or individuals with disabilities. Eligible expenses are limited to buses, vans or other paratransit vehicles (including sedans and station wagons), radios and communications equipment, wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul, data processing hardware/software, other durable goods such as spare components with a useful life of more than one (1) year and a per unit cost over \$300, initial installation costs, vehicle procurement/testing, vehicle inspection and vehicle preventative maintenance, passenger facilities related to Section 5310-funded vehicles, support facilities and equipment for Section 5310-funded vehicles, operating costs associated with providing transit service, costs associated with transit service that exceeds the requirements of the Americans with Disabilities Act of 1990, projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternative to public transportation that assist seniors and individuals with disabilities with transportation. An applicant applying for preventative maintenance costs must have a District approved maintenance plan and a cost allocation if activities are performed in house. The Federal share for eligible capital expenses may not exceed eighty percent (80%).

**Eligible expenses, operating** - For the Section 5310 program, eligible operating expenses include the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. The federal share for net eligible operating costs may not exceed fifty percent 50%.

**Eligible recipient, 5310** - For the Section 5310 Program, funds may be awarded to public agency Community Transportation Coordinators (CTCs), private-non-profit CTCs, and to private non-profit organizations providing transportation to seniors and/or persons with disabilities under a coordination agreement with a CTC. When the CTC is a private for-profit agency, the designated official planning agency responsible for designating the CTC may apply for Section 5310 funds, then sub-contract with the CTC for provision of service. Recipients must be either a CTC or providing service under the terms of a written agreement with a CTC. Agencies must keep their CTC Agreements current and valid at all times when receiving an award under the Section 5310 Program. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible sub-recipients. "Shared-ride" means two or more passengers in the same vehicle who are otherwise not traveling together.

**Expanded service** - Adding a new service to an already existing system.

**FDOT control number** - Is assigned by the Contractor once the vehicle has been purchased, received and titled to the recipient with the Department of Transportation as the first lienholder.

**Human service transportation** - Transportation services provided by or on behalf of a human service

agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

**Incurred** - Commitment or obligation to spend funds for goods to be received or services to be rendered.

**Individual with a disability** - An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility.

**Job Access and Reverse Commute Program (JARC)** - The Federal Transit Administration formula grant program for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, and for public transportation projects designed to transport residents of urbanized areas and rural areas to suburban employment opportunities.

**Large Urbanized Area** - An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of Census.

**Limited English Proficiency (LEP)** - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

**Locally developed, coordinated public transit-human services transportation plan** - means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for Section 5310 funding must serve identified needs of the disabled population. A locally developed Transportation Disadvantaged Service Plan (TDSP) will qualify in most instances. All stakeholders identified in the circular must be included in the development of the TDSP.

**Metropolitan Planning Organization (MPO)** - MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas.

**New applicant** - An applicant for Section 5310 assistance that has not received an award in the last two fiscal years.

**New service** - A first time applicant starting a new service.

**Non-ambulatory** - A person who has a mobility impairment that prevents them from being able to walk or move about freely.

**Nonprofit organization** - A corporation or association determined by the U. S. Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one incorporated within Florida which is certified as not for profit by the Secretary of

State.

**Notice of Grant Award (NOGA)** - A form used to notify a successful Section 5310 applicant that they have been selected to receive a grant award and for the applicant to accept the grant being offered as a Section 5310 grant recipient.

**One-way passenger trips** - A person who rides a transportation vehicle in one direction between two points for a specific purpose.

**Operating revenue** - For Section 5310, operating revenue includes the sum of all fares paid by passengers, whether such fares are paid at the time service is provided or via a prepaid arrangement such as passes or tokens. Operating revenue excludes revenues from contracts with social service agencies that pay for transportation of social service clients.

**Private organization** - Non-public organizations, bodies which are not municipalities or other political subdivisions of the State of Florida; are not public agencies or instrumentalities of one or more states; are not Indian Tribes (except private nonprofit corporations formed by Indian Tribes); are not public corporations, boards or commissions established under the law of any state; or are not subject to direct control by public authority, Federal, State, county, or municipal.

**Program of Projects (POP)** - A list of projects to be funded in a grant application submitted to the Federal Transit Administration by the Florida Department of Transportation. The program of projects (POP) lists the sub-recipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the ten percent (10%) allowed.

**Public agency**- An authority, commission, committee, council, department, division, bureau, board, section or any other unit or entity of the state or of a town, city, municipality, county or other local governing body.

**Public transit** - The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the general public. Public transit specifically includes those forms of transportation commonly known as "paratransit" characterized by their non-scheduled, non-fixed route nature.

**Public Transportation Grant Agreement (PTGA)** - A contract between FDOT and a local sponsor of a transportation project, defining a project and FDOT's participation. PTGA's may be for one year or multiple years (up to five years), at the discretion of FDOT.

**Recurring applicant** - An applicant for Section 5310 Federal Assistance who applies every year.

**Rural areas** - An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

**Seniors** - An individual who is 65 years of age or older.

**Small Urbanized Area (UZA)** - A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

**Sub-recipient** - A private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are not any non-profit organizations readily available in the area to provide the services.

**TransCIP** – FDOT’s Transit Grant Management System [FDOT Transit Grant Management](#)

**Transit Development Plan (TDP)** - A locally adopted document, addressing a minimum five-year time frame. It is prepared by the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan. The TDP includes an assessment of the need for transit services in the local area, identifies the local transit policies, existing services and proposed service improvements, capital and operating costs of the proposed services, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

**Transportation disadvantaged** - Those persons who because of physical or mental disability, income status, or age, or who, for other reasons, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk as defined in Chapter 411.202 F.S.

**Transportation Disadvantaged Service Plan (TDSP)** - A plan developed by the CTC and approved by the Local Coordinating Board that identifies service gaps and provides recommended strategies to provide service in areas of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan. The TDSP is updated annually but includes a five-year planning window.

**Transportation Improvement Program (TIP)** - A continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for Federal and state funding during the program period. The MPO submits the TIP to the Florida Department of Transportation as required by Chapter 339, Florida Statutes.

**Transportation operator contract** - A written contract between the CTC and the transportation operator prepared at the local level that outlines the terms and conditions for any services to be performed.

**Urbanized area** - An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

# Resources and Links

- [Congressional Districts](#)
- [Department of Management Services \(DMS\)](#)
- [Disclosure of Lobbying Activities](#)
- [DUNS Numbers](#)
- [Federal Audit Clearinghouse](#)
- [FTA Certifications & Assurances](#)
- [My Florida Marketplace](#)
- [Section 5310 FTA Circular](#)
- [Standard Form 424](#)
- [FDOT State Management Plan](#)
- [Sunbiz](#)
- [TRIPS Florida](#)

## **End of Instruction Manual**

### **5310 Grant Application Instruction Manual Revised on September 14, 2020**

Revised by: Erin Schepers, Grant Programs Administrator

FDOT Public Transit Office

605 Suwannee Street (MS 26)

Tallahassee, Florida 32399-0450

Work Phone: 850-414-4526 Email: [erin.schepers@dot.state.fl.us](mailto:erin.schepers@dot.state.fl.us)